

MINISTRY OF COMMUNICATION & IT

DEPARTMENT OF POSTS, INDIA

Office of the Manager Mail Motor Service, Madurai 625 002

No DMS / 14 / Ch IX / 2018-19 dated at Madurai 625-002 the 20 .02.2019

SUBJECT : Filling up TWO (2) vacancies in the grade of staff car driver (Ordinary grade) (General central service, Gr.C, Non-Gazetted, Non –Ministerial) in the 7th CPC level II of Pay Matrix pay Rs.19900-63200 in the office of the Manager, Mail Motor Service, Madurai -625 002 on Deputation /Absorption in the Department of posts failing which Deputation / Absorption in other Ministries / Deputation or re-employment of Armed forces personnel-reg

It is proposed to fill up Two vacancies of staff car Drivers (Ordinary Grade) (General Central Service Gr.C, Non-Gazetted, Non –Ministerial) in Rs.19,900-63,200 (Level 2 in the Pay Matrix as per 7th CPC) at the office of the Manager, Mail Motor Service, Madurai 625 002 Department of posts, Ministry of Communication & IT on Deputation /Absorption in the Department of posts failing which Deputation / Absorption in other Ministries / Deputation or reemployment of Armed forces personnel.

2.Eligibility Conditions:

Deputation/Absorption of officials in the Department of posts

From amongst the regular Dispatch Rider (Group C) and Group C officials in Pay Band -1(Rs.5200-20200 with Grade Pay Rs.1800 as per 6th CPC) and Level 1 in the Pay Matrix as per 7th CPC) in the Department of posts who possess valid Driving License for light and heavy Motor vehicles on the basis of a Driving test to assess the competence to drive light and Heavy Motor Vehicles.

Other Ministries of the Central Government and Armed Forces Personnel

From officials holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay band-1, (Rs.5200-20200 with Grade pay of Rs.1800 as per 6th CPC) and **Level- 1 as per 7th CPC with the** qualifications prescribed here under:

- (i) Possession of a valid Driving License for light and heavy motor vehicles;
- (ii) Knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicles);
- (iii) Experience of Driving Light and Heavy motor vehicle for at least three years ;
- (iv) Pass in 10th Standard from a recognized Board or Institute.

For Ex-Servicemen : The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment.

3. Regulation of pay and other terms of Deputation/Absorption:Pay in PB-1 (Rs.5200-20200 with Grade pay of Rs.1900/- as per 6th CPC) and **Level- 2 of Pay Matrix- as per the 7th CPC** pay will be regularized as per rules.

Contd....2.

4. Age-limit:

The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the last date of receipt of applications.

5. Period of deputation:

The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Department of the Central Government shall ordinarily not exceed three years.

6. Reservation for SC/ST:

No provision for reservation exists for the posts to be filled up on deputation/absorption basis.

7. Period of probation:

Two years for re-employed.

8. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the forwarding Authority (in proforma Annexure-II) may be sent to this office along with the following documents:

- i) Integrity certificate
- ii) List of major/minor penalties imposed if any, on the official during the last 10 years;(if no penalty has been imposed a "Nil" certificate should be enclosed)
- iii) Vigilance clearance certificate.
- iv) Attested photocopies of the ACRs/APARs for the last five years (2013-14 to 2017-18) (attested on each page by a Gazetted officer) (Wherever applicable)

The required documents mentioned at the end of Annexure along with relevant documents in support of qualifications and experience, may be forwarded to "The Manager, Mail Motor Services, Madurai 625 002 within 60 days of the publication of the circular in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

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9. The candidates applied for the post will not be allowed to withdraw their candidature subsequently.

DA: Annexure I & II



Manager
Mail Motor Service
Madurai 625 002

Copy forwarded to:

1. All Ministries/ Department of Govt.of India (as per list attached)
2. All the Circles – Department of Posts, India (as per list attached) – eligible and interested officials may forward their applications through proper channel with the stipulated date.
3. The Chief Postmaster General, TN Circle, Chennai 600 002
-for favour of information
4. The AD (Tech), O/o The Chief Postmaster General, TN Circle, Chennai 600 002 with a request to upload the circular on the official website of Department of posts, India.
5. The Postmaster General, Southern Region, Madurai 625 002 for favour of information and further action please.
6. Spare



Manager
Mail Motor Service
Madurai 625 002

**DEPARTMENT OF POSTS
ANNEXURE-I**

Profoma for application for the post of staff car Driver (Ordinary Grade-III) on Deputation/Absorption/Re-employment basis in the O/o the Manager, Mail Motor Service , Madurai 625 002

1. Name and postal address (in Block Letters) with Telephone No :

2. Date of Birth (in christian Era) :

3. Date of retirement under central Govt.Rules :

4. Educational qualifications
(Enclose a separate sheet,duly authenticated by your signature, or if the space below is insufficient)

5. a. Do you hold analogous post on the regular basis in the present cadre or department (or)
 b. Do you possess three years' regular service in posts in the pay band-1 of Rs.5200-20200 with Grade pay of Rs.1800/ and Level 1 of Pay Matrix of 7th Pay commission or its equivalent?
 if yes,Name of the post held
 c. Do you possess a valid driving license,
 if yes, enclose copy:
 Date of L.M.V -
 Date of H.M.V -
 d. Do you possess Knowledge of motor mechanism?
 e. Do you possess the experience of Driving light and Heavy motor vehicle for at least three years?
 If yes,enclose the relevant documents
 f. Do you possess at least three years service experience as Home Guard/civil volunteers?

6. Details of employment, in the chronological order (stating from the entry in central Government service). Enclose a Separate Sheet duly authenticated by your signature, if the space below is insufficient

Office/ Designation	Post held With Scale of Pay	Period of service		Basic pay & pay Scale (pre- Revised)	Basic pay (revised) with P.B and Pay Level in the Pay Matrix			Nature of Appointment Whether Regular/adhoc deputation
		from	To		6	7	8	
1	2	3	4	5	6	7	8	9

Contd.....2

7. Nature of present employment, i.e ad-hoc or temporary or permanent:

8. In case the present employment is held on deputation please state

- a) The date of initial appointment :
- b) Period of appointment on deputation :
- c) Name of parent office/ Organization to which belong:

9. Are you in the revised scale of pay? If yes, give the date from which
The revision took place and also indicate the pre-revised scale

Date	Pay Scale(pre-revised)	Basic pay (pre-revised)	Date of revision Of pay	Revised scale of Pay under 7 th CPC with PB and level in the pay matrix	Revised basic pay

10. Total emoluments now drawn per month :

11. Additional information , if any , which you would like to mention :
In support of your suitability for the post.
(Enclose a separate sheet if space is insufficient)

12. Full postal address of forwarding authority with name & telephone no. :

13. Whether belongs to SC/ST :

14. Remarks, if any :

Signature of the candidate :
Name of the candidate :
Full address of the office :
Telephone No/Fax No. :

Annexure II

(Certificate to be Furnished By the Employer/Head of office/Forwarding Authority)

Certified that the particulars furnished by _____ are Correct and he/she possessed the requisite educational qualifications and experience mentioned in the vacancy circular.

2. Also certify that:-

- I. There is no vigilance or disciplinary case either pending/contemplated against Shri/Smt _____
- II. His/Her integrity is certified.
- III. His/Her CR Dossier in original is enclosed /photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of under secretary to the Govt. of India or above (wherever applicable).
- IV. NO major/minor penalty has been imposed on him/her during the last 10 years*
- V. A list of major/minor penalties imposed on him/her during the last 10 years is enclosed*

Signature :
Name & Designation :
Telephone No :
Fax No. :
Office Seal :

Place :

Date :

List of enclosures :

- 1.
- 2.
- 3.
- 4.
- 5.

(*Strike out which is not applicable)