

## Department of Posts, India

O/o of The Manager, Mail Motor Service, GPO Compound, Civil Lines, Nagpur- 440001

Ref. No. MSE-13/Rectt. of Drivers/2017-18

Dated: 07.03.2018

APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZENS FOR THE FOLLOWING POST.

Post	Number	Breakup				
		UR	SC	ST	OBC	ESM
Staff car Driver (Ordinary Grade) General Central Service Gr.-C, Non-Gazetted, Non- Ministerial	02	01	Nil	01	Nil	Nil

Scale of Pay of Staff Car Driver: Rs. 19,900/- (Level- 2 in the pay matrix as per 7th CPC)

Last Date of Receipt of Application: On or before 12.05.2018 by 17.00 Hrs.

## 1. ELIGIBILITY

(a) **Age Limit:** 18 to 27 years (Relaxable 5 yrs for SC & ST, 3 yrs for OBC). The crucial date for determining the age limit shall be the closing date of receipt of applications from candidates in India. [Relaxable for Govt. Servants up to the age of 40 years in accordance with the instructions or orders issued by the Central Government]

(b) **Educational & other qualifications:**

- (i) Possession of a valid driving license for light and heavy motors vehicles.
- (ii) Knowledge of Motor Mechanism (candidate should be able to remove minor defects in vehicle)
- (iii) Experience of driving light and heavy motor vehicle at least three years.
- (iv) Pass in 10th standard from a recognized Board or Institute.

(c) **Desirable qualification** : Three years service as Home Guard or Civil Volunteers

(d) **Period of Probation** : Two years

(e) **Method of recruitment** : Direct recruitment

## 2. SELECTION

Selection of Driver shall be made on the basis of driving test to assess their competency to drive light and heavy motor vehicles from amongst the candidates possessing the requisite eligibility criteria mentioned above. The date and venue of the tests will be intimated separately to the eligible candidates. **No intimation will be sent in respect of other applicants who are not eligible.**

**Application should be submitted giving the following bio data-** (Photo attested by Gazetted Officer)

- |   |   |
|---|---|
| i) Full Name (Block letter),                    | viii) Date of birth (in format Day-Month -Year),  |
| ii) Father's full name,                         | ix) Age as on 12.05.18,   |
| iii) Post applied for,                          | x) Reservation category: UR/SC/ST/OBC   |
| iv) Permanent address,                          | xi) Educational qualification,  |
| v) Address for correspondence<br>with pin code, | xii) Issue of Driving license details with date of issue<br>and validity (LMV & HMV separately) |
| vi) Email Id,                                   | xiii) Driving experience (period From:      To:      )<br>Name of institution/ Firm, etc.       |
| vii) Citizenship: Indian/Others (Tick)          | xv) Any other relevant information, etc   |
| xiv) Home Guard service: from to                |   |

Application must be signed by the candidate and accompanied with:-

1. Photocopies of the following certificates duly attested by Gazetted officer/self attested.
  - i) Age proof, ii) Education qualification, iii) Driving experience certificate as indicated at Sl.3 (b) (iii), iv) Caste Certificate (if any), v) Driving License copy, vi) Technical qualification, vii) Citizen certificate, viii) Address proof, ix) Photo Id proof, x) Declaration stating that the information provided is the valid, true and authentic.

2. Two copies of recent passport size photographs attested by Gazetted Officer. One should be pasted in the application form and the other should be attached with the application form.

The applications information/enclosures should be sent in an appropriate size of thick paper envelope clearly inscribing on the cover as **"Application for the post of Driver (Direct Recruitment) at MMS Nagpur"** through Speed Post/Register Post only and addressed to **"The Manager (Group-A), Mail Motor Service, GPO Compound, Civil Lines, Nagpur- 440001**. Application sent by courier or any other transmission will not be entertained/considered. Application without complete information or without requisite document duly attested by Gazetted officer/self attested will be rejected straightway without any notice or information. No TA-DA will be paid for test candidate will be selected on the basis of qualification, experience & skill test and merely possessing minimum qualification will not vest any right to the candidate to call for test. The requisite details with regards to age limit, eligibility qualification, experience, application format and other terms & conditions are available on the website '[www.indiapost.gov.in](http://www.indiapost.gov.in)'.

Manager (Group-A)

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