

**Department of Posts, India**  
**Office of the Manager, Mail Motor Service,**  
**GPO Campus, Patna - 800001**



Dated at Patna the 09 March 2019

**No. : MMS/B-8/C/Ch-V**  
 Application are invited from intending and eligible officials to fill up 10 (Ten) (UR-06, OBC-02, SC-01 & ST-01) vacancy of staff car Drivers (Ordinary Grade) (General Central Service Group 'C' Non-Gazetted, Non-Ministerial) in the pay matrix Level-02 as per 7th CPC in the office of Manager, Mail Motor Service, GPO Campus Patna-800001 on Deputation/absorption in the Department of posts failing which by deputation/absorption from other Ministries/Deputation or re-employment of Armed Force personnel.

**2. Eligibility Conditions.** (i) Deputation/Absorption of officials in the Department of posts : From amongst the regular Dispatch Rider (Group-C) and Group-C employees in the pay matrix Level-01 as per 7th CPC in the Department of Posts, who possess valid Driving License for light and heavy motor vehicle on the basis of a Driving test to assess the competency to drive light and heavy motor vehicle. (ii) 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 the pay matrix Level-01 as per 7th CPC who fulfill the necessary qualification prescribed as under. (a) Possession of a valid Driving license for light and heavy motor vehicles. (b) Knowledge of motor mechanism (candidate should be able to remove minor defects in vehicles). (c) Experience of driving light and heavy motor vehicle for at least three years. (d) Passed 10th standard from a recognized board or institute" (iii) For Armed Forces Personnel : 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 qualification 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 matrix Level-02 as per 7th CPC and will be regularized as per pay rule.

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

**5. Period of deputations.** 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)** may be filled 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-I) along with the following documents : (a) Integrity certificate. (b) List of major/minor penalties imposed if any, on official during the last 10 years; (if no penalty has been imposed, a "Nil" certificate should be enclosed). (c) Vigilance clearance certificate. (d) Attested photocopies of the ACRs for the last five year (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 must reach in the office of **The Manager, Mail Motor Service, GPO Campus, Patna-800001 through proper channel on or before 07 May 2019.**

Application not received through proper channel or without the requisite certificate/documents or received after **07 May 2019** will not be entertained.

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

**Manager (Group "A")**  
**Mail Motor Service, Patna-800001**

**Encl :** Annexure-I & II.

**ANNEXURE-I**

**Application for the post of staff car Drivers (Ordinary Grade) on Deputation/Absorption/Re-employment basis in the office of Manager, Mail Motor Service, Patna-800001.**

- Name and postal Address (in block letter) with telephone No :
- Date of Birth (in Christian era) :
- Whether belongs to SC/ST :
- Status :- (Temporary/Permanent)
- Educational qualification :-
- (a) Do you hold analogous post on regular basis in the parent cadre or department or (b) Do you possess three years regular service in posts in the pay matrix level-I as per 7th CPC or equivalent if yes, name of the post held : (c) Do you possess a valid driving license?, if yes enclose copy of LMV&HMV license (d) Do you possess knowledge of Motor Mechanism? (e) Do you possess experience of driving light and heavy motor vehicle for at least three years? If yes, enclose the relevant documents.
- Details of employment, in chronological order (starting from entry in Central Government Service).

Office/ Organization	Post held with Level of pay matrix	Period of Service		Basic pay & pay scale (pre-revised)			Basic pay (revised) with Pay level in Pay matrix		Nature of appointment whether regular/adhoc/ deputation
		From	To	Pay Band	Basic Pay	Grade Pay	Pay Level	Basic Pay	
1	2	3	4	5	6	7	8		9

**8.** In case of deputation :- (a) The date of initial appointment (b) Period of appointment on deputation  
 (c) Name of parent Office/Organization to which you belong:

**9.** Additional information, if any, which you would like to mention in support of your Suitability for the post (enclose a separate sheet if the space is insufficient).

**10. Remarks**

Signature of the candidate  
 Name of the candidate  
 Full address of the office & Tel. No./Fax No.

**ANNEXURE-II**

[Certificate to be furnished by the employer/Head of office/Forwarding Authority]

- Certified that particulars furnished by ..... are correct and He/she possess educational qualifications and experience mentioned in the vacancy circular.
- Also certified that; (i) No vigilance or disciplinary case is pending/contemplated against shri .....  
 (ii) No Major/Minor penalty has been imposed on him/her during the last 10 years.
- Photo copies of the ACRs for the last 5 years attested by an officer of the rank of under secretary to the Govt. of India or above enclosed.

Place :  
 Date :

- List of enclosure :
- - 
  - 
  - 
  -

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

[Strike out Which is not applicable]