

भारत सरकार, GOVERNMENT OF INDIA  
भारतीय डाक विभाग, DEPARTMENT OF POSTS:INDIA  
वरिष्ठ प्रबंधक का कार्यालय, डाक वाहन सेवा  
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICES  
139, BELEGHATA ROAD, KOLKATA-700015

Phone (033) 2251-2550

Fax: (033) 2251-0780

Email: mailmotorkol@gmail.com

No. MMG/36/Driver/XVI/2018/2019/2020

Dated at Kolkata-700015, the 03.03.2022

It is proposed to fill up 28 (Twenty Eight) vacancies of Staff Car Driver (Ordinary Grade) pertaining to the vacancy years 2018, 2019 and 2020 (General Central Service, Gr.-C, Non-Gazetted, Non-Ministerial) in Level 2 of Pay Matrix as per 7th CPC (Rs. 19900-63200/-) at the office of the Senior Manager, Mail Motor Services, Kolkata-700015 on Deputation/Absorption from Department of Posts, failing which by Deputation/Absorption from other Ministries/Departments or Deputation/Reemployment of Armed Forces Personnel.

**1. 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 Level 1 of the Pay Matrix as per 7<sup>th</sup> CPC in the Department of Posts who possess valid Driving License for light and heavy motor vehicle on the basis of a Trade test/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 Level 1 of the Pay Matrix as per 7<sup>th</sup> CPC who fulfills the necessary qualifications prescribed as under:

- Possession of a valid Driving License for light and heavy motor vehicles;
- Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle);
- Experience of driving Light and Heavy motor vehicle for at least three years;
- Pass in 10<sup>th</sup> 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 Armed Forces; thereafter they may be continued on re-employment.

**2. Regulation of pay and other terms of deputation:** Level 2 of the Pay Matrix as per 7<sup>th</sup> CPC (Rs. 19900-63200/-). Pay will regulated as per rules.

**3. 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.

**4. 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 03 (three) years.

**5. Reservation for SC/ST:** No provision for reservation exists for the posts to be filled up on deputation/absorption basis.

**6. Period of Probation:** Two years for re-employed.

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

- (a) Integrity certificate
- (b) 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)
- (c) Vigilance Clearance Certificate.
- (d) Attested photocopies of the ACRs/APARs for the last five years (2015-16 to 2019-20) (attested on each page by a Gazetted officer, wherever applicable)

The required documents mentioned in the notification along with relevant documents in support of qualification and experience, may be forwarded to "The Senior Manager, Mail Motor Services, 139, Belegkata Road, Kolkata-700015", through proper channel within 30 days from the date of publication of notification in the Employment News. The envelope of the applications should be duly superscripted with "Application for the post of staff Car Driver (Departmental)". Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date will not be entertained. The trade test will be conducted as per pattern and syllabus prescribed by the Dte. Vide no. 08-01/2019-SPN-1 dated 06.05.2020. The requisite details with regards to age limit, eligibility qualification, experience, application format, syllabus and other terms & conditions are available on the website 'www.indiapost.gov.in'.

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

Enclosed: Annexure-I & II



प्रबन्धक/Manager

डाक मोटर सेवा/Mail Motor Services

कोलकाता-700015/Kolkata-700015

Copy forwarded to:

1. All Ministries/Departments of Govt. of India (as per list attached).
2. The Director, CEPT, Mysore for uploading this notification on the website [indiapost.gov.in](http://indiapost.gov.in)
3. All the Circles - Department of Posts, India (as per list attached) - Eligible and interested officials may forward their applications through proper channel within the stipulated date.
4. The ADPS (TO), O/o the Ch. PMG, West Bengal Circle, Kolkata-700012 with a request to upload the vacancy circular on the official website of West Bengal Circle, Department of Posts.
5. The ADPS (Rectt), O/o the CPMG, W. B. Circle, Kol-12 for information and necessary action.
- 6-11. Notice Boards, All Depots under MMS, Kolkata (Belegkata/ Howrah/Kalighat/Siliguri/Asansol/AMPC/GPO)



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**ANNEXURE-I**

**Proforma for application for the post of Staff Car Driver (Ordinary Grade) on  
Deputation/Absorption/ Reemployment basis at MMS, Kolkata**

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, if the space below is insufficient)
5. a. Do you hold analogous post on regular basis in the parent cadre or department:  
b. Do you possess three years' regular service in posts in Pay Level 1 of Pay Matrix as per 7<sup>th</sup> CPC or equivalent; if yes, Name of the post held:  
c. Do you possess a valid driving license; if yes, enclose copy:  
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:  
f. Do you possess at least three years service experience as Home Guard/ Civil volunteers:
6. Details of employment, in chronological order (Stating from entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient:

Office/ Organization	Post held with scale of pay	Period of service		Basic Pay and Pay Scale (Pre-revised)			Basic Pay (Revised) with Pay Level in Pay Matrix		Nature of appointment whether regular/ ad- hoc/deputation
		from	to	Pay Band	Basic Pay	Grade Pay	Pay Level	Basic Pay	
1	2	3	4	5	6	7	8	9	10

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 you belong:
9. Are you in 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, Pay Matrix Level as per 7 <sup>th</sup> CPC	Revised basic pay

10. Total emoluments drawn per month in Rs.:
11. 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)
12. Full postal address of forwarding authority with name & telephone no.:
13. Whether belongs to SC/ST:
14. Remarks:

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

Signature of the Candidate: \_\_\_\_\_

Name of the Official: \_\_\_\_\_

Station: \_\_\_\_\_

Full address of the Office: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone No./Fax No.: \_\_\_\_\_

**Certificate to be given by the authorized signatory of the parent office**

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Office Seal: \_\_\_\_\_

**ANNEXURE-II**

**(Certificate To Be Furnished By The Employer/Head of Office/Forwarding Authority)**

1. Certified that the particulars furnished by \_\_\_\_\_ are true and correct as per the facts available on the records. He/she possesses the educational qualifications and experience mentioned in the vacancy circular.

**2. Also certified 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 are enclosed (wherever applicable).
- IV. No major/ minor penalty has been imposed on him/her during the last 10 years\*  
A list of major/ minor penalties imposed on him/her during the last 10 years is enclosed.\*
- V. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and if selected, he will be relieved immediately to join the post.

**Signature:** \_\_\_\_\_

**Name & Designation:** \_\_\_\_\_

**Mobile/Telephone No. and E-mail ID:** \_\_\_\_\_

**Fax No:** \_\_\_\_\_

**Office Seal:** \_\_\_\_\_

**Place:**

**Dated:**

**List of enclosure:**

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

(\* Strike out which is not applicable)