



**No: MMG/36/Driver/XV dated 16.07.2018**  
**MINISTRY OF COMMUNICATION & IT**  
**DEPARTMENT OF POSTS : INDIA**  
**OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICES**  
**139, BELEGHATA ROAD, KOLKATA-700015**  
Phone No. (033)2251-2550, Fax No. (033)2251-0780, Email: [mailmotorkol@gmail.com](mailto:mailmotorkol@gmail.com)

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**VACANCY CIRCULAR**

It is proposed to fill up nine vacancies of Staff Car Driver (Ordinary Grade) (General Central Service, Gr.C, Non-Gazetted, Non-Ministerial) in the Rs.19900-63200/-(Level 2 in the Pay Matrix as per 7<sup>th</sup> CPC) at the office of the Senior Manager, Mail Motor Services, Kolkata-700015 on Deputation/ Absorption in the Department of Posts failing which Deputation/ Absorption from other Ministries/Departments or Deputation/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 employees in [Pay Band – 1, Rs.5200-20200 with Grade Pay of Rs.1800 as per 6<sup>th</sup> CPC (Level 1 in the Pay Matrix as per 7<sup>th</sup> CPC)] in the Department of Posts who possess valid Driving Licence for light and heavy Motor vehicles on the basis of a Driving test to assess the competence to drive light and heavy Motor vehicle.

**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 in the Pay Matrix as per 7<sup>th</sup> CPC who fulfills the necessary qualifications prescribed as under:

- (i) Possession of a valid Driving Licence for light and heavy motor vehicles;**
- (ii) Knowledge of Motor mechanism (The candidate should be able to remove minor defects in vehicle);**
- (iii) Experience of Driving Light and Heavy motor vehicle for at least three years ;**
- (iv) 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.

**3. Regulation of pay and other terms of deputation:**

Rs.19900-63200/-(Level 2 in the Pay Matrix as per 7<sup>th</sup> CPC). Pay will be regulated as per rules.

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**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 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) 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 ) be forwarded 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 (2012-13 to 2016-17) (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 Senior Manager, Mail Motor Services, 139, Belegkata Road, Kolkata-700015**", within 45 days of the publication of the circular in the Employment News. The envelope of the applications should be duly superscripted with "Application for the post of staff Car Driver (Departmental)" otherwise Department will have no responsibility for any mixing with other applications. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

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

**Senior Manager  
Mail Motor Services  
Kolkata-700015**

Copy forwarded to:

1. All Ministries/ Departments 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 within the stipulated date.
  3. The ADPS (TO), O/o the Ch. PMG with a request to upload the vacancy circular on the official website of Department of Posts, India.
  4. Sri K.K.Rana, ADPS(Rectt), O/o the CPMG, W.B.Circle, Kol-12 w.r.to letter no. Rectt/R-1/3/Driver/MMS/2017-18 dtd.26.09.17
- 5-11. Notice Boards (Belegkata/ Howrah/ Kalighat/Siliguri/Asansol/AMPC/GPO)

**Senior Manager  
Mail Motor Services  
Kolkata-700015**