

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION  
DEPARTMENT OF POSTS  
(MAIL MOTOR SERVICE)

O/o SENIOR MANAGER,  
MAIL MOTOR SERVICE, TALLAKULAM  
MADURAI 625 002



File No.DMS/ 14- RECTT/2022 Dated at Madurai 625 002 the 17 .03.2022

**NOTIFICATION**

**Sub:** Filling up of 4 ( FOUR) vacancies in the Grade of Staff Car Driver (Ordinary Grade) (General Central Services, Gr.C, Non-Gazetted, Non – Ministerial) in the Pay matrix Level-02 as per 7<sup>th</sup> CPC in the office of the Senior Manager, Mail Motor Service, Tallakulam, Madurai 625 002 on Deputation / Absorption basis in the Department of Posts failing which Deputation / Absorption in other Ministries / Deputation or reemployment of Armed Forces Personnel – reg.

It is proposed to fill up 4 ( FOUR) vacancies of Staff Car Driver (Ordinary Grade) (General Central Services, Gr.C, Non- Gazetted, Non- Ministerial) for the year 2021-2022 in the Pay matrix Level-02 as per 7<sup>th</sup> CPC in the office of Senior Manager, Mail Motor Service, Tallakulam, Madurai 625 002 on Deputation / Absorption basis in the Department of Posts failing which Deputation / Absorption in other Ministries / Deputation or reemployment of Armed Forces Personnel.

Details of Vacancy is as under

S.No	Division/Unit	Total no. of Vacancy
1	DINDIGUL DIVISION	1
2	KARAIKUDI DIVISION	1
3	RAMANATHAPURAM DIVISION	1
4	SIVAGANGA DIVISION	1
	<b>Total</b>	<b>4</b>

**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 the Pay matrix Level-01 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 Trade test/Driving test to assess the competence 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 7<sup>th</sup> CPC who fulfill the necessary qualifications prescribed as under

- Possession of valid Driving Licence for light and heavy motor vehicles.
- Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicles).
- 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 the Armed Forces thereafter they may be continued on re-employment.

2. **Regulation of pay and other terms of deputation / absorption :**

Pay matrix Level-02 as per 7<sup>th</sup> CPC and will be regularized as per pay rule.

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 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.


7. 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 II) 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 for the last five years (2017-18 to 2021-22 ) (attested on each page by a Gazetted officer) (wherever applicable)

The required documents mentioned in notification along with relevant documents in support of qualifications and experience, may be forwarded to "The Senior Manager, Mail Motor Service, Tallakulam, Madurai 625 002", on or before 17. 5.2022. 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.

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

Encl: Annexure-I &II

  
Senior Manager,  
Mail Motor Service,  
Madurai – 625 002

Copy forwarded to :-

1. All Ministries / Departments of Govt. of India (As per list attached)
2. All the Circles of 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 Postmaster General, Southern Region, Madurai 625 002 w.r.t Ir. No. REP/39-8/SCD/2021/MA dated 10.3.2022, for kind information with a request to upload the vacancy circular on the official website of Department of Posts..
4. The Chief Postmaster General, Tamilnadu circle, Chennai-600 002 with a request to upload the vacancy circular on the official website of Department of Posts..

**DEPARTMENT OF POSTS**

**ANNEXURE – I**

Proforma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/  
Absorption/ Re – employment basis in the office of the Senior Manager(Gr.A), Mail Motor Service,  
Madurai 625 002

1. Name and Postal address (in Block Letters) with Contact No(Telephone/Mobile):
2. Date of Birth (in Christian Era) :
3. Date of retirement under Central Govt. Rules. :
4. Educational qualifications :  
(Enclosed 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 or.  
  
(b) Do you possess three years regular service in posts in the pay matrix level-1 as per 7th  
CPC or equivalent if yes, Name of the post held:  
  
(c) Do you possess a valid driving licence; if yes, enclose copy of LMV/HMV?  
  
(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 experience as Home Guard/civil volunteers?
6. Details of employment, in chronological order (starting from entry in Central Government Services)  
Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

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	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> pay 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. Order of Preference for Division/unit : i)  
ii)  
iii)

15. Remarks.

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

Station:  
Date:

Signature of the candidate  
Name of the official: \_\_\_\_\_  
Full Address of the office: \_\_\_\_\_  
Telephone No./E-mail ID: \_\_\_\_\_

**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 possessed educational qualifications and experience mentioned in vacancy circular. If selected he/she will be relieved immediately.

Signature \_\_\_\_\_  
Name & Designation \_\_\_\_\_  
Tel. 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 requisite educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:

(a) There is no vigilance/ disciplinary case either pending / contemplated against Shri./smt. \_\_\_\_\_

(b) His /Her integrity is certified.

(c) 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).

(d) No major / minor penalty has been imposed on him/her during the last 10 years \*or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be)

(e) 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 : \_\_\_\_\_

Telephone No & E-mail id: \_\_\_\_\_

Fax No. : \_\_\_\_\_

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

Place:

Date:

List of enclosure:

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

(\* Strike out which is not applicable)