

**Department of Posts India**  
**Office of the Manager Mail Motor Service Bhopal-462001**

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To

The General Manager  
The Center for Excellence in postal Technology  
Nazarbad Mysuru 570010

No. MMS/Driver Rect/ 2016-17

Bhopal Dated 26.09.2016

**Subject: Driver Recruitment- MMS Bhopal**

This is regarding filling up Six (06) vacancies in the grade of staff car driver (Ordinary grade) in Mail Motor Services Bhopal

Copy of the notification is enclosed and mailed to address [jmcept@india.post.gov.in](mailto:jmcept@india.post.gov.in) for uploading in the departmental website.

**MANAGER**  
**MAIL MOTOR SERVICE**  
**BHOPAL 462001/.**

Copy to:

1. The AD(Tech) O/o the CPMG MP Circle Bhopal-462012 with request to upload the circular on official website of MP Circle Bhopal-462011. Notification mailed to [www.ddtco.bhopal@mp.post.in](http://www.ddtco.bhopal@mp.post.in)
2. The APMG (Rectt/Estt) O/o the CPMG MP Circle Bhopal-462012 with reference to letter no Recruitment/2-7/Driver MMS/2013-14 dated at 06.09.2016.
3. The AD (Mails) O/o the CPMG MP Circle Bhopal-462012
4. The Manager (Group A) Mail Motor Service Ahemedabad- 380001 for information.

**DEPARTMENT OF POST INDIA**  
**OFFICE OF THE MANAGER MAIL MOTOR SERVICE BHOPAL-462001**

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**Subject:** Filling up Six (06) vacancies in the Grade of staff car Driver (Ordinary Grade) (General Central Service Gr.C Non-Gazetted, Non-Ministerial) in the PB-1 (Rs 5200-20200) plus Grade pay Rs 1900/- in the Manager Mail Motor Service Bhopal-462001 on Deputation/Absorption in the Department of Posts failing which by Deputation/ Absorption in other Ministries/Deputation or reemployment of Armed Forces Personnel- reg.

It is proposed to fill up six vacancies of staff car Driver (Ordinary Grade) ( General Central Service Gr.C Non-Gazetted, Non- Ministerial) in the PB-1 (Rs 5200-20200) plus Grade pay Rs 1900/- in the office of the Manager Mail Motor Service Bhopal-462001 Department of posts Ministry of communication & IT on Deputation/Absorption in the Department of Posts failing which Deputation/ Absorption in other Ministries/Deputation or reemployment of Armed Forces Personnel- reg.

**2. Eligibility Conditions:**

**(i) Deputation/Absorption of officials in the Department of Post**

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 in the Department of Posts who possess valid Driving License for light and heavy Motor vehicles on the basis of a 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 Pay Band Rs 5200-20200 with Grade Pay of Rs 1800 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 (The candidate should be able to remove minor defects in vehicle);
- (c) Experience of Driving Light and Heavy motor vehicle for at least three years
- (d) 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 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:**

PB-1(Rs.5200-20200) plus Grade Pay of Rs. 1900 pay will be regulated as per rules.

**4. Age-Limit**

The maximum age limit for appointment by deputation/absorption shall be not exceeding 56 year as on the closing date or 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) 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 the last 10 year; (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 (2011-12 to 2015-16) (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 Manager Mail Motor Service Bhopal-462001 on or before 31.10.2016. Application 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.

**MANAGER**  
**MAIL MOTOR SERVICE**  
**BHOPAL 462001**

**Copy forwarded to:**

1. All Ministries/ Departments of Govt. Of India (attached).
2. All the Circles- Department of Posts India (as per list attached)- eligible and interested officials may forward their application through proper channel with the stipulated date.
3. The AD(Tech) O/o the CPMG MP Circle Bhopal-462012 with request to upload the circular on official website of MP Cricle Bhopal-462011
4. The APMG (Rectt/Estt) O/o the CPMG MP Circle Bhopal-462012 with reference to letter no Recruitment/2-7/Driver MMS/2013-14 dated at 06.09.2016
5. The Manager (Group A) Mail Motor Service Ahemedabad- 380001 for information.



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 PB & GP	Revised basic pay

10. Total emoluments per month now drawn
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. Remark

Signature of the candidate  
 Name of the candidate  
 Full address of the office  
 Telephone no/ Fax No

## ANNEXURE-II

(Certificate to be furnished by the Employer/Head of Office/forwarding Authority)

Certified that the particulars furnished by-----  
are correct and he/she possesses 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 enclosed (wherever applicable).
- IV. No major/minor penalty has been imposed on him/her during the last 10 years
- V. A List of major/minor penalties imposed on him /her during the last 10 years is  
enclosed.

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

Place:

Dated:

List of enclosure

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

(Strike out which is not applicable)