

MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS, INDIA
O/o THE CHIEF POSTMASTER GENERAL, M.P.CIRCLE, BHOPAL-462012

File No. Rectt./12-02/Driver/2021

Bhopal dated 01.09.2021

Sub:- Filling up Eleven (11) vacancies in the Grade of Staff Car Driver (Ordinary grade) (General Central Services, Gr.-C, Non-Gazetted, Non- Ministerial) in Rs. 19900-63200 (Level-2 in the Pay Matrix as per 7th CPC) in the office of the Manager, Mail Motor Service, Bhopal, Indore , Jabalpur and Postal Divisions on Deputation/Absorption in the Department of Posts failing which by Deputation/Absorption from other Ministries/Departments or through Deputation/re-employment of Armed Forces Personnel.

Applications are invited from the eligible officials to fill up (11) Eleven vacancies of Staff Car Driver (Ordinary Grade) (General Central Services, Group -C, Non-Gazetted, Non-Ministerial) in Rs. 19900-63200 (Level-2 in the Pay matrix as per 7th CPC) in the office of the Manager, Mail Motor Service, Bhopal, Indore , Jabalpur and Postal Divisions of M.P. Circle on Deputation/Absorption in the Department of Posts, failing which Deputation/Absorption from other Ministries/Departments of Central Govt. or through Deputation/Re-employment of Armed Forces Personnel.

Sl No.	Name of the Division to which posts belongs	Number of post	Name of the Office to whom the application address to
(1)	(2)	(3)	(4)
1	Manager, Mail Motor Service, Bhopal, Indore, Jabalpur and Postal units of M.P. Circle.	11*	Assistant Director (Recruitment) O/o Chief Postmaster General, M.P. Circle, Bhopal- 462012

*Number of posts are subject to change.

2. Eligibility Conditions:

Deputation/Absorption of the officials in the Department of Posts :

From amongst the regular Dispatch Riders (Group -C) and Group-C officials in [Pay Band-1(Rs. 5200-20200 with Grade pay of Rs. 1800 as per 6th CPC) and Level-1 in the Pay Matrix as per 7th CPC] in the Department of Posts possessing valid Driving License for Light and Heavy Motor Vehicles on the basis of Driving test to assess the competency to drive Light and Heavy Motor Vehicles.

Other Ministries of the Central Government and Armed Forces Personnel:

From officials holding the post of Dispatch Riders on regular basis or regular Group -C employees in the PB-1 (Rs. 5200-20200 with Grade Pay of Rs. 1800 as per 6th CPC) and Level-1 of Pay Matrix as per 7th CPC with the qualifications prescribed here under :-

- (i) Possession of a valid Driving License for Light and heavy Motor Vehicles,
- (ii) Knowledge of Motor mechanism (The candidate should be able to detect and rectify the minor defects in vehicle).
- (iii) Experience in Driving for Light and Heavy Motor Vehicles for at least three years.
- (iv) Pass in the 10th Standard from a recognized Board or Institute.

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 qualifications 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 in Level-2 (19900-63200) of Pay Matrix as per 7th CPC will be regularized as per rules.

4. Age limit :

The maximum age limit for appointment by deputation/absorption shall not be exceeding 56 years as on the last 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 the 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) may be sent 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) Certified photocopies of the ACRs/APARs for the last five years (2016-17 to 2020-21)

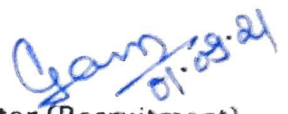
The required documents/Certificates mentioned at the end of the Annexure along with relevant documents in support of the qualifications and experience may be forwarded to the Assistant Director (Recruitment), O/o Chief Postmaster General, M.P. Circle, Dak Bhawan, Bhopal-462012 on or before 30.10.2021. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date i.e. 30.10.2021 will be rejected summarily.

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


Assistant Director (Recruitment)
O/o the Chief Postmaster General,
M.P. Circle, Bhopal-462012.

Copy forwarded to:-

1. All Ministries of Govt. of India.
2. All the Circles - Department of Posts, India - eligible and interested officials may forward their applications through proper channel within the stipulated period.
3. The Postmaster General, Indore Region/Jabalpur Region
4. The G.M. (Finance), PAO Bhopal.
5. The General Manager CEPT Mysore for uploading on India post Website.
6. All Sr/Supdt./SRMs in M.P. Circle
7. Manager MMS Bhopal
8. Notice Board


Assistant Director (Recruitment)
O/o the Chief Postmaster General,
M.P. Circle, Bhopal-462012.

8.	Nature of present employment, i.e. ad-hoc or temporary or permanent.	:	
9.	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.	:	
10.	Furnish the details of Pay in the table below	:	

Date	Pay Scale (Pre-revised)	Basic Pay (Pre-revised)	Date of revision of pay	Revised scale of pay PB & GP(Pay Matrix Level)	Revised basic pay

11.	Total emoluments as per last pay drawn.	:	
12.	Additional information, if any, which you would like to mention in support of your suitability for the post . (Enclose a separate sheet if space is insufficient).	:	
13.	Full Postal address of forwarding authority with name & telephone No.	:	
14.	Remarks, if any.	:	

Certified that the information furnished above is true and correct to the best of my knowledge if at any stage such information is found false or fabricated my candidature shall be liable for cancellation without assigning any reason.

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 particulars furnished by _____ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

1) Also certify that :

- i) There is no vigilance or disciplinary case either pending/contemplated against Shri/Smt. _____
- ii) His/Her integrity is certified that _____
- iii) His/Her CR Dossier in original is enclosed/photocopies of the APARs 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.* or
- v) A list of major/minor penalty has been imposed on him/her during the last 10 years is enclosed.*

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

Place :

Date :

List of enclosure :

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

(Strike out which is not applicable)