

No: MMG/36/Driver/XIV/DR Dated.....
MINISTRY OF COMMUNICATION & IT
DEPARTMENT OF POSTS ; INDIA
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICES,
139, BELEGHATA ROAD,KOLKATA-700015

APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZEN FOR THE FOLLOWING POSTS

POSTS	NUMBER	BREAK-UP			
		UR	SC	OBC	ESM
Staff Car Driver (Ordinary Grade) General Central Service, Gr-C, Non-Gazetted, Non -Ministerial	14	7	3	4	1

Vacancy reserved for Ex-Serviceman (ESM) will be filled up from any category and then be adjusted horizontally against respective categories viz UR/SC/ OBC as the case may be depending upon the category to which the selected candidate belongs to, that means the vacancy earmarked for Ex-serviceman is included within the total vacancies of 14 posts of Drivers.

SCALE OF PAY OF STAFF CAR DRIVER : Level-2 in the Pay Matrix Table (as per 7 th CPC)
PERIOD OF PROBATION : Two years for direct recruits.
LAST DATE FOR RECEIPT OF APPLICATION : Sixty (60) days after the publication of this advertisement in employment News UPTO 17:00 HRS.

1. Eligibility

a) Age Limit for direct recruits : 18 to 27 yrs [Relaxable 5 yrs for SC, 3 yrs for OBC , for Central Government Servants upto 40 yrs in accordance with the instructions or orders issued by Central Government and for Ex – Serviceman upto a maximum of 3 years [08 (3+ 5) years for SC and 06 (3+3) years for OBC] after deduction of the Military Service rendered from the actual age].

The crucial date for determining age limit shall be the closing date of receipt of applications from candidates in India.

b) Educational & Other qualifications for direct recruits:

- (i) Possession of a valid driving license for light & heavy motor vehicles.
- (ii) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle)
- (iii) Experience of driving light & heavy motor vehicle for at least three years. And
- (iv) Pass in 10th Standard from a recognized Board or Institute.

c) Desirable qualification : Three years' service as Home Guard or Civil Volunteers.

2. Selection

Selection of Driver shall be made on the basis of driving test to assess their competency to drive light and heavy motor vehicles, from amongst the candidates possessing the requisite eligibility criteria mentioned above. The date and venue of the tests will be intimated separately to the eligible candidates. **No intimation will be sent in respect of other applicants who are not eligible.**

Application should be submitted giving the following bio-data:

- i. Full name (In block letters)
- ii. Father's full name
- iii. Post Applied for
- iv. Permanent Address
- v. Address for correspondence
- vi. Citizenship
- vii. Date of Birth (By Christian Era)
- viii. Age as on closing date of receipt of application
i.e 60 days after the publication of the advertisement in Employment News.
(in format day-month-year)
- ix. Community
- x. Educational Qualification
- xi. Issue of Driving License details with validity (LMV & HMV separately)
- xii. Driving experience period
- xiii. Technical qualification
- xiv. Any other relevant information

Application must be signed by the candidate and accompanied with-

1. Photocopies of the following certificates self certified by the candidate:

i) Age proof, ii) Educational Qualification, iii) Driving experience certificate as indicated at Sl 1(b)(iii), iv) SC/OBC/ESM certificate issued by Competent Authority, v) Driving License, vi) Technical Qualification, vii) Copy of citizenship certificate/Permanent Residential certificate or any certificate issued by State/central government to show Indian Citizenship.

2. Two copies of recent passport size photographs signed across by the candidate. One should be pasted in the application form and the other should be attached with the application form.

The applications should be sent in an envelope duly superscripting the **post applied for** and addressed to **'The Senior Manager, Mail Motor Services, 139, Belegkata Road, Kolkata -700015'**. The application should be sent through **Speed Post/Registered Post only** & the same should reach within a period of sixty (60) days from the date of publication of this advertisement in Employment News by 1700 Hours. Applications received by other means will be rejected. Application(s) without complete information or without copies of certificates/documents or the application(s) enclosing copy/ copies of the certificate(s) without self-certification will be rejected straight way without any notice or information.

Senior Manager
Mail Motor Services
Kolkata-700015