

No. B-2/MMS/Driver Rectt/2022-23 Dated 30.12.2022

Govt. of India  
Ministry of Communications  
Department of Posts  
Office of the Chief Postmaster General, Punjab Circle  
Sandesh Bhawan Sector-17/E  
Chandigarh-160017

**ELIGIBLE FOR ABSORPTION/DEPUTATION OF GOVERNEMENT STAFF ONLY**

Sub: Filling up two (02) vacancies in the Grade of staff car Driver (Ordinary Grade) (General Central Service, Gr-C, Non-Gazetted, Non-Ministerial) in Rs. 19900/- (Level-2 in the Pay Matrix as per 7th CPC) in the office of the Manager, Mail Motor Service, Chandigarh-160017 on Deputation / Absorption in the Department of Posts failing which Deputation / Absorption from other Ministries/Departments or Deputation/reemployment of Armed Forces personnel.

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It is proposed to fill up two (02) vacancies of Staff Car Drivers (Ordinary Grade) General Central Services, Group-C, Non-Gazetted, Non-Ministerial) in Rs. 19900/- (Level-2 in the Pay Matrix as per 7<sup>th</sup> CPC) in the office of the Manager, Mail Motor Service, Chandigarh-160017 on Deputation / Absorption in the Department of Posts failing which Deputation / Absorption from other Ministries/Departments or Deputation/reemployment of Armed Forces personnel. The detail of number of vacancies, Name of the office to which the post belongs and to the address for submission of application is as under:

Sl. No.	Name of the Division to which posts belongs	Number of Post	Name of the Division to whom the application address to
(1)	(2)	(3)	(4)
1	Manager, Mail Motor Service, Chandigarh	02	Assistant Director (Recruitment), O/o Chief Postmaster General, Sandesh Bhawan, Sector-17 E, Chandigarh-160017

**2. Eligibility Conditions:**

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

From amongst the regular Dispatch Riders (Group-C) and Group-C employees in the Pay Matrix Level-1 as per 7<sup>th</sup> CPC in the Department of Posts, who possess 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.

*[Signature]*  
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**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 Pay Matrix Level-1 as per 7<sup>th</sup> CPC with the qualifications prescribed here under:

- (i) Possession of a valid Driving License for Light and Heavy Motor Vehicle.
- (ii) Knowledge of Motor mechanism (The candidate should be able to detect and rectify the minor defects in vehicle).
- (iii) Experience of Driving for Light and Heavy Motor Vehicle for at least three years.
- (iv) Pass in the 10th 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 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 Matrix Level-2 as per 7th CPC and 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.

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) may be sent to this office along with the following documents.

- (i) Integrity Certificate.

  
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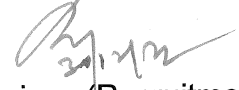
- (ii) List of major / minor penalties imposed, if any, on the official during the last 10 years (if no penalty has been imposed a "NIL" certificate should be enclosed).
- (iii) Vigilance clearance certificate.
- (iv) Attested photocopies of the ACRs/APARs for the last five years (2017-18 to 2021- 22) (attested on each page by a Gazetted Officer) (where ever applicable).

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

Assistant Director Postal Services (Recruitment)  
O/o Chief PMG, Punjab Circle,  
Sandesh Bhawan, Sector 17 E,  
Chandigarh-160017

so as to reach on or before last date of submission of application i.e. 31.01.2023. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date i.e. 31.01.2023 will be rejected summarily.

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

  
Assistant Director Postal Services (Recruitment)  
O/o Chief PMG, Punjab Circle,  
Chandigarh -160017

Copy forwarded to:

1. Assistant Director (MOD), Punjab Circle, Chandigarh for information and uploading the notification in departmental website.
2. All Ministries / Department of Govt, of India. (As per standard list).
3. All the Circles - Department of Posts, India - eligible and interested employees may forward their applications through proper channel within the stipulated period.
4. Manager, Mail Motor Service, Chandigarh
5. Office Copy.

### ANNEXURE -I

Proforma for application for the post of Staff Car Driver (Ordinary Grade-III) on deputation / Absorption / Re-employment basis in the O/o The Manager, Mail Motor Service, Chandigarh-160017

1. Name and Postal address (in block letters) With telephone No.
2. Date of Birth (in Christian Era)
3. Date of retirement under Central Govt, rules
4. Educational qualifications  
(Enclose a separate sheet, duly authenticated by your signature, or if space below is insufficient)
5. (a) Do you hold analogous post on the regular basis in the present cadre or department;  
or  
(b) Do you possess three years regular service in the post in the Level-1 of Pay Matrix of 7th CPC or its equivalent?  
(c) Do you possess a valid Driving License?  
if yes, enclose a copy  
Date of LMV - Date of HMV -  
(d) Do you possess knowledge of Motor Mechanism?  
(e) Do you possess the experience of Driving in Light and Heavy Motor Vehicles for at least three years? If yes, enclose the relevant documents.  
(f) Do you possess at least three years service experience as home guard / Civil volunteer?
6. Details of employment in the chronological order (starting from the entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office / Designation	Post held with the scale of pay	Period of service		Basic pay & pay scale (pre revised)	Basic pay (revised) with PB & pay level in the pay matrix			Nature of appointment/ whether Regular/Adhoc deputation
		from	to					
1	2	3	4	5	6	7	8	9

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 the parent office / organization to which belong.

9. Are you in the 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 under 7th CPC with PB and level in the pay matrix	Revised Basic pay

10. Total emoluments now drawn per month.
11. 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)
12. Full Postal address of forwarding authority with name & telephone no.
13. Whether belongs to SC / ST.
14. Remarks, if any.

Signature of the candidate: .....

Name of the candidate:- .....

Full address of the office: .....

Telephone No/Fax No: .....

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. She/he possesses 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 particulars furnished by \_\_\_\_\_ are true & correct and he possessed the requisite educational qualifications and experience mentioned in the vacancy circular.
2. Also certify 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/APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above.(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 and Designation: .....

Telephone No: .....

Fax No: .....

Office Seal: .....

Place:

Date:

List of enclosure:

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

\*(Strike out which is not applicable)