

No: MMG/36/Driver/XIV/DR
 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	ST	OBC	ESM
Staff Car Driver (Ordinary Grade) General Central Service, Gr-C, Non-Gazetted, Non -Ministerial	13	7	3	1	2	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/ST/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 13 posts of Drivers.

SCALE OF PAY OF STAFF CAR.DRIVER : PB-1 (Rs. 5200-20200) with Grade pay Rs.1900/- (as per VI-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 & ST, 3 yrs for OBC , for Government Servants upto 35 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 & ST 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 for 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:

- | | |
|---|---|
| <ul style="list-style-type: none"> 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 year-month-day) | <ul style="list-style-type: none"> ix. Community x. Educational Qualification xi. Issue of Driving License details with validity (LMV & H MV separately) xii. Driving experience period xiii. Technical qualification xiv. Any other relevant information |
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Application must be signed by the candidate and accompanied with-

1. Photocopies of the following certificates attested by Gazetted Officer
i) Age proof, ii) Educational Qualification, iii) Driving experience certificate as indicated at SI 1(b)(iii),
iv) ST/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 attested by Gazetted Officer. 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 superscripting **the post applied for** addressing
to **'The Senior Manager, Mail Motor Services, 139, Belegata Road, Kolkata -700015'** & 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 or the applications(s) enclosing copy/ copies of the certificate(s) without attestation by
State/ Central Govt. Gazetted Officer(s) will be rejected straight way without any notice or information.


Senior Manager
Mail Motor Services
Kolkata-700015

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