



**No. MSE/B9-2/XVI/2022** dated at **Chennai – 600 006** the **10.01.2025**

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS**

**OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI – 600 006.**

**Sub: Filling up Twenty Five (25) vacancies in the Grade of Staff Car Driver (Ordinary Grade) (General Central Service, Gr.C, Non-Gazetted, Non-Ministerial) in the Rs.19900/- ( Level 2 in the Pay Matrix as per 7<sup>th</sup> CPC) in Tamilnadu Circle on Deputation/ Absorption basis in the Department of Posts failing which by Deputation/ Absorption from other Ministries/ on Deputation or Reemployment of Armed Forces Personnel- reg.**

It is proposed to fill up **Twenty Five (25) vacancies** of Staff Car Driver (Ordinary Grade) (General Central Service, Gr-C, Non-Gazetted, Non-Ministerial) in the **Pay Rs.19,900/- (Level 2 in the Pay Matrix as per 7<sup>th</sup> CPC) in Tamilnadu Circle** Department of Posts, Ministry of Communication & IT on Deputation/ Absorption basis in the Department of Posts failing which by Deputation/ Absorption from other Ministries/ on Deputation or Reemployment of Armed Forces Personnel. The Number of vacancies, Name of the office to which the post belongs to and to whom application address to as under:

| Sl No | Name of the Region to which post belongs | Number of Post | Name of the Division to whom the application address to                            |
|-------|--|----------------|--|
| (1)   | (2)                                      | (3)            | (4)  |
| 1     | Central Region                           | 01             | The Senior Manager, Mail Motor Service,<br>No. 37, Greams Road, Chennai – 600 006. |
| 2     | MMS, Chennai                             | 15             |  |
| 3     | Southern Region                          | 04             |  |
| 4     | Western Region                           | 05             |  |
|       | Total                                    | 25*            |  |

\*Central Region: Tiruchirappalli – 01.

Southern Region: MMS Madurai – 03, RO, Madurai – 01.

Western Region : MMS, Coimbatore – 02, Salem West – 03.

**The vacancies and divisions notified in regions are subject to change and the competent authority reserves rights to allot the division on the basis of merit list.**

**2. Eligibility Conditions:**

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

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 (Level 1 in the Pay Matrix as per 7<sup>th</sup> CPC) in the Department of Posts who possess valid Driving Licence for light and heavy Motor vehicles and 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 – 1, Rs.5200-20200 with Grade Pay of Rs.1800 (Level 1 in the Pay Matrix as per 7<sup>th</sup> CPC) who fulfil the necessary qualifications prescribed as under:

- (i) Possession of a valid Driving Licence for light and heavy motor vehicles;
- (ii) Knowledge of Motor mechanism (The candidate should be able to remove minor defects in vehicle);
- (iii) Experience of Driving Light and Heavy motor vehicle for at least three years;
- (iv) Pass in 10<sup>th</sup> Standard from a recognized Board or Institute.

**(iii) 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 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:**

Rs.19, 900 (Level 2 in the Pay Matrix as per 7<sup>th</sup> CPC). Pay will be regulated as per rules.

**4. Age-limit:**

The maximum age limit for appointment by deputation/ absorption shall be not exceeding 56 years as on the closing 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 reemployed.

**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:

- 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) Attested photocopies of the APARs for the last five years (2018-19 to 2022-23) (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 “O/o The Senior Manager, Mail Motor Service, No. 37, Greams Road, Chennai – 600 006”, on or before 17.00 hrs of 08.02.2025. Applications 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.

  
Senior Manager  
Mail Motor Service  
Chennai – 600 006.

**Copy forwarded to:**

1. All Ministries/ Departments of Govt. of India (as per list attached)
2. All the Circles-Department of Posts, India (as per list attached). Eligible and interested official may forward their application through proper channel within stipulated date.
3. The Chief Postmaster General (Recruitment Section), Tamilnadu Circle, Chennai-600002 for information.
4. The Postmaster General, Central Region, Tiruchirapalli – 620 001, Chennai City Region, Chennai – 600 002, Southern Region, Madurai – 625 002, Western Region, Coimbatore – 641 002 for wide publication of the notification under their divisions / units.
5. All SSPOs / SPOs/ SSRM / SRMs in Tamilnadu Circle.
6. The Assistant Director (OL), O/o the Chief Postmaster General, Tamilnadu Circle, Chennai-600002. Kindly translate the above notification into Hindi language and submit the same to this office latest for further necessary action at this end.
7. Office copy.

  
Senior Manager  
Mail Motor Service  
Chennai – 600 006.



**ANNEXURE-I**

**Proforma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption/re employment basis in Tamilnadu Circle, Department of Posts.**

01. Name and postal address (in Block Letters) with Contact No. (Telephone/Mobile).

02. Date of Birth (in Christian Era)

03. Date of retirement under Central Govt. Rules

04. Educational qualifications

(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

05. a. Do you hold analogous post on regular basis in the parent cadre or department; or

b. Do you possess three years' regular service in posts in the pay band-1 of Rs.5200-20200 with Grade Pay of Rs.1800/- or Pay matrix Level-1 as per 7<sup>th</sup> CPC or equivalent; if yes, Name of the post held.

c. Do you possess a valid driving licence, if yes, enclose copy of LMV / H MV

Date of L.M.V-\_\_\_\_\_

Date of H.M.V-\_\_\_\_\_

d. Do you possess knowledge of Motor mechanism?

e. Do you possess experience of Driving Light and Heavy motor vehicle 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 volunteers?

06. Details of employment, in chronological order (Stating from entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

| Office/<br>Organization | Post held<br>With<br>Level of<br>Pay<br>Matrix | Period of<br>service |    | Basic Pay & Pay scale<br>(pre-revised) |              |              | Basic Pay (revised)<br>with pay level in<br>Pay matrix |           | Nature of appointment whether<br>regular/ ad-hoc/deputation |
|-------------------------|--|----------------------|----|--|--------------|--------------|--|-----------|---|
|                         |  | From                 | to | Pay<br>band                            | Basic<br>Pay | Grade<br>pay | Pay<br>Level   | Basic Pay |   |
| 1                       | 2  | 3                    | 4  | 5                                      | 6            | 7            | 6  | 7         | 9   |
|                         |  |                      |    |  |              |              |  |           |   |
|                         |  |                      |    |  |              |              |  |           |   |

07. Nature of present employment, i.e ad-hoc or temporary or permanent:

08. 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 -

09. 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<br>(pre-revised) | Basic pay & Grade pay<br>(pre-revised) | Date of revision of<br>pay | Revised scale of<br>pay, Pay matrix<br>level as per 7 <sup>th</sup><br>CPC | Revised basic pay |
|------|----------------------------|--|----------------------------|--|-------------------|
|      |                            |  |                            |  |                   |

10. Total emoluments per month now drawn in Rs. \_\_\_\_\_

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. Remarks

Note: The candidates who apply for the post will not be allowed to withdraw their candidature subsequently

Station: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Candidate

Name of the official: \_\_\_\_\_

Full address of the office: \_\_\_\_\_

Telephone No./Fax: \_\_\_\_\_

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. He /She 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)**

Certified that the particulars furnished by \_\_\_\_\_ are correct as per the facts available on records. He/she possesses the requisite educational qualification 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 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. That No major/ minor penalty has been imposed on him / her during the last 10 years\* or a list of major/ minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)
- V. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and if selected, he will be relieved immediately to join the post.

Signature :

Name & Designation :

Telephone No. & Email id :

Fax No. :

Office seal :

Place :

Date :

List of enclosure:-

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

(\* Strike out which is not applicable)