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DEPARTMENT OF POSTS, INDIA
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICE,
No. 37 (Old No. 16/1), Greams Road, Thousands Lights, Chennai – 600 006.

भारतीय डाक
India Post

No. MSE/B9-2/XV/2021 **Dated:05.05.2021**

1. Applications are invited for the following post from the eligible candidates.

2. The last date of receipt of applications is 26-05-2021 upto 17.00 hours.

3. The details of vacancies are as follows:

Sl. No.	Name of Post	No. of vacancy	Age limit	Category					
				SC	ST	OBC	EWS	U.R	Total
1	Staff car driver (Ordinary Grade)	25	Age limit between **18 TO 27** years of age as on the closing date for receipt of applications from the candidates in India.	**04**	**-**	**07**	**03**	**11**	**25***

*02 Vacancies earmarked for Ex-servicemen quota and the said Ex-servicemen vacancy will be adjusted horizontally against the communal reservation.

4. Pay matrix for Staff Car Driver (Ordinary Grade) is Rs. 19900-63200/-. + admissible allowances.

Following are the eligibility conditions for the post of Staff Car Driver (Ordinary Grade):

5. Age Limit, Educational Qualification and Experience:

(a) Age between 18 to 27 years as on the closing date for receipt of applications from the candidates in India. (Relaxable for Government servants upto 40 years in accordance with the instructions or orders issued by Central Government).

(b) (i) Possession of a valid driving licence 3 years for light and heavy motor vehicles. Photocopy of the Licence duly attested by the gazetted Officer should be enclosed. Otherwise the application will be rejected.

(ii) Knowledge of Motor Mechanism by conducting Skill Test (The candidate should be able to rectify the minor defects in the vehicles).

(c) Pass in 10th standard from a recognized board or Institute.

(d) Experience of driving light & Heavy motor vehicles for atleast three years and they must be in possession of valid driving licence to that effect. The Licence should have the word as LMV & HMV or HPV. Latest experience certificates issued by a Gazetted officer of a Central or State Government office where the applicant has been working or by the Proprietor/ Head of registered Firm / Company / Agency / Institution should be enclosed. Photocopies of Driving Experience Certificates with self attestation should be enclosed. The period of experience mentioned in the experience certificate should be within the period of validity of the Driving Licence. **Otherwise the application will be rejected.**

Desirable :
Three years service as Home Guard or Civil Volunteers.

(e) **Method of selection for Staff Car Driver (Ordinary Grade) :** Selection shall be made from amongst candidates possessing the requisite qualifications and valid driving licence. Only after qualifying in the skill test, a driving test will be conducted to assess competency of the candidate to drive light and heavy motor vehicle. The date and venue of the test will be intimated separately to the short listed candidates. No intimation will be sent in respect of the other applicants who are not short listed.

6. **Relaxation of Age Limit (for reservation pots):**

a) SC/ST : By 05 years
b) OBC : By 03 years

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7. **Instructions to Candidates:**

1. Application on plain paper in the prescribed format as produced above should be filled in by the candidate either in English or in Tamil or in Hindi correctly and completely.

2. **Along with the application form an Indian Postal Order for Rs.100/- or for the same amount on UCR to be taken, in any of the Post Office should be enclosed towards application fee. The application without the application fee will be rejected. All the candidates should pay Rs. 100/- towards application fees (Excempted for SC / ST and Women candidates).**

3. **One Passport size photograph should be affixed at the place meant for the purpose on the application and should be duly attested by a Gazetted Officer of State/Central Government.**

4. Proof of age, date of birth, educational qualification, experience, driving licence, Community (in case of SC /OBC/EWS) etc. should be submitted in the form of certificates / documents, issued by the competent authority and should be enclosed with the Application Form. Only Xerox copies should be enclosed.

5. Copy of Community Certificate issued by appropriate authority for appointment in Central Government Service / Posts only will be considered.

6. **Unsigned and /or incomplete and /or incorrectly filled applications will be rejected.**

7. Original certificates should not be sent.

8. Applications without required information /attachments as per this notification will be summarily rejected without intimation.

9. No correspondence of any nature will be entertained.

10. **The applications should be sent through Speed Post only. Applications sent through any other means and given by hand will not be accepted.**

11. Under Col.6 of the Application Form, **candidates should fill up the age as on the closing date for receipt of application from candidates.**

12. Applications should be sent for the above post in an envelope and the candidates should superscribe on the application and envelope as **"Application for the post of Staff car Driver(Ordinary grade) in Mail Motor Service, Chennai 600 006."**

13. The envelope should be addressed to the **The Senior Manager, Mail Motor Service, No.37 (Old No.16/1) Greams Road, Chennai – 600 006 and should reach this office on or before 26-05-2021 by 17.00 hours.**

14. Application received after the last date and without adhering to the above conditions said in this notification will not be considered.

15. All pages of the Xerox copies of the certificates / documents attached to the application should be self attested. Otherwise the application will be rejected.

16. **List of Mandatory Documents to be enclosed without which applications will be rejected:**
    1. 10th Standard Certificate.
    2. Driving Licence HMV / LMV.
    3. Extract Copy of Licence from RTO.
    4. Community Certificate issued by District Authorities.
    5. Experience Certificate issued by the company / firm.
    6. IPO / UCR towards application fee of Rs. 100/-.

Senior Manager,
Mail Motor Service,
Chennai – 600 006

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APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN MAIL MOTOR SERVICE, CHENNAI 600 006.

passport size photograph to be affixed

1.	Name of the candidate (in Capital letters)					
2.	Category of community to which the candidate belongs to (Tick whichever is applicable)	SC	ST	OBC	EWS	UR
3.	Father's Name					
4.	Address for communication					
5.	Date of Birth					
6.	Age as on_____ (the closing date for receipt of application from candidates in India).					
7.	Religion / Nationality					
8.	Details of Educational Qualification					
9.	Details of Driving Licence					
	LMV - Issue date					
	HMV - Issue date					
10.	Details of Driving Experience					
	LMV					
	HMV					
11.		(Signature of Applicant)				

OBC/SC/ST candidates should submit caste certificate and EWS candidates should submit Income & Asset certificate issued by the competent authority for the year 2021-22.

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