

Department of Posts
Office of Chief Postmaster General, HP Circle Shimla- 171009

Ref. No. R&E/77-42/2015

Dated at Shimla, the 23-03-2022

Notification

Subject: Filling up of 4 (four) vacancies in the Grade of Staff Car Driver (Ordinary Grade) (General Central Services, Group C, Non-Gazetted, Non-Ministerial) in the Pay matrix Level-02 (Rs. 19,990 – Rs. 63,200) as per 7th CPC in the HP Postal Circle, Shimla on Deputation / Absorption basis failing which Deputation/ Absorption from other Ministries/ Deputation or reemployment of Armed Forces Personnel-reg.

It is proposed to fill up 4 (Four) vacancies of Staff Car Driver (Ordinary Grade) (General Central Services, Group C, Non- Gazetted, Non Ministerial) in the Pay matrix Level-02 as per 7th CPC in the HP Postal Circle, Shimla on Deputation/ Absorption basis 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) in the Department of Posts who possess valid Driving License for light and heavy Motor Vehicles on the basis of Trade test/Driving test to assess the competence to drive light and heavy Motor Vehicle, failing which Deputation/ Absorption or re employment of Armed Forces Personnel from the officials in other Ministries of the Central Government, holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay Band – I (Rs. 5200 – 20200 with grade pay of Rs. 1800). Detail of Vacancies is as under:

| Sr. No. | Division/Unit | Total No. of Vacancy |
|--------------|-----------------|----------------------|
| 1 | Chamba | 1 |
| 2 | Dehra | 1 |
| 3 | Solan | 1 |
| 4 | MMS Unit Shimla | 1 |
| Total | | 4 |

1. Eligibility Conditions:

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

From amongst the regular Dispatch Rider (Group C) and Group C employees in the Pay matrix level-01 as per 7th CPC in the Department of Posts who possess valid Driving License for light and heavy Motor Vehicles on the basis of Trade test/Driving test to assess the competence to drive light and heavy Motor Vehicle (to be conducted by Department of Posts/ MMS Unit).

(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 the Pay matrix Level-01 as per 7th CPC who fulfill the necessary qualifications prescribed as under.

(a) Possession of valid Driving License for light and heavy motor vehicles.

(b) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicles).

(c) Experience of Driving Light and Heavy motor vehicle for at least three years.

(d) Pass in 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 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 basis.

2. Regulation of pay and other terms of deputation / absorption:

Pay matrix Level-02 as per 7th CPC and will be regularized as per pay rule.

3. 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.

4. 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.

5. Reservation for SC/ST:

No provision for reservation exists for the posts to be filled up on deputation / absorption basis.

6. Period of Probation: Two years for re-employed.

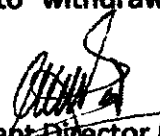
7. Application (IN duplicate) may be filled only in the prescribed Performa (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in Performa Annexure II) along with the following documents:

- (a) Integrity certificate.
- (b) 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.)
- (c) Vigilance clearance certificate.
- (d) Attested photocopies of the ACRs for the last five years (2016-17 to 2020-21) (attested on each page by a Gazetted officer) (wherever applicable).

The required documents mentioned in notification along with relevant documents in support of qualifications and experience, may be forwarded to "The Chief Postmaster General (R&E Section), HP Circle, Shimla-171009", on or before 31.05.2022. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date will not be entertained.

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

Encl: Annexure-I &II


Assistant Director (Staff),
O/o Chief Postmaster General,
HP Circle Shimla - 171009

Copy forwarded for information and necessary action to:

1. All Ministries / Departments of Govt. of India (as per standard list attached).
2. All the Chief Postmaster Generals of Department of Posts, India.
3. All Divisional/ Unit Heads in HP Postal Circle.
4. The GM (Operations), CEPT Mysuru with a request to upload the same on official website of Indiapost.
5. Office copy.

Annexure-I

Perfuma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption Re-employment basis in HP Postal Circle.

1. Name, Designation & official Postal address (IN Block Letters) with Contact 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, If the space below is insufficient)

5. (a) Do you hold analogous post on regular basis in the parent cadre or department or
(b) Do you posses three years regular service in posts in the pay matrix level-1 as per 7th CPC or equivalent if yes, Name of the post held:
(c) Do you possess a valid driving license, if yes, enclose copy of LMV/HMV?
(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 experience as Home Guard/civil volunteers?

6. Details of employment, in chronological order (starting from entry in Central Government Services) Enclose a Separate sheet, duly authenticated by your signature, if the space below is insufficient.

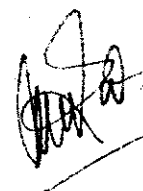
| Office/ Organiza tion | Post held with Level of pay matrix | Period of Service | | Basic Pay & Pay scale (Pre- revised) | | | Basic Pay (revised) with Pay level in Pay matrix | | Nature of appointment whether regular adhoc/deputat on |
|-----------------------------|---|----------------------|----|--|------------------|------------------|--|-----------|---|
| | | From | To | Pa y Ba nd | Basi c Pay | Gra de Pay | Pay level | Basic Pay | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |
| | | | | | | | | | |

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 parent office / organization to which you belong:

9. 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 (Pre revised) | Basic Pay (Pre revised) | Date of revision of Pay | Revised scale of pay, pay matrix level as per 7 th pay CPC | Revised basic pay |
|------|----------------------------|----------------------------|-------------------------------|---|----------------------|
| | | | | | |

10. Total emoluments drawn per month 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. Order of Preference for Division/unit: i)

ii)

iii)

15. Remarks.

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

Station:

Signature of the candidate _____

Date

Name of the official: _____

Full Address of the office: _____

Telephone No./E-mail ID: _____

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 requisite 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 true and correct as per the facts available on the records. He/she possesses the requisite educational qualifications and experience mentioned in the vacancy circular.

1. Also certified that:

(a) There is no vigilance/ disciplinary case either pending / contemplated against Shri./ Smt. _____

(b) His / Her integrity is certified.

(c) His / Her CR Dossier in original is enclosed / Photocopies of the ACRs 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).

(d) No major / minor penalty has been imposed in 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)

(e) 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 & E-mail Id: _____

Office Seal: _____

Place:

Date:

List of enclosure:

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

(* Strike out which is not applicable)

