

DEPARTMENT OF POSTS : INDIA
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICES,
139, Belegkata Road, Kolkata – 700015

APPLICATIONS ARE INVITED FROM ELIGIBLE INDIAN CITIZEN FOR THE FOLLOWING POSTS

POST	NUMBER	UR	SC	ST
Staff Car Driver (Ordinary Grade) General Central Service, Gr-C, Non Gazetted, Non Ministerial	09	05	03	01

SCALE OF PAY OF STAFF CAR DRIVER : Level-2 in the Pay Matrix - Rs.19900-63200/-. PERIOD OF PROBATION : Two years for direct recruits. LAST DATE FOR RECEIPT OF APPLICATION : **60 (Sixty) days from the date of publication of this advertisement in Employment News upto 1700 Hours**

1. Eligibility : Age Limit, Educational Qualification and Experience a) **Age Limit** : 18 to 27 years (Age relaxation is 5 yrs for SC/ST & for Central Government Servants up to the age of 40 in accordance with the instructions or orders issued by Central Government) **The Crucial date for determining age limit shall be the closing date of receipt of application from candidates in India.** b) **Educational & other qualifications** : (i) Possession of a valid driving licence for light & heavy motor vehicles. (ii) Knowledge of Motor mechanism (The candidate should be able to remove minor defects in motor vehicle). (iii) Experience of driving light & heavy motor vehicles 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 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 : (i) Full name (in block letters) (ii) Father's 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 (ix) Community (x) Educational qualification (xi) Valid Driving licence details (LMV & HMV separately) (xii) Driving experience period (xiii) Technical qualification (xiv) Any other relevant information

3. Application must be signed by the candidate and accompanied with : Photocopies of the following certificates self certified by the candidate : (i) Age proof (ii) Educational qualification (iii) Driving experience certificate as indicated at sl. no. 1(b)(iii), (iv) SC/ST certificate issued by the Competent Authority (v) Driving Licence (vi) Technical Qualification (vii) Copy of citizenship certificate/Permanent residential certificate or any other certificate issued by State/Central Government to show Indian Citizenship such as Voter ID Card, PAN Card, Domicile Certificate or Ration Card. Two copies of recent passport size photographs signed across by the candidate. 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 duly superscripting the post applied for and addressed to '**The Senior Manager, Mail Motor Services, 139, Belegkata Road, Kolkata – 700015**'. The application should be sent through **Speed Post/Registered Post** only & the same should reach within a period of 60 (sixty) days from the date of publication of this advertisement in Employment News by 1700 hours. Applications received by other means will be rejected. Applications without complete information or without self attested copy/copies of the certificate(s)/document(s) will be rejected straight way without any notice or information.

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Senior Manager
Mail Motor Services, Kolkata-700015