(3)

Department of Posts, India
O/o The Chief Postmaster General, Odisha Circle
Bhubaneswar-751001

No. RE/20-1/2023/DRIVER Dated at Bhubaneswar, the 07.03.2023

NOTIFICATION

Sub:- Filling up of 7 (seven) vacancies in the Grade of Staff Car/MMS Driver (Ordinary Grade) (General Central Service, Gr.C, Non-Gazetted, Non-Ministerial) in the pay matrix Level-02 as per 7th CPC in the different Postal Units of Odisha Circle on Deputation/ Absorption basis in the Department of Posts, failing which by Deputation/Absorption from other Ministries/on Deputation or Re-employment of Armed Forces Personnel – regarding.

It is proposed to fill up **7 (seven)** vacancies of Staff Car/MMS Driver (Ordinary Grade) (General Central Service Gr.C, Non–Gazetted, Non-Ministerial) in the pay matrix Level - 02 as per 7th CPC in the different Postal Units of Odisha 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 Re-employment of Armed Forces Personnel.

Details of vacancy are as under:-

Sl. No.	Type of vacancies	Total No. of vacancy
(a)	Staff Car Driver (Ordinary Grade) for Inspection Vehicle.	02
(b)	MMS Driver	05
Total		07

1. 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 the pay matrix Level – 01 as per 7th CPC in the Department of Posts, who possess valid Driving Licence for light and heavy Motor vehicles on the basis of Trade Test/Driving test to assess the competency 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 the pay matrix Level-01 as per 7th CPC who fulfill the necessary qualifications prescribed as under :-

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सहायक निदेशक (भर्ती)
Asst. Director (RE)
कार्यालय मु.पो.मा.ज. ओड़िशा परिमंडल
O/o The C.P.M.G. Odisha Circle
भुवनेश्वर/Bhubaneswar-751001

(i) Possession of a valid Driving Licence for light and heavy motor vehicle.

(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 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 qualification 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.

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 not be 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 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 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 ACRs for the last five years (2018-19 to 2022-23) (attested on each page by a Gazetted officer) (wherever applicable).

Contd ...3

सहायक निदेशक (भर्ती)
Asst. Director (RE)
कार्यालय मु.पो.मा.ज., ओड़िशा परिमंडल
O/o The C.P.M.G., Odisha Circle
भुवनेश्वर/Bhubaneswar-751001

The required documents mentioned in notification along with relevant documents in support of qualification and experience may be forwarded to **"O/o the Chief Postmaster General Odisha Circle, Bhubaneswar - 751001"** latest by **01.05.2023** through proper channel. 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.

Encls. Annexure – I & II.

(B.K. Patro)
Asst. Director (RE)
For Chief PMG, Odisha Circle
Bhubaneswar-751001

Copy forwarded to.

1. All Ministries / Departments of Govt. of India (as per list attached)

2. All the Circles of Department of Posts, India (as per list attached). Eligible and interested officials may forward their application through proper channel within stipulated date.

3. The PMG Berhampur (GM) / Sambalpur Region

4. All SSPOs/SPOs/SSRM/SRMs in Odisha Circle

5. The Supdt. PSD Bhubaneswar

6. The Asst. Director (Training), RTC, Bhubaneswar

7. All Group Officers, Circle Office, Bhubaneswar

8. The Senior Manager, Mail Motor Service, 139, Beleghata Main Rd, Seal Lane, Tangra, Kolkata, West Bengal – 700015

9. The Senior Manager, Mail Motor Service, Hyderabad, Turrebaz Khan Road, Esamiya Bazaar, Koti, Hyderabad, Telangana – 500095

for kind information. They are requested to extend their kind co-operation/assistance in the recruitment process as and when sought for.

10. The Asst. Director (OL), Circle Office, Bhubaneswar – 751001 – Kindly translate the above notification into Hindi language and submit the same to this office latest by 10.03.2023 for further necessary action at this end.

11. Office Copy.

Asst. Director (RE)
For Chief PMG, Odisha Circle
Bhubaneswar-751001

Annexure – I

Proforma for application for the post of Staff Car/MMS Drivers (Ordinary Grade) on Deputation/Absorption/re-employment basis in different Postal Units of Odisha Circle, Bhubaneswar – 751001

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

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 possess 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 licence, if yes, enclose copy of L.M.V/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 ?

6. 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 / Organi-sation	Post held with Level of pay matrix	Period of service		Basic pay and pay scale (Pre-revised)			Basic Pay (revised) with Pay level in Pay matrix		Nature of appointment whether regular/ adhoc/ deputation
		From	To	Pay Band	Basic Pay	Grade Pay	Pay Level	Basic Pay	
1	2	3	4	5	6	7	8	9	10

7. Nature of present employment i.e. adhoc 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 7th 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/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 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 qualification and experience mentioned in the vacancy circular.

2. Also certified that :-

(i) There is no vigilance / 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 ACR 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) 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 & E-mail id. : _____
Fax No. : _____
Office seal : _____

Place :
Date :
List of enclosure :-
1.
2.
3.
4.
5.
(*Strike out which is not applicable)