

Department of Posts, India

Office of the Chief Postmaster General, Bihar Circle, Patna-800001

No. : RSE/Staff Car Driver/2023

Applications are invited from interested and eligible officials to fill up 09 (Nine/नव) (UR-17, EWS-01, OBC-03, SC-05, ST-01) vacancy of Staff Car Drivers (Ordinary Grade) (General Control Service Group-C) Non-Disabled, Non-Missile) in the pay matrix Level-02 as per 7th CPC in the Office of the Chief Postmaster General, Bihar Circle, Patna-800001 on Deputation/Absorption in the Department of Posts taking which by Deputation/Absorption from other Ministries/Department or Re-employment of Armed Forces personnel.

| Sl. No. | Division/Unit | UR | EWS | OBC | SC | ST |
|---------|----------------------|-----------|----------|----------|----------|----------|
| 1 | Circle Office | 1 | 0 | 0 | 0 | 0 |
| 2 | Patna Division | 1 | 0 | 0 | 0 | 0 |
| 3 | Gaya Division | 1 | 0 | 0 | 0 | 0 |
| 4 | Bhagalpur Division | 1 | 0 | 0 | 0 | 0 |
| 5 | MMD, Patna | 1 | 0 | 0 | 0 | 0 |
| 6 | Rohas Division | 1 | 0 | 0 | 0 | 0 |
| 7 | Bhagalpur Division | 1 | 0 | 0 | 0 | 0 |
| 8 | Boghratal Division | 1 | 0 | 0 | 0 | 0 |
| 9 | Munger Division | 1 | 0 | 0 | 0 | 0 |
| 10 | Purnea Division | 1 | 0 | 0 | 0 | 0 |
| 11 | Saharsa Division | 1 | 0 | 0 | 0 | 0 |
| 12 | North Khasi | 1 | 0 | 0 | 0 | 0 |
| 13 | PTO, Darbhanga | 1 | 0 | 0 | 0 | 0 |
| 14 | Muzaffarpur Division | 1 | 0 | 0 | 0 | 0 |
| 15 | Saran Division | 1 | 0 | 0 | 0 | 0 |
| 16 | Madhubani Division | 1 | 0 | 0 | 0 | 0 |
| 17 | Darbhanga Division | 1 | 0 | 0 | 0 | 0 |
| | Total | 17 | 0 | 0 | 0 | 0 |

1. Barring Veterans.

2. 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 a Driving test conducted by the competent to drive light/heavy motor vehicle.
- (ii) Other Ministries of the Central Government and Armed Forces personnel: From officers 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 mechanical (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) Passed 10th standard from recognized Board or Institute.
 - (e) For Armed Forces Personnel: The Armed Forces personnel due to retire or who are to be transferred to service within a period of one year and having the requisite experience and qualifications prescribed above can be considered. Such persons could be given Deputation up to the date on which they are due for release from the Armed Forces transfer they may be continued or re-employment.
3. Regulation of pay and other terms of Deputation/Absorption: Pay Matrix Level-02 as per 7th CPC and will be regulated as per pay rule.
4. Age limit: The maximum age limit for appointment by Deputation/Absorption shall be not exceeding 50 years as on the closing date of receipt of applications.
5. Period of deputations: The period of deputation including the period of deputation in another in-cadre post held immediately preceding the appointment in the same or in any 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 re-employed.
8. Application (in duplicate) may be filed 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:
 - (a) Integrity certificate.
 - (b) List of major minor penalties imposed if any, on 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 (2018-19 to 2022-23) (attached 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 must reach in the Office of the Chief Postmaster General, Bihar Circle, Patna 800001 through Speed Post and Registered Post on or before 45 days from the date of issue of notification. Application not received through Speed Post and Registered Post or without the requisite certificate/documents or received after 45 days from the date of issue of notification will not be entertained.

9. The number of posts can be increased or decreased as per the rules of the Indian Postal Department (Ministry of Communications, Government of India).
10. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

Assistant Director (Recruitment)
Office of the Chief Postmaster General
Bihar Circle, Patna-800001

ANNEXURE-I

Application for the post of Staff Car Drivers (Ordinary Grade) on Deputation/Absorption/Re-employment basis in the Office of the Chief Postmaster General, Bihar Circle, Patna.

1. Name and Photo Address (in block letters) with Telephone No.
2. Date of Birth (in Christian era).
3. Whether belongs to SC/ST.
4. Status - (Temporary/Permanent)
5. Educational qualification.
6. (a) Do you hold analogous post on regular basis in the parent cadre or department of _____
- (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 license, if yes enclose copy of LMV & HMV license.
- (d) Do you possess knowledge of Motor Mechanics?
- (e) Do you possess experience of driving light and heavy motor vehicle for at least three years? If yes, enclose the relevant documents.
7. Details of employment in chronological order (starting from entry in Central Government Service).

| Official Organization | Post held with Level of pay matrix | Period of Service (as advised) | | Basic Pay & Pay Scale (as advised) | | | Dear Pay (as held) 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 |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

8. In case of deputation:
 - (a) The date of initial appointment
 - (b) Period of appointment in deputation
 - (c) Name of Parent Official Organization in which you belong
9. 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).
10. Remarks

Signature of the candidate
Name of the candidate
Full address of the Office & Tel. No. / Fax No.

Annexure-II
(Certificate to be furnished by the Employer / Head of Office/ Forwarding Authority)

- (1) Certified that particulars furnished by _____ are correct and he/she possess educational qualifications and experience mentioned in the vacancy circular.
- (2) Also certified that:
 - (i) No vigilance or disciplinary case is pending/ contemplated against him.
 - (ii) No Major/Minor penalty has been imposed on him/her during the last 10 years.
 - (iii) Photocopies of the ACRs for the last 5 years attested by an officer of the rank of Under Secretary to the Govt. of India or above enclosed.

Place: _____ Signature: _____
Date: _____ Name & Designation: _____
Telephone & Fax No.: _____ Office seal: _____

List of enclosure:

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

Write not which is not enclosed