

DEPARTMENT OF POST, INDIA  
OFFICE OF THE MANAGER, MAIL MOTOR SERVICE  
CTO Compound, Tallakulam, Madurai-625 002



No. DMS / 14 / Ch X Dated at Madurai 625 002 the 08 .03.2019

Applications are invited from the eligible candidates for the following Driver post.  
The last date for receipt of application is 11 .04.2019 up to 17.00 hours.

Sl. No.	Name of Post	No. of vacancy	Age limit	Pay Scale	Category
I	Staff car Driver (ordinary. Grade)	1	18 to 27 yrs. As on the closing date for receipt of application	(Level 2 in the pay matrix as per 7th CPC Rs.19,900/-- - 63,200/-	UR

1.Scale of Pay : Rs.19,900/- 63,200/- (Level 2 in the pay matrix as per 7<sup>th</sup> CPC)

2.Period of Probation : Two years.

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

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 orders (or) instructions issued by the Central Government).
- (b) (i) Possession of a valid driving license for light and heavy motor vehicles. Photocopy of the License duly attested by the Gazetted Officer/Self attested should be enclosed. Otherwise the application will be rejected.  
(ii) The Driving skill will be examined by conducting Driving Test from among the eligible candidates. (The candidate should also be able to rectify the minor defects in the vehicles.)
- (c) Pass in 10<sup>th</sup> standard from a recognized board or Institute.

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- (d) Experience of driving light & Heavy motor vehicles for at least three years and they must be in possession of valid driving license to that effect. The License 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 Head of registered Firm / Company / Agency / Institution should be enclosed. The Driving Experience Certificate should not have been issued prior to three months of this notification. 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 License. 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 the eligible candidates possessing the requisite qualifications and valid driving license. 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 tests will be intimated separately to the short listed candidates. No Intimation will be sent in respect of other applicants who are not eligible.

**Instructions to Candidates :**

1. Application on plain paper in the prescribed format as annexed should be filled in by the candidate either in English or in Tamil correctly and completely.
2. Along with the application form an Indian Postal Order for Rs.100/- or for the same amount an 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. Further the short listed candidates only should pay Rs.400/- (Rs.Four hundred only) as examination fee (for Driving test) in the form of Indian Postal Order (or) UCR, in any of the Post office on receipt of call letter from this office, ( Exempted for SC / ST candidates)
3. Two Passport size photographs, among which one should be affixed at the place meant for the purpose and the other enclosed to the application, and should be duly attested by a Gazetted Officer of State/Central Government.

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4. **Proof of age, Date of birth, Educational qualification, Experience, Driving license, Community (in case of SC /ST/OBC) etc. should be submitted in the form of certificates / documents, issued by the competent authority and should be enclosed with the Application Form. Only Self attested Xerox copies should be enclosed.**
5. **Unsigned and /or incomplete and /or incorrectly filled applications will be rejected.**
6. **Original certificates should not be sent.**
7. **Applications without required information /attachments as per this notification will summarily be rejected without intimation.**
8. **No correspondence of any nature will be entertained.**
9. **The applications should be sent through Speed Post / Regd. Post only. Applications sent through any other means and given by hand will not be accepted.**
10. **Under Col .6 of the Application Form, candidates should fill up the age as on the closing date for receipt of application from candidates.**
11. **Applications should be sent for the above post in an envelope and the candidates should superscribe both on the application and envelope as “Application for the post of Staff car Driver(Ordinary grade) in Mail Motor Service, Madurai 625 002.**
12. **The envelope should be addressed to the Manager, Mail Motor Service, Tallakulam, Madurai - 625 002 and should reach this office on or before 11.04.2019 by 17.00 hours.**
13. **Application received after the last date and without adhering to the above conditions said in this notification will not be considered.**
14. **All pages of the Xerox copies of the certificates / documents attached to the application should be self attested. Otherwise the application will be rejected.**

**Manager,  
Mail Motor Service,  
Madurai – 625 002**

## **Application For the Post of Staff car Driver:-**

- 1. Full name (In block letters) :**
- 2. Father's Name :**
- 3. Post Applied for :**
- 4. Permanent Address :**
- 5. Address for correspondence :**
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- 6. Citizenship : Indian/Others**
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- 7. Date of Birth( By Christian Era) :**
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- 8. Age as on closing date of receipt of Application :**
- 9. Community :**  
**Are you a member of SC/ST/OBC**  
**(If yes candidate should submit certificate issued by the**  
**Competent Authority not below the rank of Thasildar/MRO)**  
**OBC candidate should submit cremy layer certificate,**  
**For appointment in Central Govt. service/posts)**
- 10. Educational Qualification :**
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- 11. Driving License Number :**
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- 12. Particulars of Issue of Driving License with validity: (LMV & HMTV Separately)**
- Date of Issue of Driving Lincence : LMV : -----Validity -----**
- Date of Issue of Driving Lincence : HMTV : -----Validity -----**

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**13. Whether copy of extract of Driving License issued by concerned RTA Authorities is enclosed :** **Yes/ No**

**14. Driving Experience Period in LMV : From -----To-----  
Name of institution/ firms etc : -----**

**15. Driving Experience period in HMV : From----- To -----  
Name of institution/ firms etc :**

**16. Home Guard Service : From-----To -----**

**17. Any other relevant information :**

**Signature of Candidate**

