

भारत सरकार डाक विभाग
GOVT OF INDIA
DEPARTMENT OF POST
O/O MANAGER, MAIL MOTOR SERVICE PUNE – 411001
प्रबंधक, डाक वाहन सेवा, पुणे प्रधान डाकघर पुणे-४११००१

No. MMS/Rectt./Tradesmen/2020-21

Date: 17.02.2021

APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZENS FOR THE FOLLOWING POST.

Name of POST		No. of Vacancies	Break-up
Skilled Artisans	Auto-Electrician	01	EWS
	Tinsmith	01	UR
	Welder	01	UR

SCALE OF PAY FOR SKILLED ARTISANS : Rs.19900/- (Level 2 in the Pay Matrix as per 7th CPC)

LAST DATE FOR RECEIPT OF APPLICATION : On or before 22.03.2021 by 17:00 Hours.

1. Eligibility :

a) Age Limit for direct recruits :

18 to 30 years as on 01.07.2021. The relevant certificate submitted in the prescribed format for appointment to posts under the Government of India will be considered for availing relaxation under EWS.

b) Educational & other qualifications for direct recruits :

A Certificate in the respective trade from any Technical Institution recognized by the Govt. OR VIII Std. passed with experience of one year in the respective trade.

2. Method of selection :

Selection of skilled Artisans shall be made from, amongst the candidates possessing the requisite qualifications by means of competitive trade test. The date and venue of the test with syllabus will be intimated separately to the eligible candidates at their correspondence address. **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 full name (in Block letters) (iii) Post Applied for & trade (iv) Permanent address with Pin code (v) Address for correspondence with Pin code (vi) Email ID (vii) Citizenship : Indian/others (Tick) (viii) Date of Birth (By Christian Era) (ix) Age as on 01.07.2021 in Format :- Years – Months – Days (x) Reservation Category : UR/EWS (xi) Educational qualification (xii) Technical qualification/ITI Certificate (xiii) Trade experience period (xiv) Any other relevant information (xv) Self attested photo by the candidate.

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Application should be submitted as per format of application enclosed and should be signed by the candidate and accompanied with:

1. Photocopies of the following certificates **self-attested by the candidate.**
 - i) Age proof i.e. Birth Certificate, School leaving Certificate.
 - ii) Educational qualification as indicated at Sl. 1(b).
 - iii) Technical qualification/ ITI Certificate as indicated at Sl. 1(b).
 - iv) EWS certificate issued by competent Authority in the prescribed format for appointment to posts under the Government of India.
 - v) Trade experience of respective trade/post.
 - vi) Copy of citizenship Certificate/ Permanent Residential Certificate or any Certificate issued by the State/Central Government to show Indian Citizenship.

2. Two copies of recent passport size photographs self-attested by the candidate. One should be pasted in the application form and the other should be attached with the application form.
 - i) **The separate application should be sent for each trade in separate envelope, if applied for more than one trade.**
 - ii) **The candidate should super-scribe the post applied with trade on the envelope.**
 - iii) **Application should be addressed to "The Manager, Mail Motor Service, GPO Compound, Pune 411 001" and should be sent through Speed Post/Registered Post only.**
 - iv) **Application received by any other means will be rejected and one application for multiple trades will also be rejected.**

The last date of receipt of application is **on or before 22.03.2021 by 17:00 Hours.** Application (s) without complete information or without copies of desired certificates or the application (s) enclosing copy / copies of the Certificate(s) **without self-attestation will be rejected straight way** without any notice or information. Wrongly addressed application either on application or on envelope will also be rejected.

Application received after the last date and without adhering to the above conditions laid down in this notification will not be considered.

No allowances and expenses will be paid for attending the test and the candidates will have to bear the cost. The vacancy notified is subject to change without assigning any reasons and Department reserves the right to cancel the recruitment if so warranted.

The application format and requisite details with regard to age limit, eligibility, qualification, experience and prescribed format of certificate to category EWS and other terms and conditions are available on the website '**www.indiapost.gov.in**'.

Manager,
Mail Motor Service,
Pune - 411 001

FORMAT OF APPLICATION

(Registered/Speed Post only)

Paste self-attested photograph

1. Full name (In block letters) : _____
2. Father's full name (In block letters) : _____
3. Post applied for and Trade : Post- _____ Trade- _____
4. Permanent address (With Pin code) : _____

5. Address for correspondence (with Pin Code). : _____

6. Email ID : _____
7. Citizenship : Indian/ Others (Tick)
(Authentic proof to show Indian Citizenship to be submitted)
8. Date of Birth (By Christian era) : DD _____ MM _____ YY _____
(in format Day-Month-Year)
9. Age as on 01.07.2021 : Year _____ Month _____ Days _____
10. Reservation Category (Tick) :

UR	<input type="checkbox"/>	EWS	<input type="checkbox"/>
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- (i) Candidate should submit Income & Assets certificate for Economically Weaker Sections (EWS) issued by the competent Authority in prescribed format.
11. Educational Qualification : Name of School _____
(Details of VIIIth Std) : Year of passing _____
12. Technical Qualification : Name of technical institute _____
Trade- _____ Year of passing _____
13. Trade experience period : Name of Institute/Firms etc. _____
From _____ to _____ in the trade _____
14. Any other relevant information : _____

Date:

Place:

Signature of Candidate

Encl: List of documents attached with self-attested by the candidate.

- i) Age proof ii) Educational qualification iii) Technical qualification iv) Technical experience v) EWS certificate issued by competent Authority in the prescribed format for appointment to posts under the Government of India. vi) Trade experience. vii) Copy of citizenship Certificate/ Permanent Residential Certificate or any Certificate issued by the State/Central Government to show Indian Citizenship.

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____ Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'*** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial Year _____. His /Her family does not own or posses any of the following assets***

- I. 5 acres of agricultural land and above.
- II. Residential flat of 1000 sq. ft and above.
- III. Residential plot of 100 sq. yards and above in notified Municipalities.
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Schedules Tribe and Other Backward Classes (Central List).

Signature with seal of office _____

Name _____

Designation _____

Recent Passport
size attested
photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

** Note 2: The terms "Family" for this purpose include the person, who seeks benefits of reservation his/her parents and siblings below the age of 18 years as also his/her spouse and children on below the age of 18 years.

*** Note 3 : The property held by a "Family" in different locations or different places/Cities have been clubbed while applying the land or property holding test to determine EWS status.