

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



No. DMS / 50 / Ch IX dated at Madurai 625 002 the 25 .03.2021

Applications are invited from the eligible candidates for filling up of following posts in the O/o of the Manager, Postal Mail Motor Service, Madurai-625 002. Last date for receipt of application is 30.4.2021 up to 17.00 hours.

Sl. No	Name of the Post	Number of vacancy	Age limit	Category	Pay scale
1	Tyreman (Skilled Artisan)	1	Between 18 to 30 years of age as on 01/07/2021	UR	Level 2 In Pay Matrix As per 7 th CPC Rs.19,900- 63,200
2	Blacksmith (Skilled Artisan)	1	Between 18 to 30 years of age as on 01/07/2021.	UR	Level 2 In Pay Matrix As per 7 th CPC Rs.19,900- 63,200

Pay scales for the above posts is in the Pay Matrix Level 2 of Rs.19,900-63,200 + admissible allowances

Following are the eligibility conditions for the posts :-

1. Age Limit, Educational Qualification and Experience for the following posts.
 - (a) Age between 18 to 30 years of age as on 01-07-2021.
 - (b) A certificate in the respective trade from any technical institutions recognized by Govt. OR VIII standard pass with experience of one year in the respective trade.
 - (c) Method of Selection : By means of competitive trade test on the basis of syllabus in the respective trade.
2. Relaxation of Age Limit : No age relaxation will be allowed to SC/ ST/OBC /EWS candidates applying against the un reserved posts.

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3. Application for the post of: _____

1.	Name of Post Applied for :						Attested Passport size Photograph to be affixed
2.	Name of the Candidate (IN CAPITAL LETTERS) :						
3.	Category of community to which the candidate belongs to (Tick whichever is applicable)	SC	ST	OBC	EWS	UR	
4.	Address for communication:						
5.	Religion / Nationality :						
6.	Fathers name						
7.	Date of Birth:	YY:	MM :	DAYS :			
8.	Age as on 01.7.2021	YY:	MM :	DAYS :			
9.	Details of Educational Qualification						
10	Details of technical experience						

(Signature of Applicant with date)

4. Instructions to Candidates:

1. Application on plain paper in the prescribed format as produced in para 3 above should be filled in by the candidate either in English or in Tamil correctly and completely.
2. One Passport size photograph should be affixed at the place meant for the purpose on the application and should be duly self attested.. Along with the application form an Indian Postal Order for Rs.100/- (or)UCR receipt to be taken in any Post office should be enclosed towards application fee. The applications will be scrutinized as per the eligibility criteria and short listed applicants will be called for to attend trade test. The application fees collected from the applicants will not be refunded. Further , the short listed candidates should pay Rs.400/- as Examination fee (for trade test) in the form of IPO (or) UCR receipt. The candidates belonging to SC/ST/Women employees are exempted from the payment of examination fee.

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3. Proof of age, date of birth, educational qualification, experience, driving license etc. in the form of certificates / documents, issued by the competent authority should be enclosed with the Application Form. Only self attested Xerox copies should be enclosed.
4. Copy of Community Certificate issued by appropriate authority for appointment in Central Government Service / Posts only will be considered.
5. Application will be liable for rejection also due to following reasons.
 1. Incomplete or not submitted in prescribed format.
 2. Unsigned/undated/without photograph/without application fee.
 3. Without proper attested copies of certificates.
 4. Under aged / Over aged candidates.
 5. Not possessing the requisite qualification / Educational qualification from non-recognized Institutions.
 6. Application received after due date.
 7. Mutilated or damaged applications/ documents etc.,
 8. Application for more than one post in single application.
 9. Applications without required information /attachments as per the notification will be summarily rejected without intimation.
6. Original certificates should not be sent along with the application.
7. No correspondence of any nature will be entertained.
8. The applications should be sent through Speed Post / Registered Post only. Applications sent through any other means and given by hand will not be accepted.
9. Under Col.8 of the Application Form at para 3 therein , candidates should fill up the age as on 01.07.2021
10. Separate Applications should be sent for each post in a separate envelope and the candidates should super scribe on the application and envelope as "Application for the post of in Mail Motor Service, Madurai.

Manager
Mail Motor Service
Madurai 625 002

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



No. DMS / 14 / Ch XI Dated at Madurai 625 002 the 25.03.2021

Applications are invited from the eligible candidates for the following Driver posts. The last date for receipt of application is **30.4.2021** up to 17.00 hours.

Sl. No.	Name of Post	No. of vacancy	Age limit	Pay Scale	Category
I	Staff car Driver (ordinary Grade)	2	18 to 27 years of age as on last date for receipt of applications from the candidates in India Relaxable upto 5 years for SC candidates	(Level 2 in the pay matrix as per 7th CPC) Rs.19,900- 63,200	UR and SC

1.Scale of Pay : Rs.19,900/- 63,200/- (Level 2 in the pay matrix as per 7th 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 upto 5 years for SC&ST, 3 years for OBC and 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 10th standard from a recognized board or Institute.
- (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 & HMTV or HTV. 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.

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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.

Relaxation of Age Limit (for reservation posts).

a) SC : By 05 years

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, 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, on receipt of call letter from this office. (Exempted for SC / ST and Women 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 self attested.
4. Proof of age, Date of birth, Educational qualification, Experience, Driving license, Community (in case of SC /ST/OBC/EWS) 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.

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Application will be liable for rejection also due to following reasons.

1. Incomplete or not submitted in prescribed format.
 2. Unsigned/undated/without photograph/without application fee.
 3. Without proper attested copies of certificates.
 4. Under aged / Over aged candidates.
 5. Not possessing the requisite qualification / Educational qualification from non-recognized Institutions.
 6. Application received after due date.
 7. Mutilated or damaged applications/ documents etc.,
 8. Application for more than one post in single application.
 9. Applications without required information /attachments as per the notification will be summarily rejected without intimation.
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 Column 8 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, Madurai 625 002 and should reach this office on or before **30 . 4 .2021** 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 should be submitted in the following format

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

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

17. Any other relevant information :

**Signature of Candidate
(with date)**