

1. Applications are invited from the eligible Indian citizens for the post of **Staff Car Driver (Ordinary Grade)**, General Central Service Gr.-C, Non-Gazetted, Non-Ministerial in Karnataka Circle in the scale of Pay Rs.19900-63200/- (In Pay Level-2 under 7th CPC) + Admissible allowances.

Srl.No	Name of the Region	Name of the Division/ Units	Total Vacancy
1	N K Region	Chikkodi	1
2		Kalaburgi	1
3		Haveri	1
4		Karawar	1
5	BG (HQ) Region	MMS, Bengaluru	15
6	S K Region	Mandya	1
7		MMS, Mysuru	3
8		Putturu	1
9		Shivamogga	1
10		Udupi	1
11		Kolar	1
Total			27

Communal Break up						
UR	EWS	OBC	SC	ST	Total	Horizontal Reservation
14	01	06	04	02	27	ESM-03

Note: Preference/Option: applicants are required to indicate the order of preference of any 4 Divisions/Units (in the application). Allotment of Division/Unit will be made as per merit-cum-preference basis subject to the availability of vacancy, duly filled preference/option in the application at Column No.15. Allotment of divisions/consideration of preference will purely at the discretion of the department and availability of vacancy at that time and no claim of candidate will be entertained in this regard.

Number of vacancies in division/units is subject to change and the issuing authority reserves right to modify/cancel the notification without assigning any reason there to.

Period of Probation : Two years for direct recruits.

1. ELIGIBILITY

(a) Age Limit: 18 to 27 years (Relaxable up to 5 years for SC & ST, 3 years for OBC, for Government servants up to 40 years in accordance with the instructions or orders issued by Central Government) and for Ex-Serviceman up to a maximum of 3 years (08 [3+5] years for Ex Serviceman belonging to SC & ST and 06 [3+3] years for Ex Serviceman belongings to OBC), after deduction of the Military Service rendered from the actual age. The Vacancy reserved for Ex-Serviceman [ESM] will be filled up from any category and then be adjusted horizontally against respective categories viz UR/SC/ST/OBC as the case may be depending upon the category to which the selected candidate belongs to, that means the vacancy earmarked for Ex-Serviceman is included within the total vacancies of 27 posts of Drivers. The caste/Category certificate submitted in the prescribed format for appointment to the posts under the Government of India will only be considered for availing relaxation under SC/ST/OBC/EWS.

(b) Educational & other qualifications:

- i. Possession of a valid driving license for light and heavy Motors vehicles.
- ii. Knowledge of Motor Mechanism (candidate should be able to remove minor defects in vehicle)
- iii. Experience of driving light and heavy Motor vehicle at least three years (In the letter head).
- iv. Pass in 10th standard from a recognized Board or Institute.

(c) Desirable qualification : Three years service as Home guard or Civil Volunteers.

(d) Method of recruitment : **Direct recruitment.**

2. SELECTION

Selection of Driver shall be made on the basis of driving test to assess their competency to drive light and heavy motor vehicles including knowledge of Motor Mechanisms and ability to remove minor defects in vehicle, Theory Test amongst the candidates possessing the requisite eligibility criteria mentioned above. The pattern and syllabus of the tests, date and venue of the tests will be intimated separately to the eligible candidates. **No intimation will be sent in respect of other applicants who are not eligible.**

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

- (i) **Photocopies of the following certificates duly attested by Gazetted officer/Self attested.** (i) Age proof, (ii) Educational Qualification as indicated at Sl 1(b)(iv), (iii) Valid Driving Licence as indicated at Sl.No.1 (b) (i), (iv) Valid Experience Certificate (Experience Certificate issued by Gazetted officer of Central Government/State Government office where the applicant has been working or by the head of a Registered Firm/Company/Agency/Institution should be enclosed. Certificate should contain Door No, Pin code and name of the person issuing with designation along with date of issue of certificate) full as indicated as Sl. No. 1 (b) (iii), (v) **Valid OBC Certificate (Non-Creamy-layer) issued by the competent authority** in the prescribed format for appointment to the posts under the Government of India (if any), (vi) Technical Qualification, (vii) Address proof, (viii) Photo Id proof, (ix) Valid EWS certificate, Valid SC/ST Certificate, (x) Valid Ex-serviceman certificate with clearly notified the trade of the applicant.
- (ii) Two copies of recent passport size photographs self-attested by candidate. One should be pasted in the application form and the other should be attached with the application form.

3. SPECIAL INSTRUCTIONS TO THE CANDIDATE

- (i) The candidates should fill up all fields of the application forms as **enclosed application format only. The form should be downloaded from India Post website or Karnataka Post website. Application purchased from outside vendors will not be accepted and summarily rejected without assigning any reason.**
- (ii) Incomplete application form will be summarily rejected.
- (iii) No column should be left blank.
- (iv) One envelope should be containing one application only.
- (v) Application received after due date will not be entertained under any circumstances. Incomplete, unsigned applications or application without the required enclosures will be rejected summarily and no correspondence in the matter will be made with the applicant.
- (vi) The candidate on appointment shall be liable for posting at any place in the Karnataka Circle.
- (vii) No correspondence in person, e-mail or telephonic etc. will be made.
- (viii) **Canvassing in any form and / or bringing in any influence will be treated as a disqualification for the post.**
- (ix) Candidates belonging to OBC category should submit proper and valid caste certificate as per the proforma of Government of India, which should specifically mention that he/she doesn't belonging to the person/section as mentioned in the col No.03 of the schedule to the Department of Personnel and Training in the Government of India OM No.36012/22/93-Estt.(SCT) dated 08.09.1993.
- (x) Hiding of information or submitting fake information will lead to rejection of candidate at any stage of recruitment.

The applications along with the requisite enclosures should be sent in an appropriate size of thick paper envelope clearly inscribing on the cover as **“Application for the post of Staff Car Driver (Direct Recruitment) at MMS Bengaluru”** through Speed Post/Register Post only and addressed to **“The Manager, Mail Motor Service, Bengaluru-560001”**. Application sent by any other means will be rejected.

The last date of receipt of application is on or before 14.05.2024 by 17.00 Hrs.

Application without valid caste certificate, valid experience certificate, valid EWS certificate, valid Ex-serviceman certificate and details of applicable trade/experience; without complete information or without requisite document duly attested by Gazetted officer/self-attested will be rejected straight away without any notice or information. No TA-DA will be paid to the candidate. Candidate will be selected on the basis of qualification, experience & skill test and merely possessing minimum qualification will not vest any right to the candidate to call for test. The requisite details with regards to age limit, eligibility qualification, experience, application format and other terms & conditions are available on the website **‘www.indiapost.gov.in’**

-sd-

Manager,
Mail Motor Service,
Bengaluru-560001.

Format of Application

[APPLICATION FOR RECRUITMENT OF DRIVERS FOR INDIAN CITIZENS ONLY]

Passport size photograph duly self- attested/Gaze- tted Officer

Srl.No.	Details/Description						
1.	Full name (in block letters)						
2.	Father's full name						
3.	Permanent Address with Pin code						
4.	Address for correspondence with Pin code						
5.	Email Id:						
6.	Citizenship/Nationality						
7.	Date of birth (in figures & words) (Proof to be enclosed)	<i>Date</i>	<i>Month</i>	<i>Year</i>			<i>In words-</i> _____
8.	Age as on closing date of receipt of application (as on 14.05.2024)	Years: _____ Months _____ Days _____					
9.	Reservation category	Are you a member of UR/SC/ST/OBC (non-creamy layer) (✓ Tick the applicable category). (i) If yes, candidate should submit caste certificate issued by the competent Authority. (ii) OBC candidate should submit non-creamy layer certificate for appointment to post under Govt. Of India.					
10.	If ESM: Ex-Servicemen	Length of service Years.....Months.....Days..... Trade:.....					
11.	Details of educational qualification (Details of 10 th Std.)	Name of School: Year of Passing : Name of University :					
12.	Issue of Driving License details with validity (LMV & HMV separately)	HMV	Issued on: _____		Valid: _____		
		LMV	Issued on: _____		Valid: _____		
13.	Driving experience period (HMV/LMV separately)	HMV : From _____ To _____ Name of Institution /firms etc.: _____ LMV : From _____ To _____ Name of Institution /firms etc.: _____					
14.	Home Guard Service, if any	From _____ To _____					
15.	Option/preferences of divisions/units for posting should be given as under	(1)		(2)			
		(3)		(4)			

I hereby declare that the information provided is True, valid and authentic.

Date:

Place:

Signature of applicant

Encl: List of documents attached with duly self-attested/ attested by Gazetted Officer.

i) Age proof ii) Educational qualification as indicated at Sl 1(b)(iv), iii) Driving, experience certificate as indicated at Sl.1(b)(iii), iv) Driving Licence/Licence Extract indicated at Sl 1(b)(i), v) Caste certificate issued by Competent Authority in the prescribed format for appointment to posts under the Government of India, (vi) Form of certificate to be produced other Backward Classes (non-creamy layer) applying for appointment to posts under the Government of India.

Format of Envelope

Speed Post/Registered Post		
<u>Application for the post of Driver (Direct Recruitment) at MMS, Bengaluru</u>		
<table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> To, The Manager, Mail Motor Service, Bengaluru-560001. </td> <td style="width: 50%; vertical-align: top;"> From: <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> </td> </tr> </table>	To, The Manager, Mail Motor Service, Bengaluru-560001.	From: <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/> <hr style="border: 0; border-top: 1px solid black; margin: 2px 0;"/>
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