

Government of India/भारत सरकार,
Ministry of Communications/संचार मंत्रालय,
Department of Posts/डाक विभाग,
(Mail Motor Service/डाक मोटर सेवा)

O/O Manager, MMS/ प्रबन्धक, डाक मोटर सेवा
GPO, Civil Lines /जी. पी. ओ., सिविल लाइन,
Nagpur-440001/नागपुर-४४०००१

MSE-10/Rectt. of Skilled Artisan/Corr/2022-23/35

Date: 06.02.2023

APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZEN FOR THE FOLLOWING POSTS

| POST | Trades | Vacancies | Break Up | |
|----------------------------------------------------------------------------------------------------|---------------------------|-----------|-----------|-----------|
| | | | UR | ST |
| Skilled Artisans (General Central Service, Group-C, Non-Gazetted, Non-Ministerial) | Motor Vehicle Electrician | 01 | 01 | --- |
| | Motor Vehicle Mechanic | 01 | --- | 01 |
| | Total | 02 | 01 | 01 |

SCALE OF PAY FOR SKILLED ARTISANS : Rs. 19,900/- (Level-2 in the pay Matrix as per 7th CPC)

LAST DATE FOR RECEIPT OF APPLICATION : **On or before 11.03.2023 by 17.00 Hrs.**

1. ELIGIBILITY:

a) Age Limit for direct recruits:

18 to 30 years as on 01.07.2023. The age limit shown is the normal age limit and Relaxable - 5 years for SC/ST, 3 years for OBC in respect of vacancy reserved for them, for Government servants up to 35 years in accordance with the instruction or orders issued by the Central Government. The relevant caste certificates submitted in the prescribed format for appointment to the post under the Government of India will be considered for availing age relaxation.

b) Educational & Other qualifications for direct recruits:

- (i) 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.
- (ii) The Candidate who applies for the post of Motor Vehicle Mechanic should possess a valid Driving Licence to drive Heavy Motor Vehicles.

2. METHOD OF SELECTION:

Selection of Skilled Artisans shall be made from, amongst the candidates possessing the requisite qualifications and valid driving licence [only for Motor Vehicle Mechanic] 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.**

Contd..2/-

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) Mobile Number (viii) Citizenship :Indian/Others (Tick) (ix) Date of Birth (By Christian Era) (x) Age as on 01.07.2023 in format:- Years- Months- Days (xi) Reservation Category : UR/SC/ST/OBC (Non-Creamy Layer) (xii) Educational Qualification (xiii) Technical Qualification/ITI Certificate (xiv) Trade Experience period (xv) Issue of Driving Licence (HMTV) details with validity [in case of Motor Vehicle Mechanic only] (xvi) Home Guard service (xvii) Any other relevant information (xviii) Self attested photo by the candidate.

Application must be signed by the candidate and accompanied with-

1. Photocopies of the following certificates **self attested/attested by Gazetted Officer.**
 - i) Age proof.
 - ii) Educational Qualification as indicated at Sl 1(b) (i).
 - iii) Technical Qualification as indicated at Sl 1(b) (i).
 - iv) Driving Licence/Licence Extract as indicated at 1 (b) (ii) [in case of Motor Vehicle Mechanic only].
 - v) The SC/ST/OBC (Non-Creamy Layer)/EWS certificates issued by the competent authority in the prescribed format for appointment to the post under the Government of India.
 - vi) Trade experience of respective trade/post.
2. The separate application should be sent for each trade in separate envelope if applied for more than one trade and the candidate should **superscribe the post applied with trade** on the envelope & application should be addressed to '**The Manager, Mail Motor Service, GPO Compound, Civil Lines, Nagpur-440001**' and should be sent through **Speed Post/Registered Post only.** Applications 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 11.03.2023 by 17.00 Hours.** Application(s) without complete information or without copies of desired certificates or the applications(s) enclosing copy/copies of the certificate(s) **without self attestation/attestation by Gazetted Officer will be rejected straight way** without any notice or information.

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

**Manager
Mail Motor Service
Nagpur-440001**

FORMAT OF APPLICATION (Registered/Speed Post only)

PHOTO
Duly self
Attested

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. **Mobile No.** : _____
8. **Citizenship** : Indian / Others (Tick)
(Authentic proof to show Indian Citizenship to be submitted)
9. **Date of Birth (By Christian Era)** : DD ____ MM ____ YY _____
(in format- Day-Month-Year)
10. **Age as on 01.07.2023** : **Years:** _____ **Months:** _____ **Days:** _____
11. **Reservation Category** : Are you a member of **UR/SC/ST/OBC** (Non-Creamy Layer)(Tick)
12. **Educational Qualification** : Name of School - _____
(Details of VIIIth Std) : Year of passing - _____
13. **Technical Qualification** : Name of Technical Institute - _____
: Trade - _____ Year of passing - _____
14. **Trade experience period** : Name of Institute/firms etc - _____
From _____ To _____ in the trade _____
15. **Issue of Driving License details with validity** [in case of Motor Vehicle Mechanic only]:
Date of issue of Driving Licence : HMV: _____ Validity: _____
(License copy enclosed should match the details & their renewals. If details are not available on License then enclose self attested copy of Driving License Extract showing all details of License endorsement)
16. **Home Guard Service** : From _____ To _____
17. **Any other relevant information** : _____

Date:

Place:

Signature of Candidate

Encl.: List of documents attached with, duly self attested/attested by Gazetted officer

(i) Age proof, (ii) Educational Qualification, (iii) Technical Qualification, (iv) Driving Licence/Licence Extract [in case of Motor Vehicle Mechanic only], (v) SC/ST/OBC (Non-Creamy Layer) certificates issued by the competent authority in the prescribed format for appointment to the post under the Government of India, (vi) Trade experience of respective trade/post.