

**DEPARTMENT OF POST, INDIA**  
**OFFICE OF THE MANAGER, MAIL MOTOR SERVICE,**  
**No.37 (Old No. 16/1), Greams Road, Thousand Lights, Chennai- 600 006.**  
**No. MSE/B9-2/ XII /2014** **Dated : 08.09..2014**

1. Applications are invited for the following posts from the eligible candidates.
2. The last date for receipt of applications is **08.10.2014 upto 1700 hours.**
3. The details of vacancies are as follows.

Sl. No.	Name of Post	No. of vacancy	Age limit	Category				
				SC	ST	OBC	U.R	Total
1	Time Scale Driver	11	Age limit between 21 to 28 years of age as on 1.07.2014	02	-	01	08	11
2	Welder (Skilled)	02	Age limit between 18 to 30 years of age as on 1.07.2014	-	-	-	02	02
3.	Painter (Skilled)	01	Age limit between 18 to 30 years of age as on 1.07.2014	-	-	-	01	01

4. Pay scale for T.S. Driver / Welder (Skilled) /Painter (Skilled) cadres is Rs. 5200-20200 + Grade Pay Rs. 1900/- + admissible allowances.

Following are the eligibility conditions for the posts:-

5. Age Limit, Educational Qualification and Experience.

**(i) For the post of Time Scale Driver**

- (a) Age between 21 to 28 years as on 01.07.2014. (Relaxable for Government servants upto 35 years in accordance with the instructions or orders issued by Central Government).
- (b) Possession of a valid driving licence for light and heavy motor vehicles. Photocopy of the licence duly attested by a Gazetted Officer should be enclosed. Otherwise the application will be rejected.
- (c) Atleast 4 years driving experience of light and heavy motor vehicles, provided that the candidates should have atleast one year's experience of driving heavy vehicles and they must be in possession of valid driving licence to that effect. The period of experience in Light and Heavy vehicles should be clearly indicated like "Light vehicle experience from \_\_\_\_\_(date) to \_\_\_\_\_(date)' and 'heavy vehicle experience from \_\_\_\_\_(date) to \_\_\_\_\_(date)'. Latest Experience Certificate issued by a Gazetted Officer of a Central/ state Government Office where the applicant has been working or by the Head of a 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 duly attested by a Gazetted Officer should be enclosed. The period of experience mentioned in the experience certificate should be within the period of validity of the Driving Licence. **Otherwise the application will be rejected.**
- (d) Ability to read and write local languages and to make simple arithmetical calculations.
- (e) Desirable : Middle Standard Pass.
- (f) **Method of Selection for T.S. Driver :** Selection shall be made from amongst the candidates possessing the requisite qualifications and valid driving licence on the basis of Literacy Test, Arithmetic Test and a Driving Test to assess their competency to drive light and heavy motor vehicles. 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 not short listed.

**(ii) For the post of Welder (Skilled) /Painter Skilled)**

- (a) Age between 18 to 30 years of age as on 1st July 2014.
- (b) A certificate in the respective Trade from any Technical Institution recognized by the Govt. **OR** VIII Std. pass with experience of one year in the respective Trade.
- (c) **Method of Selection for Welder (Skilled)/Painter (Skilled) :** By means of competitive Trade Test on the basis of syllabus for Welder (Skilled) as well as Painter(Skilled)

6. **Relaxation of Age Limit (for reservation posts).**

- a) SC : By 05 years
- b) OBC : By 03 years

**APPLICATION FOR THE POST OF \_\_\_\_\_ IN MAIL  
MOTOR SERVICE, CHENNAI 600 006.**

Attested  
passport  
size  
photograph  
to be  
affixed

1	Name of the candidate (in Capital letters)			
2	Category of community to which the candidate belongs to (Tick whichever is applicable)	<b>SC</b>	<b>OBC</b>	<b>UR</b>
3	Father's Name			
4	Address for communication			
5	Date of Birth			
6	Age as on 1.7.2014			
7	Religion / Nationality			
8	Details of Educational Qualification			
9	Details of Driving Licence			
10	Details of Driving Experience			
11	Details of Technical Experience only in respect of candidates applying for the post of Welder (Skilled) and Painter(Skilled)			
12		(Signature of Applicant)		

## **7. Instructions to Candidates:**

1. Application on plain paper in the prescribed format as produced 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 attested by a Gazetted Officer of State/ Central Government.**
3. Proof of age, date of birth, educational qualification, experience, driving licence, Community (in case of SC /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 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. **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 be summarily be rejected without intimation.
8. No correspondence of any nature will be entertained.
9. **The applications should be sent through Speed 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 01.07.2014.**
11. Separate Applications should be sent for each post in a separate envelope and the candidates should superscribe on the application and envelope as **"Application for the post of \_\_\_\_\_ in Mail Motor Service, Chennai 600 006.**
12. The envelope should be addressed to the **The Manager, Mail Motor Service, No.37 (Old No.16/1) Greams Road, Chennai – 600 006 and should reach this office on or before 08.10.2014 by 17.00 hours.**
13. Application received after the last date and without adhering to the above conditions set in this notification will not be considered.
14. All pages of the Xerox copies of the certificates / documents and photos attached to the application should be attested by a Gazetted Officer of the Central /State Government. Otherwise the application will be rejected.

**MANAGER  
MAIL MOTOR SERVICE,  
CHENNAI – 600 006.**