

Room No. 320, 'B' Wing,
Sena Bhawan, New Delhi 110 105
Dated the 29th April, 2019

OFFICE MEMORANDUM

Subject: Recruitment to the post of Despatch Rider in the Ministry of Defence by Deputation/ Absorption/Re-employment basis

The undersigned is directed to say that 01(one) post of Despatch Rider in the Ministry of Defence(Sectt.) in Level-2(Rs. 19900- Rs. 63200) of Pay Matrix has been proposed to be filled up by:

Deputation/ Absorption/ Re-employment basis

From amongst the **regular employees** drawing pay in Level-1(Rs. 18000- Rs. 56900) in the Pay Matrix **in the Ministry of Defence (Secretariat)** failing which from regular **Despatch Rider/ employees** drawing pay in Level-1(Rs. 18000 - Rs. 56900) in the Pay Matrix **from other Ministries of the Central Government** who possess the necessary qualifications and experience, as mentioned below:

For Ex- Servicemen: Deputation/ Re-employment

The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and educational qualifications prescribed below shall also be considered. Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces, thereafter, they may be continued on re-employment.

Educational/technical qualifications

Essential:

- i) Matriculation pass or equivalent from a recognized Board or University;
- ii) Must possess a valid driving licence for motor-cycle/auto-rickshaw;
- iii) Two years' experience in driving motor-cycle/auto-rickshaw;
- iv) Knowledge of motor-cycle/auto-rickshaw mechanism (the candidate should be able to repair minor defects in vehicles);
- v) Ability to read English and Hindi/regional languages of the area in which the concerned organization is situated.

Desirable:

Experience as Home Guards/Civil Defence Volunteers.

Contd...

Note: The qualifications regarding experience are relaxable at the discretion of the Competent Authority for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes and the Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

2. In addition to the above, it may be noted that the period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed 3 years. The maximum age limit for appointment by deputation/absorption shall not exceed 56 years as on the closing date of receipt of applications.

3. Applications in the attached proforma(Annexure-I) from willing and eligible persons and whose services can be spared, shall be forwarded by the Employer/Cadre Controlling Authority along with duly filled-in certification(Annexure-II) to this office within 60 days from the date of publication of the advertisement in Employment News along with the following documents:

- i. Matriculation certificate
- ii. Driving Licence
- iii. NOC from record office (in case of Armed forces personnel)
- iv. APAR dossiers for the last five years
- v. Vigilance certificate
- vi. Experience certificate

S. S. Vagulaparnam
(S. S. Vagulaparnam)

Under Secretary to the Government of India
Tel. No. 23012538

1. All Ministries/Departments of Government of India.
2. All Sections in the Ministry of Defence including MoD(Finance).
3. Office of the JS(Trg) & CAO.
4. DCOAS(P&S) Sectt, General Staff Branch, IHQ of MoD(Army), Room No. 262, South Block, New Delhi
5. ACOP(AC), IHQ of MoD(Navy), Talkatora Annex Building, Talkatora indoor stadium, New Delhi- 110001
6. Asst. Chief of Air Staff, (PA&C), Air Headquarters, Vayu Bhawan, New Delhi
7. D(IT/NIC), Ministry of Defence (With the request to place this vacancy OM on the website of MoD).
8. Notice Board
9. D(OL) for Hindi translation

With the request to also put the instant vacancy OM in their respective website.

Application for the post of Despatch Rider

1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Date of Entry in Govt. Service : _____
5. Date of Discharge for Armed Forces Personnel : _____
6. Post presently held and since when : _____
7. Are you holding the post on regular basis? : _____
8. Pay Scale : _____
9. Educational Qualification possessed : _____
10. a) are you holding a valid driving licence? : _____
b) if yes, since when : _____
11. Do you have knowledge of motor-cycle/auto-rickshaw mechanism? : _____
12. Experience of motor-cycle/auto-rickshaw driving and since when : _____
13. Address (Permanent/Correspondence) : _____

14. Mobile No. : _____
15. Do you belong to SC/ST/OBC Category : _____
16. Any other relevant Information : _____

17. List of documents to be enclosed:
 - i. Matriculation certificate
 - ii. Driving Licence
 - iii. NOC from record office(in case of Armed forces personnel)
 - iv. APAR for the last five years (if applicable)
 - v. Vigilance certificate
 - vi. Experience certificate

Date:

(Signature of Applicant)

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the application of _____ (Name & Designation) are true and correct as per the facts available on records. He/she possesses educational qualifications and experience as mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____.
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed against him/her during the last 10 years Or a list of major/ minor penalties imposed on him/her during the last 10 years is enclosed. (As the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)