

भारत सरकार, डाक विभाग
GOVT OF INDIA, DEPARTMENT OF POST
O/o SENIOR MANAGER, MAIL MOTOR SERVICE, PUNE HEAD OFFICE, PUNE-411001

प्रवर प्रबंधक का कार्यालय, डाक वाहन सेवा, पुणे प्रधान डाकघर पुणे-४११००१

Phone: (020)26122054/ 26125320

email: mmspune411001@gmail.com

No. MMS/Rectt/Skilled Artisan/2022

Dated: 16.06.2022

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

POST	Trades	No. of Vacancies	Break Up				
			UR	EWS	SC	ST	OBC
Skilled Artisans (General Central Service, Group-C, Non-Gazetted, Non- Ministerial)	Mechanic (Motor Vehicle)	01	01	---	---	---	---
	Tyreman	01	01	---	---	---	---
	Total	02	02	---	---	---	---

SCALE OF PAY FOR SKILLED ARTISANS : Rs. 19900/- (Level 2 in the pay Matrix as per 7th CPC)

LAST DATE FOR RECEIPT OF APPLICATION : **On or before 30.07.2022 by 17.00 Hours.**

1. ELIGIBILITY:

a) Age Limit for direct recruits:

18 to 30 years as on 01.07.2022 for UR, for Government Servants upto 35 years in accordance with the instructions or orders issued by Central Government.

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) Candidate who applies for the post of Mechanic (Motor Vehicle) should possess a valid Driving Licence to drive Heavy 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 Mechanic (MV)] 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.**

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 01.07.2022 in format:- Years- Months- Days (xi) Reservation Category : Unreserved (xii) Educational Qualification (xiii) Technical Qualification/ITI Certificate (xiv) Trade Experience period (xv) Issue of Driving Licence (HMTV) details with validity [in case of Mechanic (MV) only] (xvi) Home Guard service (xvii) Any other relevant information (xviii) Self attested photo by the candidate.


Contd..2/-

Application must be signed by the candidate and accompanied with-

1. Photocopies of the following certificates self attested by the candidate.
 - 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 Mechanic (MV) only].
 - v) 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 Senior Manager, Mail Motor Service, GPO Compound, Pune-411001' 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 30.07.2022 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 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'


Senior Manager
Mail Motor Service
Pune-411001

FORMAT OF APPLICATION (Registered/Speed Post only)



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 01.07.2022 : Years: _____ Months: _____ Days: _____
11. Reservation Category : Are you a member of UR (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 Mechanic (MV) 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: _____

Encl.: List of documents attached with, duly self attested

i) Age proof, ii) Educational Qualification, iii) Technical Qualification iv) Technical Experience v) Driving Licence/Licence Extract [in case of Mechanic (MV)].

Signature of Candidate