

**MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS, INDIA**

O/o THE SENIOR MANAGER, MAIL MOTOR SERVICE, 134-A, S. K. AHIRE MARG, WORLI, MUMBAI-400018

**No. DMS-8/Tech. Rectt/2023/56**

**Mumbai**

**Dated 05.04.2023**

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

| POST                                                                                                       | Trades                    | No. of Vacancies | Break Up  |           |           |           |           |           |
|------------------------------------------------------------------------------------------------------------|---------------------------|------------------|-----------|-----------|-----------|-----------|-----------|-----------|
|                                                                                                            |                           |                  | UR        | EWS       | SC        | ST        | OBC       | Ex-SM     |
| <b>Skilled Artisans<br/>(General Central<br/>Service, Group-C,<br/>Non-Gazetted, Non-<br/>Ministerial)</b> | Mechanic (Motor Vehicle)  | 03               | 01        | 01        | ---       | 01        | ---       | 01        |
|                                                                                                            | Motor Vehicle Electrician | 02               | 01        | ---       | ---       | ---       | 01        | ---       |
|                                                                                                            | Welder                    | 01               | ---       | ---       | ---       | ---       | 01        | ---       |
|                                                                                                            | Tyreman                   | 01               | 01        | ---       | ---       | ---       | ---       | ---       |
|                                                                                                            | Tinsmith                  | 01               | 01        | ---       | ---       | ---       | ---       | ---       |
|                                                                                                            | Painter                   | 01               | ---       | ---       | 01        | ---       | ---       | ---       |
|                                                                                                            | Blacksmith                | 01               | ---       | ---       | 01        | ---       | ---       | ---       |
|                                                                                                            | <b>Total</b>              |                  | <b>10</b> | <b>04</b> | <b>01</b> | <b>02</b> | <b>01</b> | <b>02</b> |

\*Vacancy reserved for Ex-Serviceman (Ex-SM) will be filled up from any category and then be adjusted horizontally against respective categories viz UR/EWS/ST 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 **03 posts of Mechanic (Motor Vehicle)**.

#Vacancy reserved for Economically Weaker Sections (EWS) will be filled up from UR category or otherwise as per the instructions/orders issued by Central Government on the subject, if no candidate of EWS found eligible.

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

**LAST DATE FOR RECEIPT OF APPLICATION** : On or before 13.05.2023 by 17.00 Hours.

**1. ELIGIBILITY :**

**a) Age Limit for direct recruits:**

18 to 30 years as on 01.07.2023 for UR/EWS [Relaxable 5 years for SC/ST, 3 years for OBC (Non Creamy Layer), for Government Servants upto 35 years in accordance with the instructions or orders issued by Central Government and for Ex- Serviceman upto a maximum of 3 years [08 ( 3 + 5 ) years for ST] after deduction of the Military Service rendered from the actual age. The relevant certificate and caste certificate submitted in the prescribed format for appointment to posts under the Government of India will be considered for availing relaxation under EWS/Ex-SM/SC/ST/OBC.

**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.**

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/EWS/SC/ST/OBC(non-creamy layer) (xii) Category : Ex-serviceman/Others (Tick) (xiii) Educational Qualification (xiv) Technical Qualification/ITI Certificate (xv) Trade Experience period (xvi) Issue of Driving Licence (HMTV) details with validity [in case of Mechanic (MV) only] (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 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) SC/ST/OBC certificate issued by Competent Authority in the prescribed format for appointment to posts under the Government of India.
  - vi) EWS candidates should submit EWS certificate valid for the year 2023-2024 issued on the basis of annual income for the financial year 2022-23.
  - vii) Ex-SM should submit discharge certificate issued by competent authority. Concerned Trade must be mentioned in the discharge certificate otherwise application will be liable to be rejected.
  - viii) Trade experience certificate of respective trade/post on company/firm letter head mentioning name, full address with Door No/Pin Code of employer issuing the certificate.
  - ix) Form of certificate to be produced by Other Backward Classes (non creamy layer) applying for appointment to posts under the Government of India in **Form-9**.
2. Candidates who wish to be considered against reserved vacancies and/or to seek age relaxation, must be in possession of relevant certificates [EWS/SC/ST/OBC(Non Creamy Layer) etc.] issued by competent/notified authority (in prescribed format) on or before the cutoff date (closing date of advertisement) otherwise their claim for any category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise. The candidate has to select that particular category when applying for the post alongwith valid certificates. No request for change of category will be entertained at any later stage .

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, 134-A, SUDAM KALU AHIRE MARG, WORLI, MUMBAI-400018** 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 13.05.2023 by 17.00 Hours**. Application(s) without complete information, without self attested photo 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, prescribed format of certificate to category EWS/SC/ST/OBC and other terms and conditions are available on the website: '**www.indiapost.gov.in**'

  
Senior Manager  
Mail Motor Services  
Mumbai-400018