

GOVERNMENT OF INDIA,
DEPARTMENT OF POST,
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICE,
No.37, GREAMS ROAD, CHENNAI-600 006.

Dated : 31.07.2024

Notification No. MSE / B9-4 / XIII / 2023

APPLICATIONS ARE INVITED FOR THE YEAR 2023 FROM THE ELIGIBLE INDIAN CITIZEN FOR THE FOLLOWING TRADES.

Post	Trades	No. of vacancies	Breakup			
			UR	OBC	SC	EWS
Skilled Artisans (General central service, Group-C, Non-Gazetted, Non-Ministerial)	M.V.Mechanic (Skilled)	04*	02	01	-	01
	M.V.Electrician (Skilled)	01	01	-	-	-
	Tyreman (Skilled)	01	-	01	-	-
	Blacksmith (Skilled)	03	01	01	01	-
	Carpenter (Skilled)	01	-	-	01	-
	Total		10	04	03	02

*One of the vacancies in the M.V. Mechanic post mentioned above is earmarked for ESM and will be filled up from any category for **Ex-Servicemen quota** and the said Ex-servicemen vacancy will be adjusted horizontally against the communal reservation as the case may be depending upon category to which selected candidate belongs to, that means vacancy earmarked for Ex-Servicemen is included within total vacancies.

"The vacancies notified are subject to change and the issuing authority reserves rights to modify/cancel the notification without assigning any reason there to"

- i. **SCALE OF PAY FOR SKILLED ARTISANS:** Rs. 19900/- to 63200/- (Level 2 in the pay matrix as per 7th CPC) + admissible allowances.
- ii. **Last date of receipt of application: On or Before 30.08.2024 up to 17.00 hours.**
- iii) **Period of Probation:** One year

1. **ELIGIBILITY :**

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

18 to 30 years as on 01.07.2024 for UR & EWS.

Relaxation of Age Limit (for reservation posts)

- i. SC/ST : By 05 years.
- ii. OBC : By 03 years.
- iii. For Central Government servant: Servants up to 40 years in accordance with the instructions or orders issued by Central Government.
- iv. For Ex-Servicemen: Up to a maximum of 3 years [08(3+5) years for SC & ST and 06 (3+3) years for OBC] after deduction of the Military Service (Motor vehicle Mechanic trade) rendered from the actual age.
- v. Relaxation will be provided as above to SC/ST/OBC candidates in respect of vacancies reserved for them.

b) Educational & Other qualifications for direct recruits :

- i. A certificate in the respective trade from any Technical Institution recognized by Government **OR** VIII Std. passed with experience of one year in the respective trade. (Experience certificate is mandatory for the candidates those who have applied with VIII std. pass without trade certificate)
- ii. Candidate who applied for the trade of M.V.Mechanic should possess a valid Driving Licence (HMV) to drive any vehicle in service in order to test it.

2. METHOD OF SELECTION :

Selection of Skilled Artisans shall be made from amongst the candidates possessing the requisite qualifications, by means of Competitive Trade Test on the basis of syllabus in the respective trade. Syllabus, date, venue & duration etc will be informed to the eligible candidates along with Hall Permits.

3. INSTRUCTIONS TO CANDIDATES

- i. Application on plain paper in the prescribed format should be submitted by the candidate duly filled either in English/Hindi/Tamil correctly and completely, duly signed by the Candidate.
- ii. One Passport size photograph should be affixed at the place meant for the purpose on the application form and should be duly self-attested.
- iii. Along with the application form an Indian Postal Order for Rs.100/- (or) UCR receipt to be taken from any Post office should be enclosed towards application fee.
- iv. The applications will be scrutinized as per the eligibility criteria and eligible applicants will be called for trade test.
- v. The application fees collected from the applicants will not be refunded. Further , the **eligible candidates** should pay Rs.400/- as Examination fee (for trade test) in the form of IPO (or) UCR receipt, on getting hall Permit and attend Trade test along with the payment receipt.
- vi. The candidates belonging to SC/ST/Women employees are exempted from the payment of application / examination fee.
- vii. Application will be liable for rejection also due to following reasons.
 - a. Application sent by courier or any other transmission except speed & Register will not be entertained/considered.
 - b. Unsigned application/without self-attested documents/ without application fee/etc.
 - c. Without valid community certificate in r/o reserved post.
 - d. Not possessing the requisite qualification / relevant Experience on letter head of firm without full address details.
 - e. Under aged /Over aged candidates.
 - f. Application for more than one trade in single application.
 - g. Non submission of HMV License copies in r/o MV Mechanic trade.
 - h. Incomplete or not submitted in prescribed format and Application received after due date.
 - i. Mutilated or damaged applications/ documents etc.,
 - j. Applications without required information /attachments/Community as per the notification will be summarily rejected without intimation.
 - k. Experience certificate without full postal address & Pincode.
 - l. Wrongly addressed applications either on application or on envelope will also be rejected.

- m. The applications received after the last date and without adherence to the above conditions set in the notification will not be considered
- n. Original certificates should not be sent along with the application.
- o. No correspondence of any nature will be entertained.
- p. No TA-DA will be paid for test.
- q. Candidate will be selected on the basis of qualification, experience & skill test and merely possessing minimum qualification will not vest any right to the candidate to call for test
4. **Application must be signed by the candidate and accompanied with :** Photocopies of the following certificates self-attested by the candidate
- Age proof (Birth certificate/Xth certificate/School leaving certificate/etc)
 - Educational Qualification.
 - Technical Qualification (ITI/etc).
 - Driving Licence/Licence Extract [in case of M.V.Mechanic only].
 - One year Trade experience of respective trade/post (For VIII std pass candidates applied without Trade certificate). Technical Experience certificate indicating name & address of organization with full postal address.
 - Community Certificate issued by appropriate authority for appointment in Central Government Service / Posts only will be considered (Format enclosed). EWS candidate should submit Income & Asset certificate in prescribed format issued by competent authority valid for year 2024-25. OBC candidate should submit caste certificate & Non creamy layer certificate in prescribed format issued by competent authority issued on or after 01.04.2024.
 - Application fee of Rs.100/- in the form of IPO or UCR receipt issued by any post office.
5. The separate application should be sent for each trade in separate envelope if applied for more than one trade and the candidate should superscribe on the envelope & application specifically as "**Application for the post of Skilled Artisan in trade _____**" and should be addressed to "**The Senior Manager, Mail Motor Service, No.37, Greams Road, Chennai- 600 006**" and should be sent through **Speed post / Registered post only**. Applications received by any other means will be rejected.

The last date of receipt of application is **on or before 30.08.2024 by 17.00 Hours**. Application(s) without complete information or without copies of desired certificates or the application(s) enclosing copy/copies of the certificate(s) **without self attestation will be rejected straight way** without any notice or information.


31/08/2024
**SENIOR MANAGER (GROUP A)
MAIL MOTOR SERVICE,
CHENNAI- 600 006.**