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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
Skilled Artisans (General Central Service, Group-C, Non-Gazetted, Non-Ministerial)	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	---	---	
	Total	**10**	**04**	**01**	**02**	**01**	**02**	**01**

*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 7th 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/-

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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 (HMV) 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

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FORMAT OF APPLICATION (Registered/Speed Post only)

PHOTO
Duly self Attested

1. **Full name (In block letters)** :_____
2. **Father's full name (in block letters)** :_____
3. **Post Applied for and Trade** :Post – Skilled Artisan 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) (in format- Day-Month-Year)** : DD_____MM_____YY_____
10. **Age as on 01.07.2023** : **Years:**_____ **Months:**_____ **Days:**_____
11. **Reservation Category** : Are you a member of **UR/EWS/SC/ST/OBC (non creamy layer)** (Tick)
    (i) If yes, candidate should submit caste certificate for SC/ST/OBC and Income & Assets certificate for Economically Weaker Sections (EWS) valid for the year 2023-2024 issued by the competent Authority in prescribed format.(Format enclosed)
    (ii) OBC candidate should also submit non-creamy layer certificate for appointment to post under the Govt. of India.
12. **Category** : Ex-SM/Others (Tick)
    If **Ex-SM** : Ex-Serviceman : Length of Service **Years:**_____ **Months:**_____ **Days:**_____
    (Ex-serviceman candidate should submit certificates for availing the age relaxation)
13. **Educational Qualification** : Name of School -_____
    (Details of VIIIth Std) : Year of passing -_____
14. **Technical Qualification** : Name of Technical Institute -_____
    : Trade -_____Year of passing -_____
15. **Trade experience period** : Name of Institute/firms etc -_____
    From_____To_____in the trade_____
16. **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)
17. **Any other relevant information** :_____

Date:
Place:

Signature of Candidate

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The form of certificate to be produced by Scheduled Caste/Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*..... son/daughter* of ..... of village/town* ..... in District/Division* ..... of the State/Union Territory* ..... belongs to the..... Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950
@ The Constitution (Scheduled Tribes) Order, 1950
@ The Constitution (Scheduled Castes) Union Territories Order, 1951
@ The Constitution (Scheduled Tribes) Union Territories Order, 1951
[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
@ The Constitution (Pondicherry) Scheduled Castes Order, 1964
@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order,1968
@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order,1968
@ The Constitution (Nagaland) Scheduled Tribes Order, 1970
@ The Constitution (Sikkim) Scheduled Castes Order, 1978
@ The Constitution (Sikkim) Scheduled Tribes Order, 1978
@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
@ The Constitution (SC) Order (Amendment) Act, 1990
@ The Constitution (ST) Order (Amendment) Act, 1991
@ The Constitution (ST) Order (Second Amendment) Act, 1991
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Second Amendment)Act, 2002

Contd..2/-

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% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town* ..... in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of ..... issued by the ..... dated .....

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/Union Territory* of.....

Signature.....
**Designation.....
(With Seal of Office)
State/Union Territory*
Place: .....
Date: .....

*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

****List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.**
(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

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FORM OF CASTE CERTIFICATE (OBC)

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari*.....son/daughter* of Shri..... of village/town* .....in District/Division*..... of the State/Union Territory*.....belongs to the .....Community which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1,No. 186 dated 13th September, 1993.
@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9thMarch, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No210 dated 11th December, 1996.
@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.236 dated 12th December, 1997.
@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

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@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 2011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*.....and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/ Union Territory* of.....

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....
**Designation.....
(With seal of Office)
State/Union Territory
Place.....
Date.....
*Please delete the words which are not applicable.
@ Strike out whichever is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

****List of authorities empowered to issue OBC Certificate**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. †(not below of the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

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Annexure-I

Government of .....
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No._____ **Date:**_____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari_____ son/daughter/wife of _____permanent resident of _____, Village/Street _____Post Office_____ District_____ in the State/Union Territory _____ Pin code_____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial Year_____. His /Her family does not own or posses any of the following assets***

I. 5 acres of agricultural land and above.
II. Residential flat of 1000 sq. ft and above.
III. Residential plot of 100 sq. yards and above in notified Municipalities.
IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari_____ belongs to the_____ caste which is not recognized as a Scheduled Caste, Schedules Tribe and Other Backward Classes (Central List).

Signature with seal of office_____
Name_____
Designation_____

Recent Passport size attested photograph of the applicant

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*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.
** Note 2: The terms "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children on below the age of 18 years.
*** Note 3 : The property held by a "Family" in different locations or different places/Cities have been clubbed while applying the land or property holding test to determine EWS status.