ANNEXURE –I

(Serving Eligible Govt. Employee Only)

Proforma for application for the post of Staff Car Driver[Ordinary Grade] on deputation /Absorption /re-employment basis in the O/o Manager, Mail Motor Service, Bengaluru-01/Karnataka Circle.

1	Name in capital letter (as per SSLC marks card)				
2	Date of birth [in Christian Era]. Age as **on 30.09.2026**	DD	MM	YYYY	Age
3	Date of retirement under Central Govt. Rules in the present serving Department.				
4	Educational qualifications [Enclose supporting documents duly authenticated by your signature]				
5	**i.** Do you hold analogous post on the regular basis in the present cadre or department or				
	ii. Do you possess three years regular service in the posts in the Pay Matrix Level-1 Rs.18000-56900 as per the revised seventh Pay Commission [PB-1 5200-20200+Grade Pay-1800 under 6th CPC] or equivalent.	Yes		No	
	iii. Do you possess a valid Driving License? if yes, enclose copy of LMV and HMV?	Yes		No	
	iv. Do you possess knowledge of Motor Mechanism?	Yes		No	
	v. Do you possess the experience of Driving Light and Heavy Motor Vehicles for at least three years, if yes enclose the relevant documents/Certificates.	Yes		No	
	vi. Do you possess a desirable qualifications, if yes, please provide the details of three years' service experience as Home Guard/Civil Volunteer.	Yes		No	

6 Details of employment in the chronological order [starting from the entry in Central Government Service]. Enclose a separate sheet, duly authenticated by your signature, if the space below is in sufficient.

Office/ Designation	Post held with the scale of pay	Period of service		Basic pay & pay scale[pre revised]	Basic pay [revised under 7th CPC] with PB & pay level in the pay matrix			Nature of appointment/ whether Regular /Adhoc deputation
		from	To					
1	2	3	4	5	6	7	8	9

7	Nature of present employment, i.e. ad-hoc or temporary or permanent	
8	In case the present employment is held on deputation please state	
	1. The date of initial appointment.	
	2. Period of appointment on deputation.	
	3. Name of the parent office/ organization to which belong to	

9 Are you in the revised scale of pay? If, yes give the date from which the revision took place and indicate the revised scale

Date	Pay scale [pre revised]	Basic pay [pre revised]	Date of revision of pay	Revised scale of pay under 7th CPC with PB and level in the pay matrix	Revised Basic pay

10	Total emoluments per month drawn at present	Rs.
11	Additional information if any which you would like to mention in support of your suitability for the post.[Enclose a separate sheet if space is insufficient]	
12	Full Postal address of forwarding authority with name and telephone no.	

13	Whether belongs to SC/ST (Please tick whichever is applicable).	SC	ST
	Have you submitted the caste certificate with the application which may be verified at later stage. If found any omissions/false, candidature will be cancelled.	YES	NO
14	Remarks if any.		

I hereby declare that the information furnished above is True, valid and authentic to the best of knowledge. If noticed any false/deviation in the information, my candidature may be cancelled.

Date:
Place: **Signature of applicant and address**

Encl: List of documents attached with due self-attested

i) Age proof
ii) Educational qualification as indicated at Sl 4,
iii) Driving experience certificate as indicated at Sl.5(v),
iv) Driving Licence/Licence Extract indicated at 5(iii),
v) Appointment letter as indicated at Sl 5 (ii).
vi) Caste certificate if SC or ST as indicated at Sl No.13.

ANNEXURE -II

[Certificate be furnished by the employer /Head of office/Forwarding authority]

1. Certified that particulars furnished by ----------are correct and he possess the requisite educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:
   a) There is no vigilance or disciplinary case either is pending /contemplated against Shri/Smt ----------
   b) His /Her integrity is certified.
   c) His/Her CR Dossier in original is enclosed /photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of undersecretary to the Govt. of India or above enclosed [wherever applicable].
   d) No major/minor penalty was been imposed on him /her during the last 10 years.
   e) A list of major/minor penalties imposed on him /her during the last 10 years is enclosed.

Signature	:
Name and designation	:
Telephone No	:
Fax No	:
Office seal	:

Place :

Date:

List of enclosure:
1.

2.

3.

4.

5.

[Strike out which is not applicable]