

No. A-12023/2/2020-Adm.I  
Government of India/Bharat Sarkar  
Ministry of Labour & Employment/Shram Aur Rozgar Mantralaya  
Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

\*\*\*\*\*

Dated: 7<sup>th</sup> January, 2022

**CIRCULAR**

Subject : Filling up the posts of Despatch Rider/Scooter Driver in the Ministry of Labour & Employment-reg

It is proposed to fill up a vacancy of Despatch Rider/Scooter Driver on deputation basis in the scale of level -1 (Rs. 18000-56900) in pay matrix and Group 'C' in the Ministry of Labour & Employment. The following are the qualifications prescribed in the Recruitment Rules for the post:-

Essential	<p>(i) Passed 10<sup>th</sup> Standard (ii) Possession of a valid driving license for motor cycle/autorickshaw; (iii) Two years' experience in driving motor cycle/autorickshaw (iv) Knowledge of motor cycle/ autorickshaw mechanism (The candidate should be able to remove minor defects in vehicles); and (v) Ability to read English and Hindi/Regional Languages of the area in which the concerned organisation is situated.</p>
Desirable	<p>(i) Three years' service in Home Guard or Civil Defence volunteers.</p> <p>Note 1: The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Schedule Castes or the Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with the requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p><b>For Ex-Servicemen:</b> The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms upto the date on which they are due for the release from the Armed Forces and therefore they may be continued on re-employment.</p> <p>Note 1: The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/ Department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2: The maximum age limit by appointment by deputation/absorption shall not be exceeding fifty six years as on the closing date receipt of applications.</p>

P.T.O

2. The willing regular MTS may submit application along with self-attested copies of documents in proof of their qualifications, experience and age to Adm.I Section latest by 31.01.2022



(Nirmal Kumar Bhagat)  
Under Secretary to the Govt. of India  
Tele:23473499

**To,**

1. All MTS of the Ministry of Labour & Employment.
2. All Central Government Ministries - Applications from the eligible candidates should be forwarded through proper channel along with vigilance clearance.
3. All Sections/ Units.
4. IT Cell with the request to upload on the web-site of the Ministry.
5. Spare copies

ANNEXURE

1. Name
2. Date of Birth
3. Educational Qualifications and special qualification if any,
4. Present Post held and place of posting
5. Present Pay in pay matrix
6. Date of regular appointment
7. Possession of a valid driving licence for Autorickshaw (Three Wheeler Scooter)
8. Two years' experience in driving autorickshaw or three wheeler scooter
9. knowledge of autorickshaw mechanism
10. Ability to read English and Hindi
11. Brief of service particulars
12. Whether SC/ST/OBC
13. Date of return from last deputation
14. Remarks, if any

Place:

Date:

Signature of the applicant

To be filled by the forwarding Authority

The particulars furnished above have been verified and found to be correct.

Date:

Place:

Signature of the Forwarding Authority

(Name & Designation)

Office Address & Tel. No.