

**Ministry of Heavy Industries & Public Enterprises****Department of Public Enterprises****Public Enterprises Bhawan, Block No. - 14, CGO Complex, Lodhi Road, New Delhi-110003**

**Subject: Filling up one vacancy for the post of Despatch Rider (General Central Service, Group-'C', Non-Gazetted, Non-Ministerial) in the scale of pay Rs. 3050-75-3950-80-4590 (pre-revised) in the Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises on Deputation/absorption basis-Reg.**

It is proposed to fill up one vacancy in the grade of **Despatch Rider** (General Central Service, Group-'C', Non-Gazetted, Non-Ministerial) in the scale of pay **Rs. 3050-75-3950-80-4590 (pre-revised)\*** [\*Pay is to be revised as per 7th CPC recommendations Level 2 in Pay Matrix-Rs.19900-63200] in the Department of Public Enterprises on Deputation/absorption basis.

**2. Eligibility Conditions : Deputation/Absorption****Officials of Central Government-**

- (a) (i) holding analogous posts on regular basis ; or  
(ii) With three years regular service in posts in the pay band-1 of Rs. 5200-20200/- with Grade pay of Rs. 1800/- [Level-1 in Pay Matrix as per 7th CPC] or equivalent.

**(b) Possessing following educational qualifications-****Essential :-**

Possession of a valid driving licence for driving a three wheeler auto rickshaw, delivery van or any other vehicle.

**Desirable :-**

Middle school pass certificate from a recognized school.

**3. Regulation of pay and other terms of deputation :**

The pay of the selected candidate will be regulated under the provisions contained in the DoP&T O.M. No.6/8/2009-Estt.(Pay II) dated 17/06/2010 as amended from time to time.

**4. Age-limit :**

The maximum age-limit for appointment by deputation (including short-term contract/transfer) shall be not exceeding 56 years as on the closing date of receipt of applications.

**5. Period of deputation :**

Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/ Department of the Central Government shall ordinarily not exceed three years.

**6. Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation/ absorption basis.

7. Application (in duplicate) only in the prescribed proforma (Annexure-I) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority (in proforma Annexure-II) along with the following documents :

- (i) Integrity certificate  
(ii) List of major/minor penalties imposed if any, on the official during the last 10 years; (if no penalty has been imposed a 'Nil' certificate should be enclosed).  
(iii) Vigilance clearance certificate.  
(iv) Attested photocopies of the ACRs/APARs/ Performance Reports for the last five years (2013-14 to 2017-18) (attested on each page by an officer not below the rank of an Under Secretary to the Govt. of India) (wherever applicable).

The required documents mentioned at the end of Annexure along with relevant documents in support of qualifications and experience, may be forwarded to **Sh. Harish Chandra, Under Secretary (Admn.), Room No. 409A, Block No. 14, CGO Complex, New Delhi- 110003, within 60 days** of the publication of the advt. in the Employment News. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents will not be entertained.

8. The candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

**Government strives to have a workforce who reflects gender balance and women candidates are encouraged to apply.**

(Harish Chandra)

**Under Secretary to Govt. of India**

**Annexure-I**

**Proforma for application for the post of Despatch Rider on Deputation/absorption basis in the Department of Public Enterprises.**

- Name and postal address (in Block Letters) with Telephone no.
- Date of Birth (in Christian Era)
- Date of retirement under Central Govt. Rules
- Educational qualifications  
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)

- Do you hold analogous post on regular basis in the parent cadre or department; or
- Do you possess three years regular service in posts in the pay band-1 of Rs. 5200-20200/- with Grade Pay of Rs. 1800/- [Level-1 as per 7th CPC] or equivalent; and
- Do you possess a valid driving license for driving a three wheeler auto rickshaw, delivery van or any if yes, enclose copy;
- Do you possess Middle school pass certificate from a recognized school?
- Details of employment, in chronological order  
(Starting from entry in Central Government service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

| Office/<br>Organi-<br>zation | Post<br>held<br>with<br>scale<br>of pay | Period of<br>service |    | Basic pay<br>& pay scale<br>(pre-revised) | Basic Pay<br>(revised)    |              | Nature of<br>appointment<br>whether<br>regular/ad-hoc/<br>deputation |
|------------------------------|---|----------------------|----|---|---------------------------|--------------|--|
|                              |   | from                 | to |   | Level<br>in pay<br>matrix | Basic<br>Pay |  |
| 1                            | 2                                       | 3                    | 4  | 5   | 6                         | 7            | 8  |
|                              |   |                      |    |   |                           |              |  |

- Nature of present employment, i.e ad-hoc or temporary or permanent.
- In case the present employment is held on deputation please state  
(a) The date of initial appointment  
(b) Period of appointment on deputation  
(c) Name of parent office/Organization to which you belong
- Are you in the revised pay scale? if so, give the date of revision took place and also mention the pre-revised scale.

| Date | Pay Scale<br>PB & GP<br>(Pre-revised) | Basic Pay<br>(Pre-revised) | Date of<br>Pay revision | Level in<br>Pay Matrix | Revised Basic<br>Pay |
|------|---------------------------------------|----------------------------|-------------------------|------------------------|----------------------|
|      |                                       |                            |                         |                        |                      |

- Total emoluments drawn per month.
- Any additional information which would you like to mention in support of your suitability (enclose a separate sheet if the space given below is not sufficient).
- Full address, Name & Telephone no. of the forwarding authority.
- Do you belong to SC/ST.
- Note

**Signature of the Candidate:**

**Name of the Candidate:**

**Full Address of the Office:**

**Telephone No./ Fax No.:**

**Annexure-II**

**(Certificate to be Furnished by the Employer/Head of Office/Forwarding Authority)**

Certified that the particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

**2. Also certified that:-**

- There is no vigilance or disciplinary case either pending/contemplated against Shri/Smt. \_\_\_\_\_
- His/Her integrity is certified.
- Photocopies of the ACRs/APARs/Performance Reports for the last 5 years (2013-14 to 2017-18) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed (**wherever applicable**).
- No major/minor penalty has been imposed on him/her during the last 10 years\*
- A list of major/minor penalties imposed on him/her during the last 10 years is enclosed.\*

**Signature**

**Name & Designation**

**Telephone No.**

**Fax No.**

**Office Seal**

**Place:**

**Dated:**

**List of enclosure:**

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- (\* Strike out which is not applicable.)  
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