ANNEXURE-I

भारतीय डाक

India Post

Proforma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption/reemployment basis in the Senior Manager(JAG),Mail Motor Service, Chennai – 600 006.

01. Name and postal address (in Block Letters) with Contact No. (Telephone/Mobile).
02. Date of Birth (in Christian Era)
03. Date of retirement under Central Govt. Rules
04. Educational qualifications
    (Enclose a separate sheet, duly authenticated by your signature,
    if the space below is insufficient)
05. a. Do you hold analogous post on regular basis in the parent cadre or department; or
    b. Do you possess three years' regular service in posts in the pay band-1
    of Rs.5200-20200 with Grade Pay of Rs.1800/- or equivalent;
    if yes , Name of the post held
    c. Do you possess a valid driving licence,
    if yes, enclose copy:
    Date of L.M.V-_____
    Date of H.M.V-_____
    d. Do you possess knowledge of Motor mechanism?
    e. Do you possess experience of Driving Light and Heavy motor
    vehicle for at least three years? If yes, enclose the relevant documents
    f. Do you possess at least three years service experience
    as Home Guard/ Civil volunteers?
06. Details of employment, in chronological order (Stating from entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient

Office/ Organization	Post held With scale of pay	Period of service		Basic Pay & Pay scale (pre-revised)	Basic Pay (revised)			Nature of appointment whether regular/ ad-hoc/deputation
		from	to		Pay in P.B	G.P	Basic Pay	
1	2	3	4	5	6	7	8	9

07. Nature of present employment, i.e ad-hoc or temporary or permanent:
08. 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
09. Are you in revised scale of pay? If yes, give the date from which
    the revision took place and also indicate the pre-revised scale

Date	Pay Scale(pre-revised)	Basic pay (pre-revised)	Date of revision of pay	Revised scale of pay PB & GP	Revised basic pay

10. Total emoluments per month now drawn in 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 the space is insufficient)
12. Full postal address of forwarding authority with name & telephone no.
13. Whether belongs to SC/ST
14. Remarks

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

Station:
Date:

Signature of Candidate
Name of the official:_____
Full address of the office:_____
Telephone No./Fax:_____

Certificate to be given by the authorized signatory of the parent office:

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He /She possesses educational qualifications and experience mentioned in vacancy circular. If selected he/she will be relieved immediately.

Signature
Name & Designation_____
Tel. No._____
Office Seal_____

ANNEXURE-II

भारतीय डाक

India Post

(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 qualification and experience mentioned in the vacancy circular.

2. Also certified that:

I. There is no vigilance or disciplinary case either pending/contemplated against Shri/ Smt. _____

II. His /Her integrity is certified that.

III. His /Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above are enclosed (Wherever applicable).

IV. That No major/ minor penalty has been imposed on him / her during the last 10 years* or a list of major/ minor penalties imposed on him / her during the last 10 years is enclosed (as the case may be)

V. That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and if selected, he will be relieved immediately to join the post.

Signature :

Name & Designation :
Telephone No. :
Fax No. :
Office seal :

Place :
Date :

List of enclosure:

1.
2.
3.
4.
5.

(* Strike out which is not applicable)