

**File No.A-12023/1/2017-Admn.**

No. A-12023/1/2017-Admn.  
Government of India  
Ministry of Finance  
Department of Public Enterprises

Public Enterprises Bhawan  
Block No – 14, CGO Complex,  
Lodhi Road, New Delhi-110003  
Dated the 19 July 2021

**Circular**

**Subject:** Filling up one vacancy for the post of Dispatch Rider (General Central Service,, Group-‘C’, Non-Gazetted, Non-Ministerial) in Level-2 in the Pay Matrix ( Rs. 19900-63200) in the Department of Public Enterprises, Ministry of Finance on Deputation/absorption basis-Reg.

It is proposed to fill up one vacancy in the grade of Dispatch Rider (General Central Service, Group-‘C’, Non-Gazetted, Non-Ministerial) in Level-2 in the Pay Matrix (Rs.19990-63200) 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 7<sup>th</sup> CPC] or equivalent  
(b) **Possessing following educational qualifications-**

**Essential :-**

- i. Possession of a valid driving licence for motors cycle or auto-rickshaws;
- ii. Two years experience of driving motors cycle or auto rickshaws;
- iii. Ability to read and write English as well as Hindi;
- iv. Passed in 10<sup>th</sup> standard or equivalent from a recognized Board.

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 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 three 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 (2016-17 to 2020-21)(attested on each page by an officer not below the rank of an Under Secretary to the Govt. of the 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. Naresh Kumar, Under Secretary(Admn.), Room No. 409A, Block No. 14, CGO Complex, New Delhi-110003, within 45 days of the publication of the circular 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.**

(Naresh Kumar)  
Under Secretary to Govt. of India

To

1. All Ministries/Departments (as per list attached).
2. NIC Cell, Department of Public Enterprises (for uploading circular on their website).
3. Notice Board of the Department.
4. DAVP, Ministry of Information and Broadcasting, 14<sup>th</sup> Floor, Sookhana Bhavan, C.G.O. Complex, New Delhi with a request to publish this circular in the ensuing issue of Employment News & send the bill to this Department for payment.

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

1. Name and postal address (in Block Letters) with Telephone no.
2. Date of Birth(in Christian Era)
3. Date of retirement under Central Govt. Rules
4. Educational qualifications  
(Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient)
- 5.a. Do you hold analogous post on regular basis in the parent cadre of department; or
- 5.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/- [Level-1 as per 7<sup>th</sup> CPC] or equivalent; and
- 5.c. Do you possess a valid driving license for driving motors cycle or autorickshaws or any If yes, enclose copy:
- 5.d. Do you possess 10<sup>th</sup> standard or equivalent certificate from a recognized Board?
6. 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>Organiza<br>tion | Post held<br>with<br>scale of<br>pay | Period of<br>service |    | Basic pay<br>& Pay<br>scale (pre-<br>revised) | Basic Pay (revised)    |              | Nature of<br>appointment<br>whether regular/<br>ad-hoc/deputation |
|-----------------------------|--------------------------------------|----------------------|----|---|------------------------|--------------|---|
|                             |                                      | from                 | to |   | Level in Pay<br>matrix | Basic<br>Pay |   |
| 1                           | 2                                    | 3                    | 4  | 5   | 6                      | 7            | 8   |
|                             |                                      |                      |    |   |                        |              |   |
|                             |                                      |                      |    |   |                        |              |   |

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
  - (d) The date of initial appointment
  - (e) Period of appointment on deputation
  - (f) Name of parent office/Organization to which you belong

9. 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 | Scale of pay, PB & G.P. (pre-revised) | Basic pay (pre-revised) | Date of revision of pay | Level in Pay Matrix | Revised basic pay |
|------|---------------------------------------|-------------------------|-------------------------|---------------------|-------------------|
|      |                                       |                         |                         |                     |                   |

10. Total emoluments per month now drawn
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 number
13. Whether belongs to SC/ST
14. Remarks

Signature of the Candidate:  
Name of the Candidate:  
Full address of the Office:  
Telephone No./Fax No.:

Date:

(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:-

- i. There is no vigilance or disciplinary case either pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii His/Her integrity is certified.
- iii. Photocopies of the ACRs/APARs/Performance Reports for the last 5 years (2016-17 to 2020-21) duly attested by an officer of the rank of Under Secretary to the Govt. of India or above, are enclosed **(wherever applicable)**.
- iv. No major/minor penalty has been imposed on him/her during the last three years\*
- v. A list of major/minor penalties imposed on him/her during the last three years is enclosed.\*

**Signature**

**Name & Designation**

**Telephone No.**

**Fax No.**

**Office Seal**

**Place:**

**Dated:**

**List of enclosure:**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

(\* Strike out which is not applicable.)