

GOVERNMENT OF INDIA :: DEPARTMENT OF POSTS  
O/o the Manager, Mail Motor Service, Koti, Hyderabad – 500 095  
No. MMS/MSE/Rectt/Artisans/2020-21 dated at Hyd-95 the 04.08.2020

I. Applications are invited for the following posts from the eligible Indian citizens. The last date for receipt of applications is 25.08.2020 by 17.30 Hrs.

II. Pay scale of Post: Rs.19,900/- (Level 2 in the Paymatrix as per 7<sup>th</sup> CPC) + All allowances as admissible from time to time.

III. Details of Breakup of Vacancies.

Sl. No.	Name of the Division	Category of Post	No. of Posts	Communal Breakup			Address of the Officer to whom applications should be sent by Registered Post / Speed Post
				UR	SC	EWS	
01	Mail Motor Service, Koti, Hyderabad	Motor Vehicle Mechanic (Skilled Artisan) Group-C	03	01	01	01	The Manager, Mail Motor Services, Koti, Hyderabad-500 095 (Besides Osmania Medical College)

IV. Following are the conditions for the above posts:

Age limit, Educational Qualifications and Experience for the post of M.V. Mechanic:

(a) Age between 18 to 30 years as on 01-07-2020. Age relaxation by 5 years for SC candidates. (b) Essential Qualifications: (i) Possession of a valid Transport driving license to drive all types of vehicles. (ii) A certificate in the respective Trade i.e. Diesel Mechanism from any Technical Institution recognized by the Government or 8<sup>th</sup> Standard pass with Experience of 01 year in the respective Trade. (c) Trade Test: (i) Ability to use micrometer, verniers and dial gauges and have working knowledge of clearances allowed in I.C. engines generally. (ii) Fit new pistons and rings, connecting rods and big end bearings. (iii) Dismantle, and overhaul and reassemble clutches. (iv) Overhaul any carburetors in use in vehicle. (v) Diagnose quickly and correctly and rectify any normal running faults. (vi) Remove and replace any major assembly of common vehicle using the tools and have a working knowledge of the method of slinging assemblies. (vii) Tune an engine (d) Should have good knowledge of overall electrical equipment of vehicles and be able to locate and rectify faults not requiring the services of a Skilled Motor Vehicle Electrician.

V. METHOD OF SELECTION FOR M.V. MECHANIC :

By means of competitive Trade Test.


VI. PERIOD OF PROBATION: One year

VII. Application must be signed by the candidate and accompanied with:

- 1) Self attested photocopies of the following certificates.  
(i) Age proof, (ii) Educational Qualification, (iii) Certificate in the respective Trade from any Technical Institution recognized by the Government or 8<sup>th</sup> Standard pass with Experience of 01 year in the respective Trade, (iv) Caste certificate issued by the competent authority (v) Copy of citizenship certificate/ permanent Residential certificate or any certificate issued by state/ central government in support of Indian citizenship, (vi) Two self attested recent passport size photographs. One should be pasted in the application form in the space provided and the other should be attached to the application form.

### **VIII. Special Instructions to the Applicants:**

(1) Original Certificates should not be submitted. Only self attested copies should be sent along with the application. (2) The application should be sent in an envelope superscripting the post applied for addressing to **"The Manager, Mail Motor Service, Koti, Hyderabad – 500 095"** and should reach on or before **25.08.2020 by 17.30 hrs** by Regd. Post / Speed Post only and other means will be rejected. (3) The applications received after due date will not be considered. (4) Only selected candidate will be informed. No correspondence will be entertained with others. Incomplete applications are liable to be rejected. No intimations will be sent in this regard. Applications received after due date, will be summarily rejected. (5) No allowances and expenses will be paid for attending the test and their stay at Hyderabad. The candidates will have to bear the cost. (6) The vacancies notified are subject to change without assigning any reasons and Department reserves the right to cancel the recruitment if so warranted.

  
Manager  
Mail Motor Service  
Hyderabad – 500 095

### APPLICATION FORMAT

Passport size  
photograph  
duly attested  
by self

1. Name of the Applicant :  
(In BLOCK LETTERS)
2. Father's name :
3. Citizenship :
4. Post applied for :
5. Permanent Address :
6. Address for correspondence :
7. Date of Birth :
8. Age as on 01-07-2020 :  
(in years, months, days)
9. Reservation category : Are you a member of **UR/EWS/SC** (Tick)  
If yes, candidate should submit caste certificate for SC and Income & Asset certificate for Economically Weaker Section (EWS) issued by the Competent Authority in the prescribed format (Formats enclosed)
10. Educational Qualifications :
11. Technical Qualification/ITI Certificate :
12. Technical Experience :
13. Particulars of Heavy Motor Vehicle  
Driving License with validity period :
14. Any other relevant information :

Enclosures: All self attested certificates.

Signature of the Candidate

Government of .....  
(Name & Address of the authority issuing the certificate)

# INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. \_\_\_\_\_

Date: \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs.8 lakh (Rupees Eight Lakh only) for the financial Year \_\_\_\_\_. His /Her family does not own or posses any of the following assets\*\*\*

- I. 5 acres of agricultural land and above.
- II. Residential flat of 1000 sq. ft and above.
- III. Residential plot of 100 sq. yards and above in notified Municipalities.
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Schedules Tribe and Other Backward Classes (Central List).

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport  
size attested  
photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\* Note 2: The terms "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children on below the age of 18 years.

\*\*\* Note 3 : The property held by a "Family" in different locations or different places/Cities have been clubbed while applying the land or property holding test to determine EWS status.

FORM OF CASTE CERTIFICATE (SC/ST)

The form of certificate to be produced by Scheduled Caste/Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari\* ..... son/daughter\* of ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... belongs to the.....

Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951
- [as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

Contd..2/-

**% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.**

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\* ..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... who belongs to the Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

**% 3. Shri/Shrimati/Kumari\* ..... and/or\* his/her\* family ordinarily resides in village/town\* ..... of ..... District/Division\* of the State/Union Territory\* of .....**

Signature.....

\*\*Designation.....

(With Seal of Office)

State/Union Territory\*

Place: .....

Date: .....

\*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

**NOTE:** The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/t Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.

†(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)