

North Block, New Delhi,
Dated, the 15th March, 2022

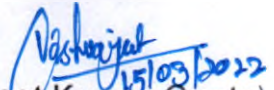
VACANCY CIRCULAR

Sub: Filling up the post of Despatch Rider – regarding.

The undersigned is directed to state that five posts of Despatch Rider (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Ministry of Home Affairs is to be filled on deputation/absorption basis and on deputation/re-employment basis (in case of Ex-servicemen) from amongst the employees/applicants who possess the requisite qualification and experience as prescribed in Annexure-I.

2. Applicants, apart from MHA (Proper), shall enclose photocopies of ACR/APAR dossiers of last 5 years, Vigilance Certificate & Integrity Certificate. The sponsoring authorities are requested to forward the application of those eligible and interested candidates who can be spared immediately in the event of their selection. The application routed through proper channel and in prescribed format shall only be accepted.

3. Applications may be sent in the enclosed Proforma (Annexure II & III) to Section Officer (Ad-II), Room No. 95, North Block, New Delhi 110001 **within 60 days of issue of this Circular**. Applications received after that and without requisite documents will not be considered.


Vishvajeet Kumar Gupta)

Under Secretary to the Govt. of India
T. No.2309 3666

Encl : Annexure – I, II & III

Copy to :

- (i) All Ministries/Departments of Government of India (as per list attached) with the request to give wide publicity to the vacancy circular among the staff working under their respective administrative control.
- (ii) All Officers / Sections / Desks of MHA(P) including D/o Official Language & D/o Justice.
- (iii) Notice Boards of North Block, MDC National Stadium, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
- (iv) SO (IT) Cell, MHA – For uploading on MHA's website i.e. mha.nic.in/ notifications / vacancies as well as E-Office.
- (v) Hindi Section, MHA for translation

* **English version of this aforementioned Circular shall be treated as standard in case of any discrepancy.**

ELIGIBILITY CONDITIONS FOR FILLING UP THE POST OF DESPATCH RIDER IN
THE MINISTRY OF HOME AFFAIRS

S. No.	Particular	Details
1.	Name of the post	Despatch Rider
2.	Classification	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.
3.	Level	Level 2 (₹19900-63200)
4.	No. of posts	Five (subject to variation)
5.	Eligibility	<p><i>Deputation or Absorption:</i></p> <p>From amongst the regular Multi-Tasking Staff, Group C in the Ministry of Home Affairs (Proper), failing which from regular Despatch Rider or Group 'C' employees from other Ministries of the Central Government who possess the qualification and experience.</p> <p><i>For Ex-serviceman</i></p> <p><i>Deputation or re-employment:</i></p> <p>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 release from the Armed Forces; thereafter they may be continued on reemployment.</p> <p>(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 Organization or Department of the Central Government, shall ordinarily not exceed three years).</p>

6.	Essential Qualification	<p>(a) Possession of valid driving license for Motor Cycle or Autorickshaw;</p> <p>(b) Two years' experience in driving Motor-Cycle or Autorickshaw;</p> <p>(c) Knowledge of Motor Cycle or Autorickshaw mechanism (The candidate should be able to remove minor defects in vehicle);</p> <p>(d) Ability to read English and Hindi or Regional Languages of the area in which the concerned organisation is situated.</p> <p>(e) Matriculation or Industrial Training Institutes or equivalent pass from a recognised Institute or Board.</p> <p><u>Note:</u> The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled 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 requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
7.	Desirable	Three years' service as Home Guard or Civil Volunteers.
8.	Age Limit	The maximum age for appointment by deputation shall not be exceeding fifty six years as on the closing date of receipt of application.
9.	Job Responsibility	<p>(i) Delivery of letters/files/correspondences etc. within Ministries / Departments and other offices of Government of India.</p> <p>(ii) Any other task assigned from time to time.</p>

PROFORMA

(Strike out whichever is not applicable)

S.No.	Head / Particular	
1.	Name (Sh.) and Office Address	
2.	Contact / Mobile No.	
3.	E-mail ID	
4.	Date of Birth (in Christian Era)	
5.	Father's Name (Sh.)	
6.	Date of entry into Govt. Service	
7.	Present post held	
8.	Date of appointment in present grade / level	
9.	Nature of present employment (adhoc, temporary or permanent)	
10.	Present Pay level	
11.	Whether belongs to SC/ST/OBC	
12.	Qualification Essential : a) Possession of valid driving license for Motor Cycle or Autorickshaw; b) Two years' experience in driving Motor-Cycle or Autorickshaw; c) Knowledge of Motor Cycle or Autorickshaw mechanism (The candidate should be able to remove minor defects in vehicle); d) Ability to read English and Hindi or Regional Languages of the area in which the concerned organisation is situated.	

	e) Matriculation or Industrial Training Institutes or equivalent pass from a recognised Institute or Board.	
	Desirable : (i) Three years' service as Home Guard or Civil Volunteers.	
13.	Experience : (mention no. of year & name of organization along with brief particulars of service with nature of duties performed)	
14.	In case the present employment is held on deputation please state : (a) Date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office / organization to which belong	
15.	Date of Retirement	
16.	Whether education and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority to the same)	

(Enclose a self attested separate sheet, if space in any of above point is insufficient)

It is certified that the above-mentioned information / details are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Name : _____

Address : _____

Place : _____

Date : _____

**(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER / HEAD OF OFFICE /
FORWARDING AUTHORITY)**

(Strike out whichever is not applicable)

- 1) Certified that the particulars furnished by Shri/Smt. _____
are correct and he/she possesses educational qualifications and experience
mentioned in the Vacancy Circular. This office has no objection in relieving the
official in case of his / her appointment to the post.
- 2) The applicant, if selected, will be relieved immediately.
- 3) It is certified that :
 - (i) There is no vigilance or disciplinary case either is pending or being
contemplated against Shri/Smt. _____.
 - (ii) His/her integrity is certified.
 - (iii) His/her CR/APAR for the last 5 years duly attested by an Officer of the
rank of Under Secretary to the Government of India or above (whenever
applicable).
 - (iv) No major / minor penalties imposed on him / her during the last 10 years.

Signature of the Officer Concerned : _____

Name and Designation : _____

Address : _____

Phone No. _____

Office Seal : _____

Place : _____

Date : _____

List of Enclosures :