

DEPARTMENT OF POST, INDIA
OFFICE OF THE MANAGER, MAIL MOTOR SERVICE,
No.37 (Old No. 16/1), Greams Road, Thousand Lights, Chennai- 600 006. Post

No. MSE / B9-4 / X / 2019

Dated : 05.05.2021

- Applications are invited for the following posts from the eligible candidates.
- The last date for receipt of applications is **26-05-2021** upto 17.00 hours.
- The details of vacancies are as follows.

Sl. No.	Name of Post	No. of vacancy	Age limit	Category					Total
				SC	ST	OBC	EWS	U.R	
1.	M.V.Mechanic (Skilled)	05*	Age limit between 18 to 30 years of age as on 01.07.2020	01	-	01	01	02	05*
2.	Copper & Tinsmith (Skilled)	01	Age limit between 18 to 30 years of age as on 01.07.2020	-	-	-	-	01	01
3.	Painter (Skilled)	01	Age limit between 18 to 30 years of age as on 01.07.2020	-	-	01	-	-	01
4.	Tyremen (Skilled)	01	Age limit between 18 to 30 years of age as on 01.07.2020	-	-	-	-	01	01
5.	M.V. Electrician	02	Age limit between 18 to 30 years of age as on 01.07.2020	-	-	01	01	-	02

*One of the vacancies in the M.V. Mechanic post mentioned above is earmarked for Ex-Servicemen quota and the said Ex-servicemen vacancy will be adjusted horizontally against the communal reservation (UR/SC/OBC).

- Pay scale for M.V.Mechanic (Skilled) and Other Skilled Tradesman (Skilled) cadres is the Pay Matrix Level of Rs. 19900 – 63200 + admissible allowances.

Following are the eligibility conditions for the posts:-

- Age Limit, Educational Qualification and Experience.

For all the above posts

- Age between 18 to 30 years of age as on 1st July 2020.
- A certificate in the respective Trade from any Technical Institution recognized by the Govt. **OR** VIII Std. pass with experience of one year in the respective Trade.
- Method of Selection for all the above Skilled Posts :** By means of competitive Trade Test on the basis of syllabus for respective Trades (Skilled) as mentioned above.

- Relaxation of Age Limit (for reservation posts).

- SC / ST : By 05 years
- OBC : By 03 years

- Instructions to Candidates:**

- Application on plain paper in the prescribed format as produced above should be filled in by the candidate either in **English or in Tamil** correctly and completely.



2. One Passport size photograph should be affixed at the place meant for the purpose on the application and should be duly attested by a Gazetted Officer of State/ Central Government.
3. Along with the application form an IPO for Rs.100/- or for the same amount an UCR receipt to be taken in any of the Post Office should be enclosed towards application fee. The applications will be scrutinized as per the eligibility criteria and short listed applicants will be called for to attend trade test. The application fees collected from the ineligible applicants will not be refunded. The application without application fee will be rejected. Further the short listed candidates only should pay Rs.400/- as Examination fee (for trade test) in the form of IPO or UCR receipt at the time of receipt of call letter by the candidate. The candidates belonging to SC/ST and women candidates are exempted from the payment of Examination fee.
4. Proof of age, date of birth, educational qualification, experience, driving licence (LMV & HMV In case of M.V.Mechanic), Community (in case of SC / ST / OBC/EWS) etc. should be submitted in the form of certificates / documents, issued by the competent authority and should be enclosed with the Application Form. Only Xerox copies should be enclosed.
5. Copy of Community Certificate issued by appropriate authority for appointment in Central Government Service / Posts only will be considered.
6. **Unsigned or incomplete and/or incorrectly filled applications will be rejected. Wrongly addressed application either on application or on envelope will also be rejected.**
7. Original certificates need not be sent along with the application.
8. Applications without required information /attachments as per this notification will be summarily rejected without intimation.
9. No correspondence of any nature will be entertained, in this regard.
10. **The applications should be sent through Speed Post only. Applications sent through any other means and given by hand will be rejected.**
11. Under Col.6 of the Application Form, candidates should fill up the age as on **01.07.2020**.
12. Separate Applications should be sent for each post in a separate envelope and the candidates should superscribe on the application and envelope as "Application for the post of _____ in Mail Motor Service, Chennai 600 006. If not mentioned the application will be rejected.
13. The envelope should be addressed to the **The Senior Manager, Mail Motor Service, No.37 (Old No.16/1) Greams Road, Chennai – 600 006** and should reach this office on or before **26-05-2021 by 17.00 hours**.
14. Application received after the last date and without adhering to the above conditions set in this notification will not be considered.
15. All pages of the Xerox copies of the certificates / documents and photos attached to the application should be self attested. Otherwise the application will be rejected.



16. **List of Mandatory Documents to be enclosed without which applications will be rejected:**

For Mechanics:

- 1) 8th Standard Pass Certificate (or) ITI certificate in the respective trade from any Technical Institution recognized by the Government.
- 2) One year experience certificate in the respective trade should be submitted by the candidates who have completed only 8th standard.
- 3) HMV Licence.
- 4) Community Certificate issued by District Authorities.
- 5) IPO / UCR towards application fee of Rs. 100/-.

For trade other than Mechanics:

- 1) 8th Standard Pass Certificate (or) ITI certificate in the respective trade from any Technical Institution recognized by the Government.
- 2) One year experience certificate in the respective trade should be submitted by the candidates who have completed only 8th standard.
- 3) Community Certificate issued by District Authorities.
- 4) IPO / UCR towards application fee of Rs. 100/-.


SENIOR MANAGER
MAIL MOTOR SERVICE,
CHENNAI – 600 006.



APPLICATION FOR THE POST OF _____
MAIL MOTOR SERVICE, CHENNAI 600 006.

India Post

Attested
passport
size
photograph
to be
affixed

1.	Name of the candidate (in Capital letters)					
2.	Category of community to which the candidate belongs to (Tick whichever is applicable)	SC	ST	OBC	EWS	UR
3.	Father's Name					
4.	Address for communication					
5.	Date of Birth					
6.	Age as on 1.7.2020.					
7.	Religion / Nationality					
8.	Details of Educational Qualification					
9.	Details of Driving Licence (In respect of Skilled Mechanic)					
10.	Details of Technical Experience in the respective trade applied by the candidate for the above post (Skilled).					
11.		(Signature of Applicant)				

OBC/SC/ST candidates should submit caste certificate and EWS candidates should submit
Income & Asset certificate issued by the competent authority for the year 2021-22.



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SL NO	SUBJECT	DOCUMENT/ORDER NO with date	Display START DATE	Display END DATE	Document category	Sub category	CONTENT AUTHOR
1.	Filling up of 10 posts of Skilled Artisans under direct recruitment at MMS, Chennai.	MSE/B9-4/X/2019 dated 05-05-2021	05-05-2021	26-05-2021	Employee Corner → Circular	Staff	Senior Manager, Mail Motor Service, Chennai – 600 006. Email id: mmschennai.tn@ indiapost.gov.in Ph.No: 044-28292659