

No. 12023/2/2024-Ad.III  
Government of India  
Ministry of Personnel PG and Pensions  
Department of Personnel & Training

North Block, New Delhi  
Dated August, 2024

**VACANCY CIRCULAR**

**Subject: Filling up of one (1) post of Despatch Rider (DR) on Deputation basis in DoPT, New Delhi - reg.**

Department of Personnel & Training, Government of India, requires the services of suitable officials for one (1) post of Despatch Rider (DR) on Deputation/ absorption basis initially for a period of 01 year. The particulars of the posts, eligibility conditions etc. are as shown in the table below:

S. No.	Name of the Post and Pay Scale	No. of vacancies	Eligibility Criteria for Deputation
1	Despatch Rider (DR)  General Central Service, Group 'C', Non-Gazetted, Non-Ministerial  Level 2 (Rs. 19,900 - 63,200) in the pay matrix	01	<p><b>Deputation/absorption:</b></p> <p>1. From amongst the regular Multi Tasking Staff (Group 'C') employees in the Level 1 (Rs. 18,000 - 56,900) in the pay matrix in the Ministry of Personnel, Public Grievances and Pensions; who possess valid driving license for motor cycle or auto rickshaw; failing which</p> <p>2. from officials holding the post of Despatch Rider or Multi Tasking Staff on regular basis or regular Group 'C' employees in Level 1 ( Rs. 18,000 - 56,900) in the pay matrix in other Ministries of the Central Government who fulfill the necessary qualifications:</p> <p>(i) Possession of a valid driving license for driving motor cycle or auto rickshaw;</p> <p>(ii) Knowledge of motor cycle or auto rickshaw mechanism (The candidate should be able to remove minor-defects in vehicle);</p>

		<p>(iii) Experience of driving a motor cycle or auto rickshaw for two years, and;</p> <p>(iv) Pass in 10th standard from a recognized board.</p> <p><b>Deputation/ re-employment for Armed Forces Personnel:</b></p> <p>1. 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 re-employment.</p> <p><b>Note1.</b> - 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/ Department of the Central Government shall ordinarily not exceed three years.</p> <p><b>Note2.</b> - The maximum age limit for appointment by deputation/ absorption shall be 'not exceeding fifty six years' as on the closing date of receipt of applications.</p>
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2. The Departmental officers in feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for appointment by promotion.

3. The Period of deputation including period of deputation in any other ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed three years.

4. The maximum age-limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications i.e. **11.09.2024 (Wednesday)**.

5. Pay and allowances of the officer selected will be regulated in accordance with this Department's O.M. No.2/29/91-Estt.(Pay-II) dated 05.01.1994 and O.M. No. 2/11/17-Estt.(Pay-II) dated 24.11.2017 as amended from time to time.

6. Nomination of the officials who volunteer for the post once accepted by this Ministry will not be permitted to be withdrawn.

7. Applications in the given proforma at Annexure-I from suitable officials who are eligible and who can be spared, may be forwarded to the undersigned along with duly filled in Annexure-I, attaching therewith authenticated Xerox copies of their ACR/APAR dossiers of last 5 years and the vigilance clearance certificate by **11.09.2024 (Wednesday)**. Application received after the prescribed date or without authenticated Xerox copies of ACR/APAR dossiers will not be entertained.

**Encl: Annexure-I**

(Rahul Handa)  
Under Secretary to the Government of India  
Tel.23093266

To:

1. Director (Admn. /Establishment) to all Ministries/ Departments of Govt. of India (as per list attached) with the request to give wide publicity to the Vacancy circular amongst staff working under their respective administrative control.
2. Director Generals of all CAPFs and other attached/Subordinate Offices under MHA.
3. Director of Canteen, DOPT, Khan Market, New delhi-110001.
4. All Officers/Sections/Desks of Department of Personnel & Training.
5. Notice Boards of North Block, Lok Nayak Bhawan, New Delhi.
6. NIC for uploading on DoPT website.
7. US {CS-I (Coord.)} with the request to upload the Vacancy circular on e-hrms 2.0

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**ANNEXURE-I****PROFORMA TO BE FILLED UP FOR THE POST OF DESPATCH RIDER  
IN DEPARTMENT OF PERSONNEL AND TRAINING.**

<b>Name of the post</b>		
1.	Name and Address (in Block letters)	
2.	Date of Birth (in Christian era)	
3.	Date of retirement under Central / State Govt. Rules	
4.	Educational Qualification	
5.	Mobile / Tel. No.	

6. Whether Educational 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 for the same):

S. No.	Qualifications / Experience required	Qualifications / Experience possessed by the officer

7. Please state clearly whether you meet the requirement of the post:

8. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is sufficient:

Office / Institution	Post held	From	To	Level in Pay Matrix with present Basic Pay	Nature of duties (in brief)


9. Nature of present employment i.e. Ad-hoc or temporary or Permanent:

10. In case the present employment is held on deputation/contract basis, please state:

a) The date of initial appointment:

b) Period of appointment on deputation / contract:

c) Name of the parent organization to which you belong:

11. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column):

- |                           |                     |                            |
|---------------------------|---------------------|----------------------------|
| a) Central government     | b) State Government | c) Autonomous Organization |
| d) Government Undertaking | e) Universities     | f) Others                  |

12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade:

13. 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:

14. Total emoluments per month now drawn:

15. Additional information, if any, which you would like to mention in support of your suitability for the post (This among other things may include information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the vacancy Circular / Advertisement) (Note: Enclose a separate sheet if the space is insufficient):

16. Whether belongs to SC/ ST:

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection committee at the time of selection for the above said post.

Signature of the candidate

Date \_\_\_\_\_

Address \_\_\_\_\_