

**DEPARTMENT OF POSTS**  
**ANNEXURE-I**

**Proforma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption/Re-employment basis in the O/o the Manager, Mail Motor Service, Bhopal, Indore, Jabalpur and Postal Divisions of M.P. Circle.**

1.	Name and Postal address of the applicant (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.	Community of the Candidate	:	
6.	a) Do you hold analogous post on regular basis in the parent cadre or department : or	:	
	b) Do you possess three years regular service in posts in the Pay matrix Level-1 (18000-56900) or equivalent; if yes, Name of the post held.	:	
	c) Do you possess a valid driving license, if yes, enclose copy.	:	Date of L.M.V. - Date of H.M.V. --
	d) Do you possess knowledge of Motor Mechanism?	:	
	e) Do you possess experience of Driving Light and Heavy motor vehicle for at least three years ? if yes, enclose the relevant documents.	:	
	f) Do you possess at least three years service experience as Home Guard/Civil volunteers?	:	

7. Details of employment, in chronological order(stating from entry in Central Government Services)Enclose a separate sheet, duly authenticated by you signature, if the space below is insufficient.

Office/ Organi zation	Post held with Pay matrix Level (Scale of pay)	Period of service		Basic pay & pay scale (pre revised)	Basic pay (revised)			Nature of appointme nt/whether Regular/ Adhoc/ deputation
		From	To		Pay in P.B	G.P.	Basic Pay	
1	2	3	4	5	6	7	8	9

8.	Nature of present employment, i.e. ad-hoc or temporary or permanent.	:	
9.	In case the present employment is held on deputation please state a) The date of initial appointment.	:	
	b) Period of appointment on deputation.	:	
	c) Name of parent office/organization to which you belong.	:	
10.	Furnish the details of Pay in the table below	:	

Date	Pay Scale (Pre-revised)	Basic Pay ( Pre-revised)	Date of revision of pay	Revised scale of pay PB & GP(Pay Matrix Level)	Revised basic pay

11.	Total emoluments as per last pay drawn.	:	
12.	Additional information, if any, which you would like to mention in support of your suitability for the post . (Enclose a separate sheet if space is insufficient).	:	
13.	Full Postal address of forwarding authority with name & telephone No.	:	
14.	Remarks, if any.	:	

Certified that the information furnished above is true and correct to the best of my knowledge if at any stage such information is found false or fabricated my candidature shall be liable for cancellation without assigning any reason.

Signature of the candidate : .....

Name of the candidate : .....

Full address of the office : .....

Telephone No./Fax No. : .....

## ANNEXURE -II

**(Certificate to be furnished by the Employer/Head of office/Forwarding Authority)**

Certified that particulars furnished by \_\_\_\_\_ are correct and he/she possesses educational qualifications and experience mentioned in the vacancy circular.

1) Also certify that :

- i) There is no vigilance or disciplinary case either pending/contemplated against Shri/Smt. \_\_\_\_\_
- ii) His/Her integrity is certified that \_\_\_\_\_
- iii) His/Her CR Dossier in original is enclosed/photocopies of the APARs for the last 5 years 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 10 years.\* or
- v) A list of major/minor penalty has been imposed on him/her during the last 10 years is enclosed.\*

Signature :  
Name & Designation :  
Telephone No. :  
Fax No. :  
Office Seal :

Place :

Date :

**List of enclosure :**

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

(Strike out which is not applicable)