

OFFICE MEMORANDUM

**Subject: Filling up the post of Dispatch Rider in the Ministry of Women & Child Development on deputation/absorption basis - reg.**

It is proposed to fill up one post of Dispatch Rider in the Pay Level 2 (Rs.19900-63200) (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) on deputation/absorption basis in this Ministry from amongst eligible employees belonging to Group 'C' employees of the Ministries/Departments of Government of India including their attached/subordinate offices initially for a period of three years. The pay of the persons selected will be regulated in accordance with the instructions contained in DOPT's OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010 as amended from time to time. Particulars and eligibility conditions for the post are mentioned in **Annexure-I**.

2. Deputation/absorption:

From amongst the regular Group 'C' employees of the Ministry of Women and Child Development failing which from regular Despatch Rider or Group 'C' employees from other Ministries of the Central Government possessing qualifications and experience prescribed under column 8

For ex-servicemen:

Deputation/re-employment

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 qualification prescribed shall also be considered. Such persons shall 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.

3. Application (in duplicate) may be filled only in the prescribed proforma (**Annexure-II**) of the eligible candidates whose services can be spared immediately on selection together with the certificate from the Forwarding Authority may be sent to this office along with the following documents.

- i. Integrity Certificate.
- ii. List of major/minor penalties imposed, if any, on the official during the last 10 years (if no penalty has been imposed a "NIL" certificate should be enclosed).
- iii. Vigilance clearance certificate.
- iv. Attested photocopies of the ACRs/APARs for the last five years (2017-18 to 2021- 22) (attested on each page by a Gazetted Officer) (where ever applicable).

The required documents/ Certificates mentioned along with relevant documents in support of the qualifications and experience may be forwarded to

The Under Secretary (Admin)  
Room no. 310 'A' Wing,  
Shastri Bhawan, New Delhi 110001

so as to reach on or before last date of submission of application i.e. **30.06.2023**. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date i.e 30.06.2023 will be rejected summarily.

4. The candidates applying for the post will not be allowed to withdraw their candidature subsequently.

Encl.: Annexure I & II

- To,
- i. All Ministries of Govt. Of India
  - ii. All Group 'C' officials of the Ministry of Women and Child Development
  - iii. All attached/associate offices of M/o WCD
  - iv. MWCD's e-office Notice Board
  - v. Director(R.M.C.), Department of Ex-servicemen Welfare, West Block - 4, RK Puram, New Delhi - 4
  - vi. Director (CS), DOPT, Lok Nayak Bhawan, Khan Market, New Delhi - with a request to upload this circular on DOPT's website for wider circulation.

*(Signature)*  
(Sudesh Kumar)

Under Secretary to the Govt. of India

Tel.: 23382747

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ANNEXURE-I

1.	Name of the Post	Dispatch Rider
2.	Classification	General Central Service Group 'C' Non-Gazetted, Non-Ministerial
3.	Pay Level	Pay Level 2 (Rs.19900-63200)
4.	Eligibility	<p><b>A. Essential:</b></p> <ol style="list-style-type: none"><li>i. Possession of a valid Driving License for motor cycle or auto rickshaw;</li><li>ii. Two years' experience in driving motor cycle or auto rickshaw;</li><li>iii. Knowledge of motor cycle or auto rickshaw mechanism and ability to rectify minor defects in such vehicles; and</li><li>iv. Ability to read English and Hindi</li></ol> <p>Note: The Qualification(s) regarding experience is/are relaxable at the discretion of the Central Government for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or Scheduled Tribe if at any stage of selection the Central Government is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancies reserved for them.</p> <p><b>B. Desirable:</b></p> <ol style="list-style-type: none"><li>i. 8<sup>th</sup> standard pass from a recognized School or Board.</li><li>ii. Experience as Home Guard or Civil Defence Volunteer</li></ol>
5.	Period of Deputation	Initially for three years

PROFORMA FOR APPLYING FOR THE POST OF DESPATCH RIDER

- 1 Name of the Candidate
- 2 Date of Birth
- 3 Present post held and whether it is cadre post or ex-cadre post
- 4 Date of regular appointment
- 5 Educational qualifications
- 6 Technical qualifications
- 7 Experience
- 8 Whether belongs to SC / ST
- 9 Brief Service Particulars
- 10 Remarks if any

I hereby certify that the above mentioned information are true to the best of my knowledge and belief and I also undertake that in the event of my selection, I will not withdraw my candidature

Signature  
Date  
Place