

**DEPARTMENT OF POST, INDIA**  
**OFFICE OF THE SENIOR MANAGER (JAG), MAIL MOTOR SERVICE,**  
**No.37, GREAMS ROAD, CHENNAI-600 006.**

**No. MSE / B9-4 /XII /2022**

**Dated : 08.12.2022**

**APPLICATIONS ARE INVITED FOR THE YEAR 2022 FROM THE ELIGIBLE INDIAN  
CITIZEN FOR THE FOLLOWING TRADES.**

**Last date for receipt of application is 09.01.2023 upto 17.00 hours.**

Post	Trades	No. of vacancies	Breakup			
			SC	OBC	EWS	UR
Skilled Artisans (General central service, Group-C, Non- Gazetted, Non- Ministerial)	M.V.Mechanic (Skilled)	04	01	-	01	02
	M.V.Electrician (Skilled)	01	-	-	-	01
	Copper & Tinsmith (Skilled)	01	01	-	-	-
	Upholster (Skilled)	01	-	01	-	-
	<b>Total</b>	<b>07</b>	<b>02</b>	<b>01</b>	<b>01</b>	<b>03</b>

“The vacancies notified are subject to change and the issuing authority reserves rights to modify/cancel the notification without assigning any reason there to”

**SCALE OF PAY FOR SKILLED ARTISANS : Rs. 19900/- to 63200/- (Level 2 in the pay matrix as per 7<sup>th</sup> CPC) + admissible allowances**

**1. ELIGIBILITY :**

**a) Age limit for direct recruits :**

18 to 30 years as on 01.07.2022 for UR & EWS, for Government Servants upto 40 years in accordance with the instructions or orders issued by Central Government.

Relaxation of Age Limit (for reservation posts)

- i. SC : By 05 years.
- ii. OBC : By 03 years.

No age relaxation will be allowed to SC/ST/OBC candidates applying against the unreserved posts.

**b) Educational & Other qualifications for direct recruits :**

- i. A certificate in the respective trade from any Technical Institution recognized by Govt. **OR** VIII Std passed with experience of one year in the respective trade.
- ii. Candidate who applies for the trade of M.V.Mechanic should possess a valid Driving Licence(HMV) to drive any vehicle in service in order to test it.

## **2. METHOD OF SELECTION :**

Selection of Skilled Artisans shall be made from amongst the candidates possessing the requisite qualifications, by means of Competitive Trade Test on the basis of syllabus in the respective trade. Syllabus, date, venue & duration etc will be informed to the eligible candidates along with Hall Permits.

## **3. INSTRUCTIONS TO CANDIDATES**


1. Application on plain paper in the prescribed format should be filled in by the candidate either in English/Hindi/Tamil correctly and completely, duly signed by the Candidate.
2. One Passport size photograph should be affixed at the place meant for the purpose on the application and should be duly self attested. Along with the application form an Indian Postal Order for Rs.100/- (or)UCR receipt to be taken in any Post office should be enclosed towards application fee. The applications will be scrutinized as per the eligibility criteria and eligible applicants will be called for trade test. The application fees collected from the applicants will not be refunded. Further , the **eligible candidates** should pay Rs.400/- as Examination fee ( for trade test) in the form of IPO (or) UCR receipt, on getting hall Permit and attend Trade test along with the payment receipt. The candidates belonging to SC/ST/Women employees are exempted from the payment of application / examination fee.
3. Application will be liable for rejection also due to following reasons.
  1. The applications should be sent through Speed Post / Registered Post only.
  2. Unsigned/without self attested photograph/without application fee.
  3. Without valid community certificate in r/o reserved post.
  4. Not possessing the requisite qualification / Experience from non-recognized Institutions and without proper address details.
  5. Without proper self attested copies of certificates.
  6. Under aged / Over aged candidates.
  7. Application for more than one trade in single application.
  8. HMV License attested copies in r/o MV Mechanic trade.
  9. Incomplete or not submitted in prescribed format and Application received after due date.
  10. Mutilated or damaged applications/ documents etc.,
  11. Applications without required information /attachments/Community as per the notification will be summarily rejected without intimation.
  12. Experience certificate without full address & Pincode.
4. Original certificates should not be sent along with the application.
5. No correspondence of any nature will be entertained.

**6. Application must be signed by the candidate and accompanied with :**

1. Photocopies of the following certificates self attested by the candidate
  - i. Age proof
  - ii. Educational Qualification.
  - iii. Technical Qualification.
  - iv. Driving Licence/Licence Extract [in case of M.V.Mechanic only].
  - v. Trade experience of respective trade/post.
  - vi. Community Certificate issued by appropriate authority for appointment in Central Government Service / Posts only will be considered (Format enclosed).
  - vii. EWS candidates should submit valid Income & Asset. Certificate issued by the competent authority (Format enclosed).

7. The separate application should be sent for each trade in separate envelope if applied for more than one trade and the candidate should superscribe on the envelope & application specifically as "**Application for the post of Skilled Artisan in trade \_\_\_\_\_**" and should be addressed to "**The Senior Manager (JAG), Mail Motor Service, No.37, Greams Road, Chennai- 600 006**" and should be sent through **Speed post / Registered post only**. **Applications received by any other means will be rejected and one application for multiple trades will also be rejected.**

The last date of receipt of application is **on or before 09.01.2023 by 17.00 Hours.** Application(s) without complete information or without copies of desired certificates or the application(s) enclosing copy/copies of the certificate(s) **without self attestation** will be **rejected straight way** without any notice or information.

  
SENIOR MANAGER (JAG)  
MAIL MOTOR SERVICE,  
CHENNAI- 600 006.

**FORMAT OF APPLICATION FOR SKILLED ARTISANS** (Registered / Speed Post only)

1.	Name of Trade Applied for :						<b>PHOTO DULY SELF ATTESTED</b>
2.	Name of the Candidate (IN CAPITAL LETTERS) :						
3.	Category of community to which the candidate belongs to (Tick whichever is applicable)	UR	SC	ST	OBC	EWS	
4.	Details of Application fee	Payment details			Whether exempted as SC / ST / Women		
5.	Father's name						
6.	Address for communication						
7.	Religion / Nationality						
8.	Date of Birth						
9.	Age as on 01.7.2022	YY:	MM:	DAYS :			
10.	Details of Educational Qualification						
11.	Details of Technical Education ( I.T.I)						
12.	Details of technical experience in the respective trade  a. Name of the Organization with address :  b. Period of Experience :						
13.	Details of Driving License (For the trade of MV Mechanic only)  License No : Date of issue of LMV : Date of issue of HMV :	Validity of LMV : Validity of HMV :					
Date: Place: <span style="float: right;">Signature of candidate</span>							

## FORM OF CASTE CERTIFICATE (SC/ST)

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India**

This is to certify that Shri/Shrimati/Kumari\* ..... son/daughter\* of ..... of village/town\* ..... in District/Division\* ..... of the State/Union Territory\* ..... belongs to the..... Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe\* under:—

- @ The Constitution (Scheduled Castes) Order, 1950
- @ The Constitution (Scheduled Tribes) Order, 1950
- @ The Constitution (Scheduled Castes) Union Territories Order, 1951
- @ The Constitution (Scheduled Tribes) Union Territories Order, 1951
- [as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
- @ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @ The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @ The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @ The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @ The Constitution (Sikkim) Scheduled Castes Order, 1978
- @ The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @ The Constitution (SC) Order (Amendment) Act, 1990
- @ The Constitution (ST) Order (Amendment) Act, 1991
- @ The Constitution (ST) Order (Second Amendment) Act, 1991
- @ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @ The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

**% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.**

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati\*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town\* ..... in District/Division\*..... of the State/Union Territory\*..... who belongs to the Caste/Tribe\* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* of ..... issued by the ..... dated .....

**% 3.** Shri/Shrimati/Kumari\*..... and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/Union Territory\* of.....

Signature.....  
\*\*Designation.....  
(With Seal of Office)  
State/Union Territory\*  
Place: .....  
Date: .....

\*Please delete the words which are not applicable.  
@Please quote specific Presidential Order.  
% Delete the paragraph which is not applicable.

**NOTE:** The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**\*\*List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.  
†(not below of the rank of 1st Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
- (v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

## FORM OF CASTE CERTIFICATE (OBC)

**The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari\* .....son/daughter\* of Shri..... of village/town\* .....in District/Division\*..... of the State/Union Territory\*.....belongs to the .....Community which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 2011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari\*.....and/or\* his/her\* family ordinarily resides in village/town\*..... of..... District/Division\* of the State/ Union Territory\* of.....

This is also to certify that he/she\* does not belong to the persons/sections\* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

\*\*Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

\*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

**NOTE:** The term “ordinarily reside (s)” used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**\*\*List of authorities empowered to issue OBC Certificate**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. †(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

**Note 2:**The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father’s OBC certificate from the State to which he (father) originally belongs.

**Note 3:**No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.



**Government of .....**  
**(Name & Address of the authority issuing the certificate)**

**INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

**Certificate No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_, Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family'\*\* is below Rs.8 lakh (Rupees Eight Lakh only) for the financial Year \_\_\_\_\_. His /Her family does not own or posses any of the following assets\*\*\*

- I. 5 acres of agricultural land and above.
- II. Residential flat of 1000 sq. ft and above.
- III. Residential plot of 100 sq. yards and above in notified Municipalities.
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Schedules Tribe and Other Backward Classes (Central List).

Signature with seal of office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Recent Passport  
size attested  
photograph of  
the applicant

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

\*\* Note 2: The terms "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children on below the age of 18 years.

\*\*\* Note 3 : The property held by a "Family" in different locations or different places/Cities have been clubbed while applying the land or property holding test to determine EWS status.