

# Department of Posts, India

**Office of the Manager, Mail Motor Service  
GPO Campus, Patna-800001**

**No.: MMS/A15/R/Staff/Ch-I**

**Dated at Patna the 21/12/2024**

**APPLICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZENS FOR THE  
POST OF MOTOR VEHICLE MECHANIC**

**Registered/Speed Post only  
Format of Application**

**(APPLICATION FOR RECRUITMENT OF MOTOR VEHICLE MECHANIC FOR  
INDIAN CITIZENS ONLY)**

| Post   | Vacancies | Break-up |     |    |    |     |     |
|--|-----------|----------|-----|----|----|-----|-----|
|  |           | UR       | OBC | SC | ST | EWS | ESM |
| Motor Vehicle Mechanic<br>(General Central Service,<br>Group-C, Non- Gazetted,<br>Non-Ministerial) | 01        | 01       | —   | —  | —  | —   | —   |

Passport size  
photograph duly  
self-attested

"The vacancies notified are subject to change and the issuing authority reserves right to modify/cancel the notification without assigning any reason thereto".

**Scale of pay of Motor Vehicle Mechanic** : Rs. 19,900/- (Level-2 in the pay matrix as per 7th CPC)

**Period of Probation** : One year for direct recruits.

**Last Date of Receipt of Application** : On or Before 03/02/2025 by 1700 Hrs.

**1. Eligibility Criteria:**

**(a) Age Limit for direct recruits:**

18 to 30 years as on 01/07/2024 for UR, for Government Servants up to 40 years in accordance with the instructions or orders issued by Central Government and for Ex-Serviceman upto a maximum of 3 years after deduction of the Military Service rendered from the actual age.

**(b) Educational & other qualifications for direct recruits:**

i. A Certificate in the Motor Vehicle Mechanic trade from any Technical Institution recognized by the Govt. OR VIII Std. passed with experience of one year in the Motor Vehicle Mechanic trade.

ii. The candidate who applies for the post of Motor Vehicle 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 Motor Vehicle Mechanic shall be made from, amongst the candidates possessing the requisite qualifications and valid driving licence by means of Competitive Trade Test. The date and venue of the test with syllabus will along with the hall permits. No intimation will be sent in respect of other applicants who are not eligible.

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

I. Photocopies of the following certificates duly self-attested by the candidate.

(a) Photograph of candidate should be affixed at the place meant for the purpose on the application and should be duly attested.

(b) Age proof.

(c) Educational Qualification as indicated at Sl. No. 1 (b) (i).

(d) Technical Qualification as indicated at Sl. No. 1 (b) (i).

(e) Driving Licence as indicated at Sl. No. 1 (b) (ii).

(f) Trade experience of Motor Vehicle Mechanic trade.

II. The original documents/certificates should not be sent along with application.

III. Along with the application form an Indian Postal Order for Rs. 100/- or for the same amount an UCR to be taken, in any of the Post Office should be enclosed towards application fee. The application without the application fee will be rejected. All the candidates should pay Rs. 100/- towards application fees. Further the shortlisted candidates only should pay Rs.400/- (Rupees Four hundred only) as examination fee (for Trade Test) in the form of Indian Postal Order (or) UCR, in any of the Post Office on receipt of Hall Permits from this office.

IV. Two copies of recent passport size photographs self-attested by the candidate. One should be pasted in the application form and other should be attached with the application form.

The applications along with the requisite enclosures should be sent in an appropriate size of thick paper envelope clearly inscribing on the cover as "Application for the post of Motor Vehicle Mechanic (Direct Recruitment) at Office of the Manager, Mail Motor Service, Patna-800001 through Speed Post/Registered Post only and addressed to "Manager, Mail Motor Service, GPO Campus, Patna- 800001". Applications sent by any other means will be rejected.

The last date of receipt of application is on or before 03/02/2025 by 1700 Hrs. Applications without complete information or without requisite document duly self-attested will be rejected straightaway without any notice or information. No TA-DA will be paid to the candidate for attending the prescribed trade test. The requisite details with regards to age limit, eligibility qualification, experience, application format and other terms & conditions are available on the website 'www.indiapost.gov.in'.

**Manager (Group-'A')  
Mail Motor Service  
Patna-800001**

Email id: mms34048@gmail.com

1. Name of Candidate: (in block letters) [Grid]

2. Father's Name: [Grid]

3. Post applied for: [Grid]

4. Permanent address with Pin code: [Grid]

5. Address for correspondence with Pin code: [Grid]

6. Email id: [Grid]

7. Citizenship: [Grid]

8. Date of birth (By Christian Era) : [D][D][M][M][Y][Y][Y][Y]

9. Age as on 01/07/2024 [Y][Y][M][M][D][D]

10. Community (Tick ✓) 

|    |     |    |    |     |
|----|-----|----|----|-----|
| UR | OBC | SC | ST | EWS |
|----|-----|----|----|-----|

**11. Details of Educational Qualification (Details of VIIIth standard)**

| Name of School | Year of Passing |
|----------------|-----------------|
|                |                 |
|                |                 |

**12. Details of Technical Education**

| Name of College | Year of Passing | Name of University |
|-----------------|-----------------|--------------------|
|                 |                 |                    |
|                 |                 |                    |

**13. Issue of Driving Licence details with validity (HMV)**

| HMV       |       |
|-----------|-------|
| Issued on | Valid |
|           |       |
|           |       |

(License copy enclosed should match the details & their renewals. If details are not available on License then enclose self-attested copy of Driving License Extract. Showing all details of License endorsement.)

**14. Details of technical experience in the Motor Vehicle Mechanic Trade**

| Name of the Organization/<br>Institute with full address | Period of Experience |    |
|--|----------------------|----|
|  | From                 | To |
|  |                      |    |
|  |                      |    |

I hereby declare that the information provided above is True, Valid and Authentic in my best of knowledge.

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

**Place:** \_\_\_\_\_ **Signature of applicant** [Signature Line]

**Encl: List of documents attached duly self-attested**

(a) Age proof

(b) Educational Qualification as indicated at Sl. No. 1 (b) (i).

(c) Technical Qualification as indicated at Sl. No. 1 (b) (i).

(d) Driving Licence as indicated at Sl. No. 1 (b) (ii).

(e) Trade experience of Motor Vehicle Mechanic trade.

**Format of Envelope**

**Speed Post/Registered Post  
Application for the post of Motor Vehicle Mechanic (Direct Recruitment) at O/o  
the Manager, MMS, Patna**

**From:** \_\_\_\_\_ **To,** \_\_\_\_\_  
 \_\_\_\_\_ **Manager**  
 \_\_\_\_\_ **Mail Motor Service**  
 \_\_\_\_\_ **GPO Campus, Patna-800001**