

No. A-12026/02/2022-Admn.  
Government of India  
(Bharat Sarkar)  
Ministry of Civil Aviation  
(Nagar Vimanan Mantralaya)  
\*\*\*

'B' Block, Rajiv Gandhi Bhavan  
New Delhi, dated 14<sup>th</sup> November, 2022

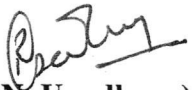
VACANCY CIRCULAR

**Sub: Recruitment to the post of Despatch Rider - regarding.**

The undersigned is directed to state that one post of Despatch Rider (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Ministry of Civil Aviation is to be filled on deputation or absorption basis from amongst the regular Group 'C' employees in Pay Matrix Level 1 in the Ministry of Civil Aviation, failing which from regular Despatch Rider/ regular Group 'C' employees in Pay Matrix Level 1 in other Ministries of the Central Government who possess the qualification and experience as prescribed in Annexure-I.

2. Applicants shall apply for the said post as per the prescribed format enclosed at Annexure II. Sponsoring authorities are requested to forward the application of those eligible and interested candidates who can be spared immediately in the event of their selection, along with their Vigilance Clearance, Integrity Certificate and status of major/minor penalties during last 10 years. Application routed through proper channel and in prescribed format shall only be accepted.

3. Applications may be sent to the Section Officer (Administration), Ministry of Civil Aviation, Ground Floor, 'B' Block, Rajiv Gandhi Bhavan, Near Safdarjung Airport, Sri Aurobindo Marg, New Delhi – 110 003; email id: ravishekhar.moca@nic.in, latest by 15 December, 2022. Applications received after last date and without requisite documents will not be considered.

  
(R.N. Upadhyay)

Under Secretary to the Government of India  
Tele: 2464 0217

Encl: Annexure – I and II

Copy to:

- i. The Director (CS), Department of Personnel & Training, Lok Nayak Bhawan, New Delhi - 110003 (for wide circulation and to upload the circular on DOP&T website).
- ii. All Officers/Sections of MoCA (Main)
- iii. The Deputy Director (Administration), Directorate General of Civil Aviation, Opp. Safdarjung Airport, New Delhi – 110 003
- iv. The Deputy Director (Administration), Bureau of Civil Aviation Security, "A" Wing, Janpath Bhawan, Janpath, New Delhi – 110 001
- v. The Deputy Director (Administration), Aircraft Accident Investigation Bureau, Safdarjung Airport, Sri Aurobindo Marg, New Delhi – 110 003
- vi. The Section Officer (CRS), 'B' Block, Rajiv Gandhi Bhavan, New Delhi – 110 003
- vii. e-office Notice Board

- viii. US (SD & IT), MoCA - For uploading on MoCA's website i.e. <https://www.civilaviation.gov.in/en/in-focus>
- ix. Hindi Section, MoCA for Hindi translation



**(R.N. Upadhyay)**

Under Secretary to the Government of India

Tele: 2464 0217

ELIGIBILITY CONDITIONS FOR FILLING UP THE POST OF DESPATCH RIDER  
IN THE MINISTRY OF CIVIL AVIATION

S. No.	Particular	Details
1.	Name of the post	Despatch Rider
2.	Classification	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.
3.	Level in the pay matrix	Level 2(19900-63200)
4.	No. of posts	One
5.	Eligibility	<b>Deputation or Absorption:</b> From amongst the regular Multi-Tasking Staff, Group 'C' in the Ministry of Civil Aviation, failing which from regular Despatch Rider or Group 'C' employees from other Ministries of the Central Government who possess the qualification and experience prescribed below in S. No. 6 and 7.
6.	Essential Qualification	<p>i) Possession of a valid driving license for Motor-Cycle or Autorickshaw.</p> <p>ii) Two years' experience in driving Motor Cycle or Autorickshaw.</p> <p>iii) Knowledge of Motor Cycle or Autorickshaw mechanism. (The candidate should be able to remove minor defects in the vehicles).</p> <p>iv) Ability to read English and Hindi or Regional Language of the Area in which the concerned organization is situated.</p> <p><b>Note:</b> The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
7.	Desirable Qualification	<p>i) Pass in the 8<sup>th</sup> Standard.</p> <p>ii) Three years' service as Home Guards/Civil Volunteers.</p>
8.	Crucial Date	Last date for receipt of applications i.e. 09.01.2023
9.	Job Responsibility	<p>i) Delivery of letters/files/correspondences etc. within Ministries/Departments and other offices of Government of India.</p> <p>ii) Any other task assigned from time to time.</p>

**PROFORMA TO BE FILLED UP FOR THE POST OF DISPATCH RIDER IN LEVEL 2  
OF THE PAY MATRIX IN THE MINISTRY OF CIVIL AVIATION:**

FULL NAME	
FATHER'S NAME	
DATE OF BIRTH	
MINISTRY/DEPARTMENT/ OFFICE WHERE THE OFFICIAL IS EMPLOYED	
PERMANENT ADDRESS	
PRESENT ADDRESS/ ADDRESS FOR COMMUNICATION	
PHONE NO./MOBILE NO.	
DATE OF REGULAR APPOINTMENT IN GOVT. SERVICE	
PRESENT POST HELD	
DATE OF REGULAR APPOINTMENT TO THE PRESENT POST	
LEVEL OF THE PAY MATRIX ATTACHED WITH THE POST HELD	
PRESENT BASIC PAY	
EDUCATIONAL AND OTHER QUALIFICATIONS	
PHOTOCOPY OF MOTOR CAR LICENCE AND PROOF OF PASSING THE DRIVING TEST CONDUCTED BY THE ELECTRICAL & MECHANICAL WORKSHOP, AIRPORT AUTHORITY OF INDIA (DULY ATTESTED)	
EXPERIENCE (CERTIFICATE TO BE ATTACHED)	
ANY OTHER INFORMATION	

DATE:

PLACE:

SIGNATURE OF THE APPLICANT

(To be filled by the Administrative Section)

Name of the Ministry: \_\_\_\_\_

Department: \_\_\_\_\_

No. \_\_\_\_\_ Date \_\_\_\_\_

'Certified, that, the particulars given above are true and have been verified from the office records.'

The applicant, if selected, will be relieved immediately.

It is certified that no vigilance case is pending or being contemplated against Shri \_\_\_\_\_ and his integrity is certified. Details of the major/minor penalties for the last 10 years are attached herewith.

SIGNATURE OF THE OFFICER CONCERNED

Full Address and Phone No. with official seal