

## VACANCY NOTIFICATION

Vacancy Code	1482026
Employer Name	Ministry of Communications
Name of the Post	Manager (Mail Motor Service)
No. of Vacancy	08
Level/Post	Mail Motor Service, GCS Group 'A' Gazetted, Non Ministerial
Scale	PB-3, Rs. 15600- 39100/- with GP 5400 (Level-10 as per 7 <sup>th</sup> CPC)
Nature of duties of Post	<ol style="list-style-type: none"><li>a. Arranging to purchase of vehicles.</li><li>b. Supervision of work with a view to controlling and improving the quality and quality of technical staff.</li><li>c. Condemnation, disposal and replacement of tools, machinery spare parts and vehicles.</li><li>d. Verification of vehicles.</li><li>e. Attending Court/ accident/ RTO cases related to MMS and reporting to authority about their progress from time to time.</li><li>f. Control of traffic management and ensure prompt running of speed post, cash, logistic post, delivery/ pickup and additional schedules of Depots and sub depots. Review of schedules from time to time and making required amendments etc.</li><li>g. Procurement and maintenance of machinery in the workshops.</li><li>h. Ensure completion of records, custody of service memo, APAR dossier etc.</li></ol>
Qualification required : Essential	<p>(i) Bachelor of Engineering/Bachelor of Technology in Mechanical or Automobile Engineering from a recognized uUniversity/Institute.</p> <p>(ii) 3 years experience, in operation of Motor Transport Traffic in a Govt./Semi Govt./PSU/Commercial Organisation listed on the stock exchange(s) of India.</p> <p>Note 1: Qualifications are relaxable at the discretion of the U.P.S.C for reasons to be recorded in writing, in the case of candidates otherwise well qualified.</p> <p>Note 2: The qualification regarding experience is relaxable at the discretion of the U.P.S.C for reasons to be recorded in writing, in the case of candidates belonging to Scheduled Castes or Scheduled Tribes if at any stage of selection, the U.P.S.C is of the opinion that sufficient number of</p>

	candidates from these communities possessing the requisite experience are not likely to be available to full the vacancies reserved for them.
Desirable	Master of Engineering/Master of Technology in Mechanical or Automobile Engineering from a Recognized University/ Institute.
Age if any	Not exceeding 35 years (Relaxable accordance with the instructions or order issued by the Central Government).
Location	All India basis
Last Date to apply	16 Mar 2026
Remarks	

**How to Apply: -**

1. **Eligible** Ex-Servicemen need to forward two Copies of Willingness Format, available at Officer Portal page, on Email ID: [dgrjobofficers@desw.gov.in](mailto:dgrjobofficers@desw.gov.in)

- (i) One Format should be in Excel Format without changing the Format, without signatures and without witnesses.
- (ii) The second one should be in PDF format duly signed by the applicant and signed by the witnesses too.

2. All the required document such as Willingness cum Undertaking Formats as mentioned above, Copy of PPO/ Release Order, CV/ Bio Data & KSB Undertaking should be forwarded to this office on above Email ID before the last date mentioned in the vacancy.

**\*\* ALERT \*\*** ALL MAILS SHOULD BE SENT TO DGR EMAIL ID [dgrjobofficers@desw.gov.in](mailto:dgrjobofficers@desw.gov.in) CLEARLY MENTIONING THE SUBJECT OF MAIL "STARTING WITH VACANCY CODE MENTIONED IN ABOVE NOTIFICATION", IN CASE THE SAME IS NOT MENTIONED, THE APPLICATION IS LIABLE TO THE REJECTED.

Note: - Willingness format must be as per instructions mentioned above.

**In the event of non-receipt of all the required documents as mentioned above within the due date of vacancy, the candidature of the applicant will not be entertained under any circumstances.**