

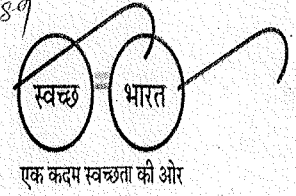
संख्या /No.A-12012/4/DespatchRider/2022-Ad.II.287

भारत सरकार/Government of India

गृह मंत्रालय/Ministry of Home Affairs

समन्वय निदेशालय/Directorate of Coordination

पुलिस बेतार/Police Wireless



ब्लॉक न.-9, सी.जी.ओ. परिसर/Block No.9, C.G.O. Complex

लोधी रोड, नई दिल्ली-3/Lodhi Road, New Delhi-3

दिनांक/Dated: 24<sup>th</sup> Apr, 2025

**OFFICE MEMORANDUM**

**Subject :- Circulation of advertisement for filling up the 06 (Six) posts of Despatch Rider (Ordinary Grade) on deputation/Absorption basis in LEVEL 2 in the PAY MATRIX Rs. 19,900-63,200/- in this Directorate - regarding.**

The undersigned is directed to state that this Directorate intends to fill up following post in this Directorate on deputation/absorption basis. The particulars of the post, eligibility conditions etc. are given in **Annexure -I**.

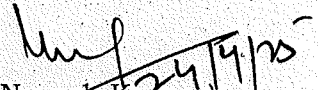
Sl. No.	Name of the post	No. of Posts	Pay Scale	Classification	Mode of Recruitment
1.	Despatch Rider (Ordinary Grade)	06	LEVEL 2 in the PAY MATRIX Rs. 19,900-63,200/-	General Central Service Group C Non-Gazetted, Non-Ministerial	By deputation/absorption basis. For Armed Forces Personnel: Deputation/re-employment

2. The pay of the selected officer will be regulated in accordance with the Dept. of Personnel & Training's O.M. No. 6/8/2009-Estt.(Pay-II) dated 17.06.2010 as amended from time to time.

3. The applicant should not be more than 56 years of age on the closing date of the application. The period of deputation ordinarily will not exceed three years.


4. It is requested that wide publicity may be given to the vacancy circular among officers under your administrative control. Application (in duplicate), in the enclosed pro-forma (**Annexure-II**) along with complete and up-to-date APAR dossiers of the officers/officials, who can be spared in the event of their selection, may be sent to "The Joint Director (Admn.) , DCPW" Block 9, CGO, Complex, Lodhi Road, New Delhi-110003, within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later. Application received after the last date or without APAR dossiers or other-wise found incomplete will not be considered. While forwarding the applications, it may also be verified and certified that the particulars furnished by the officers are correct and no disciplinary case is either pending or contemplated against him/her. The integrity of the officer may also be certified.

Encl: As above

  
(Naresh Kumar)  
Joint Director (Admn.)  
Tele. No. 24362838

Copy to:

1. All Ministries/Departments of the Central Government with the request that wide publicity may be given to the vacancy circular in their Ministry/Department as well as in their attached/subordinate offices. Applications of the eligible candidates may be forwarded to this Directorate in the prescribed proforma within 60 days from the date of issue of this Circular OR within 60 days from the date of publication of this Circular in Employment News/Rozgar Samachar, whichever is later,
2. The Controller & Auditor General of India for similar action.
3. Controller General of Accounts/ Controller of Accounts, Ministry of Finance for similar action.
4. The Assistant Media Executive (AD-II), Central Bureau of Communication (CBC), Ministry of Information and Broadcasting, Soochna Bhawan, Lodhi Road, New Delhi, with reference to this Directorate's letter of even number dated **24/04/2025** for the publication of the advertisement of this vacancy in the Employment News. It is requested that the date of publication may please be intimated to this Directorate.
5. All Central Police Organizations.
6. US PM-II, Jaisalmer House, New Delhi for kind information.
7. SO (IT) MHA, North Block, New Delhi: request for upload on MHA official website.
- ✓ 8. AD (IT), DCPW: for upload on DCPW official website.

  
(Naresh Kumar)  
Joint Director (Admn.)  
Tele No. 24362838

**Government of India  
Ministry of Home Affairs  
Directorate of Coordination  
Police Wireless**

1. Name of the post: **Despatch Rider (Ordinary Grade)**
2. Number of Post: **Six (06)**
3. Pay Scale: **LEVEL 2 in the PAY MATRIX Rs. 19,900-63,200/-**
4. Classification: **General Central Service, Gr. 'C', Non-Gazetted, Non-Ministerial.**
5. Mode of Recruitment: **On Deputation / Absorption basis.  
For Armed Forces Personnel: Deputation/re-employment**
6. Last date of receiving : **Sixty days** from the date of the advertisement published in the 'Employment News' or from the date of issue of the vacancy circular, whichever is later.
7. Age limit : **56 years** as on the closing date of the receiving of the application.
8. To whom application is to be sent : **Joint Director (Admn.), DCPW(MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.**
9. Eligibility:
  - i) From officials holding the post of Despatch Rider on regular basis or regular Group 'C' employees in level 1 in the pay matrix 18000-56900 in other Ministries of the Central Government who fulfill the necessary qualifications as under.
  - (b) Possessing the qualifications as under:-

Essential:

    - (i) 10th Standard pass;
    - (ii) possession of a valid driving license to drive motor cycle;
    - (iii) knowledge of motor mechanism (The candidate should be able to remove minor defects in vehicle);
    - (iv) Experience of driving motor cycle for three years.

Desirable:

Three years' service as Home Guard or Civil Volunteers.






### **Deputation/re-employment for Armed Forces Personnel:**

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 qualifications prescribed shall also be considered. Such persons would 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.

10. The Period of deputation including deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed three years and the maximum age limit for appointment by deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

### **Duties of Despatch Rider (Ordinary Grade)**

1. All the duties, shown against the messenger in communication standing orders, also will apply to the Despatch Rider except para 11 in which for "Cycle" read "Motor Cycle".
2. He will report for duty as per the duty roster and will be present 15 minutes before the schedule time.
3. He will, at all times, carry the documents relating to the Motor cycle and produce them on demand by an authorized person.
4. He will not hand over the Motor cycle to any-other person who is not authorized to drive.
5. He will limit his speed according to the restrictions imposed by local traffic controlling authorities.
6. While driving, he will always adhere to road traffic signs.
7. He will be conversant with the rules and action to be taken in case of an accident.
8. He is responsible for daily maintenance and daily tasks as laid down in appendices "B" and "C" as per the Motor Cycle standing orders 1975.
9. He will assist the JAD/SS/ACO of the Station for maintaining a proper account of the petrol, oil and lubricants in a register.
10. He will adhere to all the rules concerning DO's and DONT's as indicated in Appendix "I" and other instructions as indicated at the Motor Cycle Standing Orders 1975.
11. He will also carry out any other duties and responsibilities assigned to him by his superior to their entire satisfaction.

  
(Naresh Kumar)  
Joint Director (Admn.)  
Tele No. 24362838

# BIO-DATA/CURRICULUM VITAE PROFORMA

ANNEXURE-II

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
<b>Qualifications/Experience required as mentioned in the advertisement/vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	B) Experience
<p><b>5.1 Note:</b> This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the <b>Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate</b>.</p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work Experience of the post.	
<p><b>6.1 Note:</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.</p>	

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7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties ( in details) highlighting experience required for the post applied for

**\*Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay/Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay, Pay Band, and Grade Pay drawn under ACP/MACP	From	To

8. Name of present employment i.e. Ad-hoc or Temporary <b>or</b> Quasi-Permanent <b>or</b> Permanent			
9. In case the present employment is held on deputation/contract basis, please state-			
a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office/organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<b>9.1 Note:</b> In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/Department along with Cadre clearance, vigilance Clearance and Integrity certificate. <b>9.2 Note:</b> Information under Column 9 (c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintaining a lien in his parent cadre/organisation			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others			
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.			
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale			
14. Total emoluments per month now drawn			
Basic Pay in the PB	Grade Pay	Total Emoluments	
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed			
Basic Pay with Scale of Pay and rate of increment	Dearness Pay/interim relief/other Allowances etc., (with break-up details)	Total Emoluments	
<b>16.A Additional information,</b> if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)			

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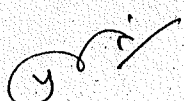
<b>(Note: Enclose a separate sheet, if the space is insufficient)</b>	
<b>16.B Achievements:</b> The candidates are requested to indicate information with regard to; <ul style="list-style-type: none"> <li>(i) Research publications and reports and special projects</li> <li>(ii) Awards/Scholarships/Official Appreciation</li> <li>(iii) Affiliation with the professional bodies/institutions/societies and;</li> <li>(iv) Patents registered in own name or achieved for the organization</li> <li>(v) Any research/innovative measure involving official recognition</li> <li>(vi) Any other information</li> </ul> <b>(Note: Enclose a separate sheet if the space is insufficient)</b>	
17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis.# (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organisations are eligible only for Short Term Contract)	
#(The option of 'STC'/'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment")	
18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

Date \_\_\_\_\_





**Certification by the Employer/Cadre Controlling Authority**

The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. **Also certified that:**

- i. There is no vigilance or disciplinary case pending/contemplate against Shri/Smt. \_\_\_\_\_.
- ii. His/Her integrity is certified.
- iii. His/Her CR Dossier (**photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above**) are enclosed.
- iv. No major/minor penalty has been imposed on him/her during the last 10 years Or A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (as the case may be).

Countersigned  
(Employer/Cadre Controlling Authority with Seal)

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