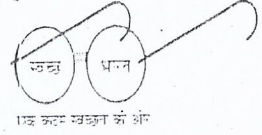


संख्या /No. A-12012/4/DespatchRider/2022-Ad.II-1478

भारत सरकार/Government of India
गृह मंत्रालय/Ministry of Home Affairs
समन्वय निदेशालय/Directorate of Coordination
पुलिस बेतार/Police Wireless



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

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

दिनांक/Dated: 25 Oct, 2024.

OFFICE MEMORANDUM

Subject :- Circulation of advertisement for filling up the 09 (Nine) posts of Despatch Rider (Ordinary grade) on Deputation/Absorption basis in LEVEL 2 in the PAY MATRIX Rs. 19900-63200/- in this Directorate - regarding.

The undersigned is directed to state that this it is proposed 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)	09	LEVEL 2 in the PAY MATRIX (Rs. 19900-63200/-)	General Central Service, Group 'C', Non-Gazetted, Ministerial.	By deputation/absorption basis.

2. The pay of the selected official 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 eligible officials of this Directorate may submit their application in proper format (**Annexure-II**) within 30 days of this circular through proper channel to the undersigned.

Encls: As above

(R K Singh)

Deputy Director (Admn.)

Copy to:

1. PS to Director,
2. PA to Additional Director (HQ)/PA to Additional Director (OPS),
3. All JDs/DDs/ZAOs,
4. US PM-II, Jaisalmer House, New Delhi for kind information,
5. All ISPW Stations/All RPWTIs,
6. All sections of Hqrs, Polnet Hub, CPRTI New Delhi.
7. AD (IT), DCPW: for upload on DCPW official website.
8. File.

**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: **09(Nine)**
3. Pay Scale: **LEVEL 2 in the PAY MATRIX (Rs. 19900-63200/-)**
4. Classification: **General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.**
5. Mode of Recruitment: **On deputation/absorption basis.**
6. Last date of receiving: **Thirty days from the date of the circular.**
7. Age limit: **56 years as on the closing date of the receiving of the application.**
8. To whom application is to be sent: **Deputy Director (Admn.), DCPW (MHA), Block No.9, CGO Complex, Lodhi Road, New Delhi-110003.**
9. Eligibility:
 - (a) (i) From amongst the regular Group 'C' employees in level 1 in the pay matrix 18000-56,900/-, working in the Directorate Coordination of Police Wireless and who possess a valid driving license for driving motor cycle on the basis of a driving test to assess the competence to drive motor cycle.

11. The period of deputation including period of 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/absorption shall be 'not exceeding 56 years' as on the closing date of the receipt of applications.

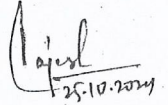
Duties of Despatch Rider (Ordinary Grade)

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.

Contd.../

Agarwal
25.10.2024

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.


25.10.2014

(R K Singh)
Deputy Director (Admn.)

BIO-DATA/CURRICULUM VITAE PROFORMA

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)	
Qualifications/Experience required as mentioned in the advertisement/vacancy circular	Qualifications/experience possessed by the officer
Essential	Essential
A) Qualification	A) Qualification
B) Experience	B) Experience
Desirable	Desirable
A) Qualification	A) Qualification
B) Experience	B) Experience
<p>5.1 Note: This column needs to be amplified to indicate Essential and Desirable Qualification as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p>5.2 In the case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated by the candidate.</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>6.1 Note: 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>	

[Signature]
25-10-2024

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 or Quasi-Permanent or 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
<p>9.1 Note: 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.</p> <p>9.2 Note: 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</p>			

Original
25.10.2024

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.

11. Additional details about present employment:

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

16.A Additional information, 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)

(Note: Enclose a separate sheet, if the space is insufficient)

16.B Achievements:

[Signature]
25-10-2024

The candidates are requested to indicate information with regard to;

- (i) Research publications and reports and special projects
- (ii) Awards/Scholarships/Official Appreciation
- (iii) Affiliation with the professional bodies/institutions/societies and;
- (iv) Patents registered in own name or achieved for the organization
- (v) Any research/innovative measure involving official recognition
- (vi) Any other information

(Note: Enclose a separate sheet if the space is insufficient)

17. Please state whether you are applying for deputation (STC)/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 _____

Agil
25.10.2024