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No. A-22019/2/2021-Admn.II
GOVERNMENT OF INDIA
MINISTRY OF INFORMATION & BROADCASTING

6th Floor, A-Wing, Shastri Bhawan
New Delhi, the May, 2023

CIRCULAR

Subject: Filling up one (1) post of Despatch Rider in Main Secretariat of the Ministry by Direct Recruitment - regarding.

The Ministry of I&B proposes to fill the post of Despatch Rider in Pay Matrix Level-2 (pre-revised Pay in PB-1 Rs. 5200-20200/- with Grade Pay of Rs. 1900/-) on Direct Recruitment basis in the Main Secretariat of the Ministry.

2. Eligibility conditions for selection as Despatch Rider are as under:

Essential Qualifications	Desirable Qualifications
a. Matriculation or equivalent from recognized Board or University.	Experience as Home Guard or Civil Defence Volunteers.
b. Possession of valid driving license for Motor-Cycle or Auto Rickshaw.	
c. Knowledge of Motor-Cycle or Auto Rickshaw mechanism.	
d. Two years' experience in driving Motor-Cycle/Auto Rickshaw.	
e. Ability to read English and Hindi or Regional Language of the area in which the concerned organization is situated.	

3. Age limit is 18-25 years. (Relaxable for Government servants up to the age of 40 years in accordance with the instructions or orders issued by the Central Governments). The crucial date for determining the age limit shall be the closing date for receipt of applications.

4. Selection of Despatch Rider shall be made on the basis of assessment of eligible candidates by the Departmental Promotion/ Selection Committee. The intimation will only be sent to the eligible candidates.

5. Application should be submitted as per the prescribed application form enclosed and should be signed by candidate along with the following documents:

- I. Photocopies of the following certificates duly attested by Gazetted Officer/ self attested :
 - a). Age Proof (Birth Certificate/ Xth certificate)
 - b). Educational qualification certificate
 - c). Driving License
 - d). Experience Certificate for driving (Motor cycle/ Auto-rickshaw) duly authenticated by an authorized signatory of previous/ present employer.
 - e). Address Proof & ID Proof
 - f). Knowledge of motorcycle or Auto-rickshaw certificate (if any)
 - g). One recent passport size photo should be pasted on the application form

Cont.....

- II. The applications should be sent in an envelope clearly indicating on the cover as "**Application for the post of Despatch Rider (Direct Recruitment) at M/o I&B, New Delhi**" through **Speed Post/ Registered Post only** and addressed to "Under Secretary (Admn.), M/o Information & Broadcasting, Room No. 544, 5th Floor (A- Wing) Shastri Bhawan, New Delhi - 110001" within a period of 30 days from the date of publication of this circular in the Employment News. Application without complete information or without requisite documents duly attested by Gazetted Officer/ Self attested will be rejected without any notice or information. Merely possessing minimum qualification will not entitle the candidates for selection.

Encl: Application Form.


(Kirti Gupta)

Under Secretary to the Government of India
Tele: 23384990

To

1. All Ministries/Departments under Central Government.
2. CBC with the request to get the advertisement published in the next issue of "Employment News" under intimation to this Ministry.

APPLICATION
FORM FOR THE POST OF DESPATCH RIDER (DIRECT RECRUITMENT) IN MINISTRY OF
INFORMATION AND BROADCASTING, New Delhi.

Self attested
passport size
photo

1. Name (Block Letters) :
2. Father's Name (Block Letters) :
3. Date of Birth & Age (DD:MM:YYYY) :
4. Aadhar card no. :
5. Permanent Address (Attach copy of Any ID as proof) :
6. Correspondence Address :
7. Email Id & Phone No. :
8. Details of Educational Qualification :
9. Driving license details :
 - a. Driving Licence no.
 - b. Valid upto
 - c. Name of the issuing authority
10. Do you have the knowledge of Motor Mechanism (i.e. ability to remove/ repair minor defects in vehicle) (Yes/ No) :
11. Driving Experience (Yes/ No) :
(Indicate duration)
12. Any other relevant information :
13. Whether belong to reserved category :
(if yes, then indicate SC/ST)

DECLARATION

I hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found to be false or incorrect or ineligibility being detected at any stage, my candidature/ appointment may be cancelled/ terminated without issuing any notice.

Date:
Place:

Signature of Applicant