

No.A.12023/1/2013-Admn.  
GOVERNMENT OF INDIA  
MINISTRY OF HEAVY INDUSTRIES AND PUBLIC ENTERPRISES  
DEPARTMENT OF HEAVY INDUSTRY,  
(Administration Section) ✓  
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Room No.14, Udyog Bhawan  
Udyog Bhawan, New Delhi

Dated the 9<sup>th</sup> December, 2015

**CIRCULAR**

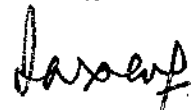
Subject: Filling up the post of Despatch Rider (Group "C" – Non Gazetted) in the Department of Heavy Industry on deputation/absorption basis.

It is proposed to prepare a panel of candidates to fill up two (2) posts of Despatch Rider in this Department on deputation/absorption basis. The pay of the official will be regulated under the Department of Personnel & Training O.M. No. 2(29)/91- Estt. (Pay.II) dated 05.01.1994, as amended from time to time.

2. The name of the post, the scale of pay, eligibility conditions and experience desired for the post are given in Annexure-I. It is requested that the applications of the officials who are eligible and willing to be considered for the post of Despatch Rider and who can be spared, may be forwarded along with the attached proforma (Annexure II). The up-to-date character rolls/performance report and vigilance clearance of the recommended candidate may also be forwarded.

3. The applications with up-to-date CR dossiers/Performance report and vigilance clearance should reach the undersigned latest by 8<sup>th</sup> January, 2016. Applications received after the expiry of the stipulated date and also without character rolls/performance report etc. will not be entertained.

4. Official who volunteer for the post will not be permitted to withdraw their names later.



(S.K. Saxena)

Under Secretary to the Govt. of India  
Tel No. 23061106

To

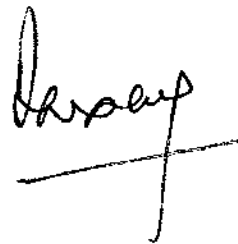
1. All Ministries/Departments of Govt. of India.
2. All Section in the Department of Heavy Industry.
3. Department of Industrial Policy & Promotion /Office of the Economic Adviser/Ministry of Small & Medium Enterprises/ Tariff Commission/Department of Public Enterprises/ Ministry of Food Processing Industry (5 copies each)
4. Guard File
5. NIC for uploading in the Department's website.

DEPARTMENT OF HEAVY INDUSTRY

**Subject: Filling up of the post of Despatch Rider (Group "C" - Non Gazetted) in the Department of Heavy Industry on deputation /absorption basis.**

1. Designation of Post : Despatch Rider  
{Group "C" Non Gazetted}
2. Scale of Pay : Pay Band-1 (Rs. 5200-20200)  
Grade Pay of Rs.1900/-
3. Method of Recruitment : Deputation/Absorption failing which  
by Direct Recruitment:  
  
From amongst Group D employees in  
the Department of Heavy Industry,  
who possess a valid driving license  
for Motor Cycle, Auto rickshaw on  
the basis of the driving test to assess  
their competence to drive the  
vehicles, failing which Group D  
employees or officials holding the  
post of Despatch Rider in other  
Ministries of the Central  
Government.
4. Period of deputation : Ordinarily not exceeding 3 years.

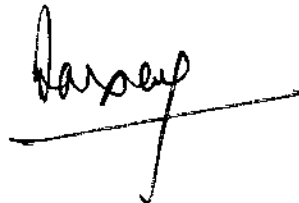
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DEPARTMENT OF HEAVY INDUSTRY

Applications for the post of Despatch Rider (Group "C" – Non Gazetted) in the Department of Heavy Industry on deputation /absorption basis.

1. Name in Full (Block Letters) :
2. Date of Birth :
3. Whether belongs to SC/ST :
4. Educational Qualification :
5. Department in which employed :
6. Present Post Held/Basic Pay & Scale of Pay :
7. Date from which working as Group D/Despatch Rider :
8. Date since when holding the valid Driving License :
9. Experience (in detail) :

A handwritten signature in black ink, appearing to read 'Rajeev', is written over a horizontal line.