

सं./No. SA/P. 535/II/General Admin MVD.

मंडल कार्यालय/Divisional Office,
कार्मिक शाखा/Personnel Branch,
सेलम /Salem – 636 005.
तारीख/Date: 25.11.2021.

**All Branch Officers/SA Division,
All Supervisory Officials/SA Division,**

Sub: Filling up pf vacancies of **Tech- III Motor Vehicle Driver** in Pay Matrix level-2 (GP Rs.1900/- in VI CPC) General Department in SA division – reg.

It is proposed to fill up **03 vacancy (ST-01, UR-02)** for the post of Tech-III(Motor Vehicle. Driver) in Pay Matrix level-2 (GP Rs.1900/- in VI CPC) in General Department of SA division.

Eligibility Criteria

Applications for the above posts are called for from staff of all departments of the SA division from serving employees in Level-1 and Level-2 Pay Matrix (GP. 1800/- & 1900/- VI PC) who have completed 3 years of regular service as on 25.11.2021 (i.e) the date of notification and who fulfill the following condition.

- They should be in possession of current, valid license for Heavy Motor Vehicle issued by the State Government Transport Authority (RTO) and well experienced in Driving.
- Should have a valid First Aid certificate.
- Should have through knowledge to attend the running repairs, maintenance and minor breakdowns of four wheelers.
- Should be literate and have an elementary knowledge in English.
- Should Pass Medical Examination in Class “ BEE ONE” category.
- The posting will be made based on seniority-cum-suitability of the volunteer; the suitability being assessed by the necessary Trade Test/Road Test for the post of Motor Vehicle Driver Gr. III.
- The employees who are drawing higher pay under MACP-2008 scheme are also eligible to apply for the post.

Eligible volunteers should apply in the enclosed proforma, complete in all respects and duly forwarded by their Controlling Officers/Supervisors and the same should be forwarded to this office on or before **24.12.2021** to undersigned certain applications received after 24.12.2021 will not be entertained on any account. While forwarding the application the Controlling officer should certify that the employees if free from DAR/SPE/Vig.case. Employees, who are working in Construction Units/Project/RE and fulfilling eligibility criteria can also apply, provided their lien is maintained in SA division

The selected employees will have to undergo the Trade Test under Syllabus enclosed.

Please acknowledge the receipt of this letter with date **without fail.**

Encl.: Annexure – A & B

Digitally Signed by S

Saravanan

Date: 26-11-2021 18:44:40

Reason: Approved

(एस शरवणन /S.Saravanan)

सकाधि/परिचालन/ Assistant Personnel Officer/Operation

कृते वरिष्ठ मंकाधि/सेलम/ For Sr. Divisional Personnel Officer/SA

C/- PS to DRM for kind information of DRM
PS to ADRM for kind information of ADRM
Confidential Section & Ch. OS/Systems to upload the same in Railnet.
Dy, CE/CN/MS, ERS, MDU,SA,TVC,TPJ,MAS.Dy.CSTE/Pro./PTJ, MS.
DS SRMU, AI SCSTREA, AIOBCREA& AIRPFREA

Affix recent
Photo graph
attested by
controlling
Supervisor

PROFORMA

(Enclosure to letter No.SA/P.535/III/General/Admin dt 25.11.2021)Application
for the post of Tech.Gr.III/MVD in Level – 2 in General Dept/SA Divn.

- 1 Name (In Block letter) :
- 2 PF. No. :
- 3 Present Designation and Station :
- 4 Date of Birth :
- 5 Date of Appointment / Date of Ty.
Status :
- 6 Length of Service :
- 7 Present Pay Matrix Level & Grade
Pay :
- 8 Date of entry into substantive/regular
grade pay (GP 1800) :
- 9 Community (attested copy of the
community certificate to be enclosed) :
- 10 Date of issue of Heavy Vehicle
Driving License & the validity when
the present license is expiring :
(attested copy of the valid license to
be enclosed)
- 11 Experience in Driving, if any :

DECLARATION BY THE EMPLOYEE

I hereby declare that the particulars furnished by me are true and correct to the best of my knowledge.

Place :

Date :

Signature of the employee

Certified and forwarded to Sr. DPO/SA .

The details furnished above have been verified with SRs and found correct.

Place :

Date :

Signature of the Forwarding Officer

Name :

Designation :

Office :

Office Seal

Syllabus for the Trade Test for Selection to the post of Tech-III(M.V. Driver in L-2 Pay Matrix

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(Enclosure to Letter No. SA/P. 535/II/General Admin MVD. dated .25.11.2021)

1. How to read a Metric Scale and English letters and numberless, must understand simple sketches.
2. Must be able to drive M. vehicle to which he is assigned and for which he should possess necessary License for Heave Vehicle must be familiar with road vehicles road signs and safety rules.
3. Must have knowledge of fuels system, Lubrication system, legnition system, colling system and steering control of his vehicle. Must be able to inspect and ensure that brand steering gear and control contracts are in good conditions.
4. Must have know of name and function of various parts of his vehicles.
5. Must be able to check fuel, Lubrication oil, Radiator water, Hydraulic brake, fluid Battery, Electro type etc, in the vehicle and to conversant with the capacity and the correct grade of lubricating oil etc, required to be used.
6. Must be able to change a wheel and to repaired and correctly in place the tires.
7. Must have good knowledge on road regulation.
8. Must possess a valid first Aid certificate.
