

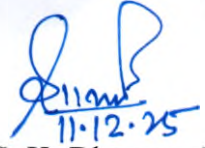
**VACANCY CIRCULAR**

**Subject: Recruitment to the post of Despatch Rider – reg.**

The undersigned is directed to state that 04 posts of Despatch Rider (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) in Ministry of Home Affairs is to be filled on deputation or absorption basis amongst the regular Multi-Tasking Staff, Group C in the Ministry of Home Affairs (Proper), failing which from regular Despatch Rider or Group 'C' employees from other Ministries of the Central Government who possess the requisite qualification and experience as prescribed in **Annexure-I**.

2. Applicants, apart from MHA (Proper), shall enclose photocopies of last 05 years ACR/APAR dossiers, Vigilance Certificate and Integrity Certificate. Sponsoring authorities are requested to forward the application of those eligible and interested candidates who can be spared immediately in the event of their selection. Application routed through proper channel and in prescribed format shall only be accepted.

3. Applications may be sent in the enclosed Proforma (Annexure II & III) to Section Officer (Ad-II), Room No.35076, Kartavya Bhawan-3, New Delhi 110001 **latest by 16.01.2026**. Applications received after that and without requisite documents will not be considered.



(S. K. Bhargava)

Under Secretary to the Govt. of India

Tele: 2401 0162

Encl : Annexure – I, II& III

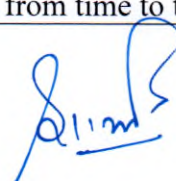
Copy to :

1. All Ministries/Departments of Government of India (as per list attached)- with request to give wide publicity to the vacancy circular among the staff working under their respective administrative control.
2. All Officers / Sections / Desks of MHA(P) including D/o Official Language & D/o Justice.
3. Notice Boards- MDC National Stadium, Jaisalmer House & NDCC-II Building, MHA, New Delhi.
4. SO (IT) Cell, MHA – For uploading the circular on MHA's website i.e. mha.nic.in/notifications/vacancies as well as e-Office.
5. Hindi Section, MHA for translation.



**ELIGIBILITY CONDITIONS FOR FILLING UP THE POST OF DESPATCH RIDER IN  
THE MINISTRY OF HOME AFFAIRS**

<b>S.No.</b>	<b>Particular</b>	<b>Details</b>
1.	Name of the post	Despatch Rider
2.	Classification	General Central Service, Group 'C', Non-Gazetted, non-Ministerial.
3.	Level in the pay matrix	Level 2 (19900-63200)
4.	No. of posts	04 (Four)
5.	Eligibility	<b>Deputation or Absorption:</b> From amongst the regular Multi-Tasking Staff, Group C in the Ministry of Home Affairs (Proper), failing which from regular Despatch Rider or Group 'C' employees from other Ministries of the Central Government who possess the qualification and experience prescribed below in S.No. 6 and 7.
6.	Essential Qualification	<ul style="list-style-type: none"><li>• Possession of valid driving license for Motor Cycle or Autorickshaw;</li><li>• Two years' experience in driving Motor-Cycle or Autorickshaw;</li><li>• Knowledge of Motor Cycle or Autorickshaw mechanism (The candidate should be able to remove minor defects in vehicle);</li><li>• Ability to read English and Hindi or Regional Languages of the area in which the concerned organisation is situated;</li><li>• Matriculation or Industrial Training Institutes or equivalent pass from a recognised Institute or Board.</li></ul> <p><u>Note:</u> The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or the Scheduled Tribes, if at any stage of selection, the Competent Authority is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p>
7.	Desirable	Three years' service as Home Guard or Civil Volunteers.
8.	Age Limit	The maximum age for appointment by deputation shall not be exceeding fifty-six years as on the closing date of receipt of application.
9.	Crucial date	Last date for receipt of applications is 16.01.2026.
10.	Job Responsibility	Delivery of letters/files/correspondences etc. within Ministries /Departments and other offices of Government of India. Any other task assigned from time to time.





**PROFORMA**

(Strike out whichever is not applicable)

S.No.	Head / Particular	
1.	Name (Sh./Smt.) and Office Address	
2.	Contact / Mobile No.	
3.	E-mail ID	
4.	Date of Birth (in Christian Era)	
5.	Father's Name (Sh.)	
6.	Date of entry into Govt. Service	
7.	Present post held	
8.	Date of appointment in present grade / level	
9.	Nature of present employment (ad hoc, temporary or permanent)	
10.	Present Pay Level	
11.	Date of retirement	
12.	Whether belongs to SC/ST/OBC	
13.	Qualification <b>Essential</b> : Possession of valid driving license for Motor Cycle or Autorickshaw;	
	Two years' experience in driving Motor-Cycle or Autorickshaw;	
	Knowledge of Motor Cycle or Autorickshaw mechanism (The candidate should be able to remove minor defects in vehicle);	
	Ability to read English and Hindi or Regional Languages of the area in which the concerned organisation is situated.	
	Matriculation or Industrial Training Institutes or equivalent pass from a recognised Institute or Board.	
	<b>Desirable</b> : Three years' service as Home Guard or Civil Volunteers.	
14.	Experience : (mention number of year & name of organization along with brief particulars of service with nature of duties performed)	
15.	Whether education 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 to the same)	



16.	In case the present employment is held on deputation please state the following :	
	Date of initial appointment	
	Period of appointment on deputation	
	Name of the parent office / organization to which belong	

(Enclose a self attested separate sheet, if space in any of above point is insufficient)

It is certified that the above-mentioned information / details 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)

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_





**Annexure-III**

**(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER / HEAD OF OFFICE /  
FORWARDING AUTHORITY)**

(Strike out whichever is not applicable)

Certified that the particulars furnished by Shri/Smt. \_\_\_\_\_  
are correct and he/she possesses educational qualifications and experience mentioned  
in the Vacancy Circular. This office has no objection in relieving the official in case of  
his/her appointment to the post on deputation or absorption basis. The applicant, if  
selected, will be relieved immediately.

It is certified that there is no vigilance or disciplinary case either is pending or being  
contemplated against Shri/Smt. \_\_\_\_\_.

His/her integrity is certified.

His/her CR/APAR for the last 5 years duly attested by an Officer of the rank of Under  
Secretary to the Government of India or above (whenever applicable).

No major/minor penalties imposed on him/her during the last 10 years.

Signature of the Officer concerned : \_\_\_\_\_

Name and Designation : \_\_\_\_\_

Address : \_\_\_\_\_

Phone No. \_\_\_\_\_

Office Seal : \_\_\_\_\_

Place : \_\_\_\_\_

Date : \_\_\_\_\_

List of Enclosures : 3

Applications may be sent in the enclosed Proforma (Annexure II & III) to Section  
Officer (Ad-II), Room No. 35076, Kartavya Bhawan 3, New Delhi 110001 by  
**16.01.2026**. Applications received after that and without requisite documents will not  
be considered.

