

No: CEA-SY-12-14/1/2026-Administration-II

Government of India/ भारत सरकार

Ministry of Power/ विद्युत मंत्रालय

Central Electricity Authority/ केंद्रीय विद्युत प्राधिकरण

Admin-II Section/ प्रशासन-II अनुभाग

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Sewa Bhawan, RK Puram/ सेवा भवन, आर के पुरम

New Delhi/ नई दिल्ली, 25<sup>th</sup> June 2026

**NOTICE FOR RECRUITMENT ON DEPUTATION BASIS**

Applications are invited for the following post on deputation basis from the eligible officials holding the post of Despatch Riders or Multi-Tasking Staff on regular basis in other Ministries/Department/Organisation of Central Government (Proforma enclosed):

| S. no. | Name of the Post | No. of Posts* | The level of Pay Matrix   | Place of Posting                         | Recruitment Rules                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|--------|------------------|---------------|---------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.     | Despatch Rider   | 01            | Level-2 [Rs. 19900-63200] | Central Electricity Authority, New Delhi | <ol style="list-style-type: none"><li>10<sup>th</sup> standard or Matriculation or Industrial Training Institute pass from a recognized Board.</li><li>Possession of a valid driving license for motor cycle or auto rickshaw or motor car;</li><li>Two year experience in driving motor cycle or auto rickshaw or motor car;</li><li>Knowledge of motor cycle or auto rickshaw or motor car mechanism and the candidate should be able to remove minor defects in vehicle and;</li><li>Ability to read English and Hindi or regional language of the area in which the concerned Organization is situated.</li></ol> <p>Deisrable:</p> <ol style="list-style-type: none"><li>Three year service as Multi Tasking Staff.</li><li>Should qualify the prescribed trade test designed to adjudge suitability for the post with reference to standards of competence considered essential in drivers of commercial scooter or auto rickshaw or motor car.</li></ol> <p>Note 1: The qualification(s) regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to Schedule Castes or the Schedule</p> |

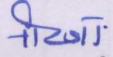
|  |  |  |  |  |                                                                                                                                                                                                                                                                                                                                                                                 |
|--|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  |  |  |  | <p>Tribes, if at any stage of selection, the competent authority is of the opinion that sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancy reserved for them.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on closing date of receipt of application.</p> |
|--|--|--|--|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\*The number of posts is indicative and subject to change as per the requirement of the Organization.

2. The complete application (in all respects) through proper channel must be received at **Deputy Director (Pers.), Central Electricity Authority, Sewa Bhawan, R.K. Puram, New Delhi-110066, latest by 27<sup>th</sup> July 2026**. Application received after due date shall not be entertained.

3. The deputation will be initially for a period of three years and likely to extend further. The application shall be forwarded in the prescribed format only through proper channel along with NOC, Vigilance Clearance and APARs for the last five years.

Encl: As above.

  
 (नीरजा वर्मा)  
 निदेशक (प्रशासन)

## **Application form for the Deputation Post**

1. Notice/Advertisement Date: .....
2. Post Applied For: ..... Despatch Rider
3. Name: .....
4. Present Posting: .....
5. Father's/Spouse Name: .....
6. i) Date of Birth (in Christian era): .....  
ii) Age as on closing date: .....
7. i) Date of entry into service: .....  
ii) Date of retirement under Central/State Government Rules: .....
8. Belongs to Category: .....
9. Driving Licence No.: .....
10. Driving Experience ( in Years): .....
11. Educational/Technical Qualifications: (In chronological order from matriculation onwards)

| S.No. | Name of the Course/Exam passed | University/Institution/Board | Duration of Course | Year of Passing | Div./Class and % of Marks |
|-------|--------------------------------|------------------------------|--------------------|-----------------|---------------------------|
|       |                                |                              |                    |                 |                           |
|       |                                |                              |                    |                 |                           |
|       |                                |                              |                    |                 |                           |
|       |                                |                              |                    |                 |                           |

(\*Enclose a separate duly authenticated by your signature, if the space below is insufficient.)

12. Details of Employment in chronological order: (Enclose a separate duly authenticated by your signature, if the space below is insufficient.)

| Office/<br>Institution | Post held<br>on regular<br>basis | From | To | *Pay band<br>and Grade<br>Pay/Pay<br>Scale of the<br>post held on<br>regular<br>basis. | Nature of Duties<br>(in detail)<br>highlighting<br>experience<br>required for the<br>post<br>applied |
|------------------------|----------------------------------|------|----|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
|                        |                                  |      |    |                                                                                        |                                                                                                      |
|                        |                                  |      |    |                                                                                        |                                                                                                      |
|                        |                                  |      |    |                                                                                        |                                                                                                      |
|                        |                                  |      |    |                                                                                        |                                                                                                      |

**\*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 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<br>drawn under ACP/MACP<br>Scheme | From | To |
|--------------------|---------------------------------------------------------------|------|----|
|                    |                                                               |      |    |
|                    |                                                               |      |    |

13. 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. |
|                                    |                                                 |                                                                             |                                                                                                  |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|--|--|--|--|

**13.1 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.

**13.2 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/organization.

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

15. Address of Correspondence (In Block Letters):

.....  
 .....  
 ..... Pin Code: .....

Mobile No.: ..... Email ID: .....

16. Permanent Address (In Block Letters):

.....  
 .....  
 ..... Pin Code: .....

17. Employer Address (Name and Designation of Controlling Authority):

.....  
 .....

Pin Code: ..... Telephone: .....

Email: .....

18. Any other information you may wish to add (Awards, Recognition etc.) in brief:

.....  
 .....  
 .....

| 19. Please indicate if (please tick)                          | Yes   | No    |
|---------------------------------------------------------------|-------|-------|
| a) Are you currently under suspension                         | ..... | ..... |
| b) A charge sheet and the disciplinary proceeding against you | ..... | ..... |
| c) Prosecution for a criminal charge is pending against you   | ..... | ..... |

20. Details of Enclosers:

.....  
.....

21. Declaration:

I Mr./Mrs./Ms. .... certify that the foregoing information is correct and complete to the best of my knowledge and belief and nothing has been concealed/distorted. If at any time I am found to have concealed/distorted any material information, my appointment shall be liable to be summarily terminated without/notice compensation.

**Place:** .....

**Date:** .....

**(Signature of the candidate)**