

No. ADMN-12011/5/2021-ADMIN
Government of India
Ministry of Women and Child Development

Shastri Bhawan, New Delhi-1
Dated: 5th February 2026

OFFICE MEMORANDUM

Subject: Filling up the post of Dispatch Rider in the Ministry of Women & Child Development on deputation/absorption basis – reg.

The undersigned is directed to refer to this Ministry's OM of even number dated 17.12.2025 on the above subject (copy enclosed) and with the approval of the Competent Authority, the last date for submission of application for filling up the post of Dispatch Rider in this Ministry on deputation/absorption basis is extended by 45 days from the date of issue of this OM.

Encl: as above

Richa Sharma
05/02/2026

(Richa Sharma)

Under Secretary to the Govt. of India

To,

1. All Ministries of Government of India.
2. All Group 'C' officials of the Ministry of Women and Child Development.
3. All attached/associate offices of M/o WCD.
4. MWCD's e-office Notice Board.
5. Director (R.M.C.), Department of Ex-servicemen Welfare, West Block – 4, RK Puram, New Delhi – 4.
6. STD-NIC / IT Division, MWCD: **with a request to upload this circular on the website of Ministry.**
7. Director (CS), DOPT, Lok Nayak Bhawan, Khan Market, New Delhi – **with a request to upload this circular on DOPT's website for wider circulation.**

No. ADMN-12011/5/2021-ADMIN

भारत सरकार

Government of India

महिला एवं बाल विकास मंत्रालय

Ministry of Women and Child Development

Shastri Bhawan, New Delhi-1

Dated: 17th December, 2025

OFFICE MEMORANDUM

Subject: Filling up the post of Dispatch Rider in the Ministry of Women & Child Development on deputation/absorption basis – reg.

It is proposed to fill up one post of Dispatch Rider in the Pay Level 2 (Rs.19900-63200) (General Central Service, Group 'C', Non-Gazetted, Non-Ministerial) on deputation/absorption basis in this Ministry from amongst eligible employees belonging to Group 'C' employees of the Ministries/ Departments of Government of India including their attached/ subordinate offices initially for a period of three years. The pay of the person selected will be regulated in accordance with the instructions contained in DOPT's OM No. 6/8/2009-Estt.(Pay.II) dated 17.06.2010, as amended from time to time. Particulars and eligibility conditions for the post are mentioned in Annexure-I.

2. Application (two sets) may be filled only in the prescribed proforma (Annexure-II) of the eligible candidates whose services can be spared immediately on selection, together with the certificate from the Forwarding Authority may be sent to this office along with the following documents:

- i. Integrity Certificate.
- ii. List of major/minor penalties imposed, if any, on the official during the last 10 years (if no penalty has been imposed a "NIL" certificate should be enclosed).
- iii. Vigilance clearance certificate.
- iv. Attested photocopies of the ACRs/APARs for the last five years (2020-21 to 2024- 25) (attested on each page by a Gazetted Officer) (where ever applicable).

3. The required documents/ Certificates mentioned along with relevant documents in support of the qualifications and experience may be forwarded to –

The Under Secretary (Admin)
Ministry of Women and Child Development
Room no. 621, 'A' Wing,
Shastri Bhawan, New Delhi 110001

Cont/...

: 2 :

4. The last date of receipt of complete application (in original) is 30 days from the date of issue of this O.M. Applications, not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date, will be rejected summarily.
5. The candidates, who apply for the post, will not be allowed to withdraw their candidature subsequently.

Encl.: Annexure I & II


(SUBHASH CHAND)

Under Secretary to the Govt. of India

Tel.: 011-23382393

Email: schand.dor@nic.in

To

1. All Ministries of Government of India
2. All Group 'C' officials of the Ministry of Women and Child Development
3. All attached/associate offices of M/o WCD
4. MWCD's e-office Notice Board
5. Director (R.M.C.), Department of Ex-servicemen Welfare, West Block – 4, RK Puram, New Delhi - 4
6. Director (CS), DOPT, Lok Nayak Bhawan, Khan Market, New Delhi – **with a request to upload this circular on DOPT's website for wider circulation.**

ANNEXURE-I

1.	Name of the Post	Dispatch Rider
2.	Classification	General Central Service Group 'C' Non-Gazetted, Non-Ministerial
3.	Pay Level	Pay Level 2 (₹19900-63200)
4.	Eligibility	A. Essential: i. Possession of a valid Driving License for motor cycle or auto rickshaw; ii. Two years' experience in driving motor cycle or auto rickshaw; iii. Knowledge of motor cycle or auto rickshaw mechanism and ability to rectify minor defects in such vehicles; and iv. Ability to read English and Hindi Note: The Qualification(s) regarding experience is/are relaxable at the discretion of the Central Government for reasons to be recorded in writing in the case of candidates belonging to the Scheduled Castes or Scheduled Tribe, if at any stage of selection the Central Government is of the opinion that the sufficient number of candidates with requisite experience are not likely to be available to fill up the vacancies reserved for them. B. Desirable: i. 8th standard pass from a recognized School or Board ii. Experience as Home Guard or Civil Defence Volunteer
5.	Period of Deputation	Initially for three years

PROFORMA

1. Name:
2. Father's Name:
3. Date of Birth:
4. Present Post held and whether it is cadre post or ex-cadre post:
5. Level in the Pay Matrix of the Post held:
6. Educational Qualification:
7. Technical Qualifications:
8. Residential Address:
9. Whether holding permanent Driving License and the date up to which it is valid:
10. Experience (if any), documentary proof to be attached
11. Whether belongs to SC/ST/OBC:
12. Contact Number:

(Signature of the Applicant)

Date:

Place:

I hereby certify that the above-mentioned information are true to the best of my knowledge and belief.

I also undertake that in the event of my selection, I will not withdraw my candidature.

(Signature of the Applicant)

Date:

Place:
