

Ministry of Communications
Department of Posts
O/o Chief Postmaster General, HP Circle, Shimla-171009

Notification No. R&E/77-42/2022
Dated at Shimla, the 09.08.2023

Subject: Notification for recruitment of Staff Car Driver (Ordinary Grade) in HP Postal Circle.

Applications are invited from Indian Nationals in the Proforma (Annexure-I) for Direct Recruitment of Staff Car Driver (Ordinary Grade) (General Central Service, Group 'C', Non-Gazetted, Non –Ministerial), from Open Market, in HP Postal Circle.

2. Scale of Pay :

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Scale of Pay

Post	Scale of Pay
Staff Car Driver (Ordinary Grade)	Rs.19900 - Rs.63200 in Level – 2 as per Pay Matrix specified in Part A of schedule of CCS (Revised Pay) Rules 2016 plus admissible allowances. [Rs 5200-20200 (Pay Band-1) + Grade Pay Rs.1900 under Pre-revised scale].

3. Vacancies : The category-wise break up of vacancies is as follows.

UR	EWS	SC	ST	OBC	Total
02	0	0	0	01	03

Note : The candidate availing reservation must submit their caste certificate in the prescribed format appended as Annexure II, III, IV & V.

4. Age limit : Between 18 to 27 years

For OBC candidate	Relaxable upto 3 years
For SC candidate	Relaxable upto 5 years
For ST candidate	Relaxable upto 5 years
For Government Servant	Up to age of 40 years
For Ex-servicemen	Relaxation upto 3 years after deducting military service rendered from the actual age.

Note: The crucial date for determining the age-limit shall be **30.09.2023**, the closing date for receipt of application forms.



5. **Probation Period** : The candidates selected will be on probation period of two years as per Rules.

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6. **Essential Educational and other qualifications**
- (i) Pass in 10th standard from a recognized Board or Institute.
 - (ii) Possession of a valid driving license for light & heavy motor vehicles.
 - (iii) Knowledge of Motor mechanism. (The candidate should be able to remove minor defects in vehicle).
 - (iv) Experience of driving in Light & Heavy motor vehicles at least for three years.

6.1 **Desirable qualifications** : Three years' service as Home Guard or Civil Volunteers

7. **Pattern and Syllabus for Trade test/ Driving Test for appointment for the post of Staff Car Driver (Ordinary Grade) is as under:-**

Examination shall be held in two (2) stages as under

Stage – I	Theory Test for knowledge of General Knowledge, Simple Arithmetic, general intelligence & reasoning, motor mechanism, traffic rules, signals and regulations
Stage – II	Practical Test for knowledge of Motor Mechanism and Driving.

Pattern of Examination

Stage - I of Examination

Sr. No.	Description	Paper I
1	Competitive or Qualifying	Competitive
2	Type of Question	Multiple choice
3	Maximum Marks	80
4	Duration	90 minutes
5	Language of Question Paper	English and Hindi i.e. local language.
6	Language of Answer Paper	Not Applicable as Multiple Choice Questions
7	Minimum Qualifying Mark (Subject to reservation policy of Government)	(a) For SC / ST- 33% in each Paper (b) For OBC and EWS- 37% in each Paper (c) For Others- 40% [Note:- Relaxed standard shall be applicable only if reservation is available for a category in relevant mode of recruitment]

Stage - II of Examination: Practical Test

Sr. No.	Description	Paper I	Paper II
1	Competitive or Qualifying	Competitive	Competitive
2	Type of Question	Practical	Practical
3	Maximum Marks	10	10
4	Duration	20 minutes	20 minutes
5	Language of Question Paper	Not Applicable	Not Applicable
6	Language of Answer Paper	Not Applicable	Not Applicable
7	Minimum Qualifying Mark (Subject to reservation policy of Government)	(a) For SC / ST- 33% in each Paper (b) For OBC and EWS - 37% in each Paper (c) For Others - 40% [Note:- Relaxed standard shall be applicable only if reservation is available for a category in relevant mode of recruitment]	

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Syllabus of Examination

I. Stage I

Theory Test for knowledge of General Knowledge, Simple Arithmetic, general intelligence & reasoning, motor mechanism, traffic rules, signals and regulations.(Theory) (90 minutes total: - 80 marks)		
Paper I [Maximum Marks-80] [Maximum Time – 90 minutes]	<u>Part-I</u> General Knowledge:- <ul style="list-style-type: none"> • Current Events • Sports played in India • History and culture of India • Geography of India • Indian economy • General polity • Indian constitution • 'Who' is 'Who' of India 	20 Questions of 1 mark each
	<u>Part II</u> General Intelligence and reasoning:- <ul style="list-style-type: none"> • Analytical aptitude • Ability to observe and distinguish patterns • Analogies • Similarities and differences • Space visualization • Spatial orientation 	15 Questions of 1 mark each



	<ul style="list-style-type: none"> • Visual memory 	
	<p><u>Part III</u> Simple Arithmetic :-</p> <ul style="list-style-type: none"> • Problems Relating To Number Systems • Computation Of Whole Numbers • Decimal And Fractions • Relationship Between Numbers • Fundamental Arithmetical Operations • Percentages • Ratio And Proportion • Averages • Interest • Profit And Loss • Discount • Time And Distance • Ration And Time • Time And Work 	<p>15 Questions of 1 mark each</p>
	<p><u>Part IV</u> Road Sense, Vehicle Maintenance, Traffic Rules/ Signals And Environmental Pollution :-</p> <ul style="list-style-type: none"> • Road Sense (Traffic Rules/Signals, Road Marking Etc.) • Various Sections Of Motor Vehicles Act, 1939 amended from time to time • Knowledge of vehicle parts • Licensing of drivers of motor vehicles • Registrations of motor vehicles • Insurance of vehicles • Offence, penalties and procedure • Knowledge related to toolkit • Security and maintenance of vehicle • Accidental claims • GPS related knowledge • Mechanical vehicles vis-à-vis electrical vehicles 	<p>30 Questions of 1 mark each</p>



II. Stage II

Test for Knowledge of Motor Mechanism and Driving (Practical) (40 minutes, Total-20 marks)	
Paper I [Maximum Marks-10] [Maximum Time – 20 minutes]	<ul style="list-style-type: none">• Identification of defects• Carry out minor repairs handled by drivers• Changing of wheels• Inflation of wheels correctly
Paper II [Maximum Marks-10] [Maximum Time – 20 minutes]	Heavy Motor Vehicle Driving:- <ul style="list-style-type: none">• Synchro Speed and Gear• Synchro clutch and accelator• Control of Vehicle and steering• Reversing

8. **Criteria for Selection:**

- Candidates qualifying in stage I shall be eligible to appear for test in stage II.
- Only such candidates, who qualify in each papers of Stage II shall be considered for preparation of the final merit list.
- Final merit list of the qualified candidates shall be prepared on the basis of total marks secured by the candidates in both the stages of Examination.
- After arranging the candidates in order of merit as per (c) above, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal/ declining offer of appointment and no wait list or approved panel shall be maintained.

Note: The date and venue of the tests will be intimated separately to the eligible candidates. No intimation will be sent in respect of other applicants who are not eligible.

9. **Disqualification:** No person, -

- Who, has entered into or contracted a marriage with a person having a spouse living; or
- Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

10. **Application fees:** Along with application form and Indian Postal Order for Rs 100/- or UCR receipt to be taken in any post office should be enclosed towards application fee. SC/ST/ candidates are exempted from fees.

11. Disclaimer:

- (i) The Department of Posts reserves the right to cancel this recruitment process at any time/stage without assigning any reason.
- (ii) The vacancies notified are subject to change without assigning any reason.

12. Special instructions to the candidates:

- (i) The candidate should fill up all the fields of the application form
- (ii) No column should be left blank
- (iii) One envelope should contain one application only. One self-addressed envelope with postage of Rs. 45/- should be enclosed with application.
- (iv) The application complete in all respect should be sent through **SPEED POST/ REGISTERED POST** only. Those sent through other means, private couriers by unregistered post and given by hand shall not be accepted.
- (v) Applications received after due date will not be entertained under any circumstances. Incomplete, unsigned applications or applications without the required Annexures will be rejected summarily and no correspondence in the matter will be made with the applicant.
- (vi) Application received without proof of date of birth will be rejected straightway.
- (vii) No allowances and expenses will be paid for attending the test and the candidates will have to bear the cost.
- (viii) Self-attested copies of all documents, viz. (i) date of birth certificate, (ii) educational qualifications, (iii) Driving Experience Certificate (iv) Driving licence (v) Caste certificate, if any, etc. should invariably accompany the signed application form.
- (ix) The documents / marks lists / certificates submitted at a later date will not be entertained. ORIGINAL CERTIFICATES should not be submitted. The selected candidates should produce relevant original certificates only at the time when it is called for.
- (x) Community Certificate for SC/ST/OBC/EWS in the prescribed form issued from the competent authority is to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will not be accepted.
- (xi) The candidates on appointment shall be liable for posting at any place in H.P. Circle.
- (xii) Further, self-attested latest colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose. Additional Photo to be pinned to the application form.
- (xiii) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment at any stage, if so warranted.
- (xiv) No correspondence in person, e-mail, telephone etc. will be made.
- (xv) Failure to comply with instructions / conditions prescribed in the notification, the application will be rejected and no intimation will be served. No communication in this regard will be entertained.



13. **HOW TO APPLY:** The eligible candidates may submit their applications only in the prescribed format in Annexure-I, affixing their recent passport size photograph, duly filled in along with enclosures in an envelope super scribed as “**APPLICATION FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER IN HP Postal Circle**” addressed to “**The Assistant Postmaster General, O/o Chief Postmaster General, HP Circle, Shimla-171009**” so as to reach on or before the last date i.e. **30.09.2023** by **SPEED POST / REGISTERED POST ONLY**. Application sent through private courier, unregistered post, ordinary mail and other means will not be accepted.

The application form can be downloaded from the website <https://www.indiapost.gov.in> under the link “**Recruitment of Staff Car Driver (Ordinary Grade) in HP Postal Circle**”.

(Hardev Sharma)
Assistant Postmaster General (Staff),
O/o Chief Postmaster General,
HP Circle, Shimla - 171009

Enclosures / Annexures

1. Application form. [Annexure I]
2. Format of SC/ST/OBC/ EWS Certificate. [Annexure II to IV]

{This notification is meant for uploading on website i.e. www.indiapost.gov.in (CEPT Mysuru)}

Annexure-I

APPLICATION FORM FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN HP CIRCLE

The last date of receipt of application is 30.09.2023

Paste your recent
passport size
photograph
attested

1. Name of the applicant (In capital letters):-
2. Father's Name (in Capital letters):-
3. Gender (Male/ Female/Others):-
4. Date of Birth (attach matriculation certificate for proof):-
5. Age as on (14.08.2023):-
6. Category (UR/SC/ST/OBC/EWS):-
- (If SC/ST/OBC/EWS, attach certificate issued by competent authority)
7. Mobile No. e-mail ID
8. Aadhar No.....
9. LMV Driving license No. HMV Driving license No
- (Attach self attested copy of both licenses)
10. Detail of education Qualification (attach matriculation certificate):-
11. Experience relating to the Post applied, if any:- (Yes/ No)
- (Proof of the same to be attached)
12. Detail of fee deposited:-
Receipt No. _____
Date _____
Name of Post Office
where deposited _____
13. Have you ever been debarred or disqualified by any Public Service Commission/
Recruitment Board from any of the Examination Selection? (Yes/ No)
14. Have you ever been convicted by any court for any offence? (Yes/ No)

**Paste fee receipt (Post Office
UCR) here**

15. Permanent Home Address (with Pin code)

16. Correspondence address (with pin code)

(Signature of the applicant)

Declaration

I, hereby solemnly declare that all the statements/ particulars furnished by me in this application form are correct and true to the best of my knowledge and belief. In the event of any information being found false or incorrect, suppressed or ineligibility is detected at any stage, my candidature may be cancelled/ rejected.

Dated:

Place:

Signature of the applicant

Note:- (Candidate may attach two latest additional passport size photographs here for office use)

Department of Posts
O/o Chief Postmaster General, HP Circle, Shimla-171009

Admit Card for recruitment of Staff Car Driver (Ordinary Grade) in HP Circle.

Paste your recent
passport size
photograph attested

1. Name of the candidate (in capital letters)
(to be filled in by the candidate)

2. Son of/ daughter of/ wife of
(to be filled in by the candidate)

3. Address (to be filled in by the candidate):-

For Office Use Only

4. Roll No

5. Examination Centre

6. Date and Time of Examination

Signature of the candidate
(at the time of Examination)

Signature of the issuing Authority

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the sub-Divisional Officer or any other officer as indicated below of the District in which his parents(or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter of _____ of village/town/* in District/Division * _____ of the State/Union Territory* _____ belongs to the Caste/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* under:-

The Constitution (Scheduled Castes) order, 1950 _____
 The Constitution (Scheduled Tribes) order, 1950 _____
 The Constitution (Scheduled Castes) Union Territories order, 1951 * _____
 The Constitution (Scheduled Tribes) Union Territories Order, 1951* _____

As amended by the Scheduled Castes and Scheduled Tribes Lists(Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area(Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order(Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____
 The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*.
 The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962@.
 The Constitution (Pondicherry) Scheduled Castes Order 1964@
 The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
 The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968@
 The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968 @
 The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
 The Constitution (Sikkim) Scheduled Castes Order 1978@

The Constitution (Sikkim) Scheduled Tribes Order 1978@
 The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989@
 The Constitution (SC) orders (Amendment) Act, 1990@
 The Constitution (ST) orders (Amendment) Ordinance 1991@
 The Constitution (ST) orders (Second Amendment) Act, 1991@
 The Constitution (ST) orders (Amendment) Ordinance 1996
 The Scheduled Caste and Scheduled Tribe Orders(Amendment) Act 2002.
 The Constitution (Scheduled Caste) Orders(Amendment) Act 2002.
 The Constitution(Scheduled Caste and Scheduled Tribe) Orders(Amendment) Act 2002.
 The Constitution (Scheduled Caste) Order (Amendment) Act 2007.
 %2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled tribes certificate issued to Shri/Shrimati _____ Father/mother _____ of _____

Shri/Srimati/Kumari* _____ of village/town* _____ in District/Division* _____ of the State/Union Territory* _____

_____ who belong to the _____ Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the _____ dated _____

%3. Shri/Shrimati/Kumari and /or * his/her family ordinarily reside(s) in village/town* _____ of District/Division* _____ of the State/Union Territory of _____

Signature _____

** Designation _____
(with seal of office)

Place _____

Date _____

* Please delete the words which are not applicable

@ Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

**** List of authorities empowered to issue Caste/Tribe Certificates:**

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

[Government of India, Department of Personnel and Training, O.M No. 36033/28/94-Estt. (Res.) dated 02-07-1997]

This is to certify that Shri/ Srimati/ Kumari* _____ son/ daughter
* of _____ of village * _____ District/
Division * _____ in the _____ State _____
belongs to the _____ community which is recognized as a Backward Class under :

* (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC(C). dated 10-09-1993, published in the Gazette of India. Extraordinary. Part-1, Section 1 No. 186, dated the 13th September 1993.

* (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated 19-10-1994, published in the Gazette of India. Extraordinary Part-I Section 1. No 163 dated 20th October 1994.

* (iii) Government of India, Ministry of Welfare, Resolution No., 12011/7/95-BC, dated 24-05-1995, published in the Gazette of India. Extraordinary. Part-I Section. I. No 88, dated the 25th May 1995.

* (iv) Government of India. Ministry of Welfare, Resolution No. 12011/44/96-BCC. Dated 6th December, 1996, published in the Gazette of India. Extraordinary, Part-I Section 1. No. 210, dated the 11th December, 1996.

Sri/ Srimati/ Kumari* _____ and/ or his family ordinarily reside(s) in
the _____ District/ Division * of the _____
State. This is also to certify that he/ she does not belong to the persons/sections (Creamy Layer) mentioned In Column 3 of the Schedule to the Government of India. Department of Personnel and Training, O.M No 36012/22/93-Estt. (SCT) dated 08-09-1993.

Place:

Date:

Seal

Signature of District Magistrate

Deputy Commissioner. Etc

*Strike out whichever is not applicable.

Note: (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act 1950.

(b) The authorities competent to issue Caste certificates are indicated below:

- (i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/V Class Stipendiary Magistrate/ Sub Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (not below the rank of First Class Stipendiary Magistrate).
- (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar: and
- (iv) Sub divisional Officer of the area where the candidate and or/ his family normally resides.

Government of.....
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt/kumari _____ son/daughter/wife of _____ Permanent resident of _____, Village/Street _____ Post, Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her (family)** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____. His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____

Recent Passport size
attested photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.