

भारत सरकार  
Government of India  
संचार मंत्रालय, डाक विभाग  
Ministry of Communications, Department of Posts  
कार्यालय मुख्य पोस्टमास्टर जनरल, हरियाणा परिमण्डल  
Office of the Chief Postmaster General, Haryana Circle  
107, मॉल रोड, अम्बाला कैंट-133001  
107, Mall Road, Ambala Cantt-133001

No.: Staff/33-3/Driver/V-II

Dated at Ambala the 25.07.2025

**Sub:- Filling up of 02 (Two) vacancies in Grade of Staff Car Driver (Ordinary Grade) {General Central Service Group 'C' Non- Gazetted, Non-Ministerial} in the pay matrix Level 02 (19900-63200) as per 7<sup>th</sup> CPC in Haryana Postal Circle on Deputation/Absorption basis, amongst eligible employees of Department of Posts.**

Applications are invited from eligible and interested officials to fill up 02 (Two) vacancies in Staff Car Driver (Ordinary Grade) (General Central Service Group 'C' Non Gazetted, Non-Ministerial) in the Pay Matrix Level-02 (19900-63200) as per 7<sup>th</sup> CPC in Haryana Postal Circle on Deputation/Absorption basis in the Department of Posts failing which by Deputation/Absorption from other cadres of Department of Posts as per eligibility conditions. Detail of vacancies is as under:-

UR	EWS	OBC	SC	ST	Total
01	00	00	01	00	02

**Note:** The Competent Authority reserves the right to change or modify vacancy at any time. The CPMG Haryana reserves the right to post the selected candidates to any Postal Division under Haryana Circle.

2. **Eligibility Conditions:**

2.1 **For Deputation/Absorption of officials in the Department of Posts:** From amongst the regular/permanent Dispatch Rider (Group-'C') and permanent Group 'C' employees in the Pay Matrix Level-01 (18000-56900) as per 7<sup>th</sup> CPC in the Department of Posts, who possess valid Driving License for light and heavy Motor Vehicle with 03 years driving experience of LMV & HMV. Trade Test/Driving Test will be conducted to assess the competence to drive light and heavy Motor Vehicle. There shall be Theory Test in Stage-I and Stage-II, comprises of Paper I & Paper II as per the Pattern and syllabus notified vide Postal Directorate F. No. 08-01/2019-SPN-I dated 17.06.2022 (Annexure-III).

**Note:** The qualification regarding experience is relax-able at the discretion of the Competent Authority in the case of candidate belonging to the Scheduled Castes and Scheduled Tribes, if any stage of selection, the competent Authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them.


3. **Regulation of pay:** Pay Matrix Level-02 as per 7<sup>th</sup> CPC will be regularized as per pay rules.

4. **Age Limit:** The maximum age limit for appointment by deputation/Absorption shall not be exceeding 56 years as on the closing date of receipt of applications i.e. **26.08.2025.**



5. **Period of deputation:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other department of the Central Government shall ordinary not exceed three years.
6. Applications (**in duplicate**) may be filled only in the prescribed proforma (Annexure-I) by the eligible candidates whose service can be spared immediately on selection, along with the certificate from the forwarding authority (in proforma Annexure-II) and along with the following documents:
- Integrity Certificate.
  - List of major/minor penalties, if any imposed on the official during the last 10 years. *(If no penalty has been imposed, a "NIL" Certificate should be furnished)*
  - Vigilance Clearance Certificate.
  - Attested photocopies of the ACRs for the last five years (2019-20 to 2023-24) *(attested on each page by a Gazetted Officer) (wherever applicable).*
8. Applications along with the necessary documents/certificates mentioned at the end of the Annexure and relevant documents in support of qualification and experience may be forwarded to **The Assistant Director Postal Services (Staff & Rectt.) O/o the Chief Postmaster General, Haryana Circle, The Mall Road-107, Ambala Cantt-133001**, through proper channel positively by **26.08.2025**.
9. Applications not forwarded through proper channel or those received without the requisite certificate and necessary documents or received after due date shall not be entertained.
10. The candidates who apply for the post shall not be allowed to withdraw their candidature subsequently.

Enclosures: **Annexure- I, II & III**

  
(प्रभात गोयल/Prabhat Goyal)  
सहायक निदेशक डाक सेवाएँ (स्टाफ एवं भर्ती)  
Assistant Director, Postal Services (Staff & Rectt.)  
हरियाणा परिमंडल, अंबाला-133001  
Haryana Circle, Ambala-133001

**Copy Forwarded to:**

- All Ministries/Departments of Government of India. {As per standard list attached}
- All the Chief Postmaster General, in Department of Posts, India.
- The Director, CEPT Mysore for uploading of the notification on official website of India Post.
- All the Divisional/Unit Head in Haryana Postal Circle.
- Office Copy.

**Proforma for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption/Re-employment basis in Haryana Postal Circle:**

1.	Name of the Applicant	
2.	Complete Address of the Applicant (along with Contact number)	
3.	Date of Birth {DD/MM/YYYY}	
4.	Educational Qualifications  (If the space provided is insufficient, enclose a self attested separate sheet, mentioning details)	
5.	(a) Do you hold an analogous post on regular basis in the parent cadre or department? {Yes/No}	
	(b) Do you possess three years regular service in posts in the pay matrix Level-1 as per the 7 <sup>th</sup> CPC or equivalent?, if Yes, mention name of the post held	
	(c) Do you possess a valid Driving License?, If Yes, enclose a copy of LMV/HMV	Date of issue of LMV = Date of issue of HMV =
	(d) Do you possess knowledge of Motor Mechanism?	
	(e) Do you possess experience of driving light and heavy motor vehicle for at least last three years? If Yes, enclose relevant documents	
	(f) Do you possess at least three year experience as Home Guard/Civil Volunteers?	

6. Details of employment, in chronological order (starting from entry in Central Government Service). {Enclose a self attested separate sheet, if the space provided below is not sufficient}.

Office/ Organization	Post Held with Level of Pay Matrix	Period of Service		Basic Pay & Pay Scale (Pre – revised)			Basic Pay (revised) with Pay level in Pay Matrix		Nature of appointment/ Whether Regular/Adhoc/ Deputation
		From	To	Pay Band	Grade Pay	Basic Pay	Pay Level	Basic Pay	
1	2	3	4	5	6	7	8	9	10

7.	Nature of present employment i.e. Ad-hoc or temporary or permanent	
8.	In case the present employment is held on deputation please state:	
	(a) Date of initial appointment	
	(b) Period of appointment on deputation	

(c) Name of parent office/organization to which you belong	
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9. Are you in revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

Date	Pay Scale (Pre-revised)	Basic Pay (Pre-revised)	Date of revision of Pay	Revised scale of pay, Pay Band and Pay Matrix Level as per 7 <sup>th</sup> CPC	Revised Basic Pay

10	Total emoluments drawn per month ( <i>in Rs.</i> )	
11	Additional information, if any, which you would like to mention in support of your suitability for the post ( <i>enclose a separate sheet, if space provided is not sufficient</i> )	
12	Full Postal address of forwarding authority with name & Contact No.	
13	Whether belongs to SC/ST ( <i>Yes/No</i> )	
14	Remarks	

Place: .....

Signature of candidate: .....

Date: .....

Name of the Official: .....

Address of the Office: .....

Tel. no: .....

Email ID: .....

*Handwritten signature and date: 20/7/25*

**Certificate to be given by the authorized signatory of the parent office**

Certified that the information provided in the above application by the applicant are true and correct as per the facts available on records. He/She possesses educational qualification and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

Signature: .....

Name and Designation: .....

Telephone no: .....

Email ID: .....

Office Seal: .....

Certificate to be furnished by the Employer/Head of Office/Forwarding Authority

Certified that the particulars furnished by \_\_\_\_\_ are true and correct as per the facts available in the records. He/She possesses the requisite educational qualification and experience mentioned in the vacancy circular.

2. It is also certified that:

- (a) There is no vigilance or disciplinary case either pending or contemplated against the official.
- (b) His/Her integrity is Doubtful/ Beyond Doubt/Exemplary.
- (c) His/Her CR Dossier (in original) is enclosed.

*Or*

Photocopies of the ACRs for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above enclosed (*wherever applicable*) are enclosed

- (d) No Major/Minor penalty has been imposed on him/her during the last 10 years

*Or*

A list of major/minor penalties imposed on him/her during the last 10 years is enclosed (*as the case may be*) {Strike out which is not applicable}

- (e) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement and if selected, he/she will be relieved immediately to join the post.

Place: .....

Signature: .....

Date: .....

Name and Designation: .....

Telephone no: .....

Email ID: .....

Office Seal: .....

List of enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.

*Original  
17/1/15*

No. 08 01/2019-SPN I  
Government of India  
Ministry of Communications  
Department of Posts  
\*\*\*\*\*

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 17 June, 2022

To

1. All Chief Postmasters General / All Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance), Directors Postal Accounts/DDAP

Subject: Pattern and syllabus for trade test/ driving test for appointment/ deputation/ absorption to post of staff car driver.

Madam/Sir,

Please find Pattern and Syllabus for trade test/ driving test for appointment/ deputation/ absorption to post of Staff Car Driver (Ordinary Grade) alongwith criteria for selection enclosed herewith (Annexure-I).

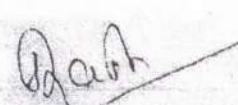
2. Further, Pattern and Syllabus for trade test for promotion to Staff Car Driver (Grade-II) and Staff Car Driver (Grade-I) shall continue to be same as provided in Directorate's letter no. 17-2/2-PE-II dated 20.12.1993 (Annexure-II).

3. The above mentioned pattern and syllabus for trade test shall come into force from the date of issue of this communication and will be applicable to all the notification of examination issued hereafter. Further, it is requested that this pattern and syllabus may be brought to the notice of all concerned.

4. This has the approval of the Competent Authority.

Yours faithfully,

Encl: As above

  
(Satya Narayana Dash)  
Director (SPN)

Copy to:-

1. PS to Minister of Communications / Minister of State for Communications
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Technology)
4. Additional Secretary & Financial Adviser

**PATTERN AND SYLLABUS FOR EXAMINATION FOR APPOINTMENT/  
DEPUTATION/ ABSORPTION TO POST OF STAFF CAR DRIVER (ORDINARY  
GRADE)**

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 (80 marks).

**STAGE II:-** Practical Test for knowledge of motor mechanism and driving (20 marks).

**PATTERN OF EXAMINATION**

**I. Stage I of Examination : Theory Test**

S.No.	Description	Paper I
1.	Competitive or Qualifying	Competitive
2.	Type of Question	Multiple Choice Question
3.	Maximum Marks	80
4.	Duration	90 minutes
5.	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a 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.]

**II. Stage II of Examination: Practical Test**

S.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.]	

*[Handwritten Signature]*  
17.06.22

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]	<p><b><u>PART-I</u></b></p> <p>General Knowledge:-</p> <ul style="list-style-type: none"> <li>• Current events</li> <li>• Sports played in India</li> <li>• History and Culture of India</li> <li>• Geography of India</li> <li>• Indian economy</li> <li>• General polity</li> <li>• Indian constitution</li> <li>• 'Who' is 'Who' of India</li> </ul>	20 Questions of 1 mark each
	<p><b><u>PART-II</u></b></p> <p>General intelligence &amp; reasoning:-</p> <ul style="list-style-type: none"> <li>• Analytical aptitude</li> <li>• Ability to observe and distinguish patterns</li> <li>• Analogies</li> <li>• Similarities and Differences</li> <li>• Space visualization</li> <li>• Spatial orientation</li> <li>• Visual memory</li> </ul>	15 Questions of 1 mark each
	<p><b><u>PART-III</u></b></p> <p>Simple Arithmetic:-</p> <ul style="list-style-type: none"> <li>• Problems relating to number systems</li> <li>• Computation of whole numbers</li> <li>• Decimal and fractions</li> <li>• Relationship between numbers</li> <li>• Fundamental arithmetical operations</li> <li>• Percentages</li> <li>• Ration and proportion</li> <li>• Averages</li> <li>• Interest</li> <li>• Profit and loss</li> <li>• Discount</li> <li>• Time and distance</li> <li>• Ration and time</li> <li>• Time and work</li> </ul>	15 Questions of 1 mark each

*Handwritten signature*  
17/06/2022



	<p><b><u>PART-IV</u></b></p> <p><b>Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:-</b></p> <ul style="list-style-type: none"> <li>• Road sense (traffic rules/signals, road marking etc.)</li> <li>• Various sections of Motor Vehicles Act, 1939 amended from time to time</li> <li>• Knowledge of vehicle parts</li> <li>• Licensing of drivers of motor vehicles</li> <li>• Registration of motor vehicles</li> <li>• Insurance of vehicles</li> <li>• Offence, penalties and procedure</li> <li>• Knowledge related to toolkit</li> <li>• Security and maintenance of vehicle</li> <li>• Accidental claims</li> <li>• GPS related knowledge</li> <li>• Mechanical vehicles vis-à-vis electrical vehicles</li> </ul>	<p>30 Questions of 1 mark each</p>
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**II. STAGE II**

<b>Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total-20 marks)</b>	
<p>Paper I [Maximum Marks-10]  [Maximum Time-20 minutes]</p>	<ul style="list-style-type: none"> <li>• Identification of defects</li> <li>• Carry out minor repairs handled by drivers</li> <li>• Changing of wheels</li> <li>• Inflation of wheels correctly</li> </ul>
<p>Paper II [Maximum Marks-10]  [Maximum Time-20 minutes]</p>	<p><b>Heavy Motor Vehicle Driving :-</b></p> <ul style="list-style-type: none"> <li>• Synchro Speed &amp; Gear</li> <li>• Synchro Clutch &amp; Accelerator</li> <li>• Control of Vehicle &amp; Steering</li> <li>• Reversing</li> </ul>

**CRITERIA FOR SELECTION:-**

1. Candidates qualifying in Stage I shall be eligible to appear for test in Stage II.
2. Only such candidates who qualify in each paper of Stage II shall be considered for preparation of the final merit list.
3. 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.

*P. S. A*  
17.06.2022

4. 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 vacancy in each category
5. 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.

*draw*  
*17.06.2022*

ANNEXURE-II to Letter No. 08-01/2019-SPN-I dated 17.06.2022

Pattern and Syllabus for trade test for promotion to Staff Car Driver (Grade-II) and Staff Car Driver (Grade-I) shall continue to be same as provided in Directorate's letter no. 17-2/2-PE-II dated 20.12.1993 as reproduced below:-

**SCHEME OF TRADE TEST:-**

**I. APPOINTMENT TO GRADE-II OF STAFF CAR DRIVERS (SYLLABUS):-**

1. Must be able to read English Numerals and figures.
2. Must have good knowledge of traffic regulation.
3. Must be able to locate faults and carry out minor running repairs.
4. Must be able to change wheels and correctly inflate tyres.

**TEST:-** Practical test based on the above.

**II. APPOINTMENT TO GRADE-I OF STAFF CAR DRIVERS (SYLLABUS):-**

1. Must be able to read English Numerals & figures.
2. Must have a thorough knowledge of Traffic Regulation.
3. Must have good knowledge of petrol & Diesel Engine working and be able to locate faults and rectify minor running defects.
4. Must be able to clear carburetor, plug etc.

**TEST:-** Practical test based on the above.

*Rajesh*  
17.06.2022