**GOVERNMENT OF INDIA**
**MINISTRY OF COMMUNICATION & IT**
**DEPARTMENT OF POSTS**
**OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI - 600006**

**No. MSE / B9-2 / XV / 2021 dated at Chennai – 600 006 the 27 -02-2023**

1. Applications are invited from the eligible Indian citizens for the post of **Staff Car Driver (Ordinary Grade)** (General Central Service, Group-C, Non-Gazetted, Non-Ministerial) in Tamilnadu Circle in the Pay Matrix of Rs. 19900-63200/- + admissible allowances.

2. The last date for receipt of application is on or before **31-03-2023** by **17.00 hours.**

3. The details of vacancies are as follows:

| Sl. No | Name of the Region | Name of the Division / Unit and their communal break up | | | | | | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Sl.No | Name of the division / unit | Total vacancy | UR | SC | ST | OBC | EWS | ESM | |
| 1 | Chennai City Region | i | Chengalpattu | 1 | 1 | - | - | - | - | - | - |
| | | ii | Pondicherry | 3 | 3 | - | - | - | - | - | |
| | | iii | Tambaram | 1 | 1 | - | - | - | - | - | |
| | | iv | Vellore | 1 | 1 | - | - | - | - | - | |
| | | **a** | **TOTAL VACANCY** | **6** | **6** | **-** | **-** | **-** | **-** | **-** | |
| 2 | Central Region | i | Cuddalore | 1 | 1 | - | - | - | - | - | - |
| | | ii | Karur | 1 | 1 | - | - | - | - | - | |
| | | iii | Nagapattinam | 1 | 1 | - | - | - | - | - | |
| | | iv | Pattukottai | 1 | 1 | - | - | - | - | - | |
| | | v | Srirangam | 1 | 1 | - | - | - | - | - | |
| | | vi | Tiruchirappalli | 3 | 2 | 1 | - | - | - | - | |
| | | vii | Vriddhachalam | 1 | 1 | - | - | - | - | - | |
| | | **b** | **TOTAL VACANCY** | **9** | **8** | **1** | **-** | **-** | **-** | **-** | |
| 3 | MMS, Chennai | i | MMS, Chennai | 25 | 12 | 5 | - | 6 | 2 | 2 | - |
| | | **c** | **TOTAL VACANCY** | **25** | **12** | **5** | **-** | **6** | **2** | **2** | |
| 4 | Southern Region | i | Dindigul | 1* | 1 | - | - | - | - | - | *Appointment subject to the outcome of OA 622/2022 for the vacancy at Dindigul |
| | | ii | Ramanathapuram | 1 | 1 | - | - | - | - | - | |
| | | iii | Karaikudi | 1 | 1 | - | - | - | - | - | |
| | | **d** | **TOTAL VACANCY** | **3** | **3** | **-** | **-** | **-** | **-** | **-** | |
| 5 | Western Region | i | MMS, Coimbatore | 11 | 5 | 1 | - | 4 | 1 | 1 | - |
| | | ii | Erode | 2 | 2 | - | - | - | - | - | |
| | | iii | Tirupur | 1 | 1 | - | - | - | - | - | |
| | | iv | Nilgris | 1 | 1 | - | - | - | - | - | |
| | | **e** | **TOTAL VACANCY** | **15** | **9** | **1** | **-** | **4** | **1** | **1** | |
| 6 | **OVERALL VACANCY (a+b+c+d+e)** | | | **58** | **38** | **7** | **-** | **10** | **3** | **3*** | - |

*Vacancy reserved for Ex-Serviceman (Ex-SM) will be filled up from any category and then be adjusted horizontally against respective categories viz UR/EWS/SC/ST/OBC as the case may be depending upon the category to which the selected candidate belongs to, that means the vacancy earmarked for Ex-serviceman is included within the total vacancies.

4. Number of vacancies in division / units are subject to change and the issuing authority reserves right to modify / cancel the notification without assigning any reason there to.

5. Scale of pay for Staff Car Driver (ordinary grade) is Rs. 19900/- to 63200/- (Level 2 in the Pay Matrix as per 7th CPC) + admissible allowances.



https://www.freshersnow.com/

6. Period of probation is Two years.

7. **Eligibility:**

a) **Age limit for direct recruits from candidates of India**:

For UR & EWS: 18 to 27 years
For SC & ST : Relaxable by 5 years
For OBC : Relaxable by 3 years
For Government Servants upto 40 years in accordance with the instructions or orders issued by Central Government
For Ex- Serviceman upto a maximum of 3 years [08 ( 3+ 5 ) years for SC & ST and 06 (3+3) years for OBC] after deduction of the Military Service rendered from the actual age].

**The crucial date for determining age limit is closing date of application (i.e) 31-03-2023.**

b) **Educational & Other qualifications for direct recruits**:

(i) Possession of a valid driving license for light & heavy motor vehicles.
(ii) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle
(iii) Experience of driving light & heavy motor vehicle for at least three years.
(iv) **Pass in 10th Standard** from a recognized Board or Institute.

c) **Desirable qualification:** Three years' service as Home Guard or Civil Volunteers.

**8. Method of Selection:**

Selection shall be made on the basis of examination pattern and syllabus as per the Annexure-I. Selected candidates will be allotted to division / units wherever vacancies are available on the basis of merit and preference of the candidates.

**9. Instruction to candidates:**

(a) Application in the prescribed format should be filled in by the candidate in one of the languages in Hindi / English / Tamil completely without corrections and duly signed by the candidate.
(b) Two recent photographs should be enclosed out of which, one recent passport size photograph should be affixed at the place meant for the purpose on the application and should be duly self attested by the candidate.
(c) Along with the application form an Indian Postal order for Rs. 100/- (or) UCR receipt to be taken in any post office should be enclosed towards application fee. SC/ST/Women candidates are exempted from the fees.
(d) Reservation / Category should be selected (UR / EWS / SC / ST / OBC (non-creamy layer). Certificate issued by competent authority in prescribed format should be enclosed. If category is not selected, candidate will be treated as UR.
(e) If Ex-Servicemen category selected, service & trade proof copy should be enclosed otherwise they will be considered under general category and no age relaxation will be given.
(f) Photocopies of the following certificates self attested by the candidate should be forwarded along with the application.
    (i) Age proof
    (ii) Educational qualification
    (iii) Community certificate issued by appropriate authority for appointment to posts under the Government of India (Format enclosed).
    (iv) EWS candidates should submit valid Income & Asset certificate issued by the competent authority for the year 2021-2022 (Format enclosed).
    (v) Valid driving licence with date of first issue of LMV & HMV and date of expiry of LMV & HMV (or) Extract of licence with full details.



https://www.freshersnow.com/

(vi) Experience certificate issued by Gazetted officer of a Central / State Government office where the applicant has been working or by the Head of a Registered Firm / Company / Agency / Institution should be enclosed. Certificate should contain full address, Door No., Pincode and name of the person issuing with designation along with date of issue of certificate. The period of experience mentioned in the experience certificate should be within the period of validity of Driving Licence. The period of experience in Light and Heavy Vehicles should be clearly indicate like 'Light vehicle Experience from _____(date) to_____(date)' and 'Heavy vehicle experience from_____(date) to_____(date)'.

(g) Application in prescribed format completed in all respect should be sent to **'The Senior Manager (JAG), Mail Motor Service, No.37, Greams Road, Chennai – 600 006'** **on or before 31-03-2023 by 1700 Hours** through **Speed Post / Registered Post** only. Applications received by any other means will be rejected.

(h) Application received after the last date and without adhering to the above conditions said in this notification will not be considered.

**10. Application will be liable for rejection also due to following reasons:**

(a) The application not received through Speed Post / Registered post.
(b) Unsigned / Incomplete / not prescribed format application / application received after due date / Mutilated or damaged applications / documents etc.,
(c) Two recent photographs without self attestation.
(d) Without IPO / UCR for Rs.100/- as per instructions vide 9(c).
(e) Without copy of valid community certificate issued by competent authority in respect of reserved post (SC/ST/OBC non creamy layer).
(f) Invalid EWS Certificate not in prescribed format if applied for EWS.
(g) Not possessing the requisite qualification as mentioned in 7 (b).
(h) Without proper self attested copies of certificates / documents.
(i) Under aged / over aged candidates.
(j) Experience certificate from non-recognized institutions without Door No, full address & pincode and not as per instruction vide 9 (f) (vi).
(k) Invalid Licence (or) Licence (or) Extract of licence without full details.
(l) No designated driver trade in army / no Service certificate / inappropriate ESM certificate.

11. Eligible candidates only will be issued Hall Permits.

12. No intimation / correspondence will be made in respect of other applicants who are not eligible.

13. Original Certificates should not be sent along with the application.

The last date of receipt of application is on or **before 31-03-2023 by 1700 Hours**.

**Senior Manager (JAG)**
**Mail Motor Service,**
**Chennai – 600 006.**



https://www.freshersnow.com/

## APPLICATION FOR STAFF CAR DRIVER (ORDINARY GRADE) – TAMILNADU CIRCLE

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| 1 | Name of the candidate (in CAPITAL LETTERS) | | | | | | | **Photo duly self attested** |
| 2 | Father's Full name | | | | | | | |
| 3 | Category to which candidate belong | UR | EWS | SC | ST | OBC | Ex-SM | |
| 4 | Details of application fee | Payment details | | | Whether exempted as SC/ST/Women | | | |
| | | | | | | | | |
| 5 | Address with pincode to receive hall permit | | | | | | | |
| 6 | Permanent Residential address with pincode | | | | | | | |
| 7 | Religion / Nationality | | | | | | | |
| 8 | Date of Birth (By Christian Era) | DD | | MM | | YYYY | | |
| 9 | Age as on 31-03-2023 | Years ..... Months ..... Days..... | | | | | | |
| 10 | If Ex-SM mention Trade & Length of Service | Trade:..... Years ..... Months..... Days..... | | | | | | Service & Trade proof copy to be enclosed. |
| 11 | Details of 10th Educational qualification | Name of School:..... Year of passing 10th: ..... | | | | | | |
| 12 | Issue of Driving Licence details with validity (LMV & HMV separately) | | | | | | | |
| | **Date of first issue of LMV** | | **Date of first issue of HMV** | | | | | |
| | **Validity of LMV** | | **Validity of HMV** | | | | | |
| 13 | Details of Driving experience (LMV & HMV separately) (Certificate to be enclosed) | | | | | | | |
| | **HMV experience** Name of the Firm / Institution with complete address details with pincode: 1. ..... ..... 2. ..... ..... | | **LMV experience** Name of the Firm / Institution with complete address details with pincode: 1. ..... ..... 2. ..... ..... | | | | | |
| | Period of HMV experience 1.From..... To..... 2.From.....To..... | | Period of LMV experience 1.From..... To..... 2.From.....To..... | | | | | |
| 14 | Home Guard Service | From.....To..... | | | | | | |
| 15 | Any other relevant information | | | | | | | |

Date:

Place:

Signature of Candidate

## FORM OF CASTE CERTIFICATE (SC/ST)

**The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the 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/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* 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 List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
@ The Constitution (Jammu and 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 (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
@ The Constitution (Pondicherry) Scheduled Castes Order, 1964
@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order,1968
@ The Constitution (Goa, Daman and 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) Order (Amendment) Act, 1990
@ The Constitution (ST) Order (Amendment) Act, 1991
@ The Constitution (ST) Order (Second Amendment) Act, 1991
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Second Amendment)Act, 2002

**Cont'd to page-2-**

**% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.**

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town* ..... in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of ..... issued by the ..... dated .....

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

Signature.....
**Designation.....
(With Seal of Office)
State/Union Territory*
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 Scheduled Caste/Scheduled Tribe Certificate.**
(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
†(not below of the rank of 1st Class Stipendiary Magistrate).
(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
(iii) Revenue Officers not below the rank of Tehsildar.
(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.
(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

## FORM OF CASTE CERTIFICATE (OBC)

**The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.**

This is to certify that Shri/Shrimati/Kumari*.....son/daughter* of Shri..... of village/town* .....in District/Division*..... of the State/Union Territory*.....belongs to the .....Community which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1,No. 186 dated 13th September, 1993.
@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.
@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.
@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9thMarch, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.
@ 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, No210 dated 11th December, 1996.
@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No.236 dated 12th December, 1997.
@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No.12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

**Cont'd to page-2-**

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 2011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.
@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*.....and/or* his/her* family ordinarily residesin village/town*..... of..... District/Division* of the State/ Union Territory* of.....

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 & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....
**Designation.....
(With seal of Office)
State/Union Territory
Place.....
Date.....
*Please delete the words which are not applicable.
@ Strike out whichever 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 OBC Certificate**

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

**Note 1:** Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

**Note 2:**The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

**Note 3:**No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

**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 posses 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, Schedules 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 terms "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children on 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.

ANNEXURE - I

**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<br>(b) For OBC and EWS- 37% in each Paper<br>(c) For Others- 40%<br>[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<br>(b) For OBC and EWS- 37% in each Paper<br>(c) For Others- 40%<br>[Note: Relaxed standard shall be applicable only if reservation is available for a category in relevant mode of recruitment.] | |

METHOD OF SELECTION

ANNEXURE- I

# 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]<br><br>[Maximum Time-90 minutes] | PART-I<br><br>**General Knowledge:-**<br>• Current events<br>• Sports played in India<br>• History and Culture of India<br>• Geography of India<br>• Indian economy<br>• General polity<br>• Indian constitution<br>• 'Who' is 'Who' of India | 20 Questions of 1 mark each |
| | PART-II<br><br>**General intelligence & reasoning:-**<br>• Analytical aptitude<br>• Ability to observe and distinguish patterns<br>• Analogies<br>• Similarities and Differences<br>• Space visualization<br>• Spatial orientation<br>• Visual memory | 15 Questions of 1 mark each |
| | PART-III<br><br>**Simple Arithmetic:-**<br>• Problems relating to number systems<br>• Computation of whole numbers<br>• Decimal and fractions<br>• Relationship between numbers<br>• Fundamental arithmetical operations<br>• Percentages<br>• Ration and proportion<br>• Averages<br>• Interest<br>• Profit and loss<br>• Discount<br>• Time and distance<br>• Ration and time<br>• Time and work | 15 Questions of 1 mark each |

Scanned with OKEN Scanner

| | | |
|---|---|---|
| | PART-IV<br><br>**Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:-**<br><br>• Road sense (traffic rules/signals, road marking etc.)<br>• Various sections of Motor Vehicles Act, 1939 amended from time to time<br>• Knowledge of vehicle parts<br>• Licensing of drivers of motor vehicles<br>• Registration of motor vehicles<br>• Insurance of vehicles<br>• Offence, penalties and procedure<br>• Knowledge related to toolkit<br>• Security and maintenance of vehicle<br>• Accidental claims<br>• GPS related knowledge<br>• Mechanical vehicles vis-à-vis electrical vehicles | 30 Questions of 1 mark each |

II. STAGE II

| Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total-20 marks) | |
|---|---|
| Paper I<br>[Maximum Marks-10]<br><br>[Maximum Time-20 minutes] | • Identification of defects<br>• Carry out minor repairs handled by drivers<br>• Changing of wheels<br>• Inflation of wheels correctly |
| Paper II<br>[Maximum Marks-10]<br><br>[Maximum Time-20 minutes] | **Heavy Motor Vehicle Driving :-**<br>• Synchro Speed & Gear<br>• Synchro Clutch & Accelerator<br>• Control of Vehicle & Steering<br>• Reversing |

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.

Scanned with OKEN Scanner