

“For Dept. of Posts Employees only”

**MINISTRY OF COMMUNICATION
DEPARTMENT OF POSTS, INDIA
OFFICE OF THE MANAGER, MAIL MOTOR SERVICE KANPUR**

No.:- Rectt/M-12/Staff Car Driver/2023/6/Advertisement-1

dated 29 .12.2023

Sub: Filling of 78 (Seventy Eight) vacancies in the Grade of Drivers [Ordinary Grade][General Central Services, Gr-C, Non-Gazetted, Non -Ministerial] in the Pay Level-2 **Rs.19900-63200 in the pay matrix as per seventh CPC + Admissible Allowances** in Uttar Pradesh Circle on deputation /absorption basis in the Department of Posts-reg.

It is proposed to fill up 78 (Seventy Eight) vacancies of Driver [Ordinary Grade], General Central Services, Gr-C, Non- Gazetted, Non-Ministerial, in the Pay Level-2 Rs.19900-63200 in the pay matrix as per 7th CPC + Admissible Allowances in UP Circle on the basis of **deputation/Absorption** in the Department of Posts, Ministry of Communication and IT.

2. Eligibility Conditions:

Deputation/Absorption of the officials in the Department of Posts.

(a) From amongst the regular Dispatch Riders [Group-C] and Group-C employees in the Pay Matrix Level-1 Rs.18000-56900 as per the Revised 7th Pay Commission [PB-1 5200-20200 + Grade Pay-1800 under 6th CPC] in the Department of Posts who possess **valid Driving License for driving Light and Heavy Motor vehicles on the basis of trade test/driving test** for deputation/absorption for the post of Driver in the Department of Posts, who fulfill the necessary qualifications as prescribed under:

- [i] Possession of a valid Driving License for Driving Light and Heavy Motor vehicles.
- [ii] Knowledge of Motor Mechanism [The candidate should be able remove minor defects in the vehicles].
- [iii] Experience of Driving Light and Heavy Motor Vehicle for atleast three years.
- [iv] Pass in the 10th standard from a recognized Board or institute.

Desirable: Three years service as Home Guard or Civil Volunteers.

(b) Pattern and Syllabus for Trade test/Driving Test for appointment for the post of Driver (Ordinary Grade) is as under-

(i) Trade test will be conducted in two (2) stages:-

Stage-1	Test for knowledge of General Knowledge, Simple arithmetic, General intelligence & reasoning, Motor Mechanism and Traffic Rules, signals and regulation. (Theory – 80 Marks)
Stage-2	Test for knowledge of Motor Mechanism and Driving (Practical – 20 marks)

(ii) Pattern of Examination : Theory Test
Stage 1 of Examination

Sl 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
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 2 of Examination Description:- Practical Test

Sl 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.]	

(iii) Syllabus of Examination

Stage I

Test for knowledge of General Knowledge, Simple arithmetic, General intelligence & reasoning, Motor Mechanism and Traffic Rules, signals and regulation. (Theory – 80 Marks)		
Paper I (Maximum Marks 80)	Part I 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
	Part II General intelligence & reasoning <ul style="list-style-type: none"> • Analytical aptitude • Ability to observe and distinguish patterns • Analogies • Similarities and Differences • Space visualization • Spatial orientation • Visual memory 	15 Questions of 1 mark each
	Part III Simple Arithmetic <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 • Ration and proportion • Averages • Interest • Profit and loss Discount • Time and distance • Ratio and time • Time and work 	15 Questions of 1 mark each
	Part IV Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:- <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 • Registration 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-a-vis electrical vehicles 	30 Questions of 1 mark each

Stage II

Test for knowledge of Motor Mechanism and Driving (Practical – 20 marks)	
Paper I (Maximum Marks 10) (Maximum Time 20 Minutes)	<ul style="list-style-type: none"> • Identification of defects • Carry out minor repairs • Changing of wheels • inflation of wheels correctly
Paper I (Maximum Marks 10) (Maximum Time 20 Minutes)	<ul style="list-style-type: none"> • Synchro Speed & Gear • Synchro Clutch & Accelerator • Control of Vehicle and Steering • 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.
4. After arranging the candidates in order of merit as per 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.

3. **Regulation of Pay and other terms of deputation/absorption:**

The pay in Pay Level-2 Rs.19900-63200 in the Pay Matrix as per seventh CPC [Rs.5200-20200+Grade Pay-1900 under 6th CPC] + Admissible Allowances will be regularized as per existing 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 the applications.

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 ordinarily not exceed three years.

6. **Nature of work:**

Driver will have to drive heavy & light commercial vehicles for transportation of mail, cash etc. of Department of Posts as well as passenger vehicles like Car/ Inspection Vehicle/Jeep etc. The drivers are transferrable to any place in Uttar Pradesh Circle which comprises the entire state of Uttar Pradesh.

7. **Reservations for SC/ST:**

No provisions for reservation exist for the posts to be filled up on **deputation/absorption** basis.

8. **Period of probation :**

Two years for the re-employed.

9. Application only in the prescribed Proforma [Annexure -I] of the eligible candidates whose services can be spared immediately on selection together with the certificate from the forwarding Authority [In Proforma Annexure -II] may be sent to this office through Registered Post/Speed Post only, along with the following documents:

I] Integrity Certificate.

II] List of major /minor penalties imposed if any, on the official during the last ten years [if no penalty has been imposed a "NIL" certificate should be enclosed]

III] Vigilance Clearance Certificate.

IV] Attested photocopies of the APAR for the last five years [2018-19 to 2022-2023] [Attested on each page by a Gazetted officer where ever applicable]

V] Experience certificate for driving of LMV & HMV vehicle for three years attested by Gazt. officer.

VI] Valid driving license for driving the LMV and HMV attested by the Gazt. officer. The driving licence should be valid one on the date of application.

VII] 10th standard certificate attested by the Gazt. officer.



The required documents mentioned in the notification along with the relevant documents in support of the qualifications and experience mentioned on the top of envelope as "Recruitment through deputation/ absorption from Department of Posts employees" may be forwarded to -

"The Manager,
Mail Motor Service,
Kanpur GPO Complex
Kanpur-208001
Uttar Pradesh"

latest by 09.02.2024 through proper channel. Applications which are not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date will not be entertained. Application without complete information or without requisite documents will be rejected straight way without any notice or information.

The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.


Manager,
Mail Motor Service,
Kanpur

Copy forwarded to:

1. All Ministries /Departments of Govt. of India.
2. All the Circles -Department of Posts India - eligible and interested officials may forward their applications through proper channel within the stipulated date.
3. Employment News, New Delhi for publishing in the Employment News.

ANNEXURE -I

Proforma for application for the post of Driver [Ordinary Grade] on deputation /Absorption through Departmental Employee in Uttar Pradesh Circle.

No.:- Rectt/M-12/Staff Car Driver/2023/6/Advertisement-1

**Application form for
Recruitment of Driver
(Ordinary Grade) in Uttar
Pradesh Circle**

Affix self-attested
recent passport
size photograph

Also pin up one
spare photograph

1	Name and postal address [in block letters] with telephone No.								
2	Date of birth [in Christian Era]. Age as on	DD	MM	YYYY	Age				
3	Date of retirement under Central Govt. Rules.								
4	Educational qualifications [Enclose supporting documents duly authenticated by your signature] (Tick the applicable)								
5	a) Do you hold analogous post on the regular basis in the present cadre or department or (please refer OM No. 14017/27/75 Estt.D(Pt.) dated 07.03.1984 (Tick the applicable)	Yes			No				
	b) Do you possess three years regular service in the posts in the Pay Matrix Level- 1 Rs.18000-56900 as per the revised seventh Pay Commission [PB- 1 5200-20200+Grade Pay- 1800 under 6 th CPC] or equivalent. (Tick the applicable)	Yes			No				
	c) Do you possess a valid Driving License? if yes, enclose copy of LMV and HMV? (Tick the applicable)	Yes			No				
	d) Do you possess knowledge of Motor Mechanism? (Tick the applicable)	Yes			No				
	e) Do you possess the experience of Driving Light and Heavy motor vehicles for at least three years, if yes enclose the relevant documents/Certificates. (Tick the applicable)	Yes			No				
	f) Do you possess a desirable qualifications, if yes, please provide the details of three years' service experience as Home Guard/Civil Volunteer. (Tick the applicable)	Yes			No				
6	Details of employment in the chronological order [starting from the entry in Central Government Service]. Enclose a separate sheet, duly authenticated by your signature, if the space below is in sufficient.								
	Office/ Designation	Post held with the scale of pay	Period of service		Basic pay & pay scale[pre revised]	Basic pay [revised under 7 th CPC]with PB & pay level in the pay matrix		Nature of appointme whether Regular/Adhoc deputation	
			From	To					
	1	2	3	4	5	6	7	8	9
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) The date of initial appointment.								
	b) Period of appointment on deputation.								
	c) Name of the parent office/ organization to which belong to								
9	Are you in the revised scale of pay? If, yes give the date from which the revision took place and indicate the revised scale								
	Date	Pay scale [pre revised]	Basic pay [pre revised]	Date of revision of pay	Revised scale of pay under 7 th CPC with PB and level in the pay matrix	Revised Basic pay			
10	Total emoluments per month drawn at present					Rs.			

Chauhan

11	Additional information if any which you would like to mention in support of your suitability for the post.[Enclose a separate sheet if space is insufficient]		
12	Full Postal address of forwarding authority with name & telephone no.		
13	Whether belongs to SC/ST (Please tick whichever is applicable).	SC	ST
14	Have you submitted the caste certificate with the application which may be verified at later stage. If found any omissions/false, candidature will be cancelled. (Tick the applicable)	YES	NO
15	Remarks if any.		

I hereby declare that the information furnished above is True, valid and authentic to the best of knowledge. If noticed any false/deviation in the information, my candidature may be cancelled.

Date:

Place:

Signature of applicant and address

Alavay

ANNEXURE -II

[Certificate be furnished by the employer /Head of office/Forwarding authority]

1. Certified that particulars furnished by -----are correct and he possess the requisite educational qualifications and experience mentioned in the vacancy circular.
2. Also certified that:
 - a) There is no vigilance or disciplinary case either is pending /contemplated against Shri/Smt -----
 - b) His /Her integrity is certified.
 - c) His/Her CR Dossier in original is enclosed /photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of undersecretary to the Govt of India or above enclosed [wherever applicable].
 - d) No major/minor penalty was been imposed on him /her during the last 10 years.
 - e) A list of major/minor penalties imposed on him /her during the last 10 years is enclosed.

Signature :
Name and designation :
Telephone No :
Fax No :
Office seal :

Place :

Dated :

List of enclosure:

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

[Strike out which is not applicable]

Okavay