

# Govt. of India Ministry of Communications Department of Posts Office of the Chief Postmaster General, Haryana Circle, Ambala, Mall Road-107 Ambala Cantt-133001



Notification No. Staff/33-3/Driver/V Dated at Ambala the 20.11.2024

Subject: Notification for recruitment of Staff Car Driver (Ordinary Grade) in Haryana Circle, Ambala in the Department of Posts.

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 Haryana Circle, Ambala.

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].

Va	cancies;	Number of	vacancies of	category wise	e is as under. The	ese vacancies may vary
UR	EWS	OBC	sc	ST	Total	Ex-Servicemen
1	0	1	0	0	2	0

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

Age limit: Between 18 to 27 years

For OBC/EWS candidate	Relaxable upto 3 years	
For SC/ST candidate	Relaxable upto 5 years	
For Government Servant	Up to age of 40 years	

Note: The crucial date for determining the age-limit shall be the closing date for receipt of application forms i.e. 19.12.2024.

- Probation Period: The candidates selected will be on probation period of two years as per rules.
- Educational and other qualifications:
- Possession of a valid driving licence for light & heavy motor vehicles.
- Knowledge of Motor mechanism. (The candidate should be able to remove minor defects in vehicle).
- (iii) Experience of driving Light & Heavy motor vehicles at least for three years.
- (iv) Pass in 10<sup>th</sup> standard from a recognized Board or Institute.
- (v) Desirable: Three years service as Home Guard or Civil Volunteers.



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- Pattern and Syllabus for Trade test/ Driving Test for appointment for the post of Staff Car Driver (Ordinary Grade) is as under:-
- (i) Examination shall be conducted in Two (2) stages:

Stage - I	Theory Test for Knowledge of general knowledge, sample 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)

#### (ii) Pattern of Examination

## Stage - I of Examination: Theory Test

SI, 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 and Hindi
6	Language of Answer Paper	Not Applicable as Multiple Choice Questions
7	Minimum Qualifying Mark (Subject to reservation policy of Government)	For SC / ST - 33% in each Paper For OBC and EWS - 37% in each Paper For Others - 40%

## Stage - II of Examination: Practical Test

SI. 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)	For SC / ST- 33% in each Paper For OBC and EWS - 37% in each Paper For Others - 40%	

#### (iii) Syllabus of Examination:

#### Stage-I

Theory Test for rea	Knowledge of general knowledge, simple a soning, motor mechanism, traffic rules, signa (Theory) (90 minutes, Total-80 Ma	als and regulations.
Paper-I (Maximum Marks- 80) (Maximum Time – 90 Minutes)	Part-I General Knowledge:-  Current events  Sports played in India History and Culture of India Geography of India	20 Questions of 1 mark each





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Indian Economy     General Polity     Indian Constitution     'Who' is 'Who' of India	
Part-II General Intelligence & reasoning:      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: Problems relating to number systems Computation of whole numbers Decimal and fractions Relationship between numbers Fundamental arithmetical operations Percentage 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:  Road sense (traffic rules/signals, roadmarking etc.)  Various sections of Motor Vehicles Act, 1939 amended from time to time  Knowledge of vehicle parts  Licensing of drivers of motors 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-à-vis electrical vehicles	30 Questions of 1 mark each





#### Stage-II

Test for k (Pra	nowledge of motor mechanism and driving actical) (40 minutes, Total- 20 marks)
Paper-I [Maximum Marks-10] [Maximum Time- 20 minutes]	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:- Synchro Speed & Gear Synchro Clutch & Accelerator Control of Vehicle and Steering
	Reversing

#### Criteria for Selection:

- a) Candidates qualifying in Stage I shall be eligible to appear for test in Stage II.
- b) Only such candidates who qualify in each paper of Stage II shall be considered for preparation of final merit list.
- c) Final merit list of the qualified candidates shall be prepared on the basis of total marks secured by the candidates in both the stage of examination.
- d) 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.
- e) In the event of any vacancy notified for recruitment remains unfilled 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 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. However, all information will be shown on <a href="www.haryanapost.gov.in">www.haryanapost.gov.in</a>. The candidates are advised to visit the site regularly. If no physical intimation is received to the candidate for any reasons, he may not claim anything as every information is provided through website.

- 9. Disqualification: No person, -
- (a) who, has entered into or contracted a marriage with a person having aspouse living; or
- (b) 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. Disclaimer:
- The vacancies notified are subject to change (increase/decrease) without assigning any reasons.
- (ii) The Department of Posts reserves the right to cancel this recruitment process without assigning any reason.
- Special instructions to the candidates :
- 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.



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- (iv) Indian Postal Orders for Application fee of Rs 100/- & examination fee of Rs 400/- are required to be enclosed in original with application form. SC/ST/Female applicants are required to send Indian Postal Orders for Application fee of Rs. 100/- only. No examination fee for SC/ST/Female applicants. Application/examination fee will not be refunded in any circumstances.
- (v) Application without proper fee will be rejected without any further notice.
- (vi) 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.
- (vii) 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 thereafter.
- (viii) Application received without proof of date of birth will be rejected straightway.
- (ix) No allowances and expenses will be paid for attending the test of all levels and the candidates will have to bear the cost.
- (x) 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. Documents not self attested will not be entertained.
- (xi) The documents / marks lists / certificates/additional documents 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.
- (xii) 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.
- (XIII) The candidates on appointment shall be liable for posting at any place in Haryana Circle.
- (xiv) Further, self-attested latest colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose. 03 Additional Photo to be pinned to the application form.
- (xv) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted, without assigning reasons. No claim in this regard will be entertained.
- (xvi) No correspondence in person, e-mail, telephone etc. will be made during recruitment process.
- (xvii) 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.
- 12. HOW TO APPLY: The eligible candidates may submit their applications duly filled in only in the prescribed format in Annexure-I, affixing their recent passport size photograph, along with enclosures as discussed in aforementioned paragraphs and an Indian Postal Order for Rs.500/- or Rs. 100/- wherever applicable in original from any Post office in an envelope super scribed as "APPLICATION FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER IN Haryana Circle, Ambala" addressed to "Assistant Director Postal Services (Rectt), Office of the Chief Postmaster General, Haryana Circle, Mall Road-107, Ambala Cantt 133001" so as to reach on or before the last date i.e. 19.12.2024 by SPEED POST / REGISTERED POST ONLY. Application sent through private courier, unregistered post, ordinary mail, other means and by hand will not be accepted.

The application form can be downloaded from the website <a href="https://haryanapost.gov.in">https://haryanapost.gov.in</a> or <a href="https://haryanapost.gov.in">https://haryanapost.gov.in</a>.

Hindi version will follow.

(Prabhat Goyal)

Assistant Director Postal Services (Rectt.) Haryana Circle, Ambala-133001

#### Enclosures/Annexures:

- Application form (Annexure-I)
- Format of EWS/SC/ST/OBC Certificate (Annexure II to IV)



## APPLICATION FOR RECRUITMENT OF STAFF CAR DRIVER (ORDINARY GRADE) IN HARYANA CIRCLE

Affix self attested recent passport size photograph

Also pin up three (03) spare photographs

4,	Name	of the candidate (	N BLOCK LET	TERS) :		************************			
2.	Aadha								
3.	Father'	s/Spouse Name							
4.		t Postal Address		÷ ++++++++++++++++++++++++++++++++++++	***************************************				
				***********		**********************			
						*************************			
5.	Date of (As per	Birth Matriculation cert	(finate)	) m		(DD-MM-YYYY)			
6.		on 19.12.2024	noute)						
				: Ye	ears Months	Days			
7.		nity (OC/OBC/SC			***************				
8	Whethe	r taking age relaxa	ation		(Yes/No)				
9.		caste certificate reservation	attached		: (Yes/No)				
10.	National	ity		#170200000000000000000000000000000000000					
11.	Gender			: (Male/Female/Transgender)					
12.	E-mail io	Lifany		V 1444444444	(Male/Fe	male/Transgender)			
		000.000.0 <del>0</del> 00		**********		******************			
		Mobile No.		:		************			
14.	Educatio	nal Qualification (	copies of details	ed marks certificat	te should be attach	ed):			
	Sr. No.	Examination passed	Year of passing	Marks obtained/Tota	% of marks	Name of the Board/University			
	1.	Matric/10 <sup>th</sup>		marks					
	2.	Any other							
15.	Whethe	r studied Hindi as	a subject up to	Martin		1000			
16.		licence No.	e amplect up to		(Ye	100			
			STORES	÷		**********			
17.		ars of issuing Auth		†					
	Licence	of issue of Light Motor Vehicle (LMV)  nce and its validity  of issue of Heavy Motor Vehicle (HMV)  nce and its validity							
	Licence	ssue of Heavy Mo and its validity	otor Vehicle (HM	(V) :					
	Note: Li availabl	cence copy encl e on licence, the	osed should m	stab the det in		s, if details are not extract showing all			
	details of	of licence endors	ement	ancated copy o	Driving licence	extract showing all			

18	Driving Experience (Light Motor Vehicle)	: F	Period from To
	Name of Institution/Firms etc.		
	Driving Experience (Heavy Motor Vehicle)		Period from To
	Name of Institution/Firms etc.		***************************************
19.	Any other relevant information		
20.	List of documents attached (Self attested/at		
Sr. I			f enclosure
e reserv		otali o	Tellologue
21.	Particular of fee paid:		
21.	Indian Postal Order No.	:	
	Date of Issue	*	***************************************
	Office of Issue		
	Amount of IPO		
	DECLARATION NO. 1 (M		
event incorr recrui appoi under	est of my knowledge and belief and nothing he of suppression of material facts, misinformation rect at a later stage, I am liable to be punished itment will stand forfeited. I also understand intment formalities/training for whatsoever reasons.	as bein, and d, my that i	declare that all the information given are true to en concealed there from. I understand that in the I concealment of any information or found false or appointment will be terminated and my claim for in the event of any failure to complete the pre- ry selection is liable to be cancelled. Furthermore I e, my application will be rejected summarily by the
Place			
Date:			(Signature of candidate)
	DECLARATION NO. 2 (Mandatory	only f	or SC/ST/OBC/EWS candidates)
I.			g an applicant of SC/ST/OBC/EWS community
under SC/S	rstand that my selection is liable to be can T/OBC/EWS community and has availed ben	celled	, if it is found later on that I do not belong to
Place			
Date:			(Signature of candidate)

#### Government of India (Name & Address of the authority issuing the certificate)

## INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Ceremice	TE MOL	73.7	-		Date:		
				VALID FOR THE YEAR			
This is	ot is	certify	that	Shri/Smt./Kumari	son/c	faughter/wife	of
				permanent resident of			
Village/	Street			Past Office	District	in	the
state/un	nion Te	critory_		Pin Code			
belongs	to Eco	nomical	y Wea	ker Sections, since the gross a	innual income* of his/her	family*** is be	wole
				only) for the financial year			
				assets***:	**************************************		17,000
L	5 acres	of agric	ultural	land and above;			
B.	leside	ntial flat	of 100	0 sq. ft. and above;			
HL.	Residen	ntial plot	of 100	) sq. yards and above in notifie	d municipalities;		
IV.	Reside	ntial plot	of 200	) sq. yards and above in areas	other than the notified mur	icipalities.	
						011048-000-1-1104-15	
2.	Shri/Sn	nt/Kumi	ari		helongs to the		
caste w	hich is i	not reco	gnized	as a Scheduled Caste, Schedul	ed Tribe and Other Backwa	rd Classes (Cer	ntral
List)							
					Signature with seal of O	Tice	
					Name		_
					XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Recent	passp	ort					
size	attest	200					
photogr		of					
the app	licant	1					
		1					

<sup>&</sup>quot;Note?: Income covered all sources i.e. salary, agriculture, business, profession etc.

<sup>\*\*</sup>Note 2: the term "termiy" for this purpose includes 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.

<sup>\*\*\*\*\*</sup>Note 3: The prosecty held by a family in different locations or different places/cities have been clubbed white applying the land or pro verty holding test to determine EWS status.

### FORMAT OF SCHEDULED CASTES OR SCHEDULED TRIBES CERTIFICATE

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

This is to	certify that	Shri/Sh	rimati/Kumari* _				son/daughter of
			of	village/to		-	
in District/D				_ of the	State/Union		
	the Caste/	-			_ which is	recognize	d as a Scheduled
Castes/Sct	reduted Trib	es" unde	97 -				
The Constit	tution (Sche	duled Ca	stes) order, 195	)			
			bes) order, 1950				
The Constit	tution (Sche	duled Ca	istes) Union Terr	itaries or	der, 1951 *		
The Consti	lution (Sche	duled Tr	ibes) Union Terri	ones or	ter, 1951*		-
<ul> <li>Eastern Area</li> </ul>	m Act. 1980 & ås (Reorganiz te of Mizoram	the Punjat ition) Act,	Re-organization Ac 1971 and the Sched	t, 1966, th uled Caste	e State of Him s and Schedul	achal Prade ed Tribes O	, 1956, the Bombay sh Act 1970, the North der (Amendment) Act, Daman and Diu (Re-
@The Con:	stitution (Ja	mmu & K	(ashmir) Schedul	ad Caste	s Order, 19	56	
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% 2. App migrated fro	licable in tom one Stat	he case e/Union	of Scheduled Territory Adminis	Castes, tration to	Scheduled another.	Tribes p	ersons who have
This certificate	s certificate issued	is issue to	ed on the basi Shri/Shrimati of Shri/Srir	_		Castes/	Scheduled tribes Father/mother
village/town	) =					in	District/Division*

Or William

100		of th	e State/Un	ion Territo	ry*		
	belong to t Schedulod	Caste/Schedus		in the dated	Caste/T	ribe which is Territory*	recognized a issued if
orcin	Shri/Shrim parily resi	de(s) in villa	ge/town*_				his/her fami
-		District/Div	sion"		of the	State/Union	Territory
Plac	e:			Sia	nature		
Date	4				esignation_		
@Pk	ease quote spa	rords which are not s cific presidential ord aph which is not appl	or.			State / U	n seal of office Inion Territory
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** <u>Lis</u>	t of authoriti	as empowered to	issue Sch	eduled Cas	te/ Scheduled	Tribe Certific	cates:
(1)	Commissi Magistras Magistras	Magistrate oner/Additional d +Sub-Divis d/Executive Magi	Deputy Control A	ommissione /lagistrate/E	ar/Dy.Collecto xtra-Assistani	el del Olassi	ollector/Deput s Stipendiar ssioner/Taluk
(ii)	Magistrare		strate/Addi	tional Chi	ef President	cy Magistra	te/Presidenc
(iii) (iv)	Revenue :	Officers not below onal Officers of	v the rank of the area	of Tehsildar, where the	candidate a	nd/or his fa	mily normally

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

Administrator / Secretary to Administrator / Development Officer (Lakshadweep).

Ref no:- (O.M.N.C 39012/6/88-Estt. (SCT) dated 24.4.1990 and OM No.36012/22/93-Estt(Res) dated 15.11.1993 & OM No. 36011/3/2009- Estl(Res) dated 02.09.2009)



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

	Situsine/Kuman	
sonklaughter of	in District/Division	of village/ town in
the State/ Union Territory _	community which is recogn	20 - 10 - 10 mm   20 0 0 mm   20 0 0 mm   20 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	India, Ministry of Social Justice dated	and Empowerment's
	and/or his/her family or	rdinarily reside(s) in the
State/Union Territory. This is also	to certify that he/she does not belong	
(Creamy Layer) mentioned in Colu	mn 3 of the Schedule to the Governme	nt of India, Department
of Personnel & Training O.M.	No. 36012/22/93-Estt (SCT) deted	8.9,1993, O.M, No.
	<sup>1</sup> March, 2004, O.M. No. 36033/3/2004 V1/2013 – Estt. (Res) dated 27 <sup>tt.</sup> May, 2	Till and the same of the same
	Signature :	
Dated:	Designation .:	\$
	Seal	

- \* The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.
- \*\* As amended from time to time.
- \$ List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste / Scheduled Tribe Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

