

**भारत सरकार/Govt. of India**  
**संचार मंत्रालय/Ministry of Communications**  
**भारतीय डाक विभाग /Department of Posts**  
**कार्यालय मुख्य पोस्टमास्टर जनरल हि० प्र० परिमंडल, शिमला -171009**  
**O/o Chief Postmaster General, H.P. Circle, Shimla-171009**

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No. R&E/77-42/2025

Dated at Shimla, the 24.07.2025

**Notification**

**Subject: Filling up of 1 (one) vacancy in the Grade of Staff Car Driver (Ordinary Grade) (General Central Services, Group C, Non-Gazetted, Non-Ministerial) in the Pay matrix Level-02 (Rs. 19,990 – Rs. 63,200) as per 7<sup>th</sup> CPC in the HP Postal Circle, Shimla on Deputation / Absorption basis failing which Deputation/ Absorption from other Ministries/ Deputation or reemployment of Armed Forces Personnel-reg.**

It is proposed to fill up the vacancy of Staff Car Driver (Ordinary Grade) (General Central Services, Group C, Non- Gazetted, Non Ministerial) in the Pay matrix Level-02 as per 7<sup>th</sup> CPC in the HP Postal Circle, Shimla on Deputation/ Absorption basis from amongst the regular Dispatch Rider (Group C) and Group C employees in Pay Matrix level-1 (Rs. 5200 – 20200 with Grade pay of Rs. 1800) in the Department of Posts who possess valid Driving License for light and heavy Motor Vehicles on the basis of Trade test/Driving test to assess the competence to drive light and heavy Motor Vehicle, failing which Deputation/ Absorption or re-employment of Armed Forces Personnel or the officials in other Ministries of the Central Government, holding the post of Dispatch Rider on regular basis or regular Group C employees in Pay Band – I (Rs. 5200 – 20200 with grade pay of Rs. 1800). The detail of vacancies is as under:

Sr. No.	Division/Unit	Total No. of Vacancy (tentative)
1	MMS Unit Shimla	1
<b>Total</b>		<b>1</b>

Note: Number of vacancy is subject to change.

**1. Eligibility Conditions:**

**(i) Deputation / Absorption of officials in the Department of Posts:**

From amongst the regular Dispatch Rider (Group C) and Group C employees in the Pay matrix level-01 as per 7<sup>th</sup> CPC in the Department of Posts, who possess valid Driving License for light and heavy Motor Vehicles on the basis of Trade test/Driving test to assess the competency to drive Light and Heavy Motor Vehicles (to be conducted by Department of Posts/ MMS Unit).

**(ii) Other Ministries of the Central Government and Armed Forces Personnel:**

From officials holding the post of Dispatch Rider on regular basis or regular Group C employees in the Pay matrix Level-01 as per 7<sup>th</sup> CPC who fulfill the necessary qualifications prescribed as under:

- (a) Possession of valid Driving License for Light and Heavy Motor vehicles.
- (b) Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicles).
- (c) Experience of Driving Light and Heavy motor vehicle for at least three years.
- (d) Pass in 10<sup>th</sup> Standard from a recognized Board or Institute.

**(iii) For Ex-servicemen :** The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces thereafter they may be continued on re-employment.

**2. Regulation of pay and other terms of deputation / absorption:**

Pay matrix Level-02 as per 7<sup>th</sup> CPC and will be regularized as per pay rules.

**3. Age limit:**

The maximum age limit for appointment by deputation / absorption shall be not exceeding 56 years as on the closing date of receipt of applications.

**4. 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.

**5. Reservation for SC/ST:**

No provision for reservation exists for the posts to be filled up on deputation / absorption basis.

**6. Period of Probation: Two years for re-employed.**

**7.** Application (in duplicate) may be filled only in the prescribed Performa (**Annexure-I**) of the eligible candidates whose services can be spared immediately on selection together with the certificate from the Forwarding Authority (in Performa **Annexure II**) along with the following documents:

- (a) Integrity certificate.
- (b) List of major / minor penalties imposed, if any, on the official during the last 10 years; (if no penalty has been imposed, a "Nil" certificate should be enclosed.)
- (c) Vigilance clearance certificate.

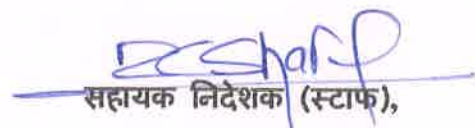
(d) Attested photocopies of the ACRs/APARs for the last five years (2019-20 to 2023-24) (attested on each page by a Gazetted officer) (Wherever applicable).

8. Pattern and Syllabus for trade test/driving test for appointment/deputation/absorption to post of Staff Car Driver (Ordinary Grade) issued vide Postal Directorate Letter No. 08-01/2019-SPN-I dated 17.06.2022 is enclosed as Annexure-III.

9. The application along with relevant documents in support of qualifications and experience as mentioned in notification, may be forwarded to "The Assistant Director (R&E Section), O/o CPMG, Himachal Pradesh Circle, Shimla-171009", on or before 15.09.2025. Applications not forwarded through proper channel or those received without the requisite certificates and necessary documents or received after last date will not be entertained.

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

**Encl:** Annexure - I, II & III.

  
सहायक निदेशक (स्टाफ),

Assistant Director (Staff),  
हिमाचल प्रदेश सर्किल, शिमला-171009  
H.P Circle, Shimla-171009

**Copy forwarded for information and necessary action to:**

1. All Ministries / Departments of Govt. of India (as per standard list attached).
2. All the Chief Postmaster Generals of Department of Posts, India.
3. All Divisional/ Unit Heads in HP Postal Circle.
4. The GM, CEPT Mysuru - with a request to upload the notification on official website of Indiapost.
5. Office copy.

## Annexure-I

Performa for application for the post of Staff Car Driver (Ordinary Grade) on Deputation/Absorption basis in the Department of Posts, failing which by Deputation/Absorption from other Ministries/Departments or Re-employment of Armed Force Personnel

Affix self-attested recent Passport size photograph.

Also pin up four spare photographs

1. Name, Designation & official Postal address (IN Block Letters) with Contact No:

2. Date of Birth:

3. Date of retirement under Central Govt. Rules:

4. Educational qualifications:

(Enclose supporting self-attested documents)

5. (a) Do you hold analogous post on regular basis in the parent cadre or department(Y/N):

or

(b) Do you possess three years regular service in posts in the pay matrix level-1 as per 7<sup>th</sup> CPC or equivalent (Y/N):

if yes, Name of the post held:

(c) Do you possess a valid driving license, if yes, enclose copy of LMV/HMV?

(d) Do you possess knowledge of Motor Mechanism?

(e) Do you possess experience of Driving Light and Heavy motor vehicle for at least three years? If yes, enclose the relevant documents.

(f) Do you possess at least three years experience as Home Guard/civil volunteers(Y/N):

6. Details of employment, in chronological order (starting from entry in Central Government Services) Enclose a Separate sheet, duly authenticated by your signature, if the space below is insufficient.

Office/ Organiza tion	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	Pa y Ba nd	Basi c Pay	Gra de 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) The date of initial appointment

(b) Period of appointment on deputation

(c) Name of parent office / organization to which you belong:

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 matrix level as per 7 <sup>th</sup> pay CPC	Revised basic pay

10. Total emoluments drawn per month in Rs:

11. Additional information, if any, which you would like to mention. In support of your suitability for the post. (Enclose a separate sheet if the space is insufficient)

12. Full postal address of forwarding authority with name & Telephone no:

13. Whether belongs to SC/ST:

14. Remarks, if any:

Note: The Candidates who apply for the post will not be allowed to withdraw their candidature subsequently.

I hereby declare that the information furnished above is true, valid and authentic to the best of my Knowledge, if any false facts/deviation are noticed in the information, my candidature may be cancelled.

Station:

Signature of the candidate \_\_\_\_\_

Date

Name of the official: \_\_\_\_\_

Full Address of the office: \_\_\_\_\_

Mobile No./E-mail ID: \_\_\_\_\_

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

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

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Tel. No: \_\_\_\_\_

Office Seal: \_\_\_\_\_

## Annexure – II

### **(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 on the records. He/she possesses the requisite educational qualifications and experience mentioned in the vacancy circular.

2. Also certified that:

- (a) There is no vigilance/ disciplinary case either pending / contemplated against Shri./ Smt./Ms. \_\_\_\_\_.
- (b) His / Her integrity is certified.
- (c) His / Her CR Dossier in original is enclosed / Photocopies of the ACRs/APARs for the last 5 years duly attested by Gazetted Officer or controlling authority (Wherever applicable).
- (d) No major / minor penalty has been imposed in 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 (as the case may be).\*
- (f) 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 will be relieved immediately to join the post.

Signature: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Telephone No & E-mail id: \_\_\_\_\_

Office Seal: \_\_\_\_\_

Place:

Date:

List of enclosure:

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

(\* Strike out which is not applicable)



Annexure - III

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).

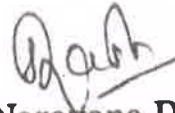
2. Further, Pattern and Syllabus for trade test for promotion to Staff Car Driver (Grade-II) and Staff Car Driver (Grade-I) shall continue to be same as provided in Directorate's letter no. 17-2/2-PE-II dated 20.12.1993 (Annexure-II).

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



5. **Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)**
6. **Director General P&T (Audit) Civil Lines, New Delhi**
7. **Secretary (PSB), All Deputy Directors General**
8. **Chief Engineer (Civil), Postal Directorate**
9. **All Sections of Postal Directorate**
10. **All recognized Federations/Unions/Associations**
11. **Director (DE), Postal Directorate**
12. **GM, CEPT for uploading the order on the India Post website.**
13. **Guard File**
14. **Spare Copies**

**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.]	

*Qash*  
17.06.2022

## 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)

<b>Paper I</b> <b>[Maximum Marks-80]</b>  <b>[Maximum Time-90 minutes]</b>	<p><b><u>PART-I</u></b></p> <p><b>General Knowledge:-</b></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>	<b>20 Questions of 1 mark each</b>
	<p><b><u>PART-II</u></b></p> <p><b>General intelligence &amp; reasoning:-</b></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>	<b>15 Questions of 1 mark each</b>
	<p><b><u>PART-III</u></b></p> <p><b>Simple Arithmetic:-</b></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>	<b>15 Questions of 1 mark each</b>

*Qash*  
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>	30 Questions of 1 mark each
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## II. STAGE II


Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total-20 marks)		
Paper I [Maximum Marks-10]		<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>
[Maximum Time-20 minutes]		
Paper II [Maximum Marks-10]		<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>
[Maximum Time-20 minutes]		

### 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.

*Adarsh*  
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.

  
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.

  
17.06.2022