



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.

2. 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].

3. Vacancies: Number of vacancies category wise is as under. These vacancies may vary.

UR	EWS	OBC	SC	ST	Total	Ex-Servicemen
1	0	1	0	0	2	0

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

4. 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**.

5. Probation Period: The candidates selected will be on probation period of two years as per rules.

6. 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).
- Experience of driving Light & Heavy motor vehicles at least for three years.
- Pass in 10th standard from a recognized Board or Institute.
- Desirable: Three years service as Home Guard or Civil Volunteers.



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7. 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

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 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

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)	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 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)	Part-I General Knowledge:- <ul style="list-style-type: none"> • Current events • Sports played in India • History and Culture of India • Geography of India 	20 Questions of 1 mark each



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	<ul style="list-style-type: none"> • Indian Economy • General Polity • Indian Constitution • 'Who' is 'Who' of India 	
	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 • 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:- <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 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



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Stage-II

Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total- 20 marks)	
Paper-I [Maximum Marks-10] [Maximum Time- 20 minutes]	<ul style="list-style-type: none">• 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:- <ul style="list-style-type: none">• Synchro Speed & Gear• Synchro Clutch & Accelerator• Control of Vehicle and Steering• Reversing

8. 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 www.haryanapost.gov.in. 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 spouse 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:

- (i) 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.

11. Special instructions to the candidates :

- (i) 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 <https://haryanapost.gov.in> or <https://www.indiapost.gov.in>.

13. Hindi version will follow.


(Prabhakar Goyal)

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

Enclosures/Annexures:

1. Application form (Annexure-I)
2. 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

1. Name of the candidate (IN BLOCK LETTERS) :
2. Aadhar No. :
3. Father's/Spouse Name :
4. Present Postal Address :
5. Date of Birth :(DD-MM-YYYY)
(As per Matriculation certificate)
6. Age as on 19.12.2024 : Years Months Days
7. Community (OC/OBC/SC/ST/EWS) :
8. Whether taking age relaxation : (Yes/No)
9. Whether caste certificate attached to avail reservation : (Yes/No)
10. Nationality :
11. Gender : (Male/Female/Transgender)
12. E-mail id, if any :
13. Contact/ Mobile No. :
14. Educational Qualification (copies of detailed marks certificate should be attached):

Sr. No.	Examination passed	Year of passing	Marks obtained/Total marks	% of marks	Name of the Board/University
1.	Matric/10 th				
2.	Any other				

15. Whether studied Hindi as a subject up to Matriculation : (Yes/No)
16. Driving licence No. :
17. Particulars of issuing Authority :
- Date of issue of Light Motor Vehicle (LMV) :
Licence and its validity
- Date of issue of Heavy Motor Vehicle (HMV) :
Licence and its validity

Note: Licence copy enclosed should match the details and their renewals, if details are not available on licence, then enclose self- attested copy of Driving licence extract showing all details of licence endorsement

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

INCOME & ASSEST 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 possesses 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, Scheduled 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 term "family" 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.

***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.

FORMAT OF SCHEDULED CASTES OR SCHEDULED TRIBES CERTIFICATE

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under 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/Tribes _____ which is recognized as a Scheduled Castes/Scheduled Tribes* 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 Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Re-organization Act, 1966, the State of Himachal Pradesh Act 1970, the North - Eastern Areas (Reorganization) Act, 1971 and 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 (Re-organization) Act, 1987).

- @The Constitution (Jammu & 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 (Dadra and Nagar Haveli) Scheduled Castes order 1962.
 @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes order 1962.
 @The Constitution (Pondicherry) Scheduled Castes Order 1964
 @The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967
 @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
 @The Constitution (Goa, Daman & 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) orders (Amendment) Act, 1990
 @The Constitution (ST) orders (Amendment) Ordinance 1991
 @The Constitution (ST) orders (Second Amendment) Act, 1991
 @The Constitution (ST) orders (Amendment) Ordinance 1996
 @The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002.
 @The Constitution (Scheduled Caste) Orders (Amendment) Act 2002.
 @The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002.
 @The Constitution (Scheduled Caste) Order (Amendment) Act 2007.

% 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/Srimati/Kumari* _____ of village/town* _____ in _____ District/Division*

_____ of the State/Union Territory* _____
who belong to the _____ Caste/Tribe which is recognized as
a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by
the _____ dated _____.

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

Place : _____
Date : _____

Signature _____
**Designation _____

(with seal of office)
State / Union Territory*

* 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 Certificates:

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/ 1st Class Stipendiary Magistrate/ +Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.
+ (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 Officers of the area where the candidate and/or his family normally resides.
- (v) Administrator / Secretary to Administrator / Development Officer (Lakshadweep).

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

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

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

This is to certify that Shri/Smt./Kumari _____
son/daughter of _____ of village/ town
_____ in District/Division _____ in
the State/ Union Territory _____ belongs to the
_____ community which is recognized as a backward
class under the Government of India, Ministry of Social Justice and Empowerment's
Resolution No. _____ dated _____ *

Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the
_____ District/Division of the _____
State/Union Territory. 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, O.M. No. 36033/3/2004 – Estt. (Res) dated 14th
October, 2008 and O.M. No. 36033/1/2013 – Estt. (Res) dated 27th May, 2013 **.

Signature : _____

Designation : _____ \$

Dated:

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.

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