

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION  
DEPARTMENT OF POSTS, INDIA  
O/o. THE MANAGER, MAIL MOTOR SERVICE, Kanpur

No.:- Rectt/M-12/Staff Car Driver/2023/6/Advertisement-3

dated .12.2023  
05.01.2024

**Sub:- Notification for recruitment of Driver (Ordinary Grade) in Uttar Pradesh Circle in the Department of Posts.**

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1. Applications are invited from Indian Nationals in the Proforma (Annexure-1) for Direct Recruitment of Driver (Ordinary Grade) (General Central Service, Group C, Non Gazetted, Non-Ministerial), from Open Market, in Uttar Pradesh Circle.

**2. Scale of Pay :-**

Post	Scale of Pay
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: -** The Category-wise break up of vacancies is as follows.

Name of the Region/ Division to which posts belongs	Number of Vacancies	Break up							Name of the Unit to whom the application address to
		UR	SC	ST	OBC	EWS	Total	ESM	
(01)	(02)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Agra Dn.	7	2	2	0	2	1	7	-	O/o. the Manager (Gr.A), Mail Motor Service, Kanpur GPO Compound, Kanpur-208001 Uttar Pradesh
Aligarh Dn.	3	2	1	0	0	0	3	-	
Bulandshahar Dn.	1	1	0	0	0	0	1	-	
Etah Dn.	1	1	0	0	0	0	1	-	
Etawah Dn.	1	1	0	0	0	0	1	-	
Jhansi Dn.	1	1	0	0	0	0	1	-	
Mainpuri Dn.	1	1	0	0	0	0	1	-	
Mathura Dn	3	2	0	0	1	0	3	-	
RO Agra	1	1	0	0	0	0	1	-	
Mirzapur Dn.	1	1	0	0	0	0	1	-	
Pratapgarh Dn.	1	1	0	0	0	0	1	-	
Prayagraj Dn	1	1	0	0	0	0	1	-	
Sultanpur Dn	1	1	0	0	0	0	1	-	
Bareilly Dn.	1	1	0	0	0	0	1	-	
Bijnor Dn.	1	1	0	0	0	0	1	-	
Budaun Dn.	1	1	0	0	0	0	1	-	
Baghpat Dn.	1	1	0	0	0	0	1	-	
Hardoi Dn.	1	1	0	0	0	0	1	-	
Kheri Dn.	1	1	0	0	0	0	1	-	
Meerut Dn.	4	3	0	0	0	0	4	-	
Moradabad Dn.	1	1	0	0	0	0	1	-	
Muzaffarnagar	1	1	0	0	1	0	1	-	

*(Signature)*

Saharanpur	3	2	0	0	1	0	3	-
Azamgarh Dn.	1	1	0	0	0	0	1	-
Bahraich Dn.	1	1	0	0	0	0	1	-
Basti Dn.	1	1	0	0	0	0	1	-
Gonda Dn.	1	1	0	0	0	0	1	-
RO Gorakhpur	1	1	0	0	0	0	1	-
Banda Dn.	1	1	0	0	0	0	1	-
Fatehgarh Dn.	1	1	0	0	0	0	1	-
MMS Kanpur	12	8	1	0	2	1	12	01
Ayodhya Dn.	1	1	0	0	0	0	1	-
Barabanki Dn	1	1	0	0	0	0	1	-
Lucknow Dn.	1	1	0	0	0	0	1	-
Raebareli Dn.	1	1	0	0	0	0	1	-
Sitapur Dn.	1	1	0	0	0	0	1	-
Ballia Dn	1	1	0	0	0	0	1	-
Ghazipur Dn	1	1	0	0	0	0	1	-
Jaunpur Dn	1	1	0	0	0	0	1	-
Varanasi (E) Dn	10	6	1	0	2	1	10	01
Ghaziabad Dn	2	2	0	0	0	0	2	-
Circle Office	1	1	0	0	0	0	1	-
	78*	61	5	0	9	3	78	2

(i) Vacancy reserved for Ex-Servicemen (ESM) 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 belong to, that means the vacancy earmarked for Ex Servicemen is included within the total vacancies.

(ii) The Ex-servicemen personnel must also submit their details in Annexure - V.

#### 4. Age Limit :-

Between 18 to 27 years, Relaxation will be provided as under in respect of vacancy reserve for them.

For OBC candidate	Relaxable upto 3 years
For SC/ST candidate	Relaxable upto 5 years
For Central Government Servant	Up to age of 40 years
For Ex-servicemen	Upto maximum 3 years {for SC/ST 08 years (3+5) and for OBC 06 Years (3+3) } after deducting military service rendered from the actual age

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

(ii) The crucial date for determining the age-limit is closing date for receipt of application forms (i.e. ....) 16.02.2024

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

*(Signature)*

## 6. Educational and other qualifications:

- (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 in 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 qualification- Three years service as Home Guard or Civil Volunteers.

## 7. 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 1

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"> <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>	20 Questions of 1 mark each
	Part II General intelligence & reasoning <ul style="list-style-type: none"> <li>• Analytical aptitude</li> <li>• Ability to observe and distinguish patterns</li> <li>• Analogies</li> </ul>	15 Questions of 1 mark each

	<ul style="list-style-type: none"> <li>• Similarities and Differences</li> <li>• Space visualization</li> <li>• Spatial orientation</li> <li>• Visual memory</li> </ul>	
	Part III Simple Arithmetic <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 Discount</li> <li>• Time and distance</li> <li>• Ratio and time</li> <li>• Time and work</li> </ul>	15 Questions of 1 mark each
	Part IV Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:- <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-a-vis electrical vehicles</li> </ul>	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"> <li>• Identification of defects</li> <li>• Carry out minor repairs</li> <li>• Changing of wheels</li> <li>• inflation of wheels correctly</li> </ul>
Paper II (Maximum Marks 10) (Maximum Time 20 Minutes)	<ul style="list-style-type: none"> <li>• Synchro Speed &amp; Gear</li> <li>• Synchro Clutch &amp; Accelerator</li> <li>• Control of Vehicle and Steering</li> <li>• Reversing</li> </ul>

**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.

**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.**

**Candidate also note and attention that the result will be displayed on notice board at O/o. Mail Motor Service, Kanpur for Stage 1, Stage 2.**



**8. Disqualification:** No person-

- (a) who, has entered into or contracted a marriage with a person having a 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.

**9. Disclaimer:**

- (i) The Department of Posts reserves the right to cancel this recruitment process without assigning any reason.
- (ii) The vacancies notified are subject to change without assigning any reason and Department reserves the right to cancel the recruitment
- (iii) Vacancies may vary which will depends on the outcome of recruitment through deputation/absorption of Department of Posts employees and recruitment through Deputation/Absorption from other Ministries of Central Government and deputation or re-deployment of Armed Forces Personnel . The Competent Authority reserves the right to increase or decrease the vacancies or cancel the notification at any stage without any information.

**10. 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.

**11. Special instructions to the candidates:**

- (i) The candidate should fill up all the fields of the application forms enclosed Annexure-I.
- (ii) No column should be left blank.
- (iii) One envelope should contain one application only.
- (iv) The application complete in all respect should be sent through REGISTERED POST/SPEED POST only. Those sent through other means, private couriers, unregistered post and given by hand etc shall not be accepted.
- (v) Along with enclosures and Indian Postal Order for Rs. 100/- in favour of Manager Mail MotorService, Kanpur payable at Kanpur HO should be enclosed as application fee. Women candidates and candidates belonging to Scheduled Caste (SC), Scheduled Tribes (ST) and Ex-Serviceman eligible for reservation are exempted from payment of fee.
- (vi) 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.
- (vii) Application received without proof of date of birth will be rejected straightway.
- (viii) No allowances and expenses will be paid for attending the test and the candidates will have to bear the cost.
- (ix) Self-attested copies of all documents, viz (i)date of birth Proof, (ii) educational qualifications,(iii)Driving Experience Certificate (iv) Driving license (v) Caste certificate, if any,etc should invariably accompany the signed application form (vi) The driving licence should be valid one on the date of application.
- (x) The documents/marks lists/ certificates 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.
- (xi) 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.
- (xii) The candidates on appointment shall be liable for posting at any place in Uttar Pradesh circle.



- (xii) Further, self-attested latest colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose. Additional Photo to be pinned to the application form.
- (xiii) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted.
- (xiv) No correspondence in person, e-mail, telephone etc will be made.
- (xv) 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 List of Mandatory Documents to be attached with the Application Form:**

- (i) Self attested copy of Proof of date of Birth.
- (ii) Self attested copy of a valid driving license for light & heavy motor vehicles.
- (iii) Self attested copy of Certificate of Driving Experience, if any.
- (iv) Self attested copy of Mark sheet & Certificate of 10<sup>th</sup> standard.
- (v) Self attested copy of cast certificate, if applicable.
- (vi) Self attested copy of Experience certificate as Home Guard or Civil Volunteers, if applicable.
- (vii) Self attested colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose and additional photograph to be pinned to the application form.
- (viii) Original Indian Postal Order of Rs. 100/- in favor of Manager, Mail Motor Service, Kanpur as application fees, if applicable.

**13 HOW TO APPLY:** The eligible candidates may submit their applications only in the prescribed format in Annexure-I, affixing their recent passport size photograph, duly filled in along with enclosures and Indian Postal Order for Rs. 100/- in favour of Manager Mail Motor Service, Kanpur payable at Kanpur HO should be enclosed as application fee in an envelope super scribed as "**APPLICATION FOR DIRECT RECRUITMENT TO THE POST OF DRIVER IN UP CIRCLE**" addressed to,

**MANAGER (GR.A),  
Mail Motor Service Kanpur,  
GPO Compound, Kanpur-208001,  
Uttar Pradesh.**

so as to reach on or before the last date i.e. 16.02.2024.....by 17:00 hours by REGISTERED POST/SPEED POST ONLY. Application sent through private courier, unregistered post ordinary mail other means and by hand will not be accepted.

The application form can also be downloaded from the India Post website.



Manager (Gr.A),  
Mail Motor Service  
Kanpur

Enclosures / Annexures.

- 1) Application form (Annexure I)
- 2) Format of EWS/SC/ST/OBC Certificate (Annexure II to IV)
- 3) Additional form for Ex-servicemen (Annexure V)