

**GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION & IT  
DEPARTMENT OF POSTS**

**OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI - 600006**

**No. MSE / B9-2 / XV / 2021 dated at Chennai – 600 006 the 27 -02-2023**

1. Applications are invited from the eligible Indian citizens for the post of **Staff Car Driver (Ordinary Grade)** (General Central Service, Group-C, Non-Gazetted, Non-Ministerial) in Tamilnadu Circle in the Pay Matrix of Rs. 19900-63200/- + admissible allowances.
2. The last date for receipt of application is on or before **31-03-2023** by **17.00 hours**.
3. The details of vacancies are as follows:

Sl. No	Name of the Region	Name of the Division / Unit and their communal break up									Remarks
		Sl.No	Name of the division / unit	Total vacancy	UR	SC	ST	OBC	EWS	ESM	
1	Chennai City Region	i	Chengalpattu	1	1	-	-	-	-	-	-
		ii	Pondicherry	3	3	-	-	-	-	-	
		iii	Tambaram	1	1	-	-	-	-	-	
		iv	Vellore	1	1	-	-	-	-	-	
		a	<b>TOTAL VACANCY</b>	<b>6</b>	<b>6</b>	-	-	-	-	-	
2	Central Region	i	Cuddalore	1	1	-	-	-	-	-	-
		ii	Karur	1	1	-	-	-	-	-	
		iii	Nagapattinam	1	1	-	-	-	-	-	
		iv	Pattukottai	1	1	-	-	-	-	-	
		v	Srirangam	1	1	-	-	-	-	-	
		vi	Tiruchirappalli	3	2	1	-	-	-	-	
		vii	Vridhachalam	1	1	-	-	-	-	-	
		b	<b>TOTAL VACANCY</b>	<b>9</b>	<b>8</b>	<b>1</b>	-	-	-	-	
3	MMS, Chennai	i	MMS, Chennai	25	12	5	-	6	2	2	-
		c	<b>TOTAL VACANCY</b>	<b>25</b>	<b>12</b>	<b>5</b>	-	<b>6</b>	<b>2</b>	<b>2</b>	
4	Southern Region	i	Dindigul	1*	1	-	-	-	-	-	*Appointment subject to the outcome of OA 622/2022 for the vacancy at Dindigul
		ii	Ramanathapuram	1	1	-	-	-	-	-	
		iii	Karaikudi	1	1	-	-	-	-	-	
		d	<b>TOTAL VACANCY</b>	<b>3</b>	<b>3</b>	-	-	-	-	-	
5	Western Region	i	MMS, Coimbatore	11	5	1	-	4	1	1	-
		ii	Erode	2	2	-	-	-	-	-	
		iii	Tirupur	1	1	-	-	-	-	-	
		iv	Nilgris	1	1	-	-	-	-	-	
		e	<b>TOTAL VACANCY</b>	<b>15</b>	<b>9</b>	<b>1</b>	-	<b>4</b>	<b>1</b>	<b>1</b>	
6	<b>OVERALL VACANCY (a+b+c+d+e)</b>			<b>58</b>	<b>38</b>	<b>7</b>	-	<b>10</b>	<b>3</b>	<b>3*</b>	-

\*Vacancy reserved for Ex-Serviceman (Ex-SM) 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 belongs to, that means the vacancy earmarked for Ex-serviceman is included within the total vacancies.

4. Number of vacancies in division / units are subject to change and the issuing authority reserves right to modify / cancel the notification without assigning any reason there to.

5. Scale of pay for Staff Car Driver (ordinary grade) is Rs. 19900/- to 63200/- (Level 2 in the Pay Matrix as per 7<sup>th</sup> CPC) + admissible allowances.

6. Period of probation is Two years.

**7. Eligibility:**

**a) Age limit for direct recruits from candidates of India:**

For UR & EWS: 18 to 27 years

For SC & ST : Relaxable by 5 years

For OBC : Relaxable by 3 years

For Government Servants upto 40 years in accordance with the instructions or orders issued by Central Government

For Ex- Serviceman upto a maximum of 3 years [08 ( 3+ 5 ) years for SC & ST and 06 (3+3) years for OBC] after deduction of the Military Service rendered from the actual age].

**The crucial date for determining age limit is closing date of application (i.e) 31-03-2023.**

**b) Educational & Other qualifications for direct recruits:**

- (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 light & heavy motor vehicle for at least three years.
- (iv) **Pass in 10<sup>th</sup> Standard** from a recognized Board or Institute.

**c) Desirable qualification:** Three years' service as Home Guard or Civil Volunteers.

**8. Method of Selection:**

Selection shall be made on the basis of examination pattern and syllabus as per the Annexure-I. Selected candidates will be allotted to division / units wherever vacancies are available on the basis of merit and preference of the candidates.

**9. Instruction to candidates:**

- (a) Application in the prescribed format should be filled in by the candidate in one of the languages in Hindi / English / Tamil completely without corrections and duly signed by the candidate.
- (b) Two recent photographs should be enclosed out of which, one recent passport size photograph should be affixed at the place meant for the purpose on the application and should be duly self attested by the candidate.
- (c) Along with the application form an Indian Postal order for Rs. 100/- (or) UCR receipt to be taken in any post office should be enclosed towards application fee. SC/ST/Women candidates are exempted from the fees.
- (d) Reservation / Category should be selected (UR / EWS / SC / ST / OBC (non-creamy layer). Certificate issued by competent authority in prescribed format should be enclosed. If category is not selected, candidate will be treated as UR.
- (e) If Ex-Servicemen category selected, service & trade proof copy should be enclosed otherwise they will be considered under general category and no age relaxation will be given.
- (f) Photocopies of the following certificates self attested by the candidate should be forwarded along with the application.
  - (i) Age proof
  - (ii) Educational qualification
  - (iii) Community certificate issued by appropriate authority for appointment to posts under the Government of India (Format enclosed).
  - (iv) EWS candidates should submit valid Income & Asset certificate issued by the competent authority for the year 2021-2022 (Format enclosed).
  - (v) Valid driving licence with date of first issue of LMV & HMV and date of expiry of LMV & HMV (or) Extract of licence with full details.

- (vi) Experience certificate issued by Gazetted officer of a Central / State Government office where the applicant has been working or by the Head of a Registered Firm / Company / Agency / Institution should be enclosed. Certificate should contain full address, Door No., Pincode and name of the person issuing with designation along with date of issue of certificate. The period of experience mentioned in the experience certificate should be within the period of validity of Driving Licence. The period of experience in Light and Heavy Vehicles should be clearly indicate like 'Light vehicle Experience from \_\_\_\_ (date) to \_\_\_\_ (date)' and 'Heavy vehicle experience from \_\_\_\_ (date) to \_\_\_\_ (date)'.
- (g) Application in prescribed format completed in all respect should be sent to **'The Senior Manager (JAG), Mail Motor Service, No.37, Greams Road, Chennai – 600 006' on or before 31-03-2023 by 1700 Hours** through **Speed Post / Registered Post** only. Applications received by any other means will be rejected.
- (h) Application received after the last date and without adhering to the above conditions said in this notification will not be considered.

**10. Application will be liable for rejection also due to following reasons:**

- (a) The application not received through Speed Post / Registered post.
- (b) Unsigned / Incomplete / not prescribed format application / application received after due date / Mutilated or damaged applications / documents etc.,
- (c) Two recent photographs without self attestation.
- (d) Without IPO / UCR for Rs.100/- as per instructions vide 9(c).
- (e) Without copy of valid community certificate issued by competent authority in respect of reserved post (SC/ST/OBC non creamy layer).
- (f) Invalid EWS Certificate not in prescribed format if applied for EWS.
- (g) Not possessing the requisite qualification as mentioned in 7 (b).
- (h) Without proper self attested copies of certificates / documents.
- (i) Under aged / over aged candidates.
- (j) Experience certificate from non-recognized institutions without Door No, full address & pincode and not as per instruction vide 9 (f) (vi).
- (k) Invalid Licence (or) Licence (or) Extract of licence without full details.
- (l) No designated driver trade in army / no Service certificate / inappropriate ESM certificate.

11. Eligible candidates only will be issued Hall Permits.

12. No intimation / correspondence will be made in respect of other applicants who are not eligible.

13. Original Certificates should not be sent along with the application.

The last date of receipt of application is on or **before 31-03-2023 by 1700 Hours.**

  
Senior Manager (JAG)  
Mail Motor Service,  
Chennai – 600 006.

# ANNEXURE - I.

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.]	

# METHOD OF SELECTION

## ANNEXURE - I

### 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)

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

	<p style="text-align: center;"><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>	<p>30 Questions of 1 mark each</p>
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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]  [Maximum Time-20 minutes]	<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>
Paper II [Maximum Marks-10]  [Maximum Time-20 minutes]	<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>

**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.