

F.No.08-01/2019-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi – 110001
Dated: 06.05.2020

To,

All Chief Postmasters General/All Postmasters General
Chief General Manager, BD Directorate/Parcel Directorate/PLI Directorate
Director, RAKNPA/ GM, CEPT/Directors of All PTC
Addl. Director General, Army Postal Services, New Delhi
All General Managers (Finances), Directors Postal Accounts/ DDAP

Subject:- Pattern and Syllabus for Trade test/ Driving Test for appointment/ deputation/ absorption to post of Staff Car Driver(Ordinary Grade)

Madam/Sir,

Please find enclosed pattern and syllabus for Trade Test/ Driving Test for appointment/ deputation/ absorption to the post of Staff Car Driver (Ordinary Grade). This bears the approval of the Competent Authority.

2. 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 examinations held thereafter. Further, it is requested that this pattern and syllabus may be brought to notice of all those concerned in the Circles.

Encl: As above

Yours faithfully,
Sd/-

(Muthuraman C)
Assistant Director General (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 Genetal P&T (Audit) Civil Lines, New Delhi
7. Secretary (PSB), All Deputy Director Generals
8. Chief Engineer (Civil), Postal Directorate
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Pattern and Syllabus for Trade test/ Driving Test for appointment/ deputation/ absorption to post of Staff Car Driver(Ordinary Grade)

Trade test shall be held in three (3) stages.

STAGE I: Test for knowledge of Motor Mechanism and Traffic Rules, signals and regulation (Theory)

STAGE II: Test for knowledge of Motor Mechanism and Reversing Vehicle(Practical)

STAGE III: Test for Forward Driving

Pattern of Examination

I. Stage I of Examination

S.No.	Description	Paper I	Paper II	Paper III	
1.	Competitive or Qualifying	Competitive	Competitive	Competitive	
2.	Type of Question	Multiple Choice Question	Multiple Choice Question	Multiple Choice Question	
3.	Maximum Marks	40	20	20	
4.	Duration	30 minutes	15 minutes	15 minutes	
5.	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a local language	English, Hindi and respective local language, where Hindi is not a local language	English, Hindi and respective local language, where Hindi is not a local language	
6.	Language of Answer Paper	Not Applicable as Multiple Choice Questions	Not Applicable as Multiple Choice Questions	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

S.No.	Description	Paper I	Paper II	Paper III	Paper IV
1.	Competitive or Qualifying	Competitive	Competitive	Competitive	Competitive

2.	Type of Question	Practical	Practical	Practical	Practical
3.	Maximum Marks	10	10	40	20
4.	Duration	20 minutes	20 minutes	5 to 10 minutes as per track length	5 to 10 minutes as per track length
5.	Language of Question Paper	Not Applicable	Not Applicable	Not Applicable	Not Applicable
6.	Language of Answer Paper	Not Applicable	Not Applicable	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. Stage III of Examination:

S.No.	Description	Paper I	Paper II
1.	Competitive or Qualifying	Competitive	Competitive
2.	Type of Question	Practical	Practical
3.	Weightage of Marks for components of syllabus	As per Syllabus	As per Syllabus
4.	Maximum Marks	40	20
5.	Duration	5 to 8 minutes to drive 2 Kms depend on track	5 to 8 minutes to drive 2 Kms depend on track
6.	Language of Question Paper	Not Applicable	Not Applicable
7.	Language of Answer Paper	Not Applicable	Not Applicable
8.	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.]	

Syllabus of Examination

Stage I

Knowledge of Motor Mechanism and Traffic rules, signals and regulation (Theory)(60 minutes, Total-80 marks)	
Paper I [Maximum Marks-40]	<ul style="list-style-type: none"> • Trouble Shooting minor vehicle defects

Paper II [Maximum Marks-20]	<ul style="list-style-type: none"> • Traffic Rules and Regulations
Paper III [Maximum Marks-20]	<ul style="list-style-type: none"> • Recognition of traffic signals • Recognition of hand signals and road markings

Stage II

Knowledge of Motor Mechanism and Reversing Vehicle (Practical)(50-60 minutes, Total-80 marks)	
Paper I [Maximum Marks-10]	<ul style="list-style-type: none"> • Identification of defects • Carry out minor repairs handled by drivers
Paper II [Maximum Marks-10]	<ul style="list-style-type: none"> • Changing of wheels • Inflation of wheels correctly
Paper III [Maximum Marks-40]	<ul style="list-style-type: none"> • Heavy Motor Vehicle Reversing
Paper IV [Maximum Marks-20]	<ul style="list-style-type: none"> • Light Motor Vehicle Reversing

Stage III

Forward Driving (Practical) (Total-60 marks)			
Paper I [Maximum Marks-40]	Heavy Motor Vehicle Driving	<ul style="list-style-type: none"> • Synchro Speed & Gear • Synchro Clutch & Accelerator • Control of Vehicle & Steering 	15 marks 15 marks 10 marks
Paper II [Maximum Marks-20]	Light Motor Vehicle Driving	<ul style="list-style-type: none"> • Synchro Speed & Gear • Synchro Clutch & Accelerator • Control of Vehicle & Steering 	07 marks 07 marks 06 marks

Criteria for Selection

- a. Complete process of examination shall be an elimination process. Candidates qualifying in all papers of previous stage shall be eligible to appear for test in the next stage i.e. candidates qualifying in each paper of Stage I shall be eligible to appear for test in Stage II and thereafter, candidates qualifying in each paper of Stage II

shall be eligible to appear for test in Stage III. This vis-à-vis implies that if any of the candidates does not qualify any paper of a particular stage, he/ she shall not qualify for the next stage.

- a) Only such candidates who qualify in all papers of each stage viz. Stage I, Stage II and Stage III shall be considered while preparation of the final merit list.
- b) Final merit list of the qualified candidates shall be prepared by calculation of final marks in the following manner:

Sr. No.	Particulars of Trade Test	Maximum Marks	% of weightage of maximum marks to be taken into account	Weightage in 100 Marks
1.	Qualified candidates marks obtained in Stage I	80	25%	20
2.	Qualified candidates marks obtained in Stage II	80	40%	32
3.	Qualified candidates marks obtained in Stage III	60	80%	48
Total Marks				100

- c) After arranging the candidates in order of merit as at (d) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
- d) 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 of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

NOTE: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.