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

Dak Bhawan, Sansad Marg, New Delhi-110001.

Dated: 7June, 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,

(Satya Narayana Dash) Director (SPN)

Encl: As above

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
- 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

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ANNEXURE-I to Letter No. 08-01/2019-SPN-I dated 17.06-2022

PATTERN AND SYLLABUS FOR EXAMINATION FOR APPOINTMENT/ DEPUTATION/ ABSORPTION TO POST OF STAFF CAR DRIVER (ORDINARY <u>GRADE</u>)

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). <u>PATTERN OF EXAMINATION</u>

1.	Stage 1 of Examination . Theory	
S.No.	Description	Paper I
1.	Competitive or Qualifying	Competitive
2.	Type of Question	Multiple Choice Question
3.	Maximum Marks	Ceneral intelligence 608
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	(a) For SC/ST-33% in each Paper
	(Subject to reservation policy of	(b) For OBC and EWS- 37% in each Paper
	Government)	(c) For Others- 40%
		[Note: Relaxed standard shall be applicable only if
Questio		reservation is available for a category in relevant
(n) i	lo	mode of recruitment.]

I. Stage I of Examination : Theory Test

II.	Stage	II of	Examinati	ion: 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	(a)For SC/ ST- 33% in each	n Paper	
	(Subject to reservation policy of	(b) For OBC and EWS- 379	% in each Paper	
	Government)	(c) For Others- 40%		
		[Note: Relaxed standard shall be applicable only if reservation is available for a category in relevant		
		mode of recruitment.]	of a category in it	

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SYLLABUS OF EXAMINATION

reaso	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	PART-I	20 Question		
[Maximum	CE to Throng Test for Encoded and A concept Instituted and			
Marks-80]	General Knowledge:-	of 1 mar		
and regulations (as	• Current events	cacii		
[Maximum Time-	• Sports played in India	LATE .		
90 minutes]	History and Culture of India			
driving (20 marks).	Geography of India	57.1		
	• Indian economy			
	• General polity			
	Indian constitution	đ		
	'Who' is 'Who' of India	S.No. De		
	PART-II	15 0		
	te nt Opercient	15 Question of 1 mark		
	General intelligence & reasoning:-	of 1 marl each		
	Analytical aptitude	each		
local langence w	Ability to observe and distinguish patterns			
a sugar and	• Analogies			
nice Onestions	• Similarities and Differences			
Tener	Space visualization			
in each Paner	Spatial orientation			
	• Visual memory			
Il be applicable onl	PART-III	15 0		
a category in relev	reservation is available for	15 Questions of 1 mark		
	Simple Arithmetic:-	of 1 mark each		
	 Problems relating to number systems 	each		
	Computation of whole numbers			
aper II	 Decimal and fractions 			
ometitive	Relationship between numbers			
Include:	Fundamental arithmetical operations			
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PART-IV	30	Que	stions
Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:-	of each	1	mark
 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 motor 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 	k in joj noj Ron ma		

II. <u>STAGE II</u>

Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total-20 marks)		
Paper I	Identification of defects	
[Maximum Marks-10]	• Carry out minor repairs handled by drivers	
	Changing of wheels	
[Maximum Time-20 minutes]	• Inflation of wheels correctly	
Paper II	Heavy Motor Vehicle Driving :-	
[Maximum Marks-10]	Synchro Speed & Gear	
	Synchro Clutch & Accelerator	
[Maximum Time-20	 Control of Vehicle & Steering 	
minutes]	• Reversing	

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.

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- 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 nonjoining 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.

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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.

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