

GOVERNMENT OF INDIA :: DEPARTMENT OF POSTS
O/o THE MANAGER, MAIL MOTOR SERVICE, KOTI, HYDERABAD – 500 095
No. MMS/MSE/HR Rectt/Drivers/2020-21 dated at Hyderabad – 95 the 01.12.2020

Applications are invited from the eligible Indian citizens for the following post in Mail Motor Service, Hanamkonda under Hyderabad Region, Telangana Circle, Hyderabad for the year 2020.

POSTS	No. of posts	Communal Breakup				
		UR	OBC	SC	ST	EWS
Staff Car Driver(Ordinary Grade) General Central Service, Gr-C, Non Gazetted, Non Ministerial	01	01	-	-	-	-

(UR – Un-Reserved)

Scale of Pay : Rs.19,900/- (Level 2 in the pay matrix as per 7th CPC)
Period of Probation : Two years for Direct Recruits
Last date for receipt : 26.12.2020 up to 17.30 hrs.

1. Eligibility

a) Age limit: 18 to 27 yrs. [Relaxable up to 40 years for Government Servants in accordance with the instructions or orders issued by Central Government].

The crucial date for determining the age limit shall be the closing date for receipt of applications from the candidates in India i.e. 26.12.2020.

b) **Essential Educational & 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 10th standard from recognized Board or Institute.
- c) Desirable qualification: Three years service as Home Guard or Civil volunteers.

2. Method of selection

Pattern and Syllabus for Trade test/ Driving Test for appointment for the post of Staff Car Driver (Ordinary Grade)

Trade test will be conducted 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

Sl. No.	Description	Paper I	Paper II	Paper III
1	Competitive or Qualifying	Competitive	Competitive	Competitive
2	Type of Question	Multiple choice	Multiple choice	Multiple choice
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 Marks	For Unreserved category – 40% in each Paper		

II. Stage II of Examination

Sl. 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 Marks	For Unreserved category – 40% in each Paper			

III. Stage III of Examination:

Sl. 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	For Unreserved category – 40% in each Paper	

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]	• Trouble Shooting minor vehicle defects
Paper II [Maximum Marks-20]	• Traffic Rules and Regulations
Paper III [Maximum Marks-20]	• 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]	• Identification of defects • Carry out minor repairs
Paper II [Maximum Marks-10]	• Changing of wheels • Inflation of wheels correctly
Paper III [Maximum Marks-40]	• Heavy Motor Vehicle Reversing
Paper IV [Maximum Marks-20]	• Light Motor Vehicle Reversing

Stage III

Forward Driving (Practical) (Total-60 marks)			
Paper I [Maximum Marks-40]	Heavy Motor Vehicle Driving	• Synchro Speed & Gear	15 marks
		• Synchro Clutch & Accelerator	15 marks
		• Control of Vehicle and Steering	10 marks
Paper II [Maximum Marks-20]	Light Motor Vehicle Driving	• Synchro Speed & Gear	07 marks
		• Synchro Clutch & Accelerator	07 marks
		• Control of Vehicle and Steering	06 marks

Criteria for Selection:

- a) Candidates qualifying in all papers of previous stage are eligible to appear for test in the next stage i.e. candidates qualifying in each paper of Stage I are eligible to appear for test in Stage II and thereafter, candidates qualifying in each paper of Stage II are eligible to appear for test in Stage III. This vis-a-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. Only such candidates qualified in all papers of each stage viz. Stage I, Stage II and Stage III shall be considered while preparing the final merit list.
- b) Final merit list of the qualified candidates shall be prepared by calculation of final marks in the following manner:

Sl. No.	Particulars of Trade Test	Maximum Marks	% of weightage of maximum marks to be taken into account	Weightage 20 100 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 above, number of candidates declared successful shall be equal to the number of vacancies in each category.
- d) In the event of any vacancy notified for recruitment remains unfilled 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 of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

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.**

Application must be signed by the candidate and accompanied with:

1. Photocopies of the following certificates Self Attested by the candidate.
i) Age proof, ii) Educational Qualification as indicated at Sl.no.1 (b) (iv), iii) Driving experience certificate as indicated at Sl. No. 1(b)(iii), iv) Driving License along with the Extract issued by RTA Concerned.
2. One recent passport size photograph self attested by the candidate should be pasted in the application form.

Special Instructions to the candidates:

The applications should be sent in an envelope superscripting **the post applied for** addressing to **"The Senior Manager, Mail Motor Service, Koti, Hyderabad – 500 095"** either by **speed post or Register post on or before on or before 26.12.2020 up to 17.30 hrs** and other means will be rejected. Incomplete/ Unsigned applications are liable to be rejected. Application(s) without complete information or without copies of requisite certificates or the application(s) enclosing copies of the certificate(s) without self attestation will be rejected straight away without any notice or information. Applications received after due date will be summarily rejected. No allowances and expenses will be paid for attending the test and the candidates will have to bear the cost. The vacancies notified are subject to change without assigning any reasons and Department reserves the right to cancel the recruitment if so warranted.


Senior Manager,
Mail Motor Service,
Hyderabad – 500 095

Application should be submitted in the following format:

Self attested
recent
Passport size
Photograph

1. Full name (In block letters) :
2. Father's full name :
3. Post Applied for :
4. Permanent Address :
5. Address for correspondence :
6. Citizenship : Indian / others
7. Date of Birth(By Christian Era) :
8. Age as on 26.12.2020 :
9. Reservation category : UR (Tick)
10. Educational Qualification :
11. Driving License Number :
12. Particulars of Issue of Driving License with validity : (LMV & HMV Separately)
Date of Issue of Driving Lincence : LMVValidity.....
Date of Issue of Driving Lincence : HMVValidity.....
13. Whether copy of extract of Driving License issued by concerned RTA
Authorities showing all details of License endorsement is enclosed Yes / No
14. Driving Experience Period HMV : From..... To.....
(LMV & HMV Separately) Name of institution/ firms etc :.....
LMV : From To.....
Name of institution/ firms etc :.....
15. Home Guard Service : From..... To.....
16. Any other relevant information :

Signature of Candidate

