

GOVERNMENT OF INDIA :: DEPARTMENT OF POSTS
O/o THE MANAGER, MAIL MOTOR SERVICE, KOTI, HYDERABAD – 500 095
No. MMS/MSE/Rectt/Drivers/2020-21 dated at Hyderabad-95 the 21.07.2020

Applications are invited from the eligible Indian citizens for the following posts in Mail Motor Service, Koti, Hyderabad – 500 095.

| POSTS | No. of posts | Communal Breakup | | |
|-----------------------------------------------------------------------------------------------|--------------|------------------|------|------|
| | | UR* | OBC* | EWS* |
| Staff Car Driver(Ordinary Grade) General Central Service, Gr-C, Non Gazetted, Non Ministerial | 05 | 02 | 01 | 02 |

(*UR – Un-Reserved, OBC – Other Backward Classes, EWS – Economically Weaker Section)

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 of applications: 19.08.2020 up to 17.30 hrs.

1. Eligibility

a) **Age limit:** 18 to 27 yrs. [Relaxable by 3 years for OBC candidates and upto 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. 19.08.2020.

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 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

| 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 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:

| 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 (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] | • 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:

- 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.
- 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 |

- 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.
- 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) OBC/EWS certificate issued by competent Authority, v) 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 Manager, Mail Motor Service, Koti, Hyderabad – 500 095"** either by **speed post or Register post on or before 19.08.2020 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.


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 19.08.2020 (i.e.closing date) :
9. Reservation category : Are you a member of **UR/EWS/ OBC (Non Creamy layer)**(Tick)
 - (i) If yes, candidate should submit caste certificate for OBC and Income & Asset certificate for Economically Weaker Section (EWS) issued by the Competent Authority in the prescribed format (Format enclosed)
 - (ii) OBC candidate also submit non-creamy layer certificate for appointment to the post under the Govt. of India.
10. Educational Qualification :
11. Driving License Number :
12. Particulars of Issue of Driving License with validity : (LMV & HVM Separately)
Date of Issue of Driving License : LMV :.....Validity.....
Date of Issue of Driving License : HVM :.....Validity.....
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 **HVM** : From..... To.....
(**LMV & HVM 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

FORM OF CASTE CERTIFICATE (OBC)

The form of certificate to be produced by Other Backward Classes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri/Shrimati/Kumari*.....son/daughter* of Shri..... of village/town*in District/Division*..... of the State/Union Territory*belongs to theCommunity which is recognised as a backward class under:

@ Government of India, Ministry of Welfare Resolution No. 12011/68/93-BCC (C) dated 10th September, 1993 published in the Gazette of India Extraordinary Part-I, Section-1, No. 186 dated 13th September, 1993.

@ Government of India, Ministry of Welfare Resolution No. 12011/9/94-BCC dated 19-10-94, published in the Gazette of India Extraordinary Part-I, Section-1, No. 163 dated 20-10-1994.

@ Government of India, Ministry of Welfare Resolution No. 12011/7/95-BCC dated 24-5-95, published in the Gazette of India Extraordinary Part-I, Section-1, No. 88 dated 25-5-1995.

@ Government of India, Ministry of Welfare Resolution No. 12011/96/94-BCC dated 9th March, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 60 dated 11th March, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/44/96-BCC dated 6th December, 1996 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated 11th December, 1996.

@ Government of India, Ministry of Welfare Resolution No. 12011/99/94-BCC dated 11th December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 236 dated 12th December, 1997.

@ Government of India, Ministry of Welfare Resolution No. 12011/13/97-BCC dated 3rd December, 1997 published in the Gazette of India Extraordinary Part-I, Section-1, No. 239 dated 17th December, 1997.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/68/98-BCC dated the 27th October, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 241 dated the 27th October, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/88/98-BCC dated 6th December, 1999 published in the Gazette of India Extraordinary Part-I, Section-1, No. 270 dated 6th December, 1999.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/36/99-BCC dated 4th April, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 71 dated 4th April, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/44/99-BCC dated the 21st September, 2000 published in the Gazette of India Extraordinary Part-I, Section-1, No. 210 dated the 21st September, 2000.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12015/9/2000-BCC dated 6th September, 2001 published in the Gazette of India Extraordinary Part-I, Section-1, No. 246 dated 6th September, 2001.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/1/2001-BCC dated 19th June, 2003 published in the Gazette of India Extraordinary Part-I, Section, 1 No. 151 dated 20th June, 2003.

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@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 2011/4/2002-BCC dated 13th January, 2004 published in the Gazette of India Extraordinary, Part-I Section-1, No. 9 dated 13th January, 2004.

@ Government of India, Ministry of Social Justice and Empowerment Resolution No. 12011/14/2004-BCC dated 12th March, 2007 published in the Gazette of India Extraordinary, Part-I, Section-1, No. 67 dated 12th March, 2007.

Shri/Shrimati/Kumari*.....and/or* his/her* family ordinarily resides in village/town*..... of..... District/Division* of the State/ Union Territory* of.....

This is also to certify that he/she* does not belong to the persons/sections* (Creamy Layer) mentioned in column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8-9-1993 O.M. No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt. (Res.) dated 14th October, 2008.

Signature.....

**Designation.....

(With seal of Office)

State/Union Territory

Place.....

Date.....

*Please delete the words which are not applicable.

@ Strike out whichever is not applicable.

NOTE: The term "ordinarily reside (s)" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

****List of authorities empowered to issue OBC Certificate**

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/† Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. †(not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer(Lakshadweep)

Note 1: Candidates claiming to belong to OBCs should note that the name of their Caste (including its spellings) as indicated in their certificates, should be exactly the same as published in the lists notified by the Central Government from time to time. A certificate containing any variation in the Caste name will not be accepted.

Note 2: The OBC claim of a candidate will be determined in relation to the State (or part of the State) to which his/her father originally belongs. A candidate who has migrated from one State (or part of the State) to another should, therefore, produce an OBC certificate which should have been issued to him/her based on his/her father's OBC certificate from the State to which he (father) originally belongs.

Note 3: No change in the community status already indicated by a candidate in his/her simplified application form for this examination will ordinarily be allowed by the Commission.

Government of
(Name & Address of the authority issuing the certificate)

INCOME & ASSETS CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family'** is below Rs.8 lakh (Rupees Eight Lakh only) for the financial Year _____. His /Her family does not own or posses any of the following assets***

- I. 5 acres of agricultural land and above.
- II. Residential flat of 1000 sq. ft and above.
- III. Residential plot of 100 sq. yards and above in notified Municipalities.
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Schedules Tribe and Other Backward Classes (Central List).

Signature with seal of office _____

Name _____

Designation _____

Recent Passport
size attested
photograph of
the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

** Note 2: The terms "Family" for this purpose include the person, who seeks benefits of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children on below the age of 18 years.

*** Note 3 : The property held by a "Family" in different locations or different places/Cities have been clubbed while applying the land or property holding test to determine EWS status.