

**"For Department of Posts & Other Central Government Departments only"**

Govt. of India  
Department of Posts  
Ministry of Communications  
Office of the Chief Postmaster General, J&K Circle.  
Meghdhoot Bhawan, Railhead Complex Jammu - 180012.

No.: 2-65/SPR/2023

Dated at Jammu the, 17<sup>th</sup> February 2024

Subject: - Filling up of five (05) vacancies in the grade of Staff Car Driver (Ordinary Grade), (General Central Services Group 'C', Non-Gazetted, Non-Ministerial) in the Pay Level-2 of Pay Band-I (Rs 5200-20200) in the pay matrix as per 7<sup>th</sup> CPC, in the J&K Postal Circle on deputation/absorption basis in Department of Posts failing which by deputation/absorption from other Ministries/Departments of Government of India or re-employment of Armed Force Personnel regarding.

**Details of vacancies are as under: -**

| Sl. No. | Division     | Total number of vacancies |
|---------|--------------|---------------------------|
| 1       | Srinagar     | 01                        |
| 2       | Udhampur     | 01                        |
| 3       | Baramulla    | 01                        |
| 4       | Rajouri      | 01                        |
| 5       | Ladakh       | 01                        |
|         | <b>Total</b> | <b>05</b>                 |

**Note:-** The vacancies and divisions notified are subject to change and the candidates will be allotted on the basis of merit and preferences exercised by them. However, the candidate shall understand that in case if the vacancy increases the competent authority reserves the right to allot any division to the candidate against the increased vacancies irrespective of the merit and preferences exercised by him/her.

It is proposed to fill up the five (05) vacancies of Staff Car Driver (Ordinary Grade), (General Central Services Group 'C', Non-Gazetted, Non-Ministerial) in the Pay Level-2 of Pay Band-I (Rs 5200-20200) in the pay matrix as per 7<sup>th</sup> CPC in J&K Postal Circle on deputation/absorption basis in Department of Posts failing which by deputation/absorption from other Ministries/Departments of Government of India.

1. **Eligibility Conditions:**

**Deputation / Absorption of the officials in the Department of Posts:**

From amongst the regular Dispatch Riders (Group-C) and Group-C employees in the Pay Matrix Level-1 as per 7<sup>th</sup> CPC in the Department of Posts, who possess valid Driving License for Light and Heavy Motor Vehicles on the basis of Trade test/Driving test to assess the

*S. R. K. S.*  
17/2/24

competency to drive Light and Heavy Motor Vehicles failing which from officials holding the post of Dispatch Riders on regular basis or regular Group- C employees in the Pay Matrix Level-1 as per 7<sup>th</sup> CPC who fulfill the necessary qualifications prescribed here under:

- i) Possession of a valid Driving License for Light and Heavy Motor Vehicle.
- ii) Knowledge of Motor mechanism (The candidate should be able to detect and rectify the minor defects in vehicle).
- iii) Experience of Driving Light and Heavy Motor Vehicle for at least three years.
- iv) Pass in the 10th Standard from a recognized Board or Institute.

**Desirable :-** Three years' service as Home Guard or Civil Volunteer.

### **Deputation or re-employment of Armed Force personnel:**

The Armed Forces Personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.

2. **Regulation of pay and other terms of deputation/absorption:** The pay in Pay Level-2 of Pay Band-I (Rs 5200-20200) in the pay matrix as per 7<sup>th</sup> CPC and will be regularized as per existing pay rules.
3. **Age limit:** The maximum age limit for appointment by deputation / absorption shall not be exceeding 56 years as on the last date of receipt of applications.
4. **Period of deputations:** The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some another department of the Central Government shall ordinarily not exceed three years.
5. **Nature of work:** Driver will have to drive heavy & light commercial vehicles for transportation of mail, cash etc. of Department of Posts as well as passenger vehicles like Car/Inspection Vehicle/Jeep etc. The drivers are transferrable to any place in the circle which comprises entire region of J&K UT and Ladakh UT.
6. **Reservation for SC/ST:** No provision for reservation exists for the posts to be filled up on deputation/absorption basis.
7. **Period of Probation:** Two years for re-employed.
8. **How to Apply: -** Application duly filled up only in the prescribed proforma [Annexure-I] by the eligible candidates whose services can be spared immediately on selection together with the following certificates from the forwarding authority shall be sent to this office:
  - i) Integrity Certificate to be furnished by the employer. [Annexure-II]
  - ii) List of major/minor penalties imposed if any, on the official during last 10 years. (If no

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- penalty has been imposed a 'Nil' report shall be furnished. [Annexure-II]
- iii) Vigilance clearance Certificate. [Annexure-II]
  - iv) Attested photocopies of ACRs for the last five years (attested on each page by a Gazetted officer, wherever applicable).
  - v) Valid Driving License for driving LMV and HMV attested by Gazetted officer, wherever applicable) alongwith certificate of driving experience.
  - vi) 10<sup>th</sup> standard certificate attested by the Gazetted officer.
  - vii) Preferences Form duly filled up by the candidate [Annexure-III].
  - viii) Experience Certificate as Home Guard or Civil Volunteer, if applicable.
  - ix) Self-attested colored passport size photograph, shall be pasted on the application form in the space provided for the purpose and additional photograph to be pinned/stapled with the application form

9. The required documents mentioned in the notification alongwith relevant documents in support of qualification and experience shall be forwarded to **Assistant Postmaster General (Recruitment), O/o Chief Postmaster General, J&K Circle, Meghdhoot Bhawan, Railhead Complex Jammu - 180012** through proper channel via Registered Post/Speed Post only before 19.03.2024 positively. Application received through any other mode will not be accepted in any case and will be summarily rejected.

10. Also, the Application not forwarded through proper channel or those received without requisite certificates and necessary documents or received after last date will not be entertained.

11. The trade test will be conducted as per pattern and syllabus prescribed by the Postal Directorate vide no. 08-01/2019-SPN-I dated 17.06.2022. (copy enclosed).

12. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.



(Shah Nawaz Khan) 17/2/24

**Assistant Postmaster General (Recruitment)**  
**O/o Chief Postmaster General,**  
**J&K Circle, Meghdhoot Bhawan,**  
**Railhead Complex Jammu - 180012**

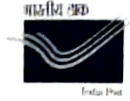
**Copy to: -**

1. All Ministries/Department of Govt. Of India.
2. All the Postal Circles - Department of Posts- eligible and interested officials may forward their applications through proper channel within stipulated time.
3. Ps to CPMG J&K Circle Jammu/Srinagar.
4. Ps to PMG Jammu Postal Region.
5. Steno to DPS (HQ), J&K Postal Circle, Jammu.
6. Director of Accounts (Postal), Jammu.
7. Sr. Supdt. of Post Offices Jammu/Srinagar Postal Divisions.
8. Supdt. RMS JK Division Jammu/Supdt. PSD Jammu.
9. Supdt. of Post Offices, Baramulla/Rajouri/Ladakh/Udhampur.
10. APMG (Staff) Circle office Jammu.

11. ADPS Circle Office Srinagar.
12. Employment News, New Delhi for publishing in the Employment News.
13. P&T Administration Cell, Brigade of the Guards, Regimental Centre, PIN-9000746 c/o  
56 APO
14. Notice Board Circle office Jammu.
15. Office Copy.

*Gurkaran*  
17/2/24

Government of India  
Ministry of Communications  
Department of Posts



Office of the Chief Postmaster General, J&K Circle, Jammu 180012

|  |   |  |
|--|---|--|
| <b><u>Application for the post of Staff Car Driver (Ordinary Grade) on deputation/ absorption/ Re-employment basis in J&amp;K Postal Circle.</u></b> |   | Affix self attested recent passport size photograph. |
| Application Number (To be filled by this office):  | Note: - This application form is to be submitted in original only. Photocopy of this Form is not allowed. | Staple two extra copies of same photographs          |

|    |  |  |
|----|--|--|
| 1. | Name of the Candidate (in block letters):  |  |
| 2. | Residential Address (in block letters):-   |  |
| 3. | Mobile Number: -   |  |
| 4. | E-mail Id: -   |  |
| 5. | Date of Birth (DD/MM/YYYY): -  |  |
| 6. | Date of Retirement (DD/MM/YYYY): -   |  |
| 7. | Educational qualification: -<br>(kindly attach self-attested photocopies)  |  |
| 8. | (i) Do you hold analogous post on the regular basis in the present cadre or department: -<br>or  |  |
|    | (ii) Do you possess three years regular service in the post in the Level-1 of the Pay matrix of 7 <sup>th</sup> CPC or its equivalent? |  |

|   |  |
|---|--|
| <p><b>(iii) Do you possess a valid Driving License?</b><br/><b>If yes, enclose a copy</b></p>   |  |
| <p><b>Date of LMV: -</b></p>  |  |
| <p><b>Date of HMV: -</b></p>  |  |
| <p><b>(iv) Do you possess knowledge of Motor Mechanic: -</b></p>  |  |
| <p><b>(v) Do you possess the experience of Driving in Light and Heavy Motor Vehicles for at least three years? If yes, enclose the relevant document.</b></p>   |  |
| <p><b>(vi) Do you possess at least three years service experience as home guard/civil volunteer?</b></p>  |  |
| <p><b>9. Details of employment in the chronological order (starting from the entry in Central Government Service). Enclose a separate sheet, duly authenticated by your signature, if the space below is in sufficient: -</b></p> |  |

| Office/Designation | Post held with the scale of pay | Period of service |    | Basic pay & pay Scale (Pre-revised) | Basic pay (revised) with PB & pay level in the pay matrix | Nature of appointment/ whether Regular/ Adhoc/ deputation |
|--------------------|---------------------------------|-------------------|----|-------------------------------------|---|---|
|                    |                                 | From              | To |                                     |   |   |
| 1                  | 2                               | 3                 | 4  | 5                                   | 6   | 7   |
|                    |                                 |                   |    |                                     |   |   |
|                    |                                 |                   |    |                                     |   |   |
|                    |                                 |                   |    |                                     |   |   |
|                    |                                 |                   |    |                                     |   |   |

|  |  |
|--|--|
| <p><b>10. Nature of present employment, i.e. ad-hoc or temporary or permanent:</b></p> |  |
|--|--|

|     |  |  |
|-----|--|--|
| 11. | In case the present employment is held on deputation please state-   |  |
|     | (i) The date of initial appointment: -   |  |
|     | (ii) Period of appointment on deputation: -  |  |
|     | (iii) Name of the parent office/organization to which belong: -  |  |
| 12. | Are you in the revised scale of pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale. |  |

| Date | Pay Scale (Pre-revised) | Basic pay (pre-revised) | Date of revision of pay | Revised scale of pay under 7 <sup>th</sup> CPC with PB and level in the pay matrix | Revised Basic Pay |
|------|-------------------------|-------------------------|-------------------------|--|-------------------|
|      |                         |                         |                         |  |                   |

|     |  |  |
|-----|--|--|
| 13. | Total emoluments now drawn per month   |  |
| 14. | Additional information, if any, which you would like to mention in support of your suitability for the post. |  |
| 15. | Full Postal Address of forwarding authority with name, telephone number and e-mail id.                       |  |
| 16. | Whether belongs to SC/ST   |  |

**Declaration by the Candidate: -**

I Shri/Mrs..... son/daughter/wife of  
Shri....., R/o.....

hereby declare that all the information/Statements given in this application are true, complete and correct to the best of my Knowledge and belief. I understand that in the event of any information submitted by me found false or incorrect or ineligibility being detected before or after the selection, my candidature/appointment is liable to be cancelled/terminated and my claim for the recruitment stand forfeited. If any mistake in my application is detected after my selection, my service is liable to be terminated. I also understand that in the event of any failure to complete the pre-appointment formalities/training for whatsoever reasons, my selection is liable to be cancelled. I am aware that if I contravene this Rule, my application will be rejected summarily by the Chief Postmaster, Jammu & Kashmir Circle.

**Signatures of the candidate: -**

**Name of the candidate: -**

**Full address of the office: -**

**Telephone Number: -**

**E-mail Id: -**

Place:

Date:



**Important instructions for the candidates:-**

1. The candidate should fill up all the fields of the application forms enclosed Annexure-I.
2. No column should be left blank.
3. The envelope containing application form and Annexures/relevant documents that will be forwarded to this office should be clearly superscribed “ **APPLICATION FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN J&K CIRCLE**”.
4. Applications should be sent by “Registered Post/Speed Post” only. Those sent through any other means or by hand will not be accepted.
5. One envelope should contain one application only.
6. Application received after due date will not be entertained under any circumstances. Incomplete, unsigned applications or applications without required Annexures will be rejected summarily and no correspondence in the matter will be made with the applicant.
7. Application received without proof of date of birth will be rejected straightway.
8. No allowances and expenses will be made for attending the test and candidates will have to bear the cost.
9. Following photocopies of documents to be attached with the Application Form:
  - i) Proof of Date of Birth.
  - ii) Valid Driving License for Light & Heavy Motor Vehicles.
  - iii) Certificate of Driving Experience, if any.
  - iv) Mark sheet and certificate of 10<sup>th</sup> standard.
  - v) Caste Certificate (SC/ST), if applicable.
  - vi) Experience Certificate as Home Guard or Civil Volunteer, if applicable.
  - vii) Self attested colored passport size photograph, shall be pasted on the application form in the space provided for the purpose and additional photograph to be pinned to the application form.
10. The documents/mark lists/certificates/Annexures submitted at a later stage will not be entertained. ORIGINAL CERTIFICATES should not be submitted. The selected candidates produce original relevant document only at the time when it is called for.
11. Community certificate for SC/ST in prescribed proforma as prescribed by Govt. of India from time to time is required to be submitted. Certificate submitted in any other form or from authority not competent to issue the same will not be accepted.
12. The candidates on appointment shall be liable for posting at any place in J&K Circle.
13. The Department reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted.
14. Failure to comply with instructions/conditions prescribed in the notification. The application will be summarily rejected and no intimation will be served. No communication in this regard will be entertained.

**(CERTIFICATE TO BE FURNISHED BY THE EMPLOYER/HEAD OF OFFICE/FORWARDING AUTHORITY)**

1. Certified that information/details furnished by Shri/Mrs..... in the application are true and correct as per office records available. He/she possessed the requisite educational qualification and experience mentioned in the vacancy circulars. That the cadre controlling authority has no objection to the consideration of applicant for the post mentioned in the advertisement/notification and if selected, he/she will be relieved immediately to join the post.

2. Also certify that:

|    |   |                                  |                 |
|----|---|----------------------------------|-----------------|
| 1. | Whether there is any vigilance or disciplinary case pending or contemplated against the candidate. If yes, details thereof (also enclose relevant supportive documents)   | Yes/No (Tick appropriate option) |                 |
| 2. | His/her integrity is certified.   | Yes/No (Tick appropriate option) |                 |
| 3. | His/her CR Dossier in original is enclosed/photocopies of the ACRs/APARs for the last 05 years duly attested by an officer of the rank of Under Secretary to the Govt. of India or above. (wherever applicable) | CR Year                          | Enclosed or not |
|    |   |                                  |                 |
|    |   |                                  |                 |
|    |   |                                  |                 |
|    |   |                                  |                 |
| 4. | Whether there is any major/minor penalty has been imposed on him/her during last 10 years. If yes, details thereof (also enclose relevant supportive documents)   | Yes/No (Tick appropriate option) |                 |

Signatures of authorized signatory.....

Name & Designation.....

Telephone Number.....

Office Seal.....

Place:

Date:

List of enclosures:

- 1.
- 2.
- 3.

**PREFERENCE FORM FOR THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) ON  
DEPUTATION/ ABSORPTION/ RE-EMPLOYMENT BASIS IN J&K POSTAL CIRCLE**

**ORDER OF PREFERENCE TO BE FILLED UP BY THE CANDIDATE**

The candidates shall indicate the order of preference for all five divisions alongwith the application form.

Name of Candidate : Address:  
Present cadre/designation : Present Office:  
D.O. B (DD/MM/YYYY) : Mobile No:

| Sl. No. | Name of Division | Order of preference (Mention First, Second, Third etc.) |
|---------|------------------|---|
| 1       | Srinagar         |   |
| 2       | Baramulla        |   |
| 3       | Udhampur         |   |
| 4       | Rajouri          |   |
| 5       | Ladakh           |   |

|       |  |
|-------|--|
| DATE  |  |
| PLACE |  |

|                        |
|------------------------|
|                        |
| Signature of Candidate |

**Note:** - The candidates will be allotted on the basis of merit and preferences exercised by him/her. However, the candidate shall understand that the vacancies and divisions notified are subject to change and in case if the vacancy increases the competent authority reserves the right to allot any division to the candidate against the increased vacancies irrespective of the merit and preferences exercised by him/her.

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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  
GRADE)**

**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<br>(b) For OBC and EWS- 37% in each Paper<br>(c) For Others- 40%<br>[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<br>(b) For OBC and EWS- 37% in each Paper<br>(c) For Others- 40%<br>[Note: Relaxed standard shall be applicable only if reservation is available for a category in relevant mode of recruitment.] |                |

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## 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)

|   |   |                             |
|---|---|-----------------------------|
| <b>Paper I</b><br>[Maximum Marks-80]<br><br>[Maximum Time-90 minutes] | <b><u>PART-I</u></b><br><br><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><br><br><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><br><br><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 |

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17.06.2022

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|  |  |                                    |
|--|--|------------------------------------|
|  | <p><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> |
|--|--|------------------------------------|

**II. STAGE II**

| <b>Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total-20 marks)</b> |   |
|---|---|
| <p>Paper I<br/>[Maximum Marks-10]</p> <p>[Maximum Time-20 minutes]</p>                            | <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>                              |
| <p>Paper II<br/>[Maximum Marks-10]</p> <p>[Maximum Time-20 minutes]</p>                           | <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> |

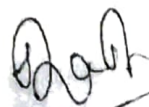
**CRITERIA FOR SELECTION:-**

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.

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17.06.2022

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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 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 / declining offer of appointment and no wait list or approved panel shall be maintained.

  
17.06.2022