

No. 08-01/2019-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts  
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Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 17 June, 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**).

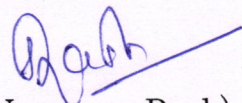
2. Further, Pattern and Syllabus for trade test for promotion to Staff Car Driver (Grade-II) and Staff Car Driver (Grade-I) shall continue to be same as provided in Directorate's letter no. 17-2/2-PE-II dated 20.12.1993 (**Annexure-II**).

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,

Encl: As above

  
(Satya Narayana Dash)  
Director (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 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

**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 (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: 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 (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.]	

*Ragh*  
17.06.2022

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

*Dr. Ash*  
17.06.2022

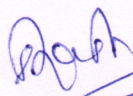
	<p><b><u>PART-IV</u></b></p> <p><b>Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:-</b></p> <ul style="list-style-type: none"> <li>• Road sense (traffic rules/signals, road marking etc.)</li> <li>• Various sections of Motor Vehicles Act, 1939 amended from time to time</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>	30 Questions of 1 mark each
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## II. STAGE II

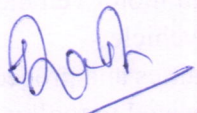
<b>Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total-20 marks)</b>	
Paper I [Maximum Marks-10]  [Maximum Time-20 minutes]	<ul style="list-style-type: none"> <li>• Identification of defects</li> <li>• Carry out minor repairs handled by drivers</li> <li>• Changing of wheels</li> <li>• Inflation of wheels correctly</li> </ul>
Paper II [Maximum Marks-10]  [Maximum Time-20 minutes]	<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.

  
 17.06.2022

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

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.

*Rajesh*  
17.06.2022