

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATION

DEPARTMENT OF POSTS, INDIA  
O/O. THE SENIOR MANAGER, MAIL MOTOR SERVICE, GPO COMPOUND,  
AHMEDABAD - 380001.

Notification No. MMS/2-Staff/Recdt. Driver/2017-2018  
Dated at Ahmedabad — 1, the 13.12.2025

15

**Sub:- Notification for recruitment of Staff Car Driver (Ordinary Grade) in Gujarat Circle in the Department of Posts up to the year 2019.**

1. Applications are invited from Indian Nationals in the Proforma (Annexure-I) for Direct Recruitment of Staff Car Driver (Ordinary Grade) (General Central Service, Group C, Non Gazetted, Non-Ministerial), from open Market, in Gujarat Circle, Ahmedabad.

2. Scale of Pay:-

Post	Scale of Pay
Staff Car Driver (Ordinary Grade)	Rs 19900 - Rs 63200 in Level-2 as per Pay Matrix specified in Part A of schedule of CCS (Revised Pay) Rules 2016 plus admissible allowances [Rs 5200-20200 (Pay Band-1)+ Grade Pay Rs 1900 under Pre-revised scale

3. Vacancies The Category-wise break up of vacancies is as follow.

Name of the Dn / Unit to which posts belongs	Number of Vacancies	Break up							Name of the Unit to whom the application address to
		UR	EWS	SC	ST	OBC	Total	ESM	
(01)	(02)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
Bharuch	01	01	00	00	00	00	01	00	O/o the Sr. Manager (Gr. A), Mail Motor Service, GPO Compound, Mirzapur, Ahmedabad 380001
Kheda	01	01	00	00	00	00	01	00	
Surat	03	03	00	00	00	00	03	00	
Anand	01	01	00	00	00	00	01	00	
Panchmahal	01	01	00	00	00	00	01	00	
Vadodara West Dn	04	03	00	00	00	01	04	00	
Valasdi	01	01	00	00	00	00	01	00	
RO Rajkot	01	01	00	00	00	00	01	00	
Amreli	01	01	00	00	00	00	01	00	

*[Handwritten Signature]*



Bhavnagar	01	00	00	00	00	01	01	00
Gondal	01	00	00	00	00	01	01	00
Jamnagar	03	02	00	00	00	01	03	00
Junagadh	01	00	00	00	01	00	01	00
Kachehh	01	00	01	00	00	00	01	00
Rajkot	01	01	00	00	00	00	01	00
Surendranagar	01	01	00	00	00	00	01	00
Mehsana	01	01	00	00	00	00	01	00
Gandhinagar	01	01	00	00	00	00	01	00
Circle Office Khan ur	01	01	00	00	00	00	01	00
Mail Motor Service A 'bad	22	10	03	01	01	07	22	02
Total	48	30	04	01	02	11	48	02

- (i) The candidate availing reservation must submit their caste certificate in the prescribed format appended as Annexure II, III, & IV.
- (ii) Vacancy reserved for Ex-Servicemen (ESM) will be filled up from any category and then be adjusted horizontally against respective categories viz UR/EWS/SC/ST/OBC as the case may be depending upon the category to which the selected candidate belong to, that means the vacancy earmarked for Ex Servicemen is included within the total vacancies.
- (iii) The Ex-servicemen personnel must also submit their details in Annexure — V.
- Note. The competent authority reserves the right to post the selected candidates to any of the Division / Unit in Gujarat Circle depending upon the category of post & considering the merits and preference of the candidate.

4. Age Limit Between 18 to 27 years

For OBC candidate	Relaxable up to 3 years
For SC/ST candidate	Relaxable up to 5 years
For Government Servant	Up to age of 40 years in accordance with the instructions or orders issued by the Central Government
For Ex-servicemen	Relaxation upto 3 years after deducting military service rendered from the actual age

Note: - The crucial date for determining the age-limit shall be 19 January, 2026 i.e., the closing date for receipt of applications form from candidates in India.

5. Probation Period Rules :- The candidate selected will be on probation period of two years as per

*[Handwritten Signature]*



6. Educational and 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 Light & Heavy motor vehicles for at least three years; and
- (iv) Pass in 10<sup>th</sup> standard from a recognized Board or Institute

Desirable Qualification: Three Years' service a Home Guard or Civil Volunteers

Note :- The qualification regarding experience is relaxable at the discretion of the competent authority in the case of candidates belonging to the Scheduled Castes or Scheduled Tribes if at any stage of selection, the competent authority is of the opinion that the sufficient number of candidates with requisite experience is not likely to be available to fill up the vacancy reserved for them

Theory Test i.e., Stage - I will be taken only for the candidates possessing the requisite eligibility criteria mentioned above. **No intimation will be sent in respect of other applicants who are not eligible.**

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

(i) 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 and Traffic Rules, signals and regulation. (80 marks)
Stage-II	Practical Test for knowledge of Motor Mechanism and Driving (20 marks)

(ii) Pattern of Examination

Stage I of Examination: Theory Test

Sl 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 & Gujarati
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.]



## Stage II of Examination : Practical Test

Sl No	Description	Paper 1	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.	

### (iii) Syllabus of Examination

#### Stage I

Theory Test for knowledge of General Knowledge, Simple arithmetic, General Intelligence & reasoning, Motor Mechanism and Traffic Rules, signals and regulation. (Theory) (90 minutes, Total :- 80 marks)		
Paper I (Maximum Marks 80) (Maximum Time — 90 Minutes)	<b><u>PART I</u></b>  General Knowledge <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>  General intelligence & reasoning:- <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



	<p><b><u>PART III</u></b></p> <p>Simple Arithmetic:-</p> <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 Discount</li> <li>• Time and distance</li> <li>• Ratio and time</li> <li>• Time and work</li> </ul>	15 Questions of 1 mark each
	<p><b><u>PART - IV</u></b></p> <p>Road sense, vehicle maintenance, traffic rules/signals and environmental pollution:-</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 GPS related knowledge</li> <li>• Mechanical vehicles vis-à-vis electrical vehicles</li> </ul>	30 Questions of 1 mark each

## Stage II

Test for Knowledge of Motor Mechanism and Driving (Practical) (40 minutes, Total-20 marks)	
<p>Paper I</p> <p>(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</p> <p>(Maximum Marks 10)</p> <p>(Maximum Time — 20 Minutes)</p>	<p>Heavy Motor Vehicle Driving :-</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>

*Handwritten signature*



8. Criteria for Selection: -

- i. Candidates qualifying in Stage I shall be eligible to appear for test in Stage II.
- ii. Only such candidates who qualify in each paper of Stage II shall be considered for preparation of the final merit list.
- iii. 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.
- iv. After arranging the candidates in order of merit as per above sr. no.- (iii) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
- v. In the event of any vacancy notified for recruitment remains unfilled due to non-joining of selected candidate the next qualified 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

**Note: The date and venue of the tests will be intimated separately to the eligible candidates. No intimation will be sent in respect of applicants who are not eligible.**

**Candidates also note that the result will be displayed on notice board at the O/o. Mail Motor Service, Ahmedabad for Stage I & Stage II**

9. Disqualification: No person-

- a) who, has entered into or contracted a marriage with a person having a spouse living; or
- b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post.

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

10. Disclaimer

- i. The Department of Posts reserves the right to cancel this recruitment process without assigning any reason.
- ii. The vacancies notified are subject to change without assigning any reason and Department reserves the right to cancel the recruitment

11. Application Fee :

The Candidates shall have to pay Application Fee of Rs. 100/- (Rs One Hundred Only) through e-payment in the name of (E-Biller Name –Senior Manager, MMS Ahmedabad) CPMG Gujarat Circle (E Biller ID **1000099011**) at any of the computerized post office in India using Challan Form by **19.01.2026 (Last Date)**. However, payment of Fee is exempted for all female applicants and SC/ST applicants. **Fee Once Paid shall not be refunded.** Fee paid through any other mode will not be accepted and such application will be summarily rejected. The last date of receipt of application at O/o Senior Manager MMS Ahmedabad 380 001 is **19.01.2026 (Last date)**.

12. Procedure for payment of application fee :

- a) Challan from available with the notification may be downloaded from India Post Website [www.indiapost.gov.in](http://www.indiapost.gov.in) and fees be paid at any Post Office through e-payment. The Post Office shall



retain one copy of Challan form & candidate will get CPMG Gujarat Circle's copy & Candidate's Copy.

- b) While paying the fees candidate should enter (Candidate Name, address and fees amount paid, description, name of payment office)
- c) Original receipt generated by post office, should be pasted on application form, while candidate may retain candidate's copy for future reference

13. Special instructions to the candidates

- (i) The candidate should fill up all the fields of the application form
- (ii) No column should be left blank
- (iii) One envelope should contain one application only
- (iv) The application complete in all respect should be sent through **SPEED POST / REGISTERED POST** only. Those sent through other means, private couriers by unregistered post and given by hand shall not be accepted.
- (v) Only One application should be done by One applicant. If more than one application found in the name of same person, all the application will be rejected summarily.
- (vi) Applications received after due date will not be entertained under any circumstances. Incomplete, unsigned applications or applications without the required Annexure will be rejected summarily and no correspondence in the matter will be made with the applicant.
- (vii) Application received without proof of date of birth will be rejected straightway.
- (viii) Fee paid through any other mode will not be accepted and such application will be summarily rejected. Application received without payment of fees will also be rejected summarily.
- (ix) No allowances and expenses will be paid for attending the test and the candidates will have to bear the cost by their own.
- (x) Self-attested copies of all documents, viz (i) birth Proof, (ii) educational qualifications, (iii) Driving Experience Certificate (iv) Driving licence (v) Caste certificate, if any, etc should invariably accompany the signed application form.
- (xi) The documents/marks lists/ certificates submitted at a later date will not be entertained. ORIGINAL CERTIFICATES should not be submitted. The selected candidates should produce relevant original certificates only at the time when it is called for.
- (xii) Community Certificate for SC/ST/OBC/EWS in the prescribed form issued from the competent authority is to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will not be accepted.
- (xiii) The candidates on appointment shall be liable for posting at any place in Gujarat Circle
- (xiv) Further, self-attested latest colored passport size photograph, shall also be pasted on the application form in the space provided for the purpose. Additional Photo to be pinned to the application form and on the back side of the Photo Name should be written.
- (xv) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted.
- (xvi) No correspondence in person, e-mail, telephone etc will be made.
- (xvii) Failure to comply with instructions / conditions prescribed in the notification, the application will be rejected and no intimation will be served. No communication in this regard will be entertained




14. **HOW TO APPLY:** The eligible candidates may submit their applications only in the prescribed format in Annexure-I, affixing their recent passport size photograph, duly filled in along with enclosures in an envelope super scribed as "**APPLICATION FOR RECRUITMENT TO THE POST OF STAFF CAR DRIVER (ORDINARY GRADE) IN GUJARAT CIRCLE, AHMEDABAD**" addressed to **SENIOR MANAGER (GR.A), MAIL MOTOR SERVICE, GPO COMPOUND, SALAPAS ROAD, MIRZAPUR, AHMEDABAD 380001** " so as to reach on or before **19.01.2026** by **18:00** hours by **SPEED POST/REGISTERED POST ONLY** Application sent through private courier, unregistered post ordinary mail other means and by hand will not be accepted.

The application form can be downloaded from the website. <https://www.indiapost.gov> in under the link "Recruitment of Staff Car Driver in Gujarat Circle Ahmedabad".

Enclosures / Annexures.

- 1) Application form (Annexure I).
- 2) Format of EWS/SC/ST/OBC Certificate (Annexure II to IV).
- 3) Additional form for Ex-servicemen (Annexure V).
- 4) Challan form for application fees.

  
Senior Manager  
Mail Motor Service  
GPO Compound  
Ahmedabad 380001