GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS, INDIA
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI- 600 006

Notification No. MSE/B9/XVI/2022-2023 Dated at Chennai – 600 006 the 29.10.2026

Applications are invited from the eligible Indian Citizens for the post of Staff car Driver (Ordinary Grade) (General Central Service, Group-C, Non-Gazetted, Non-Ministerial) in Tamilnadu Circle in the Pay Matrix of Rs.19900 – 63200/- + admissible allowances (Level 2 in the Pay Matrix as per 7th CPC).

Details of vacancies

Name of the Circle	No. of vacancies	UR	SC	ST	OBC	EWS	Ex-SM
Tamilnadu Circle	**24**	**13**	**03**	**-**	**07**	**01**	***02**

*02 Vacancies earmarked for Ex-servicemen quota will be adjusted horizontally as per Reservation Rules.

Detailed information relating to vacancy position, reservation, eligibility conditions, method of applying, application format etc., are available in departmental website www.indiapost.gov.in & https://tamilnadupost.nic.in

The last date for receipt of application is **30.11.2026**. The application should be addressed to **"The Senior Manager (Group-A), Mail Motor Service, No.37, Greams Road, Chennai – 600 006."**

29/10/2026

Senior Manager (Group-A)
Mail Motor Service,
Chennai – 600 006.

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
OFFICE OF THE SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI - 600006

No. MSE / B9-2 /XVI/2022-2023 dated at Chennai – 600 006 the 29.10.2026

1. Applications are invited from the eligible Indian citizens for the post of **Staff Car Driver (Ordinary Grade)** (General Central Service, Group-C, Non-Gazetted, Non-Ministerial) in Tamilnadu Circle in the Pay Matrix of Rs. 19900-63200/- + admissible allowances (Level 2 in the Pay Matrix as per 7th CPC).

2. The last date for receipt of application is on or before **30.11.2026 by 17.00 hours.**

3. The details of vacancies are as follows:

Sl. No	Name of the Region	Name of the Division / Unit and their communal break up									Remarks
		Sl.No	Name of the division / unit	Total vacancy	UR	SC	ST	OBC	EWS	ESM	
1	Central Region	i	Tiruchirappalli	01	01	-	-	-	-	-	-
		a	TOTAL VACANCY	01	01	-	-	-	-	-	
2	MM Region	i	MMS, Chennai	15	07	02	-	05	01	02*	
		b	TOTAL VACANCY	15	07	02	-	05	01	02*	
3	Southern Region	i	MMS Madurai	01	01	-	-	-	-	-	
		ii	RO, Madurai	01	01	-	-	-	-	-	
		c	TOTAL VACANCY	02	02	-	-	-	-	-	
4	Western Region	i	Salem West	03	02	-	-	01	-	-	**01 (one) OBC backlog vacancy of MMS, Coimbatore
		ii	MMS, Coimbatore	02+01**	01	01	-	01**	-	-	
		d	TOTAL VACANCY	06	03	01	-	02	-	-	
5	OVERALL VACANCY (a+b+c+d)			24	13	03	-	07	01	02*	-

*Vacancies reserved for Ex-Serviceman (Ex-SM) 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 belongs to, that means the vacancy earmarked for Ex-serviceman is included within the total vacancies as per Reservation Rules.

** 01 Backlog vacancies.

4. Number of vacancies in division / units are subject to change and the issuing authority reserves right to modify / cancel the notification without assigning any reason there to.

5. Scale of pay for Staff Car Driver (ordinary grade) is Rs. 19900/- to 63200/- (Level 2 in the Pay Matrix as per 7thCPC) + admissible allowances.

6. Period of probation is 02 years.

7. Eligibility:

a) Age limit for direct recruits from candidates of India:

For UR & EWS: 18 to 27 years
For SC & ST : Relaxable by 5 years
For OBC : Relaxable by 3 years
For Government Servants upto 40 years in accordance with the instructions or orders issued by Central Government
For Ex- Serviceman upto a maximum of 3 years [08 (3+ 5) years for SC & ST and 06 (3+3) years for OBC] after deduction of the Military Service rendered from the actual age].

The crucial date for determining age limit is the closing date for receipt of applications (i.e.) 30.11.2026.

b) Educational & Other qualifications for direct recruits:

(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 vehicle for at least three years.
(iv) **Pass in 10th Standard** from a recognized Board or Institute.

c) Desirable qualification: Three years' service as Home Guard or Civil Volunteers.

8. Method of Selection:

Selection shall be made on the basis of examination pattern and syllabus as per the Annexure-I. Selected candidates will be allotted to division / units wherever vacancies are available on the basis of merit and preference of the candidates.

9. Instruction to candidates:

(a) Application in the prescribed format should be filled in by the candidate in one of the languages in Hindi / English / Tamil completely without corrections and duly signed by the candidate.
(b) Two recent photographs should be enclosed out of which, one recent passport size photograph should be affixed at the place meant for the purpose on the application and should be duly self-attested by the candidate.
(c) The candidates shall have to pay Application Fee of Rs 100/- (Rs One Hundred Only) through e-payment in the nature of (E-Biller Name – Senior Manager, MMS Chennai, CPMG Tamilnadu Circle (E Biller ID 1000099022) at any of the computerized post office in India using Challan Form by 30.11.2026 (Last Date) However, payment of Fee is exempted for all Women/SC/ST applicants. **Fee Once Paid shall not be refunded**. Fee paid through other mode will not be accepted and such application will be summarily rejected. Challan form available with the notification may be downloaded from India Post Website www.indiapost.gov.in and fees be paid at any Post Office through e-payment. The Post Office shall return one copy of Challan form & candidate will get CPMG Tamilnadu Circle's copy & Candidate's copy. While paying the fees candidate should enter (Candidate Name, address and fees amount paid, description, name of payment office). Original receipt generated by post office, should be pasted on application form, while candidate may retain candidate's copy for future reference.
(d) Reservation / Category should be selected (UR / EWS / SC / ST / OBC (non-creamy layer). Certificate issued by competent authority in prescribed format should be enclosed. If category is not selected, candidate will be treated as UR.
(e) If Ex-Servicemen category selected, service & trade proof copy should be enclosed otherwise they will be considered under general category and no age relaxation will be given.

(f) Photocopies of the following certificates **self-attested** by the candidate should be forwarded along with the application.
   (i) Age proof
   (ii) Educational qualification
   (iii) Community certificate issued by appropriate authority for appointment to posts under the Government of India (Format enclosed).
   (iv) EWS candidates should submit valid Income & Asset certificate issued by the competent authority for the year 2025-2026. (Format enclosed).
   (v) Valid driving licence with date of first issue of LMV & HMV and date of expiry of LMV & HMV (or) Extract of licence with full details.
   (vi) Experience certificate issued by Gazetted officer of a Central / State Government office where the applicant has been working or by the Head of a Registered Firm / Company / Agency / Institution should be enclosed. Certificate should contain full address, Door No., Pincode and name of the person issuing with designation along with date of issue of certificate. The period of experience mentioned in the experience certificate should be within the period of validity of Driving Licence. The period of experience in Light and Heavy Vehicles should clearly indicate like 'Light vehicle Experience from _____(date) to_____(date)' and 'Heavy vehicle experience from_____(date) to_____(date)'.

(g) Application in prescribed format completed in all respect should be sent to **'The Senior Manager, Mail Motor Service, No.37, Greams Road, Chennai – 600 006' on or before 30.11.2026 by 1700 Hours** through **Speed Post** only. Applications received by any other means will be rejected.

(h) Application received after the last date and without adhering to the above conditions said in this notification will not be considered.

10. Application will be liable for rejection also due to following reasons:

(a) The application not received through Speed Post.
(b) Unsigned / Incomplete / not prescribed format application / application received after due date / Mutilated or damaged applications / documents etc.,
(c) Two recent photographs without self-attestation.
(d) Without payment of Application fee as per instructions vide 9(c).
(e) Without copy of valid community certificate issued by competent authority in respect of reserved post (SC/ST/OBC non creamy layer).
(f) Invalid EWS Certificate not in prescribed format if applied for EWS.
(g) Not possessing the requisite qualification as mentioned in 7 (b).
(h) Without proper self-attested copies of certificates / documents.
(i) Under aged / over aged candidates.
(j) Experience certificate from non-recognized institutions without Door No, full address & pincode and not as per instruction vide 9 (f) (vi).
(k) Invalid Licence (or) Licence (or) Extract of licence without full details.
(l) No designated driver trade in army / no Service certificate / inappropriate ESM certificate.

11. Eligible candidates only will be issued Hall Permits.
12. No intimation / correspondence will be made in respect of other applicants who are not eligible.
13. Original Certificates should not be sent along with the application.

The last date of receipt of application is on or **before 30.11.2026 by 1700 Hours**.

29/10/2025

Senior Manager (Group-A)
Mail Motor Service,
Chennai – 600 006.

APPLICATION FOR STAFF CAR DRIVER (ORDINARY GRADE) – TAMILNADU CIRCLE

1	Name of the candidate (in CAPITAL LETTERS)								**Photo duly Self-attested**
2	Father's Full name								
3	Category to which candidate belong	UR	EWS	SC	ST	OBC	Ex-SM		
4	Details of application fee	Payment details				Whether exempted as SC/ST/Women			
5	Address with pincode to receive hall permit								
6	Permanent Residential address with pincode								
7	Religion			Nationality					
8	Date of Birth (By Christian Era)	DD		MM		YYYY			
9	Age as on closing date for receipt of application	Years …….. Months …… Days……							
10	If Ex-SM mention Trade & Length of Service	Trade:…… Years ……. Months…… Days……							Service & Trade proof copy to be enclosed.
11	Details of 10th Educational qualification	Name of School:…… Year of passing 10th: ……							
12	Issue of Driving Licence details with validity (LMV & HMV separately)								
	Date of first issue of LMV		**Date of first issue of HMV**						
	Validity of LMV		**Validity of HMV**						
13	Details of Driving experience (LMV & HMV separately) (Certificate to be enclosed)								
	HMV experience Name of the Firm / Institution with complete address details with pincode: 1. …… …… 2. …… ……		**LMV experience** Name of the Firm / Institution with complete address details with pincode: 1. …… …… 2. …… ……						
	Period of HMV experience 1.From…… To…… 2.From……..To……		Period of LMV experience 1.From…… To…… 2.From……..To……						
14	Home Guard/ Civil Volunteer Service	From……To……							
15	Any other relevant information								

Date:

Place: Signature of Candidate

FORM OF CASTE CERTIFICATE (SC/ST)

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*..... Son/daughter* of..... of village/town* ..... in District/Division* ..... of the State/Union Territory* ..... belongs to the..... Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under:—

@ The Constitution (Scheduled Castes) Order, 1950
@ The Constitution (Scheduled Tribes) Order, 1950
@ The Constitution (Scheduled Castes) Union Territories Order, 1951
@ The Constitution (Scheduled Tribes) Union Territories Order, 1951
[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Reorganisation) Act, 1971, the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976., the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]
@ The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
@ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
@ The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
@ The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
@ The Constitution (Pondicherry) Scheduled Castes Order, 1964
@ The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ The Constitution (Goa, Daman and Diu) Scheduled Castes Order,1968
@ The Constitution (Goa, Daman and Diu) Scheduled Tribes Order,1968
@ The Constitution (Nagaland) Scheduled Tribes Order, 1970
@ The Constitution (Sikkim) Scheduled Castes Order, 1978
@ The Constitution (Sikkim) Scheduled Tribes Order, 1978
@ The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
@ The Constitution (SC) Order (Amendment) Act, 1990
@ The Constitution (ST) Order (Amendment) Act, 1991
@ The Constitution (ST) Order (Second Amendment) Act, 1991
@ The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
@ The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@ The Constitution (Scheduled Castes) Orders (Second Amendment)Act, 2002

Cont'd to page-2-

% 2. Applicable in the case of Scheduled Castes/Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes certificate issued to Shri/Shrimati*..... Father/Mother of Shri/Shrimati/Kumari ..... of village/town* ..... in District/Division*..... of the State/Union Territory*..... who belongs to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of ..... issued by the ..... dated .....

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

Signature.....
**Designation.....
(With Seal of Office)
State/Union Territory*
Place: .....
Date: .....

*Please delete the words which are not applicable.
@Please quote specific Presidential Order.
% Delete the paragraph which 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 Scheduled Caste/Scheduled Tribe 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)

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 the .....Community 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 9thMarch, 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, No210 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 residesin 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

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*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.

Copy to be retained by **the concerned Post office**



E-Payment

Challan for application fee for recruitment to the post of staff car driver (ordinary grade) in Tamilnadu Circle

Not to be deposited after 30.11.2026

National e-biller id: **1000099022**
e-biller name: Senior Manager, MMS, Chennai

Details of the Candidate (to be filled by the candidate)

Registration no **1000099022**

Name of the candidate:.....

Address:.....

Description:.....

Name of Payment Office:.....

Fee Paid: Rs 100/-(Rs. One hundred only
Date of Deposit:.....

Signature of candidate

signature of PA with stamp of Post Office

***Fee receiving branch should handover both the SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI copy and the candidate's copy to the remitter duly signed**

Copy to be **retained by applicant**



E-Payment

Challan for application fee for recruitment to the post of staff car driver (ordinary grade) in Tamilnadu Circle

Not to be deposited after 30.11.2026

National e-biller id: **1000099022**
e-biller name: Senior Manager, MMS, Chennai

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Description:.....

Name of Payment Office:.....

Fee Paid: Rs 100/-(Rs. One hundred only
Date of Deposit:.....

Signature of candidate

signature of PA with stamp of Post Office

***Fee receiving branch should handover both the SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI copy and the candidate's copy to the remitter duly signed**

Copy to be submitted to Senior Manager, MMS, Chenn along with application.



E-Payment

Challan for application fee for recruitment to the post of staff car driver (ordinary grade) in Tamilnadu Circl

Not to be deposited after 30.11.2026

National e-biller id: **1000099022**
e-biller name: Senior Manager, MMS, Chennai

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Description:.....

Name of Payment Office:.....

Fee Paid: Rs 100/-(Rs. One hundred only
Date of Deposit:.....

Signature of candidate

signature of PA witl stamp of Post Office

***Fee receiving branch should handover both t SENIOR MANAGER, MAIL MOTOR SERVICE, CHENNAI c and the candidate's copy to the remitter duly signed**

ANNEXURE-I

PATTERN AND SYLLABUS FOR EXAMINATION FOR APPOINTMENT/ DEPUTATION/ ABSORPTION TO POST TO 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	20
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.]	

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)		
Paper I [Maximum Marks-80] [Maximum Time-90 minutes]	**PART-I** **General Knowledge**:- • Current events • Sports played in India • History and Culture of India • Geography of India • Indian economy • General polity • Indian constitution • 'Who' is 'Who' of India	20 Questions of 1 mark each
	PART-II **General intelligence & reasoning**:- • Analytical aptitude • Ability to observe and distinguish patterns • Analogies • Similarities and Differences • Space visualization • Spatial orientation • Visual memory	15 Questions of 1 mark each
	PART-III **Simple Arithmetic**:- • Problems relating to number systems • Computation of whole numbers • Decimal and fractions • Relationship between numbers • Fundamental arithmetical operations • Percentages • Ration and proportion • Averages • Interest • Profit and loss • Discount • Time and distance • Ration and time • Time and work	15 Questions of 1 mark each

	PART-IV **Road sense, vehicle maintenance, traffic rules/ signals and environmental pollution:-** • Road sense (traffic rules/ signals, road marking etc.) • Various sections of Motor Vehicles Act, 1939 amended from time to time • Knowledge of vehicle parts • Licensing of drivers of motor vehicles • Registration of motor vehicles • Insurance of vehicles • Offence, penalties and procedure • Knowledge related to toolkit • Security and maintenance of vehicle • Accidental claims • GPS related knowledge • Mechanical vehicles vis-à-vis electrical vehicles	30 Questions of 1 mark each

II. **STAGE II**

Test for knowledge of motor mechanism and driving (Practical) (40 minutes, Total-20 marks)	
Paper I [Maximum Marks-10] Maximum Time-20 minutes]	• Identification of defects • Carry out minor repairs handled by drivers • Changing of wheels • Inflation of wheels correctly
Paper II [Maximum Marks-10] [Maximum Time-20 Minutes]	**Heavy Motor Vehicle Driving:-** • Synchro Speed & Gear • Synchro Clutch & Accelerator • Control of Vehicle & Steering • Reversing

CRITERIA FOR SELECTION:-

1. Candidate 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.

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.

If there is any variation between the English and the translated Hindi version, the English version shall be treated as final.