Department of Posts, India

Office of the Chief Postmaster General, Bihar Circle, Patna-800001

No.: R&E/Staff Car Driver/2023 Dated : 14/12/2024

APPICATIONS ARE INVITED FROM THE ELIGIBLE INDIAN CITIZENS FOR STAFF CAR (DRIVER) FOR THE FOLLOWING DIVISION/UNIT :

Sl. No.	Division/Unit	UR	EWS	OBC	SC	ST
1.	Circle Office	1	0	0	0	0
2.	Patna Division	1	0	0	0	0
3.	Gaya Division	1	0	0	0	0
4.	Bhojpur Division	1	0	0	0	0
5.	MMS, Patna	1	1*	0	0	1*
6.	Rohtas Division	1	0	0	0	0
7.	Bhagalpur Division	1	0	0	0	0
8.	Begusarai Division	1	0	0	0	0
9.	Munger Division	1	0	0	0	0
10.	Purnea Division	1	0	0	0	0
11.	Saharsa Division	1	0	0	0	0
12.	North Region	1	0	0	0	0
13.	PTC, Darbhanga	1	0	0	0	0
14.	Muzaffarpur Division	1	0	0	0	0
15.	Saran Division	1	0	0	0	0
16.	Motihari Division	1	0	0	0	0
17.	Darbhanga Division	1	0	0	0	0
	Total	17	1*	0	0	1*

*Backlog Vacancies

Note: One post is reserve for the Ex-Serviceman. Vacancy will be adjusted horizontally against the communal reservation.

Allotment of Division/Unit will be made as per merit-cum-preference basis subject to the availability of vacancy, duly filled preference/option in the application at Column No.15. Allotment of divisions/consideration of Preference will purely at the discretion of the department and availability of vacancy at that time and no claim of candidate will be entertained in this regard.

"The vacancies notified are subject to change and the issuing authority reserves right to modify/cancel the notification without assigning any reason thereto".

Scale of pay of Staff Car Driver : Rs. 19,900/- (Level-2 in the pay matrix as per 7th CPC)

Period of Probation : Two years for direct recruits.

Last Date of Receipt of Application : On or Before 12/01/2025 by 1700 Hrs.

1. Eligibility Criteria:

(a) Age Limit for direct recruits: 18 to 27 years (Relaxable 3 years for OBC, 5 years for SC and 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 the age limit shall be the closing date for receipt of applications from candidates in India.

(b) Educational & other qualifications for direct recruits:

i. Possession of a valid driving license for light and heavy motor vehicles.

ii. Knowledge of Motor Mechanism (The candidate should be able to remove minor defects in vehicle)

iii. Experience of driving light and heavy motor vehicle for at least three years.

iv. Pass in 10th Standard from a recognized Board or Institute.

2. Selection:

Selection of Driver shall be made on the basis of Trade Test/Driving Test to assess their competency to drive light and heavy motor vehicles from amongst the candidates possessing the requisite eligibility criteria mentioned above. The date and venue of the test will be intimated separately to the eligible candidates. No intimation will be sent in respect of other applicants who are not eligible.

Application should be submitted in given format and duly signed by the candidates and accompanied with:

I. **Photocopies of the following certificates duly self-attested by the candidate.**

(a) Age proof.

(b) Educational Qualification as indicated at Sl. No. 1 (b) (iv).

(c) Driving Licence as indicated at Sl. No. 1 (b) (i).

(d) Driving Experience Certificates as indicated at Sl. No. 1 (b) (iii)

(e) Caste Certificate issued by the competent authority in the prescribed format for appointment to the posts under the Government of India.

(f) Proof of Ex-serviceman (in case of Ex-serviceman candidate).

II. Along with the application form an Indian Postal Order for Rs.100/- or for the same amount an UCR to be taken, in any of the Post Office should be enclosed towards application fee. The application without the application fee will be rejected. All the candidates should pay Rs. 100/- towards application fees. Further the shortlisted candidates only should pay Rs. 400/- (Rs.Four hundred only) as examination fee (for Driving test) in the form of Indian Postal Order (or) UCR, in any of the Post Office on receipt of call letter from this office. (Exempted for SC/ST/Female candidates)

III. Two copies of recent passport size photographs self-attested by the candidate. One should be pasted in the application form and other should be attached with the application form.

The applications along with the requisite enclosures should be sent in an appropriate size of thick paper envelope clearly inscribing on the cover as **"Application for the post of Driver (Direct Recruitment) at Office of the Chief Postmaster General, Bihar Circle, Patna-800001** through Speed Post/Register Post only and addressed to **"Assistant Director (Rectt.), Office of the Chief Postmaster General, Bihar Circle, Patna-800001". Applications sent by any other means will be rejected.**

The last date of receipt of application is on or before 12/01/2025 by 1700 Hrs. Applications without complete information or without requisite document duly self-attested will be rejected straightaway without any notice or information. No TA-DA will be paid to the candidate. The requisite details with regards to age limit, eligibility qualification, experience, application format and other terms & conditions are available on the website **'www.indiapost.gov.in'.**

Assistant Director (Rectt.)
O/o Chief Postmaster General, Bihar Circle, Patna-800001
Email Id: adrecruitmentbihar@gmail.com

Registered/Speed Post only

Passport size photograph duly self-attested

Format of Application

1. Name of Candidate:
2. Father's Name:
3. Post applied for:
4. Permanent address with Pin code:
5. Address for correspondence with Pin code:
6. Email id:
7. Citizenship:
8. Date of birth (By Christian Era) : D D M M Y Y Y Y
9. Age as on 12/01/2025 Y Y M M D D
10. Community (Tick✓)

UR	OBC	SC	ST	EWS

(If EWS/SC/ST/OBC candidate should submit caste certificate issued by the Competent Authority in prescribed format. (Format enclosed)

11. Category (Tick ✓) :

Category (Tick ✓):	Category (Tick ✓):

If ESM: Ex-Serviceman: Length of Service:

Years	Months	Days

(Ex-serviceman candidate should submit certificates for availing the age relaxation)

12. Details of Educational Qualification (Details of 10th standard)

Name of School	Name of Board/Institute	Year of Passing

13. Issue of Driving License details with validity (LMV & HMV separately)

LMV		HMV	
Issued on	Valid	Issued on	Valid

(License copy enclosed should match the details & their renewals. If details are not available on License then enclose self-attested copy of Driving License Extract. Showing all details of License endorsement.)

14. Driving Experience period (LMV/HMV separately)

LMV			HMV		
From	To	Name of Institution/ Firms etc	From	To	Name of Institution/ Firms etc

15. Division/Units Preference

Division Name	Circle Office	Patna Division	Gaya Division	Bhojpur Division	MMS Patna	Rohtas Division	Bhagalpur Division	Begusarai Division
Preferences in Number (1 to 17)								
Munger Division	Purnea Division	Saharsa Division	North Region	PTC Darbhanga	Muzaffarpur Division	Saran Division	Motihari Division	Darbharanga Division

16. Any other relevant information

I hereby declare that the information provided above is True, Valid and Authentic in my best of knowledge.

Date:

Place: **Signature of applicant**

Encl: List of documents attached duly self-attested

(a) Age proof, **(b)** Educational Qualification as indicated at Sl. No. 1 (b) (iv), **(c)** Driving License as indicated at Sl. No. 1 (b) (i), **(d)** Driving Experience Certificates as indicated at Sl. No. 1 (b) (iii), **(e)** Caste Certificate issued by the competent authority in the prescribed format for appointment to the posts under the Government of India. **(f)** Proof of Ex-serviceman (in case of Ex-serviceman candidate).

Format of Envelope

Speed Post/Registered Post

Application for the post of Driver (Direct Recruitment) at Office of the Chief Postmaster General, Bihar Circle, Patna-800001

From:

To,

Assistant Director (Rectt.)
O/o Chief Postmaster General
Bihar Circle, Patna-800001