

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

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**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	
Valasid	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



**ANNEXURE-I**

(Registered/Speed Post only)

**Application form for  
Recruitment of Staff Car  
Driver (Ordinary Grade) in  
Gujarat Circle,  
Ahmedabad380001**

Affix self-attested  
recent passport  
size photograph

Also pin up one  
spare photograph

Sl No.	Details / Description							
1	Full Name (In BLOCK LETTERS)							
2	Father's / Spouse Full Name							
3	Gender (Male / Female / Transgender)							
4	Category UR/ OBC / SC / ST / EWS							
5	Whether Caste Certificate attached to avail Reservation (Yes / No)							
6	Aadhar Card Number							
7	Contact No. / Mobile No. & Email ID	Mobile Number : Email Id :-						
8	Present Postal Address with Pincode							
9	Permanent Postal Address with Pincode							
10	Citizenship / Nationality							
11	Date of Birth (In Figures & words) (As per Matriculation Certificate) (Proof to be enclosed)	<table><tr><td>Date</td><td>Month</td><td>Year</td></tr><tr><td></td><td></td><td></td></tr></table> In Words :-	Date	Month	Year			
Date	Month	Year						



12	Age as on closing date of receipt of application	Years : _____ Months : _____ Days : _____
13	Details of Educational Qualification (Details of 10 <sup>th</sup> Standard Only)	Name of Board / Institute : _____  Year of Passing _____
14	If Ex-Servicemen. Details of Length of Service	Length of Service  Years : _____ Months : _____ Days: _____
15	Issue of Driving License Details with validity (HMV & LMV separately) <b>NOTE: License copy enclosed should match the details and their renewals, if details are not available on license, then enclose self-attested copy of Driving license extract showing all details of license endorsement.</b>	HMV Driving License Number : _____ Issuing Authority : _____ Issued On : _____ Valid Upto : _____  LMV Driving License Number : _____ Issuing Authority : _____ Issued On : _____ Valid Upto : _____
16	Driving Experience Period (HMV / LMV separately)	HMV From _____ To _____ Name of Institution / Firms etc. _____  LMV From _____ To _____ Name of Institution / Firms etc.: _____
17	Home Guard Service, if any	From _____ To _____
18	Particulars of Fee Paid 1. Fee paid :- _____ 2. Name of the Post Office:- _____ 3. Receipt No :- _____ 4. Date of Payment:- _____	Paste Original Receipt Here



19	Any Other Relevant Information	
----	--------------------------------	--

18. List of documents attached (Self-attested/ attested by the Government Officer)

- i)
- ii)
- iii)
- iv)
- v)
- vi)
- vii)
- viii)

**Declaration**

I .....  
 ..... hereby declare that all the information / statements made in this application are true and correct to the best of my knowledge and belief. Nothing has been concealed therefrom. I understand that in the event of suppression of material facts, misinformation, concealment of any information or found false or incorrect or ineligible at a later stage, I am liable to be punished, my appointment will be terminated and my claim for recruitment will stand forfeited. I also understand that in the event of any failure to complete pre-appointment formalities / training for whatsoever reasons, my selection is liable to be cancelled. I also understand that in the event of contravention of extant Rules, my application will be rejected summarily by the Department. I undertake that I have not submitted any other application for this post.

Date  
 Place

[Signature of candidate]

**(Mandatory for candidates claiming benefits under EWS/SC/ST/OBC category)**

**Declaration:**

I .....  
 ..... understand that my selection is liable to be cancelled, if it is found later on that I have availed benefits relating to EWS/SC/ST/OBC community for which I am not entitled.

Date  
 Place

(Signature of candidate)



Government of \_\_\_\_\_  
(Name & Address of the authority issuing the certificate)

# INCOME & ASSET 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 Lakhs only) for the financial year \_\_\_\_\_. His /her family does not own or possess 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.

1. Shri/Smt/Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_  
Name \_\_\_\_\_

Passport size attested photograph of the applicant

Designation \_\_\_\_\_

Passport size attested

\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

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.



## FORMAT FOR SC/ST CERTIFICATE

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

This is to certify that Shri / Shrimati/Kumari \_\_\_\_\_  
 son/daughter of \_\_\_\_\_ of Village/town \_\_\_\_\_ of  
 District/Division \_\_\_\_\_ of the State / Union Territory \_\_\_\_\_  
 belongs to the \_\_\_\_\_ castes / Tribes which is recognized as a Scheduled  
 Castes/ Scheduled Tribes 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 Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) 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 & 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 (Dadra and Nagar Haveli) Scheduled Castes order 1962.

@ @The Constitution (Dadra 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 & Diu) Scheduled Castes Order; 1968

@The Constitution (Goa, Daman & 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) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@The Constitution (ST) orders (Second Amendment) Act, 1991

@The Scheduled Castes and Schedules 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



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/Srimati/Kumari\* \_\_\_\_\_ of  
village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the  
State/Union Territory\* \_\_\_\_\_ who belong to the Caste/Tribe\* which is  
recognized as a Scheduled Caste/Scheduled Tribe in the State/ Union Territory\* of issued by  
the \_\_\_\_\_ date \_\_\_\_\_.

3. Shri/Shrimati/Kumari\* \_\_\_\_\_ and/or  
his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of  
\_\_\_\_\_ district / Division of the State / Union Territory\* of  
\_\_\_\_\_.

\*\*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 Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/ Dy. Collector 1st Class Stipendiary Magistrate/+Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. + (not below of the rank of 1 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 Officers of the area where the candidate and/or his family normally resides.

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).



## ANNEXURE-IV

### (FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari \_\_\_\_\_  
son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town  
\_\_\_\_\_ in district/division \_\_\_\_\_ in the State/Union  
Territory \_\_\_\_\_ belongs to the \_\_\_\_\_  
Community which is recognized as a backward class under the Government of India, Ministry of  
Social Justice and Empowerment's resolution No. \_\_\_\_\_ dated \_\_\_\_\_.

Shri/Smt./Kumari \_\_\_\_\_ and /or his/her family  
ordinary reside(s) in the \_\_\_\_\_ District/ Division of  
the \_\_\_\_\_ State / Union Territory. This is also to certify that he / she does  
not belong to the persons / sections (Creamy Layer) mentioned in column 3 of the Scheduled to the  
Government of India, Department of Personnel & Training O.M. No. 36012/22/93 (SCT) dated  
8.9.1993. O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004 Estt.  
(Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Dated: \_\_\_\_\_

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Seal

\*The authority issuing the certificate may have to mention the details of Resolution of  
Government of India, in which the caste of the candidate's is mentioned as OBC.

\*\* - As amended from time to time.

\$- List of Authorities empowered to issue Other Backward Classes certificate will be the  
same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the  
Representation of the People Act, 1950.



ANNEXURE-V

**CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT**

**Form of certificate application for Released/ Retired Personnel**




1. It is certified that no \_\_\_\_\_ Rank \_\_\_\_\_ Name \_\_\_\_\_  
\_\_\_\_\_ Whose date of birth is \_\_\_\_\_ has rendered service from  
\_\_\_\_\_ to \_\_\_\_\_ in Army/Navy/Air Force.
2. He has been released from military services;
  - (a) On completion of assignment otherwise than
  - (i) By way of dismissal, or
  - (ii) By way of discharge on account of misconduct or inefficiency, or
  - (iii) On his own request, but without earning his pension, or
  - (iv) He has not been transferred to the reserve pending such release.
  - (v) On account of physical disability attributable to military service.
  - (vi) On invalidment after putting in at least five years of military service.
3. He is covered under the definition of Ex-Servicemen (Re-Employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place : .....

Date : .....

Signature, Name and Designation of the  
Competent authority  
SEAL



Copy to be retained by <b>the concerned Post office</b>	Copy to be <b>retained by applicant</b>	Copy to be submitted to CPMG, Gujarat Circle, Khanpur, Ahmedabad along with application.
 <p align="center"><b>E-Payment</b></p> <p align="center">Challan for application fee for recruitment to the post of staff car driver (ordinary grade) in Gujarat Circle</p> <p align="center"><b>Not to be deposited after 19.01.2026</b></p> <p>National e-biller id: <b>1000099011</b> e-biller name: Senior Manager, MMS, Ahmedabad</p> <div> <p>Details of the Candidate (to be filled by the candidate)</p> <p>Registration no : <b>1000099011</b></p> <p>Name of the candidate:.....</p> <p>Address:.....</p> <p>Description:.....</p> <p><b>Name of Payment Office:.....</b></p> <p><b>Fee Paid: Rs 100/- (Rs. One hundred only)</b> <b>Date of Deposit:.....</b></p> </div>	 <p align="center"><b>E-Payment</b></p> <p align="center">Challan for application fee for recruitment to the post of staff car driver (ordinary grade) in Gujarat Circle</p> <p align="center"><b>Not to be deposited after 19.01.2026</b></p> <p>National e-biller id: <b>1000099011</b> e-biller name: Senior Manager, MMS, Ahmedabad</p> <div> <p>Details of the Candidate (to be filled by the candidate)</p> <p>Registration no : <b>1000099011</b></p> <p>Name of the candidate:.....</p> <p>Address:.....</p> <p>Description:.....</p> <p><b>Name of Payment Office:.....</b></p> <p><b>Fee Paid: Rs 100/- (Rs. One hundred only)</b> <b>Date of Deposit:.....</b></p> </div>	 <p align="center"><b>E-Payment</b></p> <p align="center">Challan for application fee for recruitment to the post of staff car driver (ordinary grade) in Gujarat Circle</p> <p align="center"><b>Not to be deposited after 19.01.2026</b></p> <p>National e-biller id: <b>1000099011</b> e-biller name: Senior Manager, MMS, Ahmedabad</p> <div> <p>Details of the Candidate (to be filled by the candidate)</p> <p>Registration no : <b>1000099011</b></p> <p>Name of the candidate:.....</p> <p>Address:.....</p> <p>Description:.....</p> <p><b>Name of Payment Office:.....</b></p> <p><b>Fee Paid: Rs 100/- (Rs. One hundred only)</b> <b>Date of Deposit:.....</b></p> </div>
<p>Signature of candidate                      signature of PA with stamp of Post Office</p>	<p>Signature of candidate                      signature of PA with stamp of Post Office</p>	<p>Signature of candidate                      signature of PA with stamp of Post Office</p>
<p>*Fee receiving branch should handover both the CPMG GUJARAT CIRCLE, KHANPUR, AHMEDABAD copy and the candidate's copy to the remitter duly signed</p>	<p>*Fee receiving branch should handover both the CPMG GUJARAT CIRCLE, KHANPUR, AHMEDABAD copy and the candidate's copy to the remitter duly signed</p>	<p>*Fee receiving branch should handover both the CPMG GUJARAT CIRCLE, KHANPUR, AHMEDABAD copy and the candidate's copy to the remitter duly signed</p>