

Syllabus & Scheme for the Post of Driver
Advertisement No. IIT Mandi/Recruit./NTS/2025/03 dated 14.08.2025

There will be two-stage examination.

Stage I: Written Examination (Objective type)

Stage II: Skill/Trade Test

Syllabus:

General Road Safety and Traffic Rules

- Basic traffic signs and symbols.
- Lane discipline, overtaking rules, stop/yield, U-turns, right of way.
- Speed limits (city, highways, hilly roads), following distance.
- Rules related to pedestrians, school zones, and crowded areas.
- Use of indicators, horn, fog lights, headlights (dipper, high beam, low beam).
- Common traffic violations and penalties.

Motor Vehicles Act and Driving Regulations

- Basic provisions of the Motor Vehicles Act relevant to LMV drivers.
- Valid driving license: types, renewal, disqualification, endorsement.
- Registration certificate, insurance, pollution under control (PUC), fitness.
- Legal responsibilities in case of accidents: informing police, medical aid, not fleeing the scene.
- Rules for carrying passengers and luggage in LMVs used for official duty.

Vehicle Basics and Routine Maintenance

- Identification and function (in simple terms) of: engine, clutch, gear box, brakes, steering, battery, radiator.
- Daily pre-trip checks: tyres, lights, brakes, indicators, wipers, horn, mirrors, fuel level.
- Meaning of basic dashboard indicators (engine check, battery, oil pressure, temperature, ABS).
- Safe refuelling practices and fuel economy (idling, smooth acceleration, timely gear changes).
- Basic troubleshooting knowledge: puncture, overheating, weak battery, fuse blown.
- Knowledge about Fastag, tolls etc.

Institutional/Official Duties of a Driver

- Role and responsibilities of a Driver in a government office and academic institute (punctuality, discipline, confidentiality).
- Understanding duty rosters, reporting time, and following instructions of superior officers.
- Use and maintenance of logbooks: start/end km, time, route, purpose of journey.
- Handling of official documents and parcels during travel; basic care for official property.
- Proper parking practices in campus and government premises.

Geography and Local Awareness (Basic)

- Awareness of major routes and landmarks in local district/town.
- Understanding of hilly terrain driving challenges: hairpin bends, steep gradients, narrow roads, landslide-prone areas.
- Seasonal hazards: fog, rain, snow, black ice; basic precautions.

Behaviour, Etiquette, and Communication

- Polite and respectful behaviour with officers, staff, students, and visitors in an institute of repute.
- Basic do's and don'ts:(like no arguments with public, no unauthorized passengers, no personal use of official vehicle. etc)
- Importance of sobriety, rest, and fitness for duty; prohibition of alcohol and intoxicants.
- Basic written and oral communication in Hindi/English: reading simple instructions, signboards, and forms (10th pass level).

Simple Arithmetic and Reasoning

- Basic arithmetic: addition, subtraction, multiplication, division related to distance, time, and fuel.
- Time calculation: reporting time, duty hours, gaps between trips.
- Simple logical reasoning related to safe driving decisions (choosing safer route/time, prioritising tasks).

Important Instructions for candidates:

General information about the exam:

- The MCQs have negative marking for wrong answers. The unanswered questions will not be considered for evaluation. (*i.e.*, no marks will be awarded for any question not attempted).
- Only one best-suited answer has to be given for any MCQ. More than one answer will be treated as wrong answer.
- Use of only blue or black ballpoint pen is permitted to answer the questions and fill the form in the exam hall. Use of ink pen/gel pen/pencil/whitener is not permitted.
- Use of calculator, cell phones, log book, periodic table, and any type of electronic device etc., are strictly prohibited.
- Involvement in any malpractices will lead to disqualification
- Any additional instructions given during the selection process must be adhered/complied.

Final Selection:

- Examinations for Stage-I and Stage-II will be conducted for all the candidates or as decided by the selection committee.
- Final selection will be made on the scores obtained in the Stage-I, as the Stage – II is of qualifying nature. But if a candidate fails to qualify in Stage-II, her/his candidature will not be considered further.
- Please note that for consideration in the merit list, a candidate has to secure minimum marks fixed by the selection committee in both exams at Stage-I and Stage-II – failing which institute will not make an offer of appointment even if vacancies go unfilled.