

DEPARTMENT OF POSTS, INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL, M.P.CIRCLE, BHOPAL

Notification No. Rectt /2-6/MTS/2011/Ch.III dated 09.04.2016

Direct Recruitment of Postman/ Mail Guard in Postal Divisions / RMS Divisions

Applications are invited from the eligible candidates to fill up the posts of Postman / Mail Guard in the following Postal / Railway Mail Service Divisions in Madhya Pradesh Postal Circle in the pay scale of Rs. 5200 – 20200 (Pay Band – I) Grade pay Rs. 2000

2. The details of category wise vacancies in each cadre Division- wise is furnished under the link **“Vacancies”** stating division wise vacancies for Postman in Post Offices and Mail Guard in Mail Offices.

3. The vacancies indicated in the enclosures are likely to vary / change without any prior intimation or assigning any reason. The department has the right to cancel the Recruitment process or modify the selection process for the reasons recorded in writing at any stage.

4. CATEGORIES OF APPLICANTS ELIGIBLE TO CLAIM PH CONCESSION.

Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

The Applicants should be in possession of the valid Medical certificate as on closing date of registration in the forms prescribed by the Government issued by competent Medical authorities for the purpose of employment, vide DOPT OM No.36035/1/2012-Estt (Res) dated 29/11/2013. Specimen format for Form II, III is given Annexure I & Annexure II respectively.

For the Post of POSTMAN

- i. **Visually Impaired:** Categories of Visually Impaired applicants suitable for the post is **Low Vision**. Blind category of disability is not identified suitable for the post.[“Person with low vision” means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.]
- ii. **Hearing Impaired:** Hearing impaired applicants are suitable for the posts. The Deaf or those in whom the sense of hearing is non functional for ordinary purposes of life. They do not hear, understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 60 decibels (db) in the better ear (Profound impairment) or the total loss of hearing in both ears.
- iii. **Orthopedically Handicapped:** Categories of Orthopedically handicapped applicants suitable for the posts:
 - a. One Leg Affected (OL)
 - b. Muscular Weakness. (MW)

For the Post of Mail Guard

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- iii. **Orthopedically Handicapped:** Categories of Orthopedically handicapped applicants suitable for the posts:
 - a. One Arm affected (OA)
 - b. One Leg affected (OL)
 - c. Both Leg affected (BL)
 - d. Muscular Weakness (MW)

The applicants should possess valid Medical certificate in the forms prescribed by the Government issued by competent Medical authorities for the purpose of employment, as on the date of Registration.

Note: The applicant can avail relaxation only for the Predominant disability. The applicant should be in possession of Original Medical Certificate for the same issued by competent Medical authorities in the format prescribed by the Government at the time of Online Registration.

5. Age Limit:- 18 to 27 years for General candidates

Permissible relaxation of upper age limit as per Government of India orders are as indicated below:

<u>Category</u>	<u>Age relaxation permissible beyond the Upper Age limit</u>
Scheduled Castes/ Scheduled Tribes (SCs/STs)	Upto Five years
Other Backward Classes (OBC)	Upto Three years
Physically Handicapped	PH + Unreserved 10 years PH + SC/ST 15 years PH+OBC 13 years
Ex-servicemen(Ex-Sm)	3 years after deduction of service rendered in military from the actual age as on the closing date for registration of application.
Ex-Sm+SC/ST	8 years(3 years +5 years) after deduction of the military service rendered from the actual age as on the closing date
Ex-Sm+OBC	6 years (3+3 years) after deduction of the military service rendered from the actual age as on the closing date
Government servants (who have rendered not less than 3 years' regular continuous service as on closing date for registration of application)	Upto 40 years of age 45 years for SC/ST and 43 years for OBC.

The age relaxation for reserved category applicants(SCs/STs/OBCs) is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant for UR category, are not entitled to get age relaxation.

For PH, Ex-servicemen/Govt. Servants candidates, instructions/guidelines issued by DOPT from time to time are applicable.

Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class should be in possession of the relevant community certificate as on closing date of registration and have to produce a certificate to the appointing authority/Selection Committee at time of selection in support of his/her claim so as to make him/her eligible for reservation and various relaxations and concessions, vide DOPT OM No.36012/6/88-Estt(SCT) dated 24/04/1990 and OM No.36012/22/93-Estt(Res) dated 15/11/1993, OM No.36011/3/2009-Estt(Res) dated 02/09/2009 and OM No.36036/2/2013-Estt(Res) dated 30/05/2014. The Caste/Community Certificate issued by the following authorities in the prescribed form for SC's/ST's/OBC's will only be accepted as proof in support of the claim.

- i) District Magistrate/Addl. District Magistrate/ Collector / Deputy Commissioner/ Addl. Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate/ Extra Asst. Commissioner
- ii) Chief Presidency Magistrate / Addl. Chief Presidency Magistrate / Presidency Magistrate
- iii) Revenue Officer not below the rank of Tehsildar and
- iv) Sub Divisional Officer of the area where the candidate and or his family normally resides

A format for the same is given in Annexure III & IV for SC/ST & OBC respectively.

Note : The crucial date for determining the age limit shall be the closing date for Online Registration of applications **i.e. 05.05.2016** for all categories.

6. Educational Qualification:

For Postman/ Mail Guard: Matriculation or Equivalent from a recognized board or University.

7. Probation Period: Two years

8. Disqualification:

A 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, will not be eligible for the said posts

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

9. Pattern and Syllabus for the examination:

9.1 The applicants shall be subjected to an Aptitude Test with a total 100 maximum marks covering the following subjects/ topics. Aptitude test will be comprising four parts (Part A, B C(i) & C(ii)). There is no negative marking.

Part	Syllabus
A- General Knowledge (25 marks with 25 questions of 1 mark each)	Topics: Geography, Indian History, Freedom Struggle, Culture & Sports, General Policy & Constitution of India, Economics, General Science, Current Affairs and Reasoning & Analytical ability of 10 th standard. (Examiner may set 2 to 3 questions from each topic)
B- Mathematics (25 marks with 25 questions of 1 mark each)	Topics: Number systems, computation of whole Numbers, Decimals & Fractions, Relationship between Numbers, Fundamental arithmetical operations, percentages, Ration & Proportions, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work, Time & Distance, Use of Tables & Graphs, Mensuration. (Examiner may set 1 to 2 questions from each topic)
C(i)- English (25 marks with 25 questions of 1 mark each)	Topics: Articles, Prepositions, Conjunctions, tenses, verbs, synonyms & Antonyms, vocabulary, sentence structure, Proverbs, Phrases, questions from small unseen passage. Etc. (Examiner may set five questions from one unseen passage and 2 to 3 questions from remaining topics)
C(ii)- Regional Language (25 marks with 25 questions of 1 mark each)	Topics (for Hindi)- Shabd Pad, Kriya Bhed, Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Swar Sandhi, Alankar, Samas, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan, Apathit Gadyansh. (Examiner may set five questions from one Apathit Gadyansh and 2 to 3 questions from remaining topics)

- 9.2 a. The duration of the Aptitude Test will be for 2 hours (120 minutes)
b. The questions on General Knowledge and Mathematics will also be supplied in the Regional Language i.e. Hindi in addition to English.
c. One blank page will be kept at the end of Question paper Booklet for rough work by the candidates.

9.3 Qualifying Marks :

- Parts A and B – Minimum 10 marks for OC , 8 marks for SC/ ST and 9 marks for OBC candidates in each part.
- Parts C (Two Segments)- Minimum 10 marks for OC, 8 marks for SC/ ST and 9 marks for OBC candidates in each segment.
- 40 % marks for OC, 33 marks for SC/ ST and 37 marks for OBC candidates in aggregate.

10. Selection Procedure:

The marks obtained in Aptitude test will be taken to draw merit in each division and selection will be purely on merit basis. It is further stated that **If two or more candidates secure equal marks in Aptitude test and they are standing in the last position in the merit list, then it is clearly stated that the candidate senior in age will be considered for selection.**

11. Cost of Application Form Registration : Rs 100 mandatory for all categories of applicants who have registered.

12. Examination Fee : The Examination fee prescribed for all Male applicants in Un-Reserved and OBC categories is Rs. 400/-. Candidates belonging to Scheduled Castes / Scheduled Tribes/ Physically Handicapped/ Women are exempted from payment of Examination Fee.

13 (i) The applicant can apply for only one division either choosing Postman cadre in Postal Division or Mail Guard cadre in Railway Mail Service Division. If an applicant registers more than one application on-line, his/her candidature is liable to be rejected without any communication.

(ii) The Applicant is required to indicate his preference of examination venues.

(iii) The vacancies for each category of post in Postal/ RMS Divisions in the Circle is displayed under the link "VACANCIES" on the website www.dopmp.in . The Examination Cities/Venues with their code Numbers and the details of Postal/ RMS divisions with their code numbers are also displayed in the website for facilitating the applicants for indicating his preference of posts/ division while submitting their on-line application.

(iv) The applicants are clearly informed that the allotment of Examination city is the prerogative of the Department and requests received for any change in examination centre / venue will not be permitted under any circumstances. Exam city is allotted as per the preferences marked by the applicant. However depending upon of the no. of candidates opting for the exam city, other exam cities of Postal Circle may also be considered out of other city options.

(v) The applicants have to access the www.dopmp.in regarding detailed information on the recruitment process from portal in PDF format. The applicant has to fill the inputs including standard information i.e. Name, DOB, community, sex, educational qualification etc.

14. How to Apply:

The applicant can apply for only one division either choosing Postman cadre in Postal Division or Mail Guard cadre in Railway Mail Service Division. If an applicant registers more than one application on-line, his/her candidature is liable to be rejected without any communication.

- i. The applicant has to visit the website www.dopmp.in through internet enabled workstation or personal computer or laptop
- ii. The applicant has to go through the notification, instructions to candidates, vacancy position, FAQ carefully before filling up the application form.
- iii. The applicant has to keep ready
 - a. The scanned image of photograph and signature in .jpeg, .jpg format in specified file size as mentioned in the instructions.
 - b. 10th Standard mark list.
- iv. The applicant has to fill up the data required online and enter all mandatory fields.
- v. Finally before submitting the form, the applicant has to check all the entries made by him/her for its correctness and genuineness.
- vi. Once submitted, no data can be modified/altered.
- vii. The applications are to be submitted online only. Manual applications will not be entertained. In respect of candidates who apply manually, no correspondence will be entertained and no admit card will be issued to such candidates even if they have paid the fees by any mode.
- viii. After registration, fee challan will be generated as per the eligibility of the applicant.
- ix. The registered applicants should pay the required fee at any post office with E-Payment facility (listed under e-payment link of www.dopmp.in) within 4 days of the date of registration.
- x. After payment of fee, the candidate has to update the payment details in the portal through LOGIN for completion of registration process.
- xi. Once payment details are updated in the website, the application may be downloaded through LOGIN after 48 hours of payment updation.

- xii. The applicants are advised to keep a copy of fee challan, receipt issued by the Post office and application, for future reference.
- xiii. For Receiving the SMS/Email to the registered mobile number/Registered email ID, the candidate are requested to furnish valid Mobile Number and Email ID, otherwise no correspondence will be entertained.
- xiv. Admit cards for the examination indicating the date, time and venue of examination will be generated for all eligible applicants who have paid fees, about two weeks before the date of examination. Candidates can download the admit cards from the website.
- xv. Candidates who are unable to download their Admit cards at least one week before the date of the examination should submit their request in the website through support tab.
- xvi. The Applicants are advised not to enclose/upload copies of any certificates/documents. The Applicant has to furnish a declaration to the effect that the all statements / inputs furnished by him/her are true, complete and correct to best of his/her knowledge and they will be supported by the original documents/testimonials as and when required/demanded. The application registered online will be treated as Provisional and the selection/appointment is subject to verification of respective Certificates/Documents. Any false/incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected/terminated.

15. Mode of Payment: The cost of Application form and Examination fee are already prescribed in Para no. 12 & 13 of this notification . The registered applicants should pay the required fee within 5 days from the date of registration. The applicants have to approach their nearest e-payment Post Offices (listed under e-payment link of www.dopmp.in) and to produce Fee Payment Challan printed by him & to pay the FEE in cash (INR) only. Once the fee has been paid, the registration process is completed. The applicant can check his/her status of payment on the www.dopmp.in after 3 working days after payment of the Fee. **In case of Non-payment the application registered will not be considered for further process. The applicants who have registered the applications on the closing date of registration are permitted to pay the FEE till 09.05.2016**

16. The Applicants after successful registration of the Online Application are advised to keep print out of the "Preview" of his Application, copy of fee challan, receipt issued by the Post office and Registration slip for any further reference.

17. The Applicants are advised not to enclose / upload copies of any certificates/documents. The application Registered online will be treated as Provisional and it will be subject to Verification of respective Certificates/documents. The Applicant has to furnish a Declaration to the effect that the inputs furnished by him / her are true, complete and correct to best of his/her knowledge and they will be supported by the original documents/testimonials as and when required / demanded. If any false/ incorrect information is found / detected at any stage, his / her candidature / appointment will be summarily rejected/ terminated. Therefore it is mandatory for the applicant to **Tick the Check box about this Declaration** at end of the Application form, before saving and uploading the application.

18. Closing Date for Registration of Application: The registration of online applications will commence on **10.04.2016 at 00.00** hrs and closes by **05.05.2016 at 23.59** hrs.

19. Requirement to serve in the Army Postal Services: Any person appointed to the posts specified shall be liable to serve in the Army Postal Service in India or abroad, as required.

20. Power to relax: Where the central Government is of the opinion that it is necessary or expedient so to do, is may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

21. Savings: Nothing in these Rules shall affect reservations, relaxation if age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from Time to Time in this regard.

(P. S. Raghuwanshi)

Asstt. Postmaster General (Estt/Rectt),

O/o Chief Post Master General,

M.P. Circle, Bhopal-462 012

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Annexure I

Form-II

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)
(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
Shri/Smt./Kum. _____

son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD / MM / YY)

Registration No. _____ permanent resident of House
No. _____ Ward/Village/ Street _____ Post
Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has%(in figure)..... percent
(in words) permanent physical impairment/blindness in relation to his/her-----
(part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate .

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb impression of the person in whose favour disability certificate is issued.

Annexure II

Form-III

Disability Certificate
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)

Recent PP size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that we have carefully examined
Shri/Smt./Kum. _____ /son/wife/

daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____
(DD) (MM) (YY)

Registration No. _____ permanent resident of House

No. _____ Ward/Village/Street _____

Post Office _____ District _____ State _____

whose photograph is affixed above, and are satisfied that :

(A) He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines(to be specified), is as follows:-

In figures:- _____ percent

(In words:- _____ percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD)

(MM)

(YY)

- @ e.g. Left/Right/both arms/legs
- # e.g. Single eye/both eyes
- £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

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Name and seal of Member

Name and seal of Member

Name and seal of the
Chairperson

Signature/ Thumb impression of the person in whose favour disability certificate is issued.

Annexure III

FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

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

*The Constitution (Scheduled Castes) Orders, 1950:

*The Constitution (Scheduled Tribes) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (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 (Scheduled Tribes) (Uttar Pradesh) 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 Tribes Order, 1978.

2. Shri/Shrimati*/Kumari* _____ and/or* his/her* family ordinarily
reside(s) 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.

Note: The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

Annexure IV

FORM 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 recognised 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 ordinarily 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 Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

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 is mentioned as OBC.

**-. As amended from time to time.

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