

Department of Posts
O/o Chief Postmaster General, Tamilnadu Circle, Chennai 600 002.

Notification No: REP/5-1/DR/14 dated 14.11.2014.

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

Applications are invited online from eligible Indian nationals, to fill up the posts of Postman/Mail Guard in Postal/Railway Mail Service Divisions in Tamilnadu Postal Circle in the pay scale of Rs. 5200-20200 (Pay Band -I) with Grade Pay Rs.2000.

2. The registration of on-line application will commence by 00:00 hours on 15/11/2014 and close by 23:59 hours on 07/12/2014.

3. The details of category-wise vacancies in Postman/Mail guard cadre is furnished division-wise under the link "VACANCIES" in the website (www.dopchennai.in). The vacancies earmarked for PH/Ex-Serviceman are included in the total vacancies notified for a particular division.

4. Candidates selected against vacancies earmarked for Physically Handicapped/Ex-serviceman will be adjusted against the total vacancies of the respective category viz., UR/SC/ST/OBC as the case may be depending upon the category to which the selected candidates belong to.

5. **The vacancies notified 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 with the reasons recorded in writing at any stage.

6. Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class will 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 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 I, II for SC/ST & OBC respectively.

7. **Scale of Pay:** Rs. 5200-20200 (Pay Band -1) with Grade Pay of Rs. 2000

8. **Promotional Avenues:** Eligible for writing departmental examination for promotion to Postal Assistants/Sorting Assistants after completion of prescribed minimum service of 3 years.

9. **Age limit:** 18-27 years.

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

Category	Age relaxation permissible beyond the Upper age limit.
Scheduled Castes/ Scheduled Tribes (SCs/STs)	5 years
Other Backward Classes (OBC)	3 years
Physically Handicapped	PH+ Unreserved 10 years. PH+SC/ST 15 years. PH+OBC 13 years
Ex-servicemen	3 years after deduction of service rendered in military from the actual age as on the closing date for registration of application.
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 for OBC).

The age relaxation for reserved category applicants 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.

The crucial date for determining the age limit shall be the closing date for Online Registration of applications i.e., 07.12.2014 for all categories.

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

10. Reservation and Definition for Persons with Disability:

(A) **Visually Impaired:** Categories of Visually Impaired applicants suitable for the posts: Low Vision, are those who suffer from either of the following conditions:

- a. Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
- b. Limitation of the field of vision subtending an angle of 20 degrees or worse.

(B) **Hearing Impaired:** Categories of Hearing Impaired applicants suitable for the posts: Those having hearing loss of more than 90 decibels (db) in the better ear (Profound impairment) or total loss of hearing in both ears.

(C) **Orthopedically Impaired:** The Orthopedically Impaired are those having extent of 40% and above of physical disability. Categories of Orthopedically Impaired applicants suitable for the posts:

- a. One Leg Affected
- b. Muscular Weakness.

The Applicants should possess valid Medical certificate 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 in Annexure III & IV

11. Educational Qualification:

- (a) For Postman: Matriculation from a recognized board or University.
- (b) For Mail Guard: Matriculation or Equivalent from a recognized board or University.

12. Probation period: Two Years

13. 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 there are other grounds for so doing, exempt any person from the operation of this rule.

14. Pattern and syllabus for the examination:

14.1. The applicants shall be subjected to an Aptitude Test (Multiple Choice Questions) covering the following subjects/topics. **Aptitude Test** will be comprising four parts (Part A, B, C (i) & C (ii)) for the total marks 100. There is no negative marking.

Part	Syllabus
A- General Knowledge (25 marks with 25 questions of 1 mark each)	Geography, Indian History, Freedom Struggle, Culture & Sports, General Polity & Constitution of India, Economics, General Science, Current Affairs and Reasoning & Analytical ability of 10 th standard.
B- Mathematics (25 marks with 25 questions of 1 mark each)	Number Systems, Computation of whole Numbers, Decimals & Fractions, Relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work, Time & Distance, Use of Tables & Graphs, Mensuration.
C(i)-English (25 marks with 25 questions of 1 mark each)	Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms & Antonyms, Vocabulary, Sentence structure, Proverbs, Phrases, questions from small passage. Etc
C(ii)- Tamil (25 marks with 25 questions of 1 mark each)	பெயர் சொற்றொடர் வினைத்தொடர், கலவை மற்றும் கூட்டு வாக்கியங்கள், வாக்கிய மாற்றங்கள், புணர்ச்சி, அணிகள், சொற்றொடர், பழமொழிகள் மற்றும் வட்டார வழக்கில் உள்ள சொற்றொடர்கள், வாக்கியத்தில் உள்ள பிழைநீக்கம், துணைப்பாட உரைநடை.

The Part A and Part B will be in bilingual i.e. English and Tamil language.

14.2. The duration of the Aptitude Test will be for 2 hours (120 minutes).

14.3. **Qualifying Marks:**

General candidates	Minimum 10 marks in each part i.e Part A, B ,C(i) and C(ii) and 40 % in aggregate. The candidate has to qualify in each part besides securing prescribed aggregate marks.
OBC candidates	Minimum 9 marks in each part i.e Part A, B ,C(i) and C(ii) and 37 % in aggregate. The candidate has to qualify in each part besides securing prescribed aggregate marks.
SC/ST candidates	Minimum 8 marks in each part i.e Part A, B ,C(i) and C(ii) and 33 % in aggregate. The candidate has to qualify in each part besides securing prescribed aggregate marks.

15. **Application Fee:** Rs. 100/- mandatory for all categories of applicants who have registered.

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

17. **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.

- 1) The applicant has to visit the website www.dopchennai.in through internet enabled workstation or personal computer or laptop
- 2) The applicant has to go through the notification, instructions to candidates, vacancy position, FAQ carefully before filling up the application form.
- 3) The applicant has to keep ready
 - (i) The scanned image of photograph and signature in .jpeg, .jpg format in specified file size as mentioned in the instructions.
 - (ii) 10th Standard mark list.
- 4) The applicant has to fill up the data required online.
- 5) Finally before submitting the form, the applicant has to check all the entries made by him/her for its correctness and genuineness.
- 6) Once submitted, no data can be modified/ altered.
- 7) After registration, fee challan will be generated as per the eligibility of the applicant.
- 8) The registered applicants should pay the required fee at any post office with E-Payment facility (listed under e-payment link of www.dopchennai.in) within 3 days from the closing date of online registration, i.e. 10/12/2014.

- 9) After payment of fee, the candidate has to update the payment details in the portal through LOGIN for completion of registration process and to take a print out of his/her Application.
- 10) The applicants are advised to keep a copy of fee challan, receipt issued by the Post office and application, for future reference.

18. **Mode of Payment:** The fees are payable in **cash** through Post Offices having e-payment facility. The registered applicants should pay the required fee through system generated challan only, within 3 days from the closing date of online registration i.e. 10/12/2014. The applicants have to approach any Post Offices having e-payment facility during working hours, (listed under e-payment link of www.dopchennai.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 candidate has to update the payment detail through website before 23:59 hours of 10/12/2014 for completion of registration process. **In case of non-payment of fee, the application registered will not be considered for further process.**

19. **Examination Centre:**

- (i) The Examination will be conducted in the following locations:
Chennai, Coimbatore, Madurai, Salem, Tiruchirappalli, Tirunelveli, Vellore.
- (ii) The Applicant is required to indicate his preference of examination location/City.
- (iii) The Applicants are clearly informed that the allotment of Examination Centre/City is the prerogative of the Department and any request received for change in examination centre/venue will not be permitted under any circumstances. Examination Centre is allotted as per the preferences given by the applicant. However depending upon of the volume of the candidates, the candidates will be allotted other locations also.
- (iv) The Department reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Department also reserves the right to divert candidates of any centre to some other Centre to take the examination.

20. The Applicants are advised not to enclose/upload copies of any certificates/documents. The application registered online will be treated as Provisional and the selection/appointment is subject to Verification of respective 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. Any false/incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected/terminated.

21. **Closing Date for Registration of Application:** The registration of on-line application will close by 23:59 hours on 07/12/2014.

22. **Selection procedure:** The marks obtained in Aptitude Test will be taken to draw merit for each recruiting division and selection will be purely on merit basis. It is further stated that:

(a) 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

(b) if two or more candidates secure equal marks in Aptitude Test and they are standing in the last position in the merit list & their ages are also the same, then candidates who secured higher percentage in the matriculation will be considered for selection.

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

24. **Power to relax:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it 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.

25. **Savings:** Nothing in these Rules shall affect reservations, relaxation of 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.

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