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

Notification No: REP/5-1/DR/15 dated 09/09/2015.

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

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 11/09/2015 and close by 23:59 hours on 04/10/2015. The applicants are requested to visit the website www.dopchennai.in for information relating to Vacancies, Timelines, Instructions to candidates etc.

3. **Vacancies:**

(i) The details of category-wise vacancies in Postman/Mail guard cadre are 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.

(ii) 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.

(iii) **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.

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

5. **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.

6. **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)	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.

The crucial date for determining the age limit shall be the closing date for Online Registration of applications i.e. 04/10/2015 for all categories.

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

7. 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 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.

8. **Reservation and Definition for Persons with Disability**:

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 III & Annexure IV.

i. **Visually Impaired:** Categories of Visually Impaired applicants suitable for the posts is **Low Vision**. Blind category of disability is not identified suitable for the posts.
ii. **Hearing Impaired:** Hearing impaired applicants are suitable for the posts.
iii. **Orthopedically Handicapped:** Categories of Orthopedically handicapped applicants suitable for the posts:
    a. One Leg Affected
    b. Muscular Weakness.

9. **Probation period:** Two Years.

10. **Promotional Avenues**: Eligible for writing departmental examination for promotion to Postal Assistants/Sorting Assistants after completion of three years of regular service.

11. **Application Fee and Examination Fee:**

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

Fee once paid will not be refunded under any circumstances.

12. **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. 07/10/2015. 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 07/10/2015 for completion of registration process. **In case of non-payment of fee, the application registered will not be considered for further process.**

Fee paid by modes other than Epayment mode as indicated above will not be entertained. The applications of such candidates will be rejected and the payment made shall stand forfeited.

13. **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 and enter all mandatory fields.
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) 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.
8) After registration, fee challan will be generated as per the eligibility of the applicant.
9) 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. 04/10/2015.
10) After payment of fee, the candidate has to update the payment details in the portal through LOGIN for completion of registration process.
11) Once payment details are updated in the website, the application may be downloaded through LOGIN after 48 hours of payment updation.
12) The applicants are advised to keep a copy of fee challan, receipt issued by the Post office and application, for future reference.
13) 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.
14) 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. A copy of admit cards will be sent to the registered email Id. Candidates also have the option to download the admit cards from the website.
15) Candidates who are unable to download their Admit cards or do not receive their admit card in their registered email ID at least one week before the date of the examination should submit their request in the website through support tab.

14. 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. **Closing Date for Registration of Application**:
The registration of on-line application will close by 23:59 hours on 04/10/2015.

16. **Pattern and syllabus for the examination:**

16.1. 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 will be 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 10th 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.Answer Keys will be placed in the website after written examination. Any representation regarding answer key received will be scrutinized and the decision of the department in this regard will be final.

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

16.3**. Qualifying Marks:**

Category to which the candidate belongs to	Qualifying marks in each parts and aggregate
General	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.

Category to which the candidate belongs to	Qualifying marks in each parts and aggregate
OBC	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	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.

17. **Examination Centre:**

(i) The Examination will be conducted in the following locations: **Chennai, Coimbatore, Madurai, Tiruchirappalli.**

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

(iii) The Applicants are clearly informed that the allotment of Examination Centre is the prerogative of the Department and any request received for change in examination centre will not be permitted under any circumstances.

(iv) The Department reserves the right to cancel/include any Centre. Department also reserves the right to divert candidates of any centre to some other Centre to take the examination.

18. **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. Provided that SC, ST, OBC, and PH candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, and PH candidates will be accommodated against the general/unreserved vacancies as per their position in the Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC,ST,OBC and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

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 <u>senior in Age</u> 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.

19. **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.

20. **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.

21. **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.

22. **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.

Chief Postmaster General,
Tamilnadu Circle, Chennai 600002.

Annexure I

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 Recoganisation Act, 1960, the Punjab Recoganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognisation) 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_____

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* 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 II

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

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*- 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.

Annexure III

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 IV

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.

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.