भारतीय डाक विभाग
DEPARTMENT OF POSTS: INDIA
मुख्य पोस्टमास्टर जनरल कार्यालय , तेलंगाना सर्किल ,हैदराबाद –500001 .
OFFICE OF THE CHIEF POSTMASTER GENERAL, TELANGANA CIRCLE, HYDERBAD – 500 001

Notification No. RE-II//PM &MG/DR/2016-17   dtd. at Hyd-1, the 22-3-2018

DIRECT RECRUITMENT TO THE CADRE OF POSTMAN/MAIL GUARD.

1. Applications are invited from the eligible candidates to fill up the posts of **Postman** and **Mail Guard** in the following Postal Divisions / RMS Units in Telangana Postal Circle in the in the Level -3 of pay matrix as per 7th CPC + admissible allowances prescribed from time to time in accordance with Postman Recruitment Rules 2010 / Mail Guard Recruitment Rules 2010 notified vide GOI Gazette order No.682 dated 20/12-2010 and subsequent amendment issued vide No.311 dated 28/6-2012 and No 677   dtd 18-12-2014 . The details of vacancies are as furnished below:

2 The details of Postman/Mail Guard vacancies in Telangana circle are furnished below:

	Name of the Division	Community wise Break up of vacancies					Part of total vacancies reserved for				
							Persons with bench mark disabilities				EX-SM
		UR	SC	ST	OBC	Total	(A) (a)	(B) (b)	(C) ©	(D) (d&e)	
HQ REGION Hyderabad	Hyderabad City Division	12	4	2	5	23	1	0	0	0	2
	Hyd South East Dn	15	0	0	15	30	0	1	0	0	3
	Secunderabad Division	8	2	1	4	15	0	0	1	0	2
	Hyderabad GPO	0	0	0	0	0	0	0	0	0	0
	Sangareddy Dn	4	0	0	0	4	0	0	0	0	1
	Medak Dn	2	1	0	0	3	0	0	0	0	0
	Total	41	7	3	24	75	1	1	1	0	8
Hyderabad Region	Adilabad	5	2	1	1	9	0	1	0	0	1
	Hanamkonda	4	1	0	2	7	0	0	0	0	1
	Karimnagar	4	1	1	2	8	0	0	0	0	1
	Khammam	6	1	1	3	11	0	0	0	1	1
	Mahaboobnagar	1	0	0	0	1	0	0	0	0	0
	Nalgonda	1	0	0	0	1	0	0	0	0	0
	Nizamabad	3	1	0	1	5	0	0	0	0	1
	Peddapalli	5	0	0	1	6	0	0	0	0	1
	Suryapet	3	1	0	0	4	0	0	0	0	0
	Wanapathy	1	0	0	0	1	0	0	0	0	0
	Warangal	2	0	0	2	4	0	0	0	0	0
	Total	35	7	3	12	57	0	1	0	1	6
GRAND TOTAL		76	14	6	36	132	1	2	1	1	14

Mail Guard vacancies

Name of the Region	Name of the Division	UR	SC	ST	OBC	Total	(A)(a)	(B)(b)	(C)(c)	(D)(d&e)	Ex-SM
Hyd HQ Region	Hyderabad Sorting Division	0	0	0	0	0	0	0	0	0	0
Hyderabad Region	RMS Z DN Hyderabad	2	0	1	1	4	0	0	0	0	0
Total		2	0	1	1	4	0	0	0	0	0

(UR-unreserved, SC-Schedule Caste, ST Schedule Tribe, OBC –Other backward class PWBD-Persons with Bench mark disabilities

i)   Vacancies notified are likely to vary/change without any prior intimation.
Total vacancies are inclusive of the vacancies shown under Ex Serviceman Quota and PWBD quota
*Candidates selected against Ex service men quota/PWBD quota will be adjusted in their respective community against the   vacancies earmarked in UR,SC,ST and OBC.

ii)   The department has right to cancel the recruitment process OR modify the selection   process with the reasons   recorded in writing at any stage.

3   Categories of candidates eligible to claim PWD concessions
(A) (a) Blindness and low vision
(B) (b) deaf and hard of hearing
(C) (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism   acid attack victims and muscular dystrophy
(D) (d) autism, intellectual disability, specific learning disability and mental illness
(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness

NOTE : The candidate should possess valid medical Certificate in the form prescribed by the Gove issued by the competent medical authorities for the purpose of employment on the date of registration while applying for recruitment

The applicant can avail relaxation only for the predominate disability. The candidate should be in possession of original medical certificate for the same by competent medical authority in the format prescribed by the Govt at the time of online registration

4   Age Limit:- 18-27 years (Upper age limit relaxable for candidates belonging to Scheduled Castes/Scheduled Tribes up to five years and for candidates belonging to Other Backward Classes up to three years & others in accordance with the instructions issued by the Government of India from time to time). Age relaxation for Ex Servicemen would be as per extant orders of Govt. of India issued from time to time.
The age relaxation applicable only when a candidate applies against the post reserved for the relevant category. If they apply for UR vacancy the age conditions applicable for OC candidates are to be fulfilled.

Category	Age relaxation permissible beyond upper age limit
Scheduled Castes/Scheduled Tribes SC/ST	5 years
OBC(Other backward Castes)	3years
Persons with disabilities	PWD +un reserved - 10 yrs PWD+SC+ST 15 years PWD +OBC 13 years
Ex servicemen	3 years after deduction of service rendered in military from the actual age as on closing date for online Registrations of applications
Govt. employees who have rendered not less than 3 years regular continuous service as on closing date of receipt of applications	Up t o 40 years

Note: The crucial date for determining the age limits shall be as on the closing date for on line registration of applications i.e., **21-04-2018**

5   Scale of Pay: Rs.21700/- in level 3 of Pay matrix as per 7th CPC + Admissible allowance as prescribed from time to time.

6   Probation:- The candidates selected will be appointed and will be on probation for two years. Training will be imparted to the selected candidates as prescribed.

7   Educational Qualification:-
   i)   For Postman: Matriculation/SSC from a recognized Board or University.
   ii)   For Mail Guard: Matriculation/SSC from any recognized Board or University
8   Examination centre Hyderabad Details will be intimated separately through Hall permit
9   Date of Examination: Details will be intimated through Hall permit

10 i) Pattern and Syllabus for Examination to fill up the Posts of Postman & Mail Guard by Direct Recruitment from Open Market:-

Candidates shall be subjected to an Aptitude Test of the level of 10th Class/Matriculation covering the following subject/topics. The Aptitude test is objective type comprising of following four parts in one paper There is no negative marking

Total Marks: 100 :

Part 'A'	25 Marks - 25 Questions on General Knowledge, Reasoning and analytical ability- Multiple Choice Question
Part 'B'	25 Marks - 25 Questions on Mathematics - Multiple Choice Questions
Part 'C'	Two Segments
(i)	25 Marks – 25 Questions - English language – Objective Type / Multiple Choice Questions
(ii)	25 Marks - 25 Questions - Telugu language – Objective Type / Multiple Choice Questions

ii)   Duration of Examination : - 120 Minutes.

iii) <u>Qualifying marks</u>

   a) Parts A & B- Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each part.

   b) Part C (Two segments) – Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each segment.

   c) 40 marks for OC, 33 marks for SC/ST and 37 marks for OBC candidates in aggregate with the condition as a & b above.

10   Probation: The candidate selected will be appointed and will be on probation for two years. Training will be imparted to the selected candidates as prescribed.

11   ` APPLICATION FEE AND EXAMINATION FEE :

Cost of Application form & Registration: Rs 100/-
Examination fee : Rs 400/-

*Candidates belonging to SC/ST/Women are exempted from payment of Examination fee.

The details of amount of fees to be paid by different categories are indicated in the following table.

SI No	Category	Amount to be paid	
		Application Fee	Examination Fee
1	All female Candidates (OC/OBC/SC/ST)	Rs.100/-	Nil
2	Male candidates (OC/OBC)	Rs 100/-	400/-
3	Male candidates (SC/ST)	Rs.100/-	Nil
4	Ex service men(OC/OBC)	Rs.100/-	400/-
5	Ex service men (SC/ST)	Rs.100/-	Nil

The candidates can pay the prescribed fee through e-payment In the Head Post offices of Telangana Circle

12 Instructions to the candidates on how to Register/Apply Online:

a. The candidate has to access the website www.telanganapostalcircle.in or www.indiapost.gov.in for detailed Notification/Advertisement issued by the Chief Postmaster General, Telangana Postal Circle, Hyderabad

b. The candidate can register his/her application for only once and if a candidate registers more than one application on-line, his/her candidature is liable to be rejected without any communication.

c. The submission of application in online is a three-step process.

d. In the first step, the candidate has to register by filling in the details including standard information i.e; Name, Date of Birth, community, Gender, Education qualification, Mobile Number, Email ID etc.

e. Candidate should fill the details/inputs in the Online Application at the appropriate places very carefully and can edit the particulars through the EDIT option. Once the filling of application is completed in the first step, the candidate should submit the data by clicking on the SUBMIT button at the end of the Registration. Before pressing the SUBMIT button, the candidates are advised to verify carefully every field/inputs mentioned in the application. Name of the Candidate or his/her father name etc. should be spelt correctly in the Application as it so appears in the Matriculation marks sheet. Any change/alteration found/detected later on may lead to his disqualification of candidature.

f. After successful registration, the candidate will receive a Unique Registration Number (URN) on given mobile number and email ID for further login.

g. The candidate has to use the registration number and DOB for log in to the website where he/she can take out the print of the fee payment challan in triplicate to enable him/her to pay the fee. The candidate has to retain this unique registration number for future reference.

h. **In the second step**, the candidate has to pay the prescribed fee in any of the list of Head post offices furnished in the Annexure.

i. **Mode of Payment of fee:** The Application Fee and Examination Fee as prescribed in Para 11 above of this notification. The candidate have to approach any of the Head Post Offices listed in the Annexure in Telangana state to produce Fee Payment Challan printed by him & to pay the FEE in CASH (INR) only.

j. After depositing the fee in listed head post offices, the applicant will receive one e-payment receipt from the post office. The candidate must check that the registration number shown in challan form is same as printed in e-payment receipt.

k. The candidate has to wait for 72 hours for SMS to be received to his/her mobile number confirming the payment details.

l. After confirmation of fee payment, the candidate will get access to fill up online application.

m. **In case of non-payment of fee, the application registered will not be considered for further process.**

n. **In the final step**, the candidate has to login to the website with registration number and date of birth and fill in the remaining columns such as post/division applied for, , SSC education details, uploading of photo & signature etc.

o. Before submitting the application online in the final step, the candidate should be ready with the soft copies of passport size photo not more than 50 KB(165x125 PIXELS) in

JPG/JPEG format and signature not more than 20 KB(80x120 PIXELS) in JPG/JPEG format which are required to be uploaded before filling up of the inputs and uploading the application on-line.

p. Candidate should fill the details/inputs in the Online Application at the appropriate places very carefully and can edit the particulars if needed before the Final submission of the online application form through the EDIT option in the final step. Once the filling of application is completed in the final step, the candidate should submit the duly filled in online application form by clicking on the SUBMIT button at the end of the application. Before pressing the SUBMIT button, the candidates are advised to verify carefully every field/inputs mentioned in the application.

q. The candidates should note that the particulars mentioned in the online application will be considered as FINAL and no change/alteration/modification will be allowed/entertained after submission of the Online application under any circumstances.

r. If the candidate fails to follow the sequence prescribed at any stage i.e; primary registration, fee payment and final submission of application, his/her candidature will not be considered.

No documents to be attached as proof at the time of submitting the application.

13 **General Instructions:**
   a) The candidate is required to indicate the Division for which he/she is applying for the post of Postman/Mail guard. Only One(1) Division is to be indicated.
   b) Before starting Registration of his/her application on the website, the Candidate should read the notification, instruction sheet carefully. He/she has to evaluate his/her eligibility for the category. His/her eligibility will be evaluated during the registration process and the process shall terminate for ineligible candidates and reasons there for would be prompted.
   c) The candidate has to verify the correctness of data fed before registering/submitting his/her application.
   d) One candidate has to submit only one application. If more than one application is registered, it will lead to rejection of all the applications registered by the candidate.
   e) Help desk provision is available to the candidates to guide how to apply/to know the status of the application over the Telephone number displayed in the web page.
   f) The applications are to be submitted online only. Manual applications will not be entertained.
   g) Application fee and Examination fee should be paid in one installment as prescribed in Para 11 through e payment in mentioned head post offices only.
   h) For Receiving the SMS to the registered mobile number, the candidate has to ensure that the mobile number given at the time of payment of fees is not registered under "DND" (Do Not Disturb).

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

15 **IMPORTANT DATES:**

Sl. No.	Activity	Schedule
(i)	For primary registration through online	Commence from 22-03-2018 and closes on 21-04-2018 by **23.59 Hrs.**
(ii)	Last date for payment of Fee at post offices	25-04-2018
(iii)	Last date for final submission of application through online	28-04-2018

16 The Candidates after successful registration of the On-line Application are advised to keep print out of the "PREVIEW" of his Application, copy of fee challan and receipt issued by the Post office for any future reference.

17 The Candidates are advised not to enclose/upload copies of any certificates/documents. The application Registered On-line will be treated as Provisional and it will be subject to verification of respective certificates/documents at the time of selection.

18 The Candidate 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. Any false/incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected/terminated. Therefore, it is mandatory for the candidate to Tick the Check Box about his Declaration at end of the Application Form, before saving and uploading the application.

19 **Selection Procedure:** Based on the marks obtained in the Aptitude Test, a merit list of qualified candidates will be prepared in each Postal/RMS Division separately. As per the availability of vacancies as notified above, selection will be made in the respective Division based on the merit list among the candidates applied for that particular Division.

20 **Hall Permit:** Hall Permits can be downloaded from the website www.telangnapostalcircle.in after notifying the date of Examination in the Website. No TA/DA will be paid for attending the Examination.

21 The candidates are advised to visit the website www.telanganapostalcircle.in or www.indiapost.gov.in from time to time for further information regarding date of examination, issue of Hall Permit, result and other information.

22 **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 appointment. 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.

23 Applications purchased from outside vendors will not be accepted. Applications should not be sent by Post. The applications submitted online through website www.telanganapostalcircle.in or www.indiapost.gov.in only will be accepted In respect of candidates who apply manually, no correspondence will be entertained and no Hall permit will be issued to such candidates even if they pay prescribed fees by any mode.

24. In case of any assistance the candidates are advised to contact help desk number

Help desk mobile No : 91 7550004136
Help desk Email Id : ts.techqueries@postalcareers.in (Telangana)

सहायक निदेशक (भर्ती)
Assistant Director (Rectt)
मुख्य पोस्ट मास्टर जनरल कार्यालय,
O/o Chief Postmaster General,
Telangna Circle, Hyderabad-500001

ANNEXURE

List of Head Pos toffices in Telangana State

Adilabad HO	Karimnagar HO	Peddapalli HO
Armoor HO	Khairtabad HO	Sangareddy HO
Bhadrachalam HO	Khammam HO	Secunderabad HO
Bhongir HO	Kothaghudem Colls HO	Siddipet HO
Gadwal HO	Mahaboobabad HO	Stn. Kachiguda HO
Hanamkonda HO	Mahaboobnagar HO	Stn. Jadcherla HO
Huzurabad HO	Mancherial HO	Suryapet HO
Hyderabad GPO	Medak HO	Trimulghery HO
Hyderabad Jubilee HO	Miryalguda HO	Vikarabad HO
Jagtial HO	Nalgonda HO	Wanaparthy HO
Jangaon HO	Nizamabad HO	Warangal HO
Kamareddy HO	Parkal HO	Zaheerabad HO