

# PROSPECTUS

## NOTIFICATION

FOR THE RECRUITMENT OF POSTAL  
ASSISTANT/SORTING ASSISTANT,  
POSTMAN AND MTS CADRE UNDER

**SPORTS QUOTA**  
**(FROM OPEN MARKET)**

IN

**BIHAR CIRCLE**

**(LAST DATE OF RECEIPT OF APPLICATION  
IS 25.04.2019)**

No.	Post	MTS	Postman	SA	MTS
1	Postmaster	1			
2	Post Office Assistant	1			
3	Sorting Assistant	1			
4	Postman	1			
5	MTS	1			
6	Post Office Assistant	1			
7	Sorting Assistant	1			
8	Postman	1			
9	MTS	1			
10	Post Office Assistant	1			
11	Sorting Assistant	1			
12	Postman	1			
13	MTS	1			
14	Post Office Assistant	1			
15	Sorting Assistant	1			
16	Postman	1			
17	MTS	1			
18	Post Office Assistant	1			
19	Sorting Assistant	1			
20	Postman	1			
21	MTS	1			
22	Post Office Assistant	1			
23	Sorting Assistant	1			
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196	Postman	1			
197	MTS	1			
198	Post Office Assistant	1			
199	Sorting Assistant	1			
200	Postman	1			

**GOVERNMENT OF INDIA, DEPARTMENT OF POSTS  
OFFICE OF THE CHIEF POSTMASTER GENERAL, BIHAR CIRCLE PATNA - 800001**

No. : R&E/ SPORTS QUOTA/VACANCY

Dated at PATNA, 08.03.2019

**DIRECT RECRUITMENT TO POSTAL ASSISTANT/SORTING ASSISTANT, POSTMAN AND MTS  
(Erstwhile Group 'D') CADRE UNDER SPORTS QUOTA IN BIHAR POSTAL CIRCLE**

**PROSPECTUS CUM APPLICATION FORM**

Applications are invited in the proforma given for the Direct Recruitment for filling up the vacancies of POSTAL ASSISTANT/SORTING ASSISTANT, POSTMAN AND MTS CADRE UNDER SPORTS QUOTA IN BIHAR POSTAL CIRCLE.

2. The details in this prospectus are applicable to recruitment of meritorious sports persons for the following posts under Sports Quota.

- a) Postal /Sorting Assistant in Post Offices or Railway Mail Offices
- b) Postman in Post Office
- c) MTS (Erstwhile Group 'D') in Post Office or Railway Mail Offices

3. **Vacancy Position:** - The details of cadre/post wise vacancy position are as follows :

S. No.	Name of the Division / Unit	PA	SA	POSTMAN	MTS
1	Bhagalpur	2	-	-	-
2	Chapra	2	-	-	-
3	Gaya	1	-	-	-
4	Munger	1	-	-	-
5	Muzaffarpur	1	-	-	-
6	NB Dn	-	3		
7	Patna	1	-	-	-
8	PT Dn	-	3		
9	Purnea	2	-	-	-
10	RO/CO	2	-	-	-
11	Rohtas	2	-	-	-
12	SBCO	5	-	-	-
13	Siwan	3		1	1
14	U Dn	-	1	-	1
15	PSD Muzaffarpur	-	-	-	3
	<b>Total</b>	<b>22</b>	<b>7</b>	<b>1</b>	<b>5</b>
	<b>Grant Total</b>	<b>35</b>			

\* Vacancies are subject to change.

**Note:** The CPMG, BIHAR Circle, PATNA reserves the right to post the selected candidates to any of the division mentioned above depending upon the category of post and also the discipline for which selected.

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#### 4. Scale of Pay -

a.	<b>Postal Assistant / Sorting Assistant</b>	Rs. 25500/- in Level 4 as per Pay Matrix specified in Part A of Schedule of Central Civil Service (Revised Pay) Rules 2016. [Rs. 5,200-20,200 (Pay Band-I) + Grade pay of Rs.2400/- plus admissible allowances (as per Pre-revised scale.)]
b.	<b>Postman</b>	Rs. 21700/- in Level 3 as per Pay Matrix specified in Part A of Schedule of Central Civil Service (Revised Pay) Rules 2016. [Rs. 5200-20200 (Pay Band-I)+Grade pay of Rs.2000/- plus admissible allowances (as per Pre-revised scale.)]
c.	<b>MTS</b>	Rs. 18000/- in Level 1 as per Pay Matrix specified in Part A of Schedule of Central Civil Service (Revised Pay) Rules 2016. [MTS Rs. 5,200-20,200 (Pay Band-I) + Grade pay of Rs.1800/- plus admissible allowances. (as per Pre-revised scale.)]

#### 5. Probation and Training

- (a) **Probation** : The candidates selected will be appointed and will be on probation as per rules.
- (b) **Training** : The training will be imparted to the selected candidates as prescribed.

#### 6. **Age limit: As on 25.04.2019 (last date of application)**

**POSTAL ASSISTANT/SORTING ASSISTANT/POSTMAN** : BETWEEN 18-27 YEARS

**MTS** : BETWEEN 18-25 YEARS

Relaxation in upper age limit upto the maximum of 5 years (10 years in case of those belonging to Schedule Castes and Schedule Tribes) will be admissible. This concession will be admissible only to those sports persons, who satisfy all other eligibility conditions relating to educational qualifications etc. and furnish a certificate in the prescribed form issued by an authority as mentioned in item no.12 [form 1 to 5 are enclosed as Annexure I].

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## **7. Minimum educational and other Qualification**

### **required**

#### **i) For Postal/Sorting Assistant:-**

a) The candidates having passed minimum either 12th standard or equivalent qualification from a recognized board or university.

As per Ministry of Human Resource Development Notification dated 10.06.2015 published in Gazette of India, all the degree/diplomas/certificates including technical education degree/diploma awarded through by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.

Candidates who have not acquired but will acquire the educational qualification and acquire documentary evidence from the Board/University in support thereof as on 25.04.2019 will also be eligible.

b) The candidates will be required to furnish at least 60 days duration Basic computer Training Certificate from a recognized computer training institute before issuance of appointment letter. Computer Training Certificates from Central Government/State Government/University/Boards etc will also be acceptable for this purpose. This requirement of Basic Computer Knowledge Certificate shall be relaxable in cases where a candidate has studied computer as a subject in matriculation or Class-XII or Higher educational qualification and in such cases a separate certificate will not be insisted upon.

c) Sports Qualification - as per Para 11 below.

#### **ii). For Postman:-**

a) Minimum 12th standard pass from a recognized board.

b) The candidates will be required to furnish at least 60 days duration Basic computer Training Certificate from a recognized computer training institute before issuance of appointment letter. Computer Training Certificates from Central Government/State Government/University/Boards etc will also be acceptable for this purpose. This requirement of Basic Computer Knowledge Certificate shall be relaxable in cases where a candidate has studied computer as a subject in matriculation or Class-XII or Higher educational qualification and in such cases a separate certificate will not be insisted upon.

C) Sports Qualification - as per Para 11 below

iii). **For MTS:-**

- a) Minimum Matriculation or ITI from recognized boards.  
b) Sports Qualification - as per Para 11 below

8. Last date of receipt of application is **25.04.2019-**

9. **Submission of Applications:-**

Applications to be superscribed as "APPLICATION FOR THE POST OF POSTAL ASSISTANT / SORTING ASSISTANT / POSTMAN / MTS IN BIHAR POSTAL CIRCLE UNDER SPORTS QUOTA" and to be sent through Registered / Speed post to Assistant Director (Recruitment), 5th Floor, O/o the Chief Postmaster General, BIHAR Circle, PATNA - 800001.

10. Details of discipline under which recruitment will be made are given below.

Sl. No.	Discipline	Positions	No. of the Posts	Cadre of the Posts	Men	Women
1.	Badminton	No Specific Position	04	PA/SA	02	02
2.	Carrom	No Specific Position	02	PA/SA	01	01
3.	Chess	No Specific Position	02	PA/SA	02	Nil
4.	Athletics (Specific)	Sprinter - 01(Men) Hammer throw - 01 (Men) Sprinter - 1(Women) Hammer throw - 01 (Women)	04	PA/SA/MTS	02 (PA/SA)	02 (01 PA/SA & 01 MTS)
5.	Table Tennis	No Specific Position	04	PA/SA	02	02
6.	Power Lifting (Specific)	59 kg Heavy weight 105 kg	01 01	PA/SA PA/SA	01 01	Nil Nil
7.	Wrestling	Middle Weight - 57 kg and below	01	PA/SA	01	Nil
8.	Volleyball (Specific)	Lifter - 01 Spiker - 04 All Rounder - 01	06	PA/SA/MTS	(PA/SA-4) - MTS-2	Nil
9.	Kabbadi (Specific)	Rider - 02 Catcher - 02	04	PA/SA/MTS	(PA/SA-3), MTS-1	Nil
10.	Cricket (Specific)	Batsman-02, Wicket keeper cum Batsman - 01, Fast bowler - 01, All Rounder-01 (Fast bowler cum Batsman) All Rounder-01 (Spinner cum Batsman)	06	PA/SA/Post men/MTS	PA/SA-4, MTS-1, Postman-1	Nil

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**11. Sports Qualification (Eligibility Criteria) :**

The candidates with the following qualifications shall be considered meritorious for the purpose of recruitment under sports quota -

- a) Sportsmen who have represented a State or the country in the National or International competition in the sports/games shown above.
- b) Sportsmen who have represented their university in the inter university tournaments conducted by the Inter-University Sports Board in the sports/games shown above.
- c) Sportsmen who have represented the state schools team in the National Sports/Games for schools conducted by the All India School Games Federation in the sports/games shown above.
- d) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

**12. List of authorities competent to award certificates on eligibility for recruitment of sports persons [G.I. deptt. of Per. & Trg., OM No. 14015/1/76-Estt. (O) dated 04.08.1980] -**

SL No	Competition	Authority awarding Certificate	Form in which certificate is to be awarded
1	International Competition	Secretary of the National Federation of the Game concerned	1
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned	2
3	Inter-University Tournaments	Dean of Sports or other Officer in overall charge of sports of the university Concerned	3
4	National / Sports / Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instructions/Education of the State	4
5	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare Government of India	5



**Note :** - Specimens of the forms 1, 2, 3, 4 & 5 referred to above are given in Annexure I.

13. **Application Fee:-**

1. All the Applicants have to pay an **application fee of Rs 200/- (Rupees Two hundred only)** in form of Indian Postal Order (IPO) only, in favour of "Chief Postmaster General, BIHAR Circle" payable at the Post Office "PATNA GPO, PATNA". Original Indian Postal Order must be enclosed with the duly filled application form.
2. **Application fee of Rs.200/- (Rs. Two Hundred Only)** may also be deposited in **Unclassified Receipt (UCR)** in any post office of Bihar. Original receipt must be enclosed with the duly filled application form.

Note: Fee once paid shall not be refunded under any circumstances.

3. **Exam Fee: Only the Applicants who are called for field trials will have to pay an examination fee of Rs. 400/- (Rs. Four Hundred only) Women/SC/ST candidates are exempted from payment of exam fee over and above fees.**

14. **Method of Selection:**

Selection of candidates will be made on the educational and sports qualification subject to fulfillment of other prescribed conditions.

The main aim to recruit Outstanding Sportspersons is to prepare a best team of sportspersons, which may bring laurels to the circle in All India and other competitions apart from their best performance in official duty. In view, the most suitable and fit candidates will be considered. Selected candidates will have compulsory participation in the circle team during All India Postal Tournaments for specified years by the department.

- i. First preference to those candidates who have represented the country in an international Competition with the Clearance of the Department of Youth Affairs & Sports.
- ii. Next preference will be given to those who have represented a State/UT in the senior or Junior Level National Championships organized by the National Sports Federation recognized by Department of Youth Affairs and Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/Games, the candidates having participated and won medal in Senior National Championship should be given preference.
- iii. Next preference will be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports board and have won medals or positions up to 3rd place in finals.
- iv. Next preference will be given to those, who have represented the State Schools in the national Sports/Games for Schools conducted by the All India School Games Federation and have won medals or position up to 3rd place.

- v. Next preference will be given to those, who have been awarded National Award in Physical Efficiency under National Physical Efficiency Drive.
- vi. Next preference will be given to those, who represented a State/Union Territory/University/State School Teams at the level mentioned in categories (ii) to (iv) but could not win a medal or position, in the same order of preference.
- vii. Trial will be done if needed and wherever needed.

Note 1: Only in the event of tie those who have secured a higher position or won more than one medal may be given the preference, or as per the prevailing rules.

Note 2: Participation in individual and team event/item may be given the same preference.

Note 3: No preference may be given for winning more than one medal / position.

Note 4: In case of any doubt about the status of tournament, the matter will be decided by the Department of Personnel & Training in consultation with Department of Sports and Youth Affairs.

Note 5: Decision of competent authority i.e. Chief Postmaster General, Bihar Circle will be binding on all.

15. **Disqualification:**

- a) No person – who has entered into or contracted a marriage with a person having spouse living; or
- b) No person - who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to service. Provided that 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. Information/misrepresentation of facts/unsigned Application Form/without photographs/without prescribed application fee/not accompanied by self attested copies of required certificates/received after due date. No correspondence will be done in this regard.
- c) If it is proved at any stage that the candidate has forwarded incorrect or false information in this regard.
- d) Application wrongly addressed or received after due date will be summarily rejected, whatever may be the reason for delay. No intimation will be sent in this regard.
- e) The applications should be sent through Speed Post/Registered Post only.
- f) Candidate applying for more than one game/event shall submit separate application form with complete documents for each game/event in separate envelope/cover and all such envelopes/covers are to be sent through Speed Post/Registered Post separately.



- g) One envelope should contain application form of one candidate for single sports discipline only. Applications forms of any candidate for more than one sports discipline submitted in a single envelope/cover or applications form of more than one candidate received in a single envelope/cover will be summarily rejected. In case more than one application forms (of single candidate or multiple candidates) are received in any single envelope, all such application forms will be rejected.
- h) The selected candidate may be appointed against any of the identified vacancies as mentioned in Annexure-1.
- i) Once appointed, request for transfer will be entertained as per existing rule.
- j) Selection of candidates will be made in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts from time to time.
- k) If a candidate has changed his/her name or dropped/added part of his name after matriculation /10+2 or he has changed name after matriculation etc, proof for the change in name such as affidavit, Gazette notification etc should be enclosed.
- l) The candidate should give an undertaking that he will serve the department for a minimum period of three years, if selected, in the proforma given.

16. **SPECIAL INSTRUCTIONS TO THE APPLICANTS :-**

**ALL THE APPLICATIONS ARE TREATED AS PROVISIONAL**

- (a) Original certificates should not be submitted. **(The candidates should produce relevant original certificates on demand).**
- (b) Self attested copies of all the required documents and certificates should be sent along with the application. The documents/marks lists/certificates submitted on a later date will not be entertained.
- (c) If the prescribed / required documents are not submitted along with the application, application received after due date will be rejected and no request for revival will be considered.
- (d) Incomplete or unsigned applications or applications without photographs or applications received after due date will be rejected.
- (e) An application will be rejected at any stage of recruitment process for not having been submitted in the official format/ having incomplete information/ wrong information/ misrepresentation of facts/unsigned/without photographs/ without prescribed application fee/ not accompanied by self attested copies of required certificates.
- (f) The prospectus along with application form can be downloaded from India Post website, i.e., [www.indiapost.gov.in](http://www.indiapost.gov.in). Applications purchased from outside vendors will not be accepted and summarily rejected without assigning any reason.
- (g) Before submitting the application, the candidate must carefully read the eligibility conditions and satisfy himself/herself that he/she fulfills all the eligibility conditions for the post for which he/she has applied.
- (h) The vacancies notified are subject to change without assigning any reason and Department reserves the right to cancel the recruitment if so warranted and the Department will not be liable to return the fee or pay any compensation on the applicant's application.

- (i) Community certificates for SC/ST in the prescribed form issued by the competent authorities, as in Appendix II only is to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will be ignored.
- (j) The applications should be sent through **Speed Post / Registered Post Only**. Those sent through any other means, private couriers and given by hand shall not be accepted.
- (k) One envelope should contain application of one candidate only.
- (l) Applications wrongly addressed or received after due date will be summarily rejected, whatever may be the reason for delay. Applications without required certificates and incomplete applications will be rejected. No intimation will be sent in this regard.
- (m) The selected candidates of all posts are liable to serve anywhere in the Circle as and when required at the sole discretion of the appointing authority.
- (n) Once appointed, request for transfer will be entertained as per existing rule.
- (o) Selection of candidates will be made in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts from time to time.
- (p) Candidate applying for more than one game/event shall submit separate application with complete documents for each game/event in separate cover. Applications for more than one event or more than one candidate received in one cover will be summarily rejected.
- (q) If a candidate has changed his/her name or dropped/added part of his name after matriculation/ 10+2 or he has changed name after matriculation etc, proof for the change in name such as affidavit, Gazette notification etc should be enclosed.  
The candidate should give an undertaking that he will serve the Department for a minimum period of three years, if selected, in the proforma given.
- (r) No any claim of travelling allowances or other expenses will be paid.

**17. DETAILS OF ENCLOSURES:**

(List of self-attested photo copies of Certificates and documents to be sent).

(a)	All marks-sheets of Education qualifications.
(b)	Proof in respect of Sports qualification/achievements
(c)	Proof for Date of birth
(d)	Latest Caste/Community Certificate in the prescribed form for SC, ST Candidates issued by competent authorities (Please see Appendix II).
(e)	2 latest identical Pass Port Size Photographs (one to be pasted on the application and the other sent loose with name and address written on the reverse)
(f)	Duly filled in Application Form itself with signed undertaking form
(g)	If a candidate has changed his/ her name or dropped/added part of his /her name after Matriculation /Hr. Secondary/ SSC or he/she has changed his /her name after matriculation etc. proof for the change in name such as Affidavit, Gazette Notification etc. Should be enclosed.

*[Handwritten signature]*



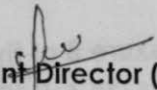
18. The application form attached with this prospectus, completed in all respect may be sent to **Assistant Director (Recft.), 5th Floor, O/o the Chief Postmaster General, Bihar Circle, PATNA - 800001.** The application along with attested copies of requisite certificates should reach on or before the date mentioned in the notification. Applications received after due date are liable to be rejected.

19. **INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION:-**

a)	Write the required information in English and in Block letters
b)	One envelope should contain application of one candidate only.
c)	The envelope containing the application must be super-scribed in bold letters as <b>"APPLICATION FOR THE POST OF POSTAL/SORTING ASSISTANT/ POSTMAN / MTS IN BIHAR POSTAL CIRCLE UNDER SPORTS QUOTA"</b> .
d)	An application will be rejected at any stage of recruitment process for not having been submitted in the official format/having incomplete information / wrong information / misrepresentation of facts / unsigned / without photographs /without prescribed application fee/ not accompanied by self attested copies of required certificates.
e)	If a candidate has changed his name or dropped / added part of his name after Matriculation/Hr. Secondary, proof for the change of name such as Affidavit, Gazette Notification, etc., should be enclosed.
<b>NOTE:</b> Only certificates issued by the competent authorities, for example, the Universities / concerned Boards would be accepted as proof for having possessed the minimum educational qualifications or date of birth. Only the certificates issued by the competent authorities and in the prescribed form would be considered.	

20. **CHECK LIST:** Before submission of application, the following points may be checked carefully and be ensured that the corresponding columns are filled correctly.

i)	Check whether you have firmly pasted your recent passport size Photographs (5 cm x 7 cm) in the prescribed place in the application form and one additional identical photograph attached with application.
ii)	Check whether you have filled in all the columns of the application form correctly.
iii)	Check your Eligibility carefully.
iv)	No column is to be left blank.
v)	Check whether you have filled in your COMMUNITY / CATEGORY STATUS correctly in the relevant column.
vi)	Check whether you have enclosed the original IPO or original UCR receipt of prescribed amount for application fee with the duly filled application form.
vii)	Check whether application form has been signed in full by you.
viii)	Check whether you have enclosed self attested copies of all certificates. i.e., Age proof, education, sports & Discipline and community certificate.
ix)	Check whether you have enclosed the signed undertaking form.

  
**Assistant Director (Recft.)**  
**O/o the Chief Postmaster General,**  
**Bihar Circle, PATNA - 800001.**



Specimen formsFORM 1

(For representing India in an International Competition in one of the recognized Games/ Sports.)

**NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_**

**Certificate to meritorious sportsmen for employment to Group C & D services under the Central Government.**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ and resident of \_\_\_\_\_  
(Complete address) represented the country in the game/event of \_\_\_\_\_ in \_\_\_\_\_ competition/tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of National Federation/National Association of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the Federation/  
National  
Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: - This Certificate will be valid only when signed personally by the Secretary National Federation/ National Association.**

**(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO. 14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)**

FORM -2

(For representing a State in India in a National Competition in one of the recognized Games/ Sports).

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME \_\_\_\_\_ OF \_\_\_\_\_

Certificate to a meritorious sportsman for employment to a Group C & D services under the Central Government.

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ and resident of \_\_\_\_\_ (Complete address represent the state of) \_\_\_\_\_ in the game/event of \_\_\_\_\_ in the National Competition/Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The certificate is being given on the basis of record available in the office of State Association of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the State Association \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: - This Certificate will be valid only when signed personally by the Secretary of the State Association.**

(Annexure -B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)

*[Handwritten signature]*

**FORM 3**

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports.)

UNIVERSITY OF \_\_\_\_\_

**Certificate to a meritorious sportsman for employment to a Group C & D services under the Central Government.**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ and resident of \_\_\_\_\_ student of \_\_\_\_\_ represented the University of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in Inter-University Competition/ Tournament held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of \_\_\_\_\_.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the University \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: - This Certificate will be valid only when signed personally by the Dean /Director or other officer in overall charge of sports in the University.**

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)

*fw*



**FORM 4**

(For representing a state school team in the National Games for School in one of the recognized Games/Sports.)

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF \_\_\_\_\_**

**Certificate to a meritorious sportsmen for employment to a Group C & D services under the Central Government.**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ and resident of \_\_\_\_\_ (Complete address) student of \_\_\_\_\_ represented the \_\_\_\_\_ State School Team in the game/event of \_\_\_\_\_ in the National Games for school held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of Directorate of Public Instructions/Education of \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: - This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports /games/for Schools in the Directorate of Public Instructions/Education of the State.**

**(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)**

*for*

**FORM -5**

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare)

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE****Certificate to a meritorious sportsmen for employment to a Group C & D posts/services under the Central Government.**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (Complete address) represented the \_\_\_\_\_ School Team in the game/event of \_\_\_\_\_ in the National Competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

**Note: - This Certificate will be valid only when signed personally by the Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.**

**(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)**

## APPENDIX -II

Form of Caste Certificate as prescribed in M.H.A. O.M. No. 42/21/49/N.G.S. dated 28-1-1952, as revised in Dept. of Personnel & Administrative Reforms Letter No. 36012/6/76-Est. (S.C.T.) dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

### FORM OF CASTE CERTIFICATE

This is to certify that Sri/Srimati\*/Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ 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) Order, 1950.
- \* The Constitution (Scheduled Tribes) Order, 1950.
- \* The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
- \* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976.

- \* The Constitution (Jammu and Kashmir) Scheduled Castes 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 (Uttar Pradesh) Scheduled Tribes 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 Castes Order, 1978.
- \*The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- \*The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- \*The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.
- \*The Constitution (Scheduled Tribes) Order Amendment Act, 1991.
- \*The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.



2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Sri/ Srimati\* \_\_\_\_\_ father/ mother of Sri/Srimati/Kumari\* \_\_\_\_\_ of village/town \_\_\_\_\_ &\* in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who Belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe\* \_\_\_\_\_ in the State/Union Territory\* \_\_\_\_\_ issued by the \_\_\_\_\_ Dated.....

3. Sri / Srimati / Kumari\* \_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\* \_\_\_\_\_ of District/Division\* \_\_\_\_\_ of the State/Union Territory\* of \_\_\_\_\_

Place  
Date  
State/Union Territory

Signature:  
Designation  
(With seal of office)

Note. - The term "ordinarily resides" used here will have the same meaning as in Section 20 of the Representation of the peoples act, 1950.  
\*Please delete the words which are not applicable.

**The under-mentioned authorities have been empowered to issue Caste Certificates of verification**

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tahasildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.



**APPLICATION FOR RECRUITMENT OF POSTAL/SORTING ASSISTANT/ POSTMAN  
AND MTS UNDER SPORTS QUOTA**

1	Name in full (IN BLOCK LETTERS):	<div style="border: 1px solid black; padding: 2px; font-size: 8px;">                     Paste recent passport size photograph of applicant (Do not staple) Please sign across, sign should overlap on photo and form. (CROSS SIGNATURE)                 </div>
2	Gender:	
3	Father's/ Husband's Name:	
4	Nationality:	
5	Permanent Address:	
6	a) Date of Birth: (DD/MM/YY format) in figures and words as recorded in matriculation/HSC/Cumulative Record. (Attach attested copy of relevant certificate).	
	b) Place of Birth:	
	c) Age as on (Last date of submission of application):	....Years.....Months..... Days
7	Present Address:	
8	Contact No.:	
9	e-mail id, if any:	
10	Whether SC/ST (Mention Caste & attach self-attested photocopy of certificate issued by competent authority in the prescribed format)	
11	Details of application fee paid in form of Indian Postal Order/UCR (enclose original IPO)	
	Name of Post Office:	
	Indian Postal Order No.:	
	UCR No. & Date:	
	Amount:	
	Date:	

*Handwritten mark*



Post applied for				
a) Postal Assistant				
b) Sorting Assistant				
c) Postman				
d) MTS				
DETAILS OF DISCIPLINES (TICK THE DISCIPLINE FOR WHICH APPLIED)				Tick here
A)	<b>Badminton</b>	No specific position	Men / Women	
B)	<b>Carrom</b>	No specific position	Men / Women	
C)	<b>Chess</b>	No specific position	Men	
D)	<b>Athletics (Specific)</b>	Sprinter	Men/ Women	
		Hammer Throw	Men/ Women	
E)	<b>Table Tennis</b>	No specific position	Men/Women	
F)	<b>Power Lifting (Specific)</b>	59 Kg	Men	
		Heavy Weight 105 Kg	Men	
G)	<b>Wrestling (Specific)</b>	Middle Weight- 57 Kg	Men	
H)	<b>Volleyball (Specific)</b>	Lifter,	Men	
		Spiker	Men	
		All Rounder	Men	
I)	<b>Kabbadi (Specific)</b>	Rider	Men	
		Catcher	Men	
J)	<b>Cricket (Specific)</b>	Batsman	Men	
		Wicket Keeper Cum Batsman	Men	
		Fast Bowler	Men	
		Batsman Cum Fast Bowler	Men	
		Spinner Cum Bastman	Men	

<b>12. Education:</b>		<b>Year of passing</b>	<b>Name of the Board / University</b>
<b>S. No.</b>	<b>Examination passed</b>		
i)	Matriculation/ Higher Secondary or equivalent		
ii)	10+2 or 12 <sup>th</sup> Class (Excluding vocational stream)		
<b>13. Sports Discipline</b>			
i)	Name of the Sports / Discipline applied for		
ii)	Name of the Position/weight/category for which application sent		
<b>14. Sports Qualification / Achievement</b>			
<b>(Attach self-attested photocopies of relevant certificates issued by the competent authority in the prescribed proforma as mentioned in prospectus)</b>			
<b>SL</b>	<b>Details of Tournament</b>	<b>Achievement</b>	
1			
2			
3			
4			
5			

I, \_\_\_\_\_ hereby declare that the information given above is true to the best of my knowledge and belief. I understand that if any information is found to be false at a later stage, I am liable to be punished and my appointment will be terminated, I also understand that in the event of my failure to complete the pre-appointment formalities, for whatever reason, my selection is liable to be cancelled.

Place:

**Signature of candidate**

Date:

**IMPORTANT**

1. APPLICATIONS AND THE ENVELOPES SHOULD BE CLEARLY SUPERSCRIBED INDICATING THE DISCIPLINE AND POSITION FOR WHICH APPLIED.

2. APPLICATIONS SHOULD BE SENT BY REGISTERED POST OR SPEED POST ONLY. THOSE SENT THROUGH OTHER MEANS OR BY HAND WILL NOT BE ACCEPTED.