

DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL, H.P CIRCLE, SHIMLA – 171009

Notification No. R&E/77-17/2014; dated -10-2014

Applications are invited from the eligible applicants for filling up the following posts in the Postman and Multi Tasking Staff (MTS) cadres in different Postal Divisions/ Units of this Circle in the Pay Band + Grade Pay as shown below under direct recruitment (i.e. from Open market) quota of vacancies of the year 2014, which are to be filled by holding Aptitude Test/ Examination: -

I Classification of Post with Pay scale etc: -

Sl. No	Name of the Post (Cadre)	Pay Band + Grade Pay + allowances
1	Postman (N.G Group 'C' Post)	PB-I 5200-20200 + GP 2000 + allowances
2	MTS (N.G Group 'C' Post)	PB-I 5200-20200 + GP 1800 + allowances

II Division/Unit wise vacancies

(a) Postman Cadre

Sl. No	Division/ Unit	Total vacancies available in Postman/ Mailguard cadre to be filled by Direct Recruitment from Open Market along with Break up							Address of the authority to whom the applications are to be addressed/sent by Speed Post/ Registered Post.	Remarks
		O C	SC	ST	OBC	PH	Ex SM	Total Remarks		
1	Chamba	1	0	0	0	0	0	1	Supdt. Post Offices Chamba (H.P) – 176310	Backlog Year 2013
2	Dehra	1	0	0	0	0	0	1	Supdt. Post Offices Dehra (H.P) – 177101	--do--
3	Dharamsala	1	1	0	0	0	1	2	Supdt. Post Offices, Dharamsala – H.P 176215	----
4	Hamirpur	0	0	1	0	0	0	1	Sr. Supdt Post Offices, Hamirpur, (H.P) – 177001	----
5	Mandi	2	0	1	0	1(OH)	0	3	Sr. Supdt Post Offices Mandi (H.P) – 175001	Backlog (OH Vacancy Year 2013)
6	Rampur	2	0	0	0	0	0	2	Supdt. Post Offices, Rampur, (H.P) – 172001	----
7	Shimla	1	1	0	0	0	0	2	Sr. Supdt. Post Offices, Shimla, (H.P) – 171001	----
8	Solan	1	0	1	0	0	0	2	Supdt. Post Offices, Solan, (H.P) – 173211	----
9	Una	1	0	0	0	1(HH)	0	1	Supdt. Post Offices Una (H.P) – 174303	Backlog of Year 2013
Total		10	2	3	0	2	1	15		

(b) MTS Cadre

Sl. No	Division/ Unit	Total Vacancies available in Multi Tasking Staff cadre to be filled by Direct Recruitment from Open Market along with breakup							Address of the office to whom the applications are to be addressed and sent by Speed Post / Regd. Post	Remarks
		OC	SC	ST	OBC	PH	Ex SM	Total		
1	Dharamsala	1	0	0	0	0	0	1	Supdt. Post Offices, Dharamsala (H.P) – 176215	----

2	Rampur	0	0	0	1	0	0	1	Supdt. Post Offices, Rampur, (H.P) – 172001	----
3	Shimla	1	0	0	0	0	0	1	Sr. Supdt. Post Offices, Shimla, (H.P) – 171001	----
4	RMS,HP Dn.Mandi.	2	1	0	1	0	0	4	Supdt RMS Division Mandi (H.P) – 175001	----
5	Circle Office	1	0	0	1	0	0	2	Asstt. Director (Rectt), O/o CPMG, H.P Circle, Shimla – 171009	----
6	PSD Shimla	2	0	0	1	0	0	3	Supdt. PSD, Shimla – 171009	One OC post pertains to sweeping work
	Total	7	1	0	4	0	0	12		

III Terms and instructions to be observed

1 **Age Limit:** -Between 18-27 years (Upper age limit relaxable for reserved vacancies candidates belonging to scheduled castes/ scheduled tribes up to five years, for candidates belonging to other backward classes up to three years and for ex-servicemen, P.H candidates and Govt.servant candidate up to the extent admissible in accordance with the concerned Recruitment Rules and the instructions issued by the Government of India from time to time.

Note: - The crucial date for determining the minimum/ maximum age limit shall be “ 09-12-2014”

2 **Scale of Pay:-**

(i) Postman : PB-1 Rs. 5200 -20200 + 2000 Grade Pay + allowances as admissible.

(ii) MTS: PB-1 Rs. 5200- 20200 + 1800 Grade Pay + allowances as admissible.

3 No TA/DA is admissible for appearing in the aptitude test.

4 **Probation:** - The candidates selected will remain on probation for two years.

5 **Education Qualification :** - (i) Postman:- Matriculation from a recognized Board or University.
(ii) MTS:- Matriculation or ITI from recognized Board.

6 **Disqualification:** - A Person,

(a) Who entered into, or contracted a marriage with a person having a spouse living or

(b) Who having a spouse living, has entered or contracted a marriage with another person,

will not be eligible for appointment to the post,

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.

7 **Application forms and Mode of Dispatch of application:** -

(i) Applicants are required to download the “ application form and Hall Permit format” from our website i.e. “www.hppostalcircle.gov.in” and to fill up the same completely,

(ii) Pass-port size photos must be affixed at place provided on application form and Hall Permit and 3rd photo-copy must be sent loose for office –use (i.e. to be pasted on Attendance Sheet by the office) along with application/ hall permit forms duly completed in all respects. All the three photographs should be same and latest copies.

- (iii) No certificate needs to be sent along with application form, but the required particulars must be noted correctly/ completely on application.
- (iv) A self addressed envelope with Rs. 39/- postage stamp affixed thereon on account of speed post charges for despatch of hall permit.
- (v) All the applications will be treated as provisional and admit-card will be issued subject to his/her satisfying the eligibility conditions.
- (vi) The candidate may apply for more than one Postal Division, but he has to appear in Aptitude Test for only one division/Unit.
- (vii) One Registered/ Speed Post Letter (Envelope) should contain one application only.
- (viii) Application must be sent to the correct division/unit. No action will be taken on the application which are sent missent.
- (xi) Two different envelopes should be used for different cadre/ post.
- (x) The SC/ST/OBC/PH certificate should be in the format prescribed by central government , otherwise candidate will be treated as OC

8 Pattern and Syllabus for Examination to fill up the Posts of Postman and MTS cadre by Direct Recruitment from Open Market

Candidates shall be subjected to appear in an Aptitude Test covering the following subjects/topics.

I Total Marks and syllabus – 100 Marks, there will be one paper comprising of following four parts with details.

Part	Total Marks	No.of questions	Details of topics	
			Postman	M.T.S.
A-G.K.	25.	25 questions of multiple choice.(one mark for each question)	Geography, Indian History, Freedom struggle, culture and sports, General Policy and Constitution of India, Economics, General science, Current Affairs and Reasoning and Analytical ability of 10 th standard.	Indian Geography, Freedom struggle, Culture & Sports, General Policy and Constitution of India, Indian Economy, General science, current affairs and reasoning and analytical ability of 10 th standard.
B Math-ematics	25	-do-	Number systems, Computation of Whole Numbers, Decimals & Fractions, Relationship between Numbers, Fundamental arithmetical operations, percentages, Ratio and Proportion, Profit and Loss, Simple interest, Average, Discount, Partnership, Time and work, Time and distance, Use of table and graph, Mensuration.	Number systems, Decimals & Fractions, percentages ratio and proportion, profit and loss, Simple interest, average, discount, partnership, time & work and time & distance.
C (i)- English	-do-	-do-	Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms and Antonyms, Vocabulary, Sentence Structure, Proverbs, Phrases, Questions from a small unseen passage etc.	Articles, Prepositions, conjunctions, tenses, verbs, synonyms and antonyms, vocabulary, sentence structure, proverbs, Phrases and questions from a small unseen passage.
C(ii) Regional	-do-	-do-	Shabd Pad, Kriya Bhed, Mishr & Sanyukt Vakya, Vakyo ka	Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Swar Sandhi, Alankar,

language i.e. Hindi.			Rupantaran,Swar Sandhi,Alankar,Samas,Muhavare & Lokoktiyan,Ashudh Vakya Shodhan,Apathit Gadyansh.	Muhavare & Lokoktiyan, Ashudh Vakya Shodhan, Apathit Gadyansh.
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(ii) DURATION OF EXAMINATION: 120 minutes

(iii) Qualifying marks:

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

9 **Selection Procedure:** - The marks obtained in Aptitude Test will be taken to draw merit in respect of concerned division/ unit and selection will be purely on merit basis i.e. marks taken in Aptitude Test in particulars division/unit only.

10 **Last date of receipt of applications:** - Last date of receipt of applications by concerned divisions/ units is fixed as "09-12-2014" for normal areas and for those sending from remote localities as mentioned in concerned recruitment rules is "16-12-2014".

11 **Examination (Aptitude Test) :** - Aptitude Tests will be as under:-

Sr.No.	Aptitude test	Date	Time	Venue
1	Postman	18-01-2015 (Sunday)	1000 to 1200 hours (120 Min.)	Shimla location (exact location will be intimated in the hall permit.
2	M.T.S.	18-01-2015 (Sunday)	1500 to 1700 hours (120 Min.)	Shimla location (exact location will be intimated in the hall permit.

12 **Application processing and Examination Fee:** - The applicants have to deposit the below mentioned fees in unclassified receipts in any Post Office and submit Original receipt along with application: -

S. No	Candidate Category	Application processing fee	Examination fee	Total fee	Mode of Payment	Remarks
1	Un-reserved (OC) & OBC candidates	Rs 100/-	Rs . 400/-	Rs. 500/-	To deposit in UCR in any Post Office	UCR receipt must be sent in original along with application
2	SC/ST/Woman	Rs. 100/-	Exempted	Rs. 100/-	-----do-----	-----do-----
3	Physical handicapped	Exempted	-do-	Nil	-do-	-do-

Note: - (i) Application with lesser amount, or without any amount will be rejected straightway.
(ii) Fees once deposited will not be refunded in any case

13 **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 the Army Postal Service in India or abroad, as required.

14 **Power to Relax:** - Where the Central Government is of the opinion that it is necessary or expedient so to do, it may 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.

15 **Saving:** - Nothing in the Rules shall affect reservations and other concessions required to be provided for the scheduled castes, the scheduled tribes, the ex- serviceman, 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.

This issues with the approval of competent authority.

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(Ratti Ram Kaundal)
Asstt. Director (Rectt)
O/o Chief Postmaster General,
H.P Circle, Shimla – 171009

Copy forwarded for information, guidance and necessary action to: -

1 Sh. Hardev Sharma, ASP(Tech), Circle Office. He is requested to upload this application along with its allied documents on H.P Circle website under intimation to R&E section of Circle Office.

2-11 Sr./ Supdt Post Offices/RMS _____ (All in H.P Circle). They will give wide publicity to this Notification while displaying it on the notice boards etc.

12 Supdt. Postal Store Depot Shimla for similar action

13-15 DAP Sundernagar (HP)/XEN, Postal Civil Divn, Summer Hill, Shimla – 5 and O.S Circle Office for similar action.

16 Staff-II section Circle Office.

17 O/c

APPLICATION FORM FOR APPEARING IN Aptitude Test (EXAMINATION) TO FILL UP THE POSTS OF Postman/Multi Tasking Staff (MTS)

(Strike off which is not applicable/ required)

Affix latest
Passport size
photo here duly
attested from
Gazetted officer

“Application for post of _____ in _____ Division/ Unit”

1. Name of the applicant (in BLOCK letters) : - _____
2. Father’s/Husband’s Name: - _____
3. Date of Birth: (As per Matriculation Certificate) _____
4. Male/ Female: - _____ Category: (OC/SC/ST/OBC) _____ Religion: - _____

(a) In Case of SC/ST/OBC candidates, do mention particulars: -

- (i) Community Certificate registration number _____ Date of issue _____
- (ii) Authority by whom certificate issued _____

(b) Physically handicapped candidate to furnish following particulars:-

Certificate No. _____ date of issue _____
Authority by whom certificate issued along with name and address of Hospital/Institutions.

_____ Type/details of disability (permanent/temporary)
_____, (OH/PH) _____, percentage of disability _____

(c) Ex-serviceman (Retired Defence services Personnel) to furnish the following particulars:-

- (i) Army/Defence No. _____
- (ii) Date of discharge from Army/Defence _____
- (iii) Total service discharged in Army/Defence _____
- (iv) Authority who issued discharge certificate. _____

6. Permanent Address: - _____

7. Correspondence Address: - _____

8. Educational Information : -

(a) Name of Board/ University from which Matriculation standard passed and details thereof : -

- (i) Name of Examination _____ (ii) Year of Examination _____
- (iii) Roll No. _____ (iv) Name of Board _____ (v) Name of School. _____

(b) Details of subject studied in Matriculation standard (subject wise)

Sl. No	Subject	Maximum marks	Marks obtained	Remarks
1				
2				
3				
4				
5				
6 & so on				
Total marks				

Note: - Candidate from ITI stream applying for the post of Multi Tasking Staff should mention the details of his/her last regular academic passed education standard(matriculation), alongwith the details of the ITI course in Para 8 (a) and (b) above

- (c) Any higher academic/technical qualification
 (1)
 (2)
 (3) & so on
9. (a) Unit/ Division for which Applied: - _____
 (b) Post for which applied _____
10. (a) Whether Handicapped: - Yes/ No _____, (b) Whether ex- serviceman (Yes/ No) _____
11. Particulars of Exam Fee: - (a) Unclassified Receipt No. _____
 (b) Date _____ (c) Amount _____ (d) Name of Post office where fee deposited _____
12. Documents required with this application (Please recheck before dispatch) : -
 (i) Hall Permit duly filled in the required columns
 (ii) One loose passport size photo (apart from those affixed on this application form above & another on Hall Permit) (Total three latest & same copies of passport size photos)
 (iii) UCR receipt (in original) as mentioned against para 12 above.
 (iv) A self addressed envelope with postage stamps of Rs. 39/- affixed thereon.
13. Declarations:-
 (i) I, _____, hereby declare that all the information given above are 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 as per the law and my appointment will be liable to be terminated. straightway/ forthwith without assigning any reason there for.
 (ii) I, _____, hereby declare that being Physically Handicapped understand that my selection is liable to be cancelled if it is found later on medical examination by the Competent Authority that I do not come under category of Physically Handicapped.
14. Left/Right thumb impression of the candidate.

LTI (Male candidate)	RTI (Female candidate)

 (Signature of Candidate)
 Place _____ Name _____
 Date _____

**DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL, H.P CIRCLE, SHIMLA – 171009**

HALL PERMIT/ ADMIT CARD

Part I Instructions to Candidate: -

1. Initially candidate will complete the part two of this hall permit, i.e. to write his name/ address legibly in his own handwriting, affix an attested passport size photo on it at the space provided , and send it along with application form.
2. The candidate is required to produce this Hall Permit/ Admit Card along with photo identity card in original like PAN card, Voter's I Card, Driving license, Passport, Adhaar Card, Photo I Card issued by the Board/ University/Institution at the Examination Centre. Without photo I card in original the candidate will not be allowed to appear in the written test.

Roll No: - _____

Affix here an latest passport size photo duly attested from gazetted officer

Part II To be filled by Candidate: -

1. Name of Candidate(in BLOCK letters) _____
2. Father's/ Husband's Name and Address _____
3. Signature of the candidate _____

Part III (For Office Use)

Name of Post : _____	Examination date: - 18-01-2015	Signature of candidate (In presence of Invigilator) _____
Reporting Time: _____	Examination Time: - _____	Examination Centre: - _____ _____

Part IV Instructions to Candidate : -

Dear Candidate,

- 1 You are requested to appear for the written test at the centre on the date and time specified above. Your photograph pasted on the Hall Permit/ Admit Card should be attested one and the attestation be done by a gazetted officer in such a manner that one part of the attestation appear on the photograph and other part on the paper.
- 2 Since the Aptitude Test/ examination will be objective type carrying multi choice and answer sheet in the shape of OMR sheet will be supplied to you in the examination Hall. You will be briefed in the Examination Hall, Hence, you should reach the examination centre before the reporting time as mentioned above. The candidate coming late beyond 15 minutes from the start of examination shall not be permitted to appear in the examination.
- 3 The Hall Permit/ Admit Card should be brought to the examination centre and handed over to the room invigilator.
- 4 Your candidature for this test is provisional and is subject to your satisfying the eligibility conditions as per departmental rules failing which your candidature will summarily be rejected at the further stages of verification and scrutiny during the selection process.
- 5 Request for change of examination centre/ examination date and address of correspondence shall not be entertained under any circumstances.
- 6 No travelling expenses will be admissible for appearing in the examination.
- 7 Please note that this Hall Permit/ Admit Card does not constitute an offer of employment to you.
- 8 Please bring black/ blue point pen with you for appearing in the written test.
- 9 Use of unfair means in any form will disqualify the candidate.
- 10 No cell phone/ calculator/ books/ notebooks/ bags or any other kind of material will be allowed in the examination hall. Only ball point pen with Hall Permit/ Admit Card will be allowed. It is made clear to the candidate that he/she must keep his/her luggage and cell phone duly switched off outside the venue, failing which the articles/ cell phone will be preserved and will not be returned at any cost.

11 _____

Signature with Seal of the issuing Authority.