



भारतीय डाक विभाग

DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल का कार्यालय, महाराष्ट्र सर्किल, मुंबई – 400 001

O/o Chief Postmaster General, Maharashtra Circle, Mumbai – 400001.



Notification No. ADR/Rectt/DR/PM-MG/MTS/2015-16 & 2016-17 dated 29.09.2020.

ONLINE EXAMINATION FOR DIRECT RECRUITMENT FOR THE POSTS OF POSTMAN (PM)/ MAIL GUARD (MG) AND MULTI TASKING STAFF (MTS) IN MAHARASHTRA POSTAL CIRCLE.

1. Applications are invited through Online Registration Portal <https://dopmah20.onlineapplicationform.org/MHPOST/> from the eligible applicants to fill up the following posts in Maharashtra Postal Circle.

A. Postman / Mail Guard in Postal Divisions / Railway Mail Service Divisions.

- a. for **Postman** towards unfilled vacancies of following Departmental examination conducted for the year 2015 – 16 & 2016 – 17:
- Limited Departmental Competitive Examination from Multi Tasking Staff
 - Competitive Examination limited to Gramin Dak Sevak
- b. for **Mail Guard** towards 25% vacancies to be filled up from open market for the year 2015 – 16 & 2016 -17 and for the unfilled vacancies of following Promotion / Departmental examination conducted for the year 2015-16 & 2016 -17:
- Promotion on Seniority-cum-Fitness basis from Multi Tasking Staff
 - Limited Departmental Competitive Examination from Multi Tasking Staff
 - Competitive Examination limited to Gramin Dak Sevak

B. Multi Tasking Staff in Postal Divisions/ Railway Mail Service Divisions/ Administrative Offices and other Units.

- a. for **MTS in Administrative Offices**, towards 75% vacancies to be filled up from open market for the year 2015 – 16 & 2016 -17 and for the unfilled vacancies of following Promotion for the year 2015 16 & 2016 -17:
- Appointment of Casual Labour on the basis of selection-cum-seniority

b. for **MTS in Subordinate Offices**, towards unfilled vacancies of following Promotion / Departmental Examinations conducted for the year 2015 -16 & 2016 -17:

- i. Competitive Examination limited to Gramin Dak Sevak.
- ii. Appointment of Gramin Dak Sevak on the basis of Selection-cum-seniority.
- iii. Appointment of Casual Labour on the basis of Selection-cum-seniority.

1.1 Vacancies for the above Recruitment Examinations are calculated in accordance with directions contained in Department of Posts, New Delhi Memo No. W-03/02/2020-SPN-I dated 24.07.2020 for calculation of the unfilled vacancies.

1.2. This Recruitment examination shall be conducted as per the Syllabus and Pattern of Examinations prescribed by the Department of Posts, New Delhi Memo No. 17-08/2018-SPB-I dated 10.05.2019 and amended from time to time.

2. **Dates for submission of Online applications:**

The registration of candidates for online application will commence on 05.10.2020 at 1000 hrs and will close on 03.11.2020 at 2359 hrs.

3. **Pay Scale:**

A. Postman/Mail Guard : Pay Matrix (Civilian Employees)
Pay Level-3 (Rs. 21,700-69,100)

B. Multi Tasking Staff : Pay Matrix (Civilian Employees)
Pay Level-1 (Rs. 18,000-56,900)

4. **Vacancies:**

4.1 The details of category-wise vacancies for the post of Postman/Mail Guard are furnished Division/Unit-Wise in Annexure- I-A and Annexure I-B of this notification.

4.2 The details of category-wise vacancies for the post of Multi Tasking Staff are furnished Division/Unit-Wise in Annexure- II-A and Annexure II-B of this notification.

4.3 Vacancies notified are likely to vary/change without any prior intimation or assigning any reason. The Department reserves the right to cancel the Recruitment Process or modify the selection process at any stage without assigning any reason.

5. **Reservation:**

- 5.1** Reservation for the Scheduled Castes (SC), Scheduled Tribes (ST), Other Backward Classes (OBC), Economically Weaker Section (EWS), Ex-Servicemen (ESM) and Persons with Disabilities (PwD) etc. categories is available as per extant Orders of Government of India.
- 5.2** Applicants selected against vacancies earmarked for Persons with Disabilities (PwD) / Ex-Servicemen quota will be adjusted against the vacancies of the respective category viz. UR/SC/ST/OBC/EWS as the case may be depending upon the community to which the selected applicants belong to.
- 5.3** The relaxation for reserved category applicants (SCs/STs/OBCs/EWS) 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 any relaxation.
- 5.4** Applicants who wish to be considered against vacancies reserved or seek age-relaxation must submit requisite certificate from the competent authority, in the prescribed format and same should also be uploaded on Registration Portal.
- All applicants should also note that as and when such certificates are sought by the Appointing Authority at the time of "Document Verification", they will have to produce these in original failing which their selection will be cancelled and further action will be taken as per extant Central Govt. orders.
- 5.5** A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be closing date for receipt of online application i.e. 03/11/2020.
- 5.6** Applicants should also note that in respect of the above, their candidature will remain provisional till the veracity of concerned documents is verified by the Appointing Authority. Applicants are cautioned that they will be debarred from the examination conducted by the Department of Posts in case they fraudulently claim SC/ST/OBC/PwD/ESM/EWS status.

6. Permissible disabilities for PwD applicants:

6.1 Applicants with benchmark physical disability only would be considered as Persons with Disabilities (PwD) and entitled to reservation for PwD.

6.2 The posts have been identified suitable for the following disabilities:

SL No.	Name of the Post	Physical Requirement	Categories suitable for jobs	Nature of duties in brief	Remark/ Recommendation of committee
A	Postman/ Mail Guard	S, ST, W, RW, SE, C, H, BN and CL	Low vision (LV), Hard of hearing (HH), One Arm (OA), One Leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim, Specific learning disability. Multiple disabilities from amongst disabilities mentioned above.	Extensive travelling for delivery of Dak, Cash delivery, maintaining records etc.	As the work performed by Postman/Mail Guard is of arduous nature including intensive travelling for delivery of Dak and cash handling, Blindness, cerebral palsy, muscular dystrophy and autism, intellectual disability and mental illness may not be found suitable for this post.
B	Multi Tasking Staff (MTS)	S, ST, W, RW, SE, C, H, BN, CL and L	Low vision (LV), Hard of Hearing (HH), One Arm (OA), One Leg (OL), One Arm and One Leg (OAOL), Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victim, Specific Learning disability. Multiple disabilities from amongst disabilities mentioned above.	Messenger Handling Dak. Weighing Dak, Dispatch etc	As MTS performs multiple tasks in Post Offices and Offices including lifting of weights etc., Blindness, Deaf, muscular dystrophy and autism, intellectual disability and mental illness may not be found suitable for the post.

[Details of Physical Requirement:- S- Sitting, ST- Standing, W- Walking, RW- Reading and Writing, SE - Seeing, C - Communications, H - Hearing/Speaking, BN - Bending, CL- Climbing, L- Lifting].

Note :- Identification of above mentioned Group C Posts in Direct Recruitment for Persons with Disability in Department of Posts are prescribed vide Department of Posts, New Delhi OM No. 12-10/2017-SCT Dated 01/04/2019.

6.3 As per the provisions of the 'Rights of Persons with Disabilities Act, 2016' came into force with effect from 19.04.2017, the applicants suffering from various disabilities, as identified vide Department of Personnel & Training, New Delhi O.M. No.36035/02/2017-Estt(Res) dated 15.01.2018 and suitability as mentioned in para 6.2 above, may select following PwD categories in the online registration/application form:

Sr. No.	Types of disability		Category of disability to be selected in online Registration/Application form
	A. Postman/ Mail Guard	B. Multi Tasking Staff	
a)	Low vision	Low vision	LV (Category A)
b)	Hard of hearing	Hard of hearing	HH (Category B)
c)	One Arm, One Leg , Leprosy Cured, Dwarfism, Acid attack victim	One Arm, One Leg , One Arm and One Leg, Cerebral Palsy, Leprosy Cured, Dwarfism, Acid attack victim	OH (Category C)
d)	Specific learning disability	Specific learning disability	Others(Category D&E)
e)	Multiple disabilities from amongst persons under clauses (a) to (d)	Multiple disabilities from amongst persons under clauses (a) to (d)	

6.4 Provision of Compensatory Time and assistance of Scribe to Persons with benchmark disabilities:-

6.4.1. In case of persons with benchmark disability cerebral palsy (applicable in case of MTS only), the facility of scribe is allowed, if desired by the candidate.

6.4.2. In case of persons with other benchmark disabilities (applicable in case of Postman- Mail Guard and MTS), the facility of scribe is allowed , if desired by the Applicant on production of a certificate to the effect that the person concerned has physical limitation to write and scribe and compensatory time of 20 minutes per hour of examination is essential to write on his/her behalf, from the Chief Medical Officer / Civil Surgeon / Medical Superintendent of a Government Health Care Institution as per the prescribed format (Annexure-IV).

6.4.3 Scribe will be not be provided by the Department. If the eligible applicant desires to avail this facility he/she has to bring his/her own scribe for appearing in the examination at his/her own cost.

6.4.4 Such applicants who desire to opt this facility should intimate the same while applying in the online application. A letter of undertaking by the applicant as per Annexure-III, valid ID proof of the scribe and scanned image of photograph of scribe shall be uploaded by the applicant while submitting online application.

6.4.5 In addition, at the time of examination the scribe has to produce a valid ID proof (as per list given at relevant paras of said Notification) in original. A photocopy of the ID proof of the scribe signed by the applicant as well as the scribe will be submitted along with prescribed format at Annexure-III. In case, subsequently it is found that the qualification of the scribe is not as declared by the Applicant, then the Applicant shall forfeit his/ her right to the post and claims relating thereto.

6.4.6 The qualification of the scribe should be one step below the qualification of the Applicant taking the examination.

6.4.7. Scribe should not be an Applicant of this examination. If a candidate is detected as assisting another PwD candidate as scribe in this examination then the candidature of both will be cancelled.

6.4.8 A compensatory time of 20 minutes per hour of examination on pro rata basis will be provided to the persons who are allowed use of scribe.

6.4.9 The applicants who are allowed use of scribe but do not avail the facility of scribes, will also be given compensatory time of 20 minutes per hour of examination on pro rata basis.

6.4.10 The PwD Applicants who have availed the facility of Scribes/ Passage Reader and/ or compensatory time must produce relevant documents for the eligibility of scribe/ compensatory time, during the conduct of computer based examination, and/or as and when called for and also at the time of Document Verification. Failure to produce such supporting documents will lead to cancellation of their candidature for the examination.

6.4.11 No attendant other than the scribe for eligible candidates will be allowed inside the examination hall.

6.4.12 One eyed candidates and partially blind candidates who are able to read the normal Question Paper set with or without magnifying glass and who wish to write/ indicate the answer with the help of Magnifying Glass will be allowed to use the same in the Examination Hall and will not be entitled to a Scribe. Such Applicants will have to bring their own Magnifying Glass to the Examination.

6.4.13 Candidate will be responsible for any misconduct on the part of scribe brought by him/her during the examination.

6.4.14 A separate Admit Card shall be issued to Scribe.

7. Eligibility Criteria:

7.1 Nationality / Citizenship:

Applicant must be either,

- (a) a citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) a Tibetan refugee who came over to India, before the 1st January, 1962 with the intention of permanently settling in India.
- (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (Formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India.

7.1.1 Provided that Applicant belonging to categories (b), (c), (d) and (e) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

7.1.2 A Applicant in whose case a certificate of eligibility is necessary may be admitted to the Examination but the offer of appointment will be given only after, the necessary eligibility certificate has been issued to him/her by the Government of India is submitted.

7.2 Age limit:

7.2.1 (a) Age limit for the posts of Postman/Mail Guard is 18 – 27 years.

(b) Age limit for the posts of Multi Tasking Staff is 18 – 25 years.

7.2.2 Permissible relaxation in upper age limit for different categories are as under:

Category	Age relaxation permissible beyond the Upper age limit.	
	A. For the posts of Postman / Mail Guard	B. For the posts of Multi Tasking Staff
SC / ST	5 years	5 years
OBC	3 years	3 years
PwD (Unreserved)	10 years	10 years
PwD (SC /ST)	15 years	15 years
PwD (OBC)	13 years	13 years
Ex-servicemen	3 years after deduction of service rendered in military from the actual age as on the closing date for Registration of online applications.	3 years after deduction of service rendered in military from the actual age as on the closing date for Registration of online applications.
Central Government Civilian Employees: who have rendered not less than 3 years regular and continuous service as on closing date for registration of online application	Up to 40 years of age	Up to 35 years of age

Central Government Civilian Employees: who have rendered not less than 3 years regular and continuous service as on closing date for registration of online application (SC/ST)	Up to 45 years of age	Up to 40 years of age
Central Government Civilian Employees: who have rendered not less than 3 years regular and continuous service as on closing date for registration of online application (OBC)	Up to 43 years of age	Up to 38 years of age

Note 1: Date of Birth filled by the Applicant in the online application form and the same recorded in the Matriculation Certificate will be accepted for determining the age and no subsequent request for change will be considered or granted.

Note 2: The crucial date for determining the age limit shall be the closing date for online registration of applications i.e. 03.11.2020.

7.2.3 Explanation: An Ex-Serviceman means a person who fulfills all terms & conditions as laid down in Department of Personnel & Training, New Delhi O.M. No. 36034/3/2013-Estt.(Res.) dated 25/2/2014 and Department of Personnel & Training, New Delhi O.M. No. 36034/1/2014-Estt.(Res.) dated 14/8/2014.

7.3 Educational Qualifications –

A. For Postman/Mail Guard

- i) 12th standard pass from a recognized Board.
- ii) Marathi is a local language for the state of Maharashtra and Marathi and Konkani are local language for the state of Goa as published by the Department of Post, New Delhi Memo No.17-08/2018-SPN-I dated 30.06.2020. Hence,

(a) For selection in Maharashtra State, the Applicant should have studied and passed Marathi language atleast upto 10th standard.

(b) For selection in Goa State, the Applicant should have studied and passed Konkani or Marathi language atleast upto 10th standard.

iii) Knowledge of working on Computer. The candidate will have to qualify Paper III (Skill Test of Data Entry on computer).

Note 1: The person appointed to the post of Postman shall acquire a driving license to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving license.

Note 2: A candidate not having valid driving license at the time of appointment to the post of Postman shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever, is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.

Note 3: It should be noted that the applicants those who have studied and passed only Konkani language upto 10th Standard shall be eligible only for selection to Goa Postal Division for the post of Postman.

B. Multi Tasking Staff:

i) 10th standard pass from a recognized Board.

ii) Marathi is a local language for the state of Maharashtra and Marathi and Konkani are local language for the state of Goa as published by the Department of Post, New Delhi Memo No.17-08/2018-SPN-I dated 30.06.2020. Hence,

(a) For selection in Maharashtra State, the Applicant should have studied and passed Marathi language atleast upto 10th standard.

(b) For selection in Goa State, the Applicant should have studied and passed Konkani or Marathi language atleast upto 10th standard.

iii) Knowledge of working on Computer. The candidate will have to qualify Paper III (Skill Test of Data Entry on computer).

Note : It should be noted that the applicants those who have studied and passed only Konkani language upto 10th Standard shall be eligible only for selection to Goa Postal Division and Regional Office Goa for the post of Multi Tasking Staff (MTS).

7.4 Disqualification: No 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, shall be eligible for appointment to the said 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 doing so, exempt any person from the operation of this rule.

8. **Pattern and syllabus of examination :**

8.1 This Recruitment examination shall be conducted as per the Syllabus and Pattern of Examinations prescribed by the Department of Posts, New Delhi Memo No. 17-08/2018-SPB-I dated 10.05.2019 and amended from time to time.

8.2 Pattern and syllabus of examination will be the same for both the examinations for the post of (A) Postman/Mail Guard and (B) Multi Tasking Staff. However, the level of examination for Postman/Mail Guard will be 12th standard and for Multi Tasking Staff will be 10th Standard. **Separate online examinations will be conducted on different dates for recruitment to the posts of Postman/Mail Guard and Multi Tasking Staff.**

8.3 **Pattern of Examination**

Sr. No.	Description	Paper I	Paper II (Local Language Test)	Paper III (Data Entry Skill Test)
1	Competitive or Qualifying	Competitive-Online <u>Computer Based Test</u>	Qualifying- (Combination of <u>Computer Based Test</u> for Multiple Choice Questions and Pen-Paper for descriptive part)	Qualifying-Online <u>Computer Based Test</u>
2	Type of question	Multiple choice questions	As per prescribed Syllabus given below (Multiple choice questions + Subjective)	On computer

3	Number of questions	As per Syllabus	As per Syllabus			
4	Maximum Marks	100	60	40		
5	Duration	90 Minutes	45 Minutes	20 Minutes		
6	Language of question Paper	English, Hindi and respective local language	English to Local Language and vice versa	English		
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question Paper	English		
8	Minimum qualifying marks (Subject to reservation policy of Government)	SC/ST	33%	Same as in Paper-I	SC/ST	65%
		OBC	37%		OBC	70%
		UR	40%		UR	75%
		EWS	37%		EWS	70%
		PwD	33%		PwD*	65%

Note: For PwD candidate with Benchmark Disabilities who wish to seek exemption from appearing in Data Entry Skill Test viz. Paper- III shall have to produce prescribed Medical Certificate issued by the Competent Medical Authority in Annexure – V.

8.4 Syllabus

Paper I – (90 Minutes) (Maximum Marks – 100)

A. General Awareness / Knowledge Topics to be covered (4 to 8 questions from each topic) a) Indian Geography b) Civics c) General Knowledge d) Indian Culture and Freedom struggle e) Ethics and Moral study	30 questions
B. Basic Arithmetic Topics to be covered (4 to 8 questions from each topic) a) BODMAS (Brackets, orders, division, multiplication, addition, subtraction) b) Percentage	40 Questions

c) Profit and loss d) Simple interest/Compound interest e) Average f) Time and Work g) Time and Distance h) Unitary Method	
C. Reasoning and Analytical Ability (Both verbal and non-verbal types) (Non verbal/Pictorial reasoning and analytical ability testing is preferred as Question Paper has to be bilingual)	30 questions

Paper II – (45 Minutes) (Maximum Marks – 60)

Translation of words from English to local language (Multiple Choice Question)	15 Questions of 1 mark each
Translation of words from local language to English (Multiple Choice Question)	15 Questions of 1 mark each
Letter writing in local language in 80 to 100 words (1 question to be attempted out of 3 options)	15 Marks
Paragraph / short essay in local language in 80 to 100 words (1 question to be attempted out of 3 options)	15 Marks

Paper III – (20 Minutes) – (Maximum Marks – 40)

Skill Test of data entry for 20 minutes on computer [Data entry of 2000 key depressions (\pm 5%)]	40 Marks
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Note: Paper – I shall be conducted for the post of (A) Postman-Mail Guard and (B) Multi Tasking Staff separately on different dates for all eligible candidates. Both Paper- II and Paper- III shall be conducted for the post of (A) Postman-Mail Guard and (B) Multi Tasking Staff separately on different dates only for the shortlisted candidates. There will be a minimum time gap of one hour between Paper- II and Paper – III.

9. Process of Certification and Format of Certificates :

9.1 The application registered online will be treated as Provisional and the selection/appointment is subject to verification of respective Original Certificates/Documents by the Department.

- 9.2** Applicants who wish to be considered against vacancies reserved or seek age-relaxation must upload requisite certificate from the competent authority, in the prescribed format.
- 9.3** Further, the applicants must submit the requisite original certificates at the time of Document verification before the Appointing Authority otherwise their selection will be treated as cancelled.
- 9.4** Further, the Applicants who had applied as reserved category for vacancies reserved for SC/ST/OBC/EWS/PwD/ESM but if do NOT produce requisite original certificates, documents issued by the competent authority for verification in due time before the Appointing Authority in support of his/her selection towards reserved vacancy, his/her selection shall be treated as cancelled.
- 9.5** The formats of the certificates are annexed with this notification. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- 9.6** A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the requisite certificates(s) and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for registration of online application, i.e. 03.11.2020.
- 9.7** Crucial date for claim of SC / ST / OBC / EWS / PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc will be the closing date for registration of online application i.e. 03.11.2020.
- 9.8** Applicant who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- a. In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
 - b. In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

- c. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- d. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

10. Procedure for Online Registration:

10.1 Prerequisites:-

Before proceeding Registration, keep the following information/ documents ready:

- a. Mobile Number (to be verified through OTP)
- b. Email ID
- c. Scanned colour passport size photograph in JPEG format (20 KB to 56 KB).
- d. Scanned signature in JPEG format (10 to 20 KB).
- e. Category Certificate - If applying for Category under EWS, OBC, SC or ST.
- f. Non-Creamy Layer Certificate for OBC Category.
- g. Income and Asset Certificate for EWS Category.
- h. Disability Certificate, if you are a person with benchmark disability.
- i. Letter of undertaking by applicant for availing the service of Scribe and Requisite Certificate from Competent Authority, if applicable.
- j. Scanned image of ID Proof of Scribe and Scanned image of photograph of Scribe, if applicable.
- k. Prescribed Medical Certificate for exemption from appearing in Data Entry Skill Test issued by the Competent Medical Authority, if applicable.
- l. Transgender Certificate – in case of Transgender applicants.
- m. Ex-Servicemen Discharge Certificate / Document in case of ex-serviceman applicants.
- n. NOC from current organization – in case of working Central Government Civilian Employee.
- o. Requisite Documents in connection with change of Name after matriculation, if any.
- p. Following educational documents
 - i) 10th Mark-sheet - 10th/SSC Certificate will be mandatory for all the Applicants. (Mandatory for Postman/Mail Guard & Multi Tasking Staff).
 - ii) 12th / HSC Certificate - If 12th / HSC details are entered by the Applicants in education section (Mandatory for Postman/Mail Guard).

- iii) Graduation Certificate - If Graduation details are entered by the Applicants in education section.

Note 1: Applications with blurred photographs / illegible signature / unclear scanned images of documents will be summarily rejected)

Note 2: The Applicants are advised to give their own Mobile Number and e-mail address as only one application will be accepted from a Mobile Number/e-mail ID. Applicants are advised to fill their correct and active e-mail addresses and mobile number in the online application as correspondence may be made by the Department through e-mail/ SMS. Further, e-mail address and Mobile Number will also be used for retrieval of password/ Registration Number, if required.

10.2 Important Instructions:

- a. Applications must be submitted in online mode only at the registration portal i.e. <https://dopmah20.onlineapplicationform.org/MHPOST/> .
- b. Only one Common Online application is allowed to be submitted by an applicant for the post of Postman/Mail Guard and/or Multi Tasking Staff. In case, more than one applications of an applicant are detected at any stage, all the applications will be rejected by the Department and his/her candidature for the examination will be cancelled.
- c. Applications submitted through any other source will not be accepted. No correspondence will be entertained in this regard and no Admit Card will be issued to any such Applicant even if he/she pay prescribed fee by any mode.
- d. Applicants are advised to read the notification, instructions to applicants, vacancy position carefully before filling up the application form.
- e. Applicants are advised in their own interest to submit online applications and pay prescribed fee much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the Online Registration Portal on account of heavy load on the portal during the closing days.
- f. The Department does not accept any responsibility for the Applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control.

- g. Before submission of the online application, Applicants must check that they have filled correct details in each field of the form. After submission of the online application form, no change/ correction / modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc shall not be considered.
- h. The Applicant has to furnish declaration to the effect that all statements/inputs furnished by him/her are true, complete and correct to best of his/her knowledge and they will be supported by the original documents/testimonials as and when required/demanded. Any false, incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected /terminated. It is mandatory for the applicant to Tick the Check Box on DECLARATION part at the time of online registration of the Application form and before uploading the application.

10.3 **Process of filling online application:**

The process of filling online application for the examination consists of two parts:

- I. Basic Registration
- II. Detailed Registration

I. Basic Registration Process: This is for generating the Registration Number and Password.

- a. To register First time, click on "New User" on <https://dopmah20.onlineapplicationform.org/MHPOST/>.
- b. Read INSTRUCTIONS carefully and click the check box to acknowledge the same and proceed.
- c. The applicant has to read the notification, instructions to applicants, vacancy position carefully before filling up the application form.
- d. Fill up the details in the "Basic Registration" form. Due care should be taken while filling details for Basic Registration as these details will be auto fetched in Detailed Registration and no changes will be permitted later. Enter the following details required for Basic Registration:
 - i) Title (Mr/Ms/Mrs/Mx)
 - ii) Gender (Male/Female/Transgender)

- iii) Fill your name exactly as given in Matriculation (10th Class) Certificate. As per entries made, the full name will be displayed. In case, you have made any changes in your name after matriculation, indicate the same in respective fields.
- iv) Provide information about your Nationality.
- v) Enter your Email
- vi) Confirm same Email ID .
- vii) Enter your Mobile Number.
- viii) Click the 'Mobile OTP'. An OTP will be sent to your Mobile number. Enter the OTP.
- ix) Type the verification code as displayed on the screen.
- x) Click the check box for declaration.
- xi) Click 'Submit'.
- xii) Your data will be saved and a Registration Number will be displayed on the screen. The Registration Number and Password for first time login will be sent to your mobile number and Email ID.

II. Detailed Registration Process:

This is for submitting further details such as Posts applying for, Personal Details, Educational qualification and other details. Also for uploading recent Photo, Signature, other requisite Documents in prescribed file format and for making payment of applicable fee.

- a. Login by using the Registration Number and Password received to your mobile and email on Basic Registration. Change the password on first login.
- b. Home page with instructions will be opened. After reading instruction continue to open the 'Application'.
- c. In 'Personal Details', furnish the details as follows:
 - i) (A) Postman/Mail Guard and/or (B) Multi Tasking Staff (MTS) to be selected.

Note 1: Applicant can choose either Postman/Mail Guard or Multi tasking Staff or both Postman/Mail Guard and Multi Tasking Staff here as per his/her choice and other eligibilities for these posts. However, it is to note that the choice(s) once entered here, could not be changed after submission. Once the application is submitted, any attempt to submit subsequent application by fresh Registration is not allowed.

Note 2: The details of Title/Name/Gender/E-mail ID/ Mobile Number will be auto fetched from the 'Basic Registration' and are non-editable.

- ii) Select your Category viz., UR/OBC/SC/ST/EWS and furnish the requisite details about category certificates.
 - iii) Furnish the requisite details about the Category of Disability and Disability Certificates, if applicable.
 - iv) Furnish the details of scribe or self scribe, if applicable.
 - v) Furnish the details regarding admissible exemption from appearing in Data Entry Skill Test, if applicable.
 - vi) Furnish the details in case of Central Government Civilian Employee.
 - vii) Furnish the details in case of ex-serviceman.
 - viii) Fill your date of birth exactly as given in Matriculation (10th Class) Certificate.
 - ix) Enter your Father's name and Mother's Name as per standard record.
 - x) Enter your complete Permanent and Communication address with Pincode.
- d. Please enter the following carefully in 'Preference Selection' viz.
- i) Preferences about Test City: Select Two Test City as per preference.
 - ii) Preferences about Divisions/Units: Select the preferences of Division / Unit / Office separately for the posts applied as below:
 - A. **For Postman/Mail Guard:** Applicants can give any number of preferences by selecting the names of Postal Divisions / RMS Divisions / Units as per the order of preference, in online application form.
 - B. **For Multi Tasking Staff:** Applicants can give any number of preferences by selecting the names of Postal Divisions / RMS Divisions / Units / Administrative Offices as per the order of preference in online application form.
 - iii) Select these preferences and arrange as per order of your preference.
 - iv) Applicants are advised to select as many Preferences as possible.

- v) The Applicants should exercise preference for all Recruiting Units for consideration. In case, preference is exercised for a limited number of Recruiting Units and could not be allocated to one of those units as per merit vis a vis vacancies in the category, he/she belongs to, he/she will not be considered for other Recruiting Units not preferred even though, candidate lower in a rank in merit to him/her is considered who has opted for that Unit.

Note: Preferences once exercised will be treated as final and no correspondence will be entertained to change the same.

- vi) After submitting preferences applicant has to click the declaration that he/she has exercised maximum choices and his/her application will not be considered for Divisions/Units, for which preference have not been submitted by him/her.
 - vii) Proceed further to next part of the Detailed Registration.
- e. In 'Educational Details' section, please furnish the details of Educational qualification and other qualifications.
- i) 10th Class Examination (Mandatory for Postman/Mail Guard & MTS) and 12th Class Examination (Mandatory for Postman/Mail Guard).

Note 1: If any deviation will be found in details entered by applicant, his application liable for disqualification at any stage.

Note 2: Applicants having both marks and grades in the marks list shall enter the marks only in online application portal in respective fields. In such case, if any applicant applies with Grades his application will be liable for disqualification at any stage.

Note 3: Applicants having only the Grades/Points in the marks list shall enter the Grades in online application portal in respective field. In such cases, Marks will be reckoned by taking conversion of Grades/Points with the multiplication factor (9.5) against the maximum points or grade as Hundred.

- ii) Graduation Details
- iii) Details of Local language studied and passed upto 10th Standard.

- iv) In other qualification furnish information regarding :
 - Computer Knowledge.
 - Valid Driving License.
 - v) Proceed further to next part of the Detailed Registration.
- f. Upload your recent Scanned image of Color Passport size Photo - Size 20Kb-60Kb of file format JPG or JPEG only.
- g. Upload your clear Scanned image of signature - Size 10Kb-20Kb of file format JPG or JPEG only.
- h. Upload the Scanned image of requisite documents - Size 50Kb-200Kb of file format pdf, JPG or JPEG only (also file name should not have special characters) and proceed further to preview page.

Note : Applicants should fill details/input very carefully in the online application at the appropriate place; upload the document as mentioned in above paras. For Verification purposes Applicant can take the print of the Preview page by using browser print option (Ctrl +P) and check correctness of print. The Preview page printed will not be considered as having submitted application form. In case if any correction is required the applicant can do the same on respective pages of application. Once the applicant checks his online application thoroughly the applicant has to check declarations and "Submit and Proceed to Pay". No changes in application are permissible after this.

10.4 **Mode of Payment of Fee:**

Applicant can make payment through Online (using RuPay Card/Credit Card/Other UPI through gateway payment) or through E-Payment by paying the fee in Cash at Post Office.

- a. **Online Payment:** The applicant choosing option of payment of fee through Online can pay the fee using RuPay Card/Credit Card/Other UPI through gateway payment.
 - i) If Applicant has already initiated an online payment but didn't receive successful payment response, then, in that case system will allow the applicant to re-initiate the payment only after 45 minutes from the time of initiation of first payment. But if Applicant's payment is rejected then Applicant will be allowed to make another payment attempt immediately.

ii) On the basis of successful payment status, the Applicant will receive an Email and SMS for successful payment.

b. **E-Payment-** The applicant choosing option of payment of fee through E-Payment has to download and take print out of E-Challan from Online portal. He/she has to approach nearest Computerized Post Office having e-Payment facility during working hours and to produce E-Challan to pay the Fee in cash only.

i) After payment of fee through this mode the applicant has to login again enter the details of fee payment in Registration Portal and upload the Receipt well in time before closing date 03.11.2020.

ii) The applicants are advised to keep a copy of E-Challan and Receipt issued by the Post Office, for future reference.

Note: Fee once paid will not be refunded in any circumstances nor will be adjusted against any other examination or selection.

c. Once the fee has been successfully paid through any of the mode, the payment status will accordingly get updated in the system.

d. Applicants have to furnish a declaration to the effect that all statements/inputs furnished by him/her are true, complete and correct to best of his/her knowledge and they will be supported by the original documents/testimonials as and when required/demanded. Any false, incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected /terminated. It is mandatory for the applicant to Tick the Check Box about this DECLARATION at the time of registration of the Application form and before submitting the application.

e. Confirm and Submit for final submission of the application.

f. After successful submission, Download and take print out of your Application form from Dashboard Page.

g. The applicants are advised to go through the instructions carefully and submit online application complete in all respect before due date and time i.e. 03.11.2020 (2359 hrs).

Note 1: The incomplete applications, the applications without fee payment and the applications not submitted properly will not be accepted in any circumstances and summarily rejected. Such applications will be deleted from Database after last date of Registration i.e 03.11.2020. No representation against such rejection will be entertained.

Note 2: When application is successfully submitted, it will be accepted provisionally.

Note 3: The applicants should note that particulars mentioned in the online application will be considered as final and after submission of the online application form, no change/ correction/ modification will be allowed under any circumstances. Requests/Correspondence received in this regard in any form like Post, Fax, Email, by hand, etc shall not be entertained.

11. **Cost of Online Application and Examination Fees:**

11.1 Cost of Online Application and Examination Fees are applicable separately for the two examinations viz,

(a) for the posts of Postman/Mail Guard

(b) for the posts of Multi Tasking Staff

11.2 Cost of online Application: Rs. 100/- (Rs. One Hundred Only) per exam mandatory for all categories of applicants.

11.3 Examination Fees: Rs. 400/- (Rs. Four Hundred Only) per exam for all male applicants belonging to the category of UR/OBC/EWS /Trans-man.

11.4 Payment of Examination fee is exempted for all female/trans-woman Applicants, all SC/ST Applicants and all PwD Applicants.

11.5 The details of applicable fee to be paid by different categories of applicants are indicated in following table:

Sr. No.	Post	UR/EWS/OBC (Male & Trans-man applicants)	SC	ST	PwD	Female/Trans-woman
1	Postman/Mail Guard	Rs. 500	Rs. 100	Rs. 100	Rs. 100	Rs. 100
2	Multi Tasking Staff	Rs. 500	Rs. 100	Rs. 100	Rs. 100	Rs. 100
3	If applicant applies for both the above posts.	Rs. 1000	Rs. 200	Rs. 200	Rs. 200	Rs. 200

12. Centres of Examination:

Applicant must indicate the Centre in the online Application Form in which he/she desires to take the examination. Details about the Examination Centres are as follows:

Sl. No	Name	Code	Sl. No	Name	Code
1	Ahmednagar	AH	14	Nanded	ND
2	Akola	AK	15	Nashik	NS
3	Amravati	AM	16	Palghar	PL
4	Aurangabad	AU	17	Pune	PU
5	Beed	BI	18	Ratnagiri	RT
6	Chandrapur	CH	19	Sangli	SN
7	Dhule	DH	20	Satara	ST
8	Jalgaon	JG	21	Solapur	SO
9	Kolhapur	KO	22	Thane	TH
10	Latur	LA	23	Wardha	WR
11	Mumbai City	MC	24	Yavatmal	YT
12	Mumbai Suburban	MU	25	Goa	GA
13	Nagpur	NG	-	-	-

12.1 Applicant has to give option for two centres, in the order of priority. No request for change of Centre will be considered later under any circumstances. Hence, the applicants should select the centres carefully and indicate the same correctly in application form.

12.2 Department will endeavor to accommodate the applicants in centres opted by them. However, the Department reserves the right to cancel any Centre and ask the applicants of that centre to appear from another centre. The Department also reserves the right to divert applicants of any centre to some other Centre to take the examination.

13. **Closing Date for Registration of Application:** The registration of online application will close on 03.11.2020 at 2359 hrs.

14. **Time schedule for Examination:** Information about the Examinations indicating the Time Table, City/Center of Examination for the Applicants will be uploaded on the online portal <https://dopmah20.onlineapplicationform.org/MHPOST/> . Therefore applicants are advised to visit the online registration portal regularly for updates and information about the examination.

15. **Admit Cards for Examination for Paper-I and Paper-II & Paper-III:**

15.1 Admit Cards will be issued separately for the two examinations viz,

- A. for the posts of Postman/Mail Guard
- B. for the posts of Multi Tasking Staff

15.2 The Admit Cards will be issued online only and will be uploaded on the online registration portal <https://dopmah20.onlineapplicationform.org/MHPOST/> . The Admit Cards will not be sent/ dispatched through postal service for any stage of examination. Therefore, applicants are advised to visit the online registration portal regularly for updates and information about the examination. Updates will also be sent through SMS and E-mail.

15.3 Admit Cards will be issued for Paper-I to all eligible applicants separately for the post of Postman/Mail Guard & Multi Tasking Staff. After shortlisting, fresh Admit Cards will be issued for Paper II & Paper III only to shortlisted candidates separately for the post of Postman/Mail Guard & Multi Tasking Staff.

15.4 Admit Cards will be issued online and will be uploaded on the online registration portal before 7 days of the scheduled examination.

15.5 If any applicant does not find his/her Admit Card on the online portal, 5 days before the date of examination, he/she must immediately contact the Helpdesk mentioning his/her name with date of birth, name of examination, Registration Id, registered email Id and mobile number with proof of having submitted his / her application and payment details of registration & examination fee. Failure to do so will deprive him / her of any claim for consideration.

16. Admission to the Examination Centre:

- 16.1 Examination will be conducted online at identified Centres.
- 16.2 In addition to the Admit Card, the applicant should bring at Examination Centre, any one of the Original valid Photo-ID proof having the Date of Birth as printed on the Admit Card, such as
- i. Aadhaar Card/ Printout of E-Aadhaar,
 - ii. Voter's ID Card,
 - iii. Driving License,
 - iv. PAN Card,
 - v. Passport,
 - vi. ID Card issued by University/ College/ School,
 - vii. Employer ID Card (Govt./ PSU),
 - viii. Ex-serviceman Discharge Book issued by Ministry of Defense.
 - ix. Any other photo bearing valid ID card issued by the Central/ State Government.
- 16.3 The applicants should strictly follow discipline, rules and regulations during the conduct of examinations as prescribed in Annexure XV. The applicants should also follow the instructions issued by the Centre Incharge/Invigilators/Supervisors for smooth conduct of examinations failing which suitable action will be taken against the applicant.

17. Mode of Selection:

- 17.1 The Mode of selection detailed in para 17.2 to 17.13 including preparation of Merit List and Final results will be applicable separately for the two examinations viz,
- A. for the posts of Postman/Mail Guard
 - B. for the posts of Multi Tasking Staff.
- 17.2 Examination for Paper-I will be held separately Online for all applicants at identified Centres.
- 17.3 Applicants will be shortlisted on the basis of performance in Paper-I for appearing in Paper-II and Paper-III. Depending upon the number of vacancies, number of Applicants to be shortlisted will be 4 times the number of total vacancies.
- 17.4 For the shortlisted candidates, the examination for both Paper-II and Paper-III will be conducted together on specific date at identified centres. There will be a time gap of minimum One Hour between Paper- II and Paper- III.

- 17.5 Those who do NOT appear in Paper-II and/or Paper-III shall be DISQUALIFIED.

Note: For PwD candidate with Benchmark Disabilities who is exempted from appearing in Data Entry Skill Test viz. Paper- III must submit prescribed Medical Certificate issued by the Competent Medical Authority in Annexure –V.

- 17.6 Only such candidates, who qualify in Paper-I, Paper-II and Paper-III separately, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I only since Paper-II and Paper-III are only qualifying in nature.
- 17.7 The final number of selected candidates shall be equal to the number of vacancies in each category.
- 17.8 In the event of any vacancy notified for recruitment remains unfilled, only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground on declining offer of appointment and no wait list or approved panel shall be maintained.

Note (1): The Applicant should exercise preference for all Recruiting Units for consideration. In case, preference is exercised for a limited number of Recruiting Units and could not be allocated to one of those units as per merit vis a vis vacancies in the category, he/she belongs to, he/she will not be considered for other Recruiting Units not preferred even though, Applicant lower in a rank in merit to him/her is considered who has opted for that Unit. The request of the selected applicants for change of allotment to the particular division will not be considered under any circumstances later on.

Note (2): It should be noted that the applicants those who have studied and passed only Konkani language upto 10th Standard shall be eligible for

A. the posts of Postman/Mail Guard: selection restricted to Goa Postal Division.

B. the posts of Multi Tasking Staff (MTS): selection restricted to Goa Postal Division and Regional Office Goa.

17.9 The selection of the applicant will be made based on position in the "MERIT LIST" for the respective categories i.e. Unreserved/OBC/SC/ST/EWS etc, the preferences of the Divisions/Units submitted online by the applicant and the eligibility for the selection to the posts of Postman/Mail Guard & Multi Tasking Staff .

17.10 If two or more applicants secure equal marks in Paper I and stand in the last position of the merit list, then the applicant senior in Age will be considered for selection.

17.11 If two or more Applicants secure equal marks in Paper I, stand in the last position of the merit list and have same Date of Birth, then:

a. For the post of Postman/Mail Guard, applicant who secured higher percentage in 12th / HSC will be considered for selection.

b. For the post of Multi Tasking Staff, applicant who secured higher percentage in 10th / SSC will be considered for selection.

Note 1: Applicants having both marks and grades in the marks list shall enter the marks only in online application portal in respective fields. In such case, if any applicant applies with Grades his application will be liable for disqualification at any stage.

Note 2: Applicants having only the Grades/Points in the mark list shall enter the Grades in online application portal in respective fields. In such cases Marks will be reckoned by taking conversion of Grades/Points with the multiplication factor (9.5) against the maximum points or grade as Hundred.

17.12 The selection/appointment, after getting selected based on selection criteria and merit, shall be purely provisional in nature and further subject to verification of respective Original Certificates/Documents by the Appointing Authority. Any change/alteration found/detected in particulars mentioned in the online application later on at any stage may lead to his/her disqualification of candidature.

17.13 There shall be no provision for re-evaluation/re-checking of scores. No correspondence in this regard shall be entertained.

18. **Probation Period:** Two years and successful completion of the mandatory training prescribed by the Department of Posts.

19. **Requirement of Service:**

- 19.1 Any person appointed to the posts specified shall be liable to serve in the Army Postal Service (APS) in India or aboard, as required. The Applicant has to furnish a declaration regarding the same.
- 19.2 Applicant appointed to the post specified in this notification, is liable to be transferred anywhere in India, in the interest of service.


20. **Action against Applicants found guilty of misconduct:** If Applicants are found to indulge at any stage of the malpractices, during the conduct of examination, or thereafter , their candidature for this examination will be cancelled and they will be attracting due action as prescribed in instructions, orders applicable for the purpose.

21. The decision of the Department in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, conduct of examination(s), allotment of examination centres and preparation of merit list & force allocation, debarment for indulging in malpractices will be final and binding on the candidates. No enquiry/ correspondence will be entertained in this regard.

22. **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.

23. **Savings:** Nothing in this notification shall affect reservations, relaxation of age-limit and other concessions required to be provided for 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.

24. Hindi version will follow.

 29/09/2020
Assistant Director Postal Services (Recruitment)
O/o Chief Postmaster General,
Maharashtra Circle,
Mumbai -400 001

Enclosures: Annexure – I A , II A and I B , II B containing vacancy position and Other prescribed Annexures.

Helpdesk:

For any issue and enquiry candidates are advised to contact on below given Helpdesk details:

Phone Number: 022 - 62507756

E-Mail : dopmah@onlineregistrationform.org

Timing : 9:00 hrs - 18:00 hrs Monday to Saturday

Note: Applicant must write his / her Registration-ID, registered Email-ID and Mobile Number along with his / her name, date of birth and name of the examination while addressing any communication to Helpdesk. Communication from the applicant not furnishing these particulars shall not be entertained.

Annexure I-A

Vacancies for the posts of Postman												
SI no.	Name of the Division/Unit	UR	SC	ST	OBC	EWS	Total	PH Category				ESM
								A	B	C	D & E	
1	Mumbai GPO	12	2	0	2	0	16	0	0	1	0	0
2	Mumbai East Division	23	5	4	5	0	37	0	0	0	0	0
3	Mumbai West Division	38	12	9	8	0	67	1	1	1	0	0
4	Mumbai North Division	64	15	9	14	0	102	1	1	2	0	0
5	Mumbai South Division	30	12	9	9	0	60	0	1	1	0	0
6	Mumbai North East Division	98	21	13	22	0	154	3	3	1	0	0
7	Mumbai North West Division	71	15	9	16	0	111	0	0	2	0	0
8	Thane Division	34	7	4	5	0	50	1	0	0	0	0
9	Palghar Division	16	10	4	0	0	30	0	0	0	0	0
10	Navi Mumbai Division	22	4	6	2	0	34	0	0	0	0	0
11	Raigad Division	2	2	0	1	0	5	0	0	0	0	0
12	Malegaon Division	10	1	1	1	0	13	0	1	1	0	0
13	Nashik Division	11	5	2	3	0	21	0	0	0	0	0
14	Pune City East Division	12	7	4	4	0	27	0	1	0	0	0
15	Pune City West Division	14	8	3	0	0	25	1	0	0	0	0
16	Pune Mofussil Division	3	2	1	0	0	6	0	0	0	0	0
17	Satara Division	8	3	4	0	0	15	1	1	0	0	0
18	Solapur Division	4	2	0	0	0	6	0	0	0	0	0
19	Ahmednagar Division	5	0	0	0	0	5	0	0	0	0	0
20	Shrirampur Division	5	2	0	0	0	7	0	0	0	0	0
21	Pandharpur Division	2	1	0	0	0	3	0	0	0	0	0
22	Akola Division	12	1	2	0	0	15	0	0	0	0	0
23	Amravati Division	8	5	5	0	0	18	0	1	1	0	0
24	Buldana Division	2	0	0	0	0	2	0	0	0	0	0
25	Chandrapur Division	9	3	0	0	0	12	0	0	0	0	0
26	Nagpur City Division	16	8	5	0	0	29	0	0	1	0	0
27	Nagpur Mofussil Division	10	1	1	0	0	12	0	0	0	0	0
28	Wardha Division	4	1	1	0	0	6	0	1	0	0	0
29	Yavatmal Division	6	0	1	0	0	7	0	0	0	0	0
30	Goa Division	7	4	5	0	0	16	1	0	1	0	0
31	Kolhapur Division	5	2	3	0	0	10	0	0	0	0	0
32	Sangli Division	9	2	2	0	0	13	0	0	2	0	0
33	Ratnagiri Division	6	1	2	0	0	9	0	0	0	0	0
34	Sindhudurg Division	4	1	3	0	0	8	0	0	0	0	0

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SI no.	Name of the Division / Unit	UR	SC	ST	OBC	EWS	Total	PH Category				ESM
								A	B	C	D & E	
35	Aurangabad Division	8	3	3	2	0	16	0	0	0	0	0
36	Beed Division	3	0	0	0	0	3	0	0	0	0	0
37	Bhusawal Division	9	1	0	0	0	10	0	0	0	0	0
38	Dhule Division	7	4	4	0	0	15	0	0	0	0	0
39	Jalgaon Division	14	0	0	1	0	15	1	0	0	0	0
40	Nanded Division	8	0	0	1	0	9	0	0	0	0	0
41	Osmanabad Division	6	1	0	0	0	7	0	0	0	0	0
42	Parbhani Division	1	1	1	0	0	3	0	0	0	0	0
	Total	638	175	120	96	0	1029	10	11	14	0	0

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29/09/2020

Annexure I-B

Vacancies for the posts of Mail Guard												
Sl no.	Name of the Division/Unit	UR	SC	ST	OBC	EWS	Total	PH Category				ESM
								A	B	C	D & E	
1	RMS B Division Pune	1	0	0	0	0	1	0	0	0	0	0
2	RMS L Division Bhusawal	4	2	0	2	0	8	0	0	0	0	0
3	RMS F Division Nagpur	1	0	0	1	0	2	0	0	0	0	0
4	Mumbai Sorting Division	2	0	0	0	0	2	0	0	0	0	0
5	Central Sorting Division Mumbai	1	0	0	0	0	1	0	0	0	0	0
6	Air Mail Sorting Division Mumbai	1	0	0	0	0	1	0	0	0	0	0
	Total	10	2	0	3	0	15	0	0	0	0	0

POG
29/09/2020

Annexure II-A

Vacancies for the posts of MTS (Administrative Offices)												
Sr.No	Name of Division/Unit	UR	SC	ST	OBC	EWS	Total	PH Category				ESM
								A	B	C	D & E	
1	Regional Office Goa	1	0	0	0	0	1	0	0	0	0	0
2	Postal Store Depot Nashik *	4	0	0	3	0	7	0	0	0	0	0
3	Postal Store Depot Nagpur	2	0	0	0	0	2	0	0	0	0	0
4	Director Of Accounts Postal Nagpur	1	0	0	1	0	2	0	0	0	0	0
5	Circle Office Mumbai	6	0	0	2	0	8	0	0	0	0	0
6	Foreign Post Mumbai	6	0	0	6	0	12	1	0	1	0	0
	Total	20	0	0	12	0	32	1	0	1	0	0

* Note- Location of Postal Store Depot Nashik and Mumbai is likely to be changed due to proposed merger.

[Signature]
29/09/2020

Annexure II-B

Vacancies for the posts of MTS(Sub Ordinate Office)

Sr.No	Name of Division/Unit	UR	SC	ST	OBC	EWS	Total	PH Category				
								A	B	C	D & E	ESM
1	Mumbai GPO	17	2	0	7	0	26	1	0	0	0	0
2	Mumbai East Division	7	0	0	1	0	8	0	0	0	0	0
3	Mumbai West Division	6	0	0	6	0	12	0	0	0	0	0
4	Mumbai North Division	9	1	1	3	0	14	0	1	0	0	0
5	Mumbai South Division	9	1	1	2	0	13	0	0	0	0	0
6	Mumbai North East Division	15	0	1	6	0	22	0	0	1	0	0
7	Mumbai North West Division	2	0	0	0	0	2	0	0	0	0	0
8	Thane Division	2	0	0	0	0	2	0	0	0	0	0
9	Palghar Division	2	0	0	0	0	2	0	0	0	0	0
10	Navi Mumbai Division	3	0	0	1	0	4	0	0	0	0	0
11	Nashik Division	1	0	0	0	0	1	0	0	0	0	0
12	Pune City East Division	0	0	1	1	0	2	0	0	0	0	0
13	Solapur Division	1	0	0	0	0	1	0	0	0	0	0
14	RMS B Division Pune	12	0	6	6	0	24	1	0	0	0	0
15	Goa Division	1	0	0	0	0	1	0	0	0	0	0
16	Ratnagiri Division	0	0	1	0	0	1	0	0	0	0	0
17	Sindhudurg Division	0	0	1	0	0	1	0	0	0	0	0
18	RMS BM Division Miraj	4	0	0	2	0	6	0	1	0	0	0
19	Osmanabad Division	1	0	0	0	0	1	0	0	0	0	0
20	RMS L Division Bhusawal	8	2	2	8	0	20	0	0	1	0	0
21	Akola Division	0	0	0	2	0	2	0	0	0	0	0
22	Amravati Division	2	1	1	1	0	5	0	0	0	0	0
23	Buldana Division	0	0	0	2	0	2	0	0	0	0	0
24	Nagpur City Division	4	0	1	3	0	8	0	0	0	0	0
25	Nagpur Mofussil Division	1	0	1	1	0	3	0	0	0	0	0
26	RMS F Division Nagpur	8	0	0	6	0	14	1	0	0	0	0
27	Air Mail Sorting Division Mumbai	17	0	7	11	0	35	0	0	0	0	0
28	Mumbai Sorting Division Mumbai	22	1	6	17	0	46	0	1	1	0	0
29	Central Sorting Division Mumbai	10	0	0	6	0	16	0	0	0	0	0
30	Mail Motor Service Nagpur	1	0	0	0	0	1	0	0	0	0	0
Total		165	8	30	92	0	295	3	3	3	0	0

Prakash L
29/09/2020

ANNEXURE-III

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No _____ at _____ (name of the centre) in the District _____ (name of the State/ UT) My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/ reader/ lab assistant for the undersigned for taking the aforesaid examination .

I do hereby undertake that his/ her qualification is _____ In case, subsequently it is found that his/ her qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

ANNEXURE-IV

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o /D/o _____ a resident of _____ (Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability Orthopaedic specialist/ PMR)

ANNEXURE-V

Form of Medical Certificate to be produced by the Persons with Benchmark Disabilities candidates who seek exemption from appearing in the Typewriting Test

This is to certify that Shri / Smt./Kum. _____ son/daughter/wife of Shri _____ is suffering from _____.

Clinical diagnosis as a result of which he / she has the following disabilities. (Brief description of his / her disabilities)

This is a permanent disability and the extent of his / her disability works out to _____ % of disability.

This disability is likely to interfere with Typewriting (specify)

Photograph of candidate clearly showing face with affected portion of the body

Signature of Civil Surgeon:

Name:

(Official stamp)

Place:

Date:

Signature of candidate:

Name:

Roll Number:

ANNEXURE-VI

**Form of Certificate to be submitted by Central Government Civilian Employees
seeking age-relaxation.**

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that *Shri/ Smt. / Km. _____ is a
Central Government Civilian employee holding the post of
_____ in the pay scale of Rs. _____ with 3 years
regular service in the grade as on closing date.

This office has no objection for his/ her appearing in the Direct Recruitment of
Postman-Mail Guard/ Multi Tasking Staff for the year 2015-16 and 2016-17.

Signature _____

Name

Office seal

Place :

Date :

(*Please delete the words which are not applicable.)

ANNEXURE VII

Form of Certificate for serving Defence Personnel

I hereby certify that, according to the information available with me (No.)
_____ (Rank) _____ (Name)
_____ is due to complete the specified term of his
engagement with the Armed Forces on the (Date) _____.

(Signature of Commanding Officer)
Office Seal

Place :

Date :

ANNEXURE VIII

UNDERTAKING TO BE GIVEN BY THE EX-SERVICEMEN

I, _____, bearing Roll No. _____, appearing for the Document Verification of the _____ Direct Recruitment of Postman-Mail Guard/Multi Tasking Staff for the year 2015-16 and 2016-17 _____, do hereby undertake that,

- (a) I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen Re-employment in Central Civil Services and Posts Rules, 1979, as amended from time to time.
- (b) I have not joined the Government job on civil side (including Public Sector Undertakings, Autonomous Bodies/ Statutory Bodies, Nationalized Banks etc.) in Group 'C' and 'D' posts on regular basis after availing of the benefits of reservation given to ex-serviceman for re-employment; or
- (c) I have availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. I hereby undertake that I have submitted the self-declaration/ undertaking to my current employer about date wise detail of the application for the above mentioned examination for which I had applied for before joining the present civil employment; or
- (d) I have already availed the benefit of reservation as ex-serviceman for securing Government job on civil side. I have joined as _____ on _____ in the office of _____. Therefore, I am not eligible for the benefit of reservation provided to ex-servicemen;

I hereby declare that the above statements are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my candidature/ appointment is liable to be cancelled/ terminated.

Signature :

Name:

Roll Number:

Date:

Date of appointment in armed forces:

Date of discharge:

Last Unit / Corps:

Mobile Number:

Email ID:

ANNEXURE IX

FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his/ her claim an attested/ certified copy of a certificate in the form given below, from the District Officer or the Sub-Divisional Officer or any other officer as indicated below of the District in which his parents (or surviving parent) ordinarily reside who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Whenever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India)

This is to certify Shri./ Shrimati/ Kumari* _____ son/
daughter of _____ of _____ village/
town* _____ in District / Division*
_____ of the State/ Union Territory* _____ belongs to
the Caste/ Tribes _____ which is recognized as a Scheduled Castes/ Scheduled
Tribes* 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 Area (Reorganization) Act, 1971 and the Scheduled Castes and Scheduled Tribe Orders (Amendment) Act, 1976.

The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956 _____

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order 1959 as amended by the Scheduled Castes and Scheduled Tribes order (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 & Diu) Scheduled Castes Order, 1968@

The Constitution (Goa, Daman & 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 (SC) orders (Amendment) Act, 1990@

The Constitution (ST) orders (Amendment) Ordinance 1991@

The Constitution (ST) orders (Second Amendment) Act, 1991@

The Constitution (ST) orders (Amendment) Ordinance, 1996@

The Scheduled Caste and Scheduled Tribe Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste and Scheduled Tribe) Orders (Amendment) Act 2002@

The Constitution (Scheduled Caste) Order (Amendment) Act 2007@

%2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/ Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri /Shrimati _____ Father/ mother of Shri./ Shrimati/ 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. 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)

Place _____

Date _____

*Please delete the words which are not applicable.

@ Please quote specific presidential order.

% Delete the paragraph which is not applicable.

NOTE : The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/ Tribe Certificates :

- (i) District Magistrate/ Additional District Magistrate/Collector /Deputy Commissioner/ Additional Deputy Commissioner/ Dy. Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Extra-Assistant Commissioner/Taluka Magistrate/ Executive Magistrate.
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate
- (iii) Revenue Officers not below the rank of Tehsildar.
- (iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu State should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

ANNEXURE-X

(Form of Certificate to be produced by Other Backward Classes)

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 recognized 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 Scheduled 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:

* 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-XI

Form – V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport 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/daughter/wife of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male / female- _____ 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
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his / her case is _____

(C) he / she has _____ % (in figure) _____ percent (in words) permanent locomotor disability / dwarfism / blindness in relation to his / her _____ (part of body) as per guidelines (.....number and date of issue of the 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 certificate of disability is issued

ANNEXURE-XII

Form – VI

Certificate of Disability
(In cases of multiple disabilities)

[See rule 18(1)]

(Name and Address of the Medical Authority issuing the Certificate)

Recent passport 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/daughter/wife of Shri
_____ Date of Birth (DD/MM/YY)
_____ Age _____ years, male / female-
_____. 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 Multiple Disability. His / her extent of permanent physical impairment / disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			

5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Hemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his / her over all permanent physical impairment as per guidelines (..... number and date of issue of the 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 / afteryears months, and

therefore this certificate shall be valid till -----

(DD)

(MM)

(YY)

@ e.g. Left / right / both arms / legs

e.g. Single eye

£ 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:

Nature and Seal of Member	Nature and Seal of Member	Nature and Seal of Chairperson

Signature / thumb impression of the person in whose favour certificate of disability is issued.

ANNEXURE-XIII

Form – VII

Certificate of Disability

(In cases other than those mentioned in Forms V and VI)
 (Name and Address of the Medical Authority issuing the Certificate)
 [See rule 18(1)]

Recent passport 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. _____
 wife/son/daughter of Shri _____
 Date of Birth (DD/MM/YY) _____ Age _____ years, male /
 female- _____ Registration No. _____ Permanent
 resident of House No. _____ Ward / Village / Street _____
 Post Office _____ District _____ State _____
 whose photograph is affixed above, and am satisfied that he / she is a case of
 _____ disability. His / her extent of percentage
 physical impairment / disability has been evaluated as per guidelines
 (.....number and date of issue of the guidelines to be specified) and is
 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.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			

14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Hemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive / non – progressive / likely to improve / not likely to improve.

3. Reassessment of disability is :

(i) not necessary or

(ii) is recommended / afteryears 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

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned
{Counter signature and seal of the
Chief Medical Officer / Medical Superintendent /
Head of Government Hospital, in case the
Certificate is issued by a medical authority who is
not a Government servant (with seal)}

Signature / thumb impression of the person in whose favour certificate of disability is issued.

Note: In case this certificate is issued by a medical authority who is not a Government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

ANNEXURE-XIV

Government of

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY
WEAKER SECTIONS**

Certificate No.

VALID FOR THE YEAR _____

Date:

This is to certify that Shri / Smt./Kumari _____
son/daughter/wife of

_____ Permanent resident of _____

Village / Street _____ Post Office _____ District

_____ in the State / Union Territory _____ Pin

Code _____, whose photograph is attested below belongs to Economically Weaker

Sections, since the gross annual income* of his / her 'family**' is below Rs.8 Lakh

(Rupees Eight Lakh only) for the financial year _____. His / her family does not

own or possess any of the following assets***:

I.5 acres of agricultural land and above;

II. Residential flat of 1000 sq. ft. and above;

III. Residential plot of 100 sq. Yards and above in notified municipalities;

IV. Residential plot of 200 sq. yards and above in areas other than the notified
municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office

Name

Designation

Passport size attested
photograph of the applicant

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

** Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his / her parents and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.

Annexure XV

Instructions for candidates

1. Candidates should bring their own pen pencils etc into the Examination Hall. Any other books, note books, calculator, mobile phone, any electronic gazette etc should be left outside the Examination Hall.
2. Every candidate must obey all instructions and directions given by the Supervising Officer/Invigilator in the examination hall. If a candidate fails to do so or indulges in disorderly or improper conduct, he will render himself liable to expulsion from the examination, and in addition to such disciplinary action as may be deemed necessary.
3. Candidates should Enter/Write their respective Roll Numbers and other details where required.
4. Candidates should read the directions on question papers and should fully observe them.
5. Candidates should NOT tear off any leaves from Answer Book of Paper II Descriptive Part.
6. If a candidate uses more than one answer book in Paper II Descriptive Part, he/she should state, on his first answer book, the total number of books he has used and fasten all the answer books securely together. In the supplementary answer script given to a candidate(after he has used up the main answer book), the candidate will write the number of supplementary scripts used by him.
7. If a candidate answers more questions than the number required to be attempted, only those attempted first(up to the prescribed number) will be taken into account for evaluation, and the remaining answers will be ignored.
8. A signal will be given at the beginning of the examination in each paper. A signal will also be given fifteen minutes before closing time and again at the closing time, when the candidates must stop writing or revisiting their answers.
9. In case of online examination, candidate has to follow all the instructions appeared on screen before start of the examination.
10. Candidates should read all the instructions on the Admit Card and follow the same.
11. Any deliberate mischief with computer system shall attract suitable action against the applicant.