

DEPARTMENT OF POSTS



PROSPECTUS

COST Rs.25/-

The details in this prospectus are applicable for recruitment for the following posts :

- a) Postal Assistants in Post Office.
- b) Postal Assistants in Circle Office and Regional Offices.
- c) Postal Assistants in Returned Letter Office.
- d) Postal Assistants in Savings Bank Control Organisation.
- e) Sorting Assistants in Railway Mail Service.
- f) Postal and Sorting Assistants in Army Postal Service.

1. SCALE OF PAY : Scale of pay is Rs. 5200 - 20200+Grade pay Rs.2400+admissible allowances.

2. PROBATION : The candidates selected will be appointed and will be on probation as per rules.

3. ELIGIBILITY CONDITIONS :

Age : (a) Between 18 to 25 years as on last date prescribed for receipt of application as shown in the advertisement

Upper age limit is relaxable for -

- (a) SC/ST by 5 years.
- (b) OBC by 3 years.
- (c) Physically handicapped by 10 years ; and
- (d) Ex-servicemen by the length of military service plus three years.

Educational and other qualifications required

(a) Postal / Sorting Assistants :

- i) Pass in 10+2 or 12th Class Examination of a recognized University or Board of School Education or Board of Secondary Education (excluding vocational / JOC streams)
- ii) Candidates for the posts of Postal Assistants in Post Offices, Sorting Assistants in Railway Mail Service and Postal/Sorting Assistants in Army Postal Service should have the above educational qualifications with English as a compulsory subject.
- iii) The candidates should have knowledge of local language of the state, i.e., should have studied "**Kannada**" as a subject at least upto Matriculation level (SSLC).
- iv) Candidates with higher qualifications are also considered. But they have to fulfil the requirements mentioned in Sub pares (i) to (iii) above. There are no bonus marks for higher qualification.
- v) Candidates who have passed PUC, 12th Standard /10+2 in Vocational Course or Job Oriented Course (JOG) are NOT eligible.
- vi) Desirable qualification Typing knowledge and Computer knowledge.
- vii) For Postal Assistant of Circle Office and Regional Offices, typing skill in Hindi at the speed of 25 words per minute or in English at the speed of 30 words per minute and Computer knowledge are essential.

b) Postal Assistant in Army Postal Services (APS) :

- i) Applications should be super scribed as "APPLICATION FOR POSTAL ASSISTANTS TO ARMY POSTAL SERVICE" and sent to the Chief Postmaster General, Karnataka Circle, Bangalore - 560 001.
- ii) The vacancies reserved for APS are open only for males.
- iii) The candidates should produce a medical certificate in prescribed format available in this prospectus at Appendix I from a Government Medical Officer.
- iv) All other conditions applicable to Postal / Sorting Assistants mentioned in sub-pars (a) above will apply.
- v) Special terms and conditions for Postal Assistants in Army Postal Services.
 - The selected candidates will be given provisional appointment order and sent to the nearest Branch Recruiting Office (BRO) for physical and medical check up.
 - Candidates found to be physically fit by the BRO will only be considered for appointment and further deputation to Army Postal Service as per their seniority in merit list. Candidates who are not found physically and medically fit by BRO will not be appointed. They will have no right to claim any appoint -ment either in civil or in APS, even if they are in merit list for APS.
 - Candidates declared physically fit by BRO as indicated above will be given appointment order by the appointing authority.

- The candidates have to fulfil the required medical and physical standards prescribed by the Army Headquarters. The selected candidates will be governed by Army Act and Army Rules during their service in APS, which entails Field Service anywhere in India or abroad, wearing of uniform as applicable to Army personnel and appropriate rank structure. The initial induction will be in the rank of Warrant Officer.
- Selected candidates have a liability to serve in the Army Postal Service for as long as their services are required by the APS. Repatriation to civil appointment can be done only with consent of both parties viz., Civil appointing authorities and Army Postal Service.
- The selected candidates will undergo Basic Recruit Training at APS Centre, Kamptee for a period of six months. The appointment is subject to successful completion of training.
- If a candidate is found to be "Unlikely to become an efficient soldier", his training will be terminated and appointment order issued to the candidate will be treated as cancelled.
- A waiting list will be maintained to replace the candidates who are medically disqualified during medical examination. The next candidate according to the merit will be selected as replacement.

Physically Handicapped (PH)

- Applicants may apply to the divisions where vacancies have been reserved under PH Quota. Application to be superscribed as "APPLICATION FOR RECRUITMENT UNDER PH QUOTA".
- The recruitment of persons with disabilities will be governed by Government instructions issued from time to time.
- Physically handicapped candidates should produce handicapped certificate from Medical Board in the prescribed Form as furnished in Appendix IV. The selection of the candidates is liable to be cancelled if it is found later on that they do not come under the category of physically handicapped as defined in the relevant orders.
- The vacancy position as notified indicates the category of physically handicapped persons who can apply for the post reserved. Only such applicants who come under the category and within the intensity of the disability can apply supported by requisite certificate.

EX-SERVICEMEN :

- Ex-servicemen may apply to the divisions where the vacancies have been reserved under Ex-Servicemen quota. Application to be super scribed as "APPLICATION FOR RECRUITMENT UNDER EX-SERVICE MAN" Attested copy of discharge certificate should be enclosed.
- Armed Forces Personnel applying for civil posts under Ex-servicemen category should submit the certificate in the following proforma along with the application.

"I, hereby, with the information available, certify that Sri _____
 (Name) No. _____ (Rank) _____
 would complete prescribed period of appointment on _____ (dates)"

Place

Date

Signature
 Commanding Officer
 Office Seal

- The Ex-servicemen should apply in the separate application form available in this prospectus furnishing all the details as required.

Disqualification

- No person - who has entered into or contracted a marriage with a person having spouse living; or
- No person - who has a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to service. Provided that Central government may, if satisfied that such marriage is permissible under the personnel law applicable to such person and to the other to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. METHOD OF SELECTION.

- 5.1 The aggregate marks for selection will be 100, consisting of 40% weightage of percentage of marks secured in 10+2 or 12th Class, 50% weightage of marks secured in Aptitude test and 10 marks for computer test (including typing skill on computer).
- 5.2 A merit list of the candidates will be prepared on the basis of marks in the aggregate secured by them 10+2 or 12th Class Examination of a recognized University or Board of School Education or Board of Secondary Education (excluding vocational streams). This merit list is on the basis of 40% of the percentage of marks secured by the candidates in 10+2 or 12th Class Examination. For example, if a candidate has secured 70% marks in 10+2 or 12th Class Examination he would be awarded 40% of 70 i.e., 28 marks for the purpose of preparing merit list.

- 5.3 Out of this merit list, candidates equal to 10 times of vacancies (for each community separately as per the vacancies reserved for each community) will be called for to appear for the Aptitude test / written test to be held on 14.11.2010 (Sunday) at 10.00 AM simultaneously in all centres. The candidates selected will be addressed to appear for the Aptitude Test. Those who desire to appear for the Aptitude Test should credit an examination fee as under :-
- i) Rs. 100/- for general candidates.
 - ijj Rs. 50/- for Schedule Castes / Scheduled Tribes / OBC / Ex-servicemen / Physically handicapped candidates in any Post Office and produce the receipt at the time of appearing for test.
- 5.4 The Aptitude Test will contain 50 objective type questions of 2 marks each and will include questions on English, Mathematics, General knowledge, Reasoning and Analytical Ability. The duration of the test will be 60 minutes. 50% of the marks secured in aptitude test will be given weightage for the final assessment.
- 5.5 The computer test consists of data entry knowledge and typing knowledge on computer. The test will consist of one passage in English or Hindi to be typed to test the typing knowledge (The passage for type test will consist of 450 words in English and 375 words in Hindi to be typed at the minimum speed of 30 w.p.m. and 25 w.p.m. respectively) and data consisting of figures and letters to test the knowledge of data entry. The test shall be for 30 minutes - 15 minutes for each part i.e., typing knowledge and data entry and each part shall be given 5 marks each. Marks shall be given at 0 or 5 based on whether the candidate achieves minimum standard or not There will not be graded marks. The weightage for computer test will be 10 marks.
- 5.6 The marks secured in computer test will be added to the marks already secured in the components referred to in paras 5.2 and 5.4 above and a final merit list will be prepared. The final selection will be made on the basis of this final merit list.
- 5.7 Attendance in Aptitude Test and Computer Test (including typing skill) is mandatory for selection. Those who fail to appear for these tests will **not be selected**.

6. SPECIAL INSTRUCTIONS TO THE APPLICANTS

- (a) The aptitude test for all Divisions / units in the Circle will be held on the same day and at the same time. Hence even if a candidate applies for different Divisions / Units, he/she will be considered only for the Division/Unit in which he/she takes the test.
- (b) Original certificate should not be submitted. Photo copies duly attested by a Gazetted officer should be sent.
- (c) All the required documents and certificates should be sent along with the application. The documents/marks lists/certificates submitted at a later date will not be entertained.
- (d) Only short-listed candidates will be informed to appear for tests and finally selected candidates only will be informed of their selection. No correspondence will be entertained regarding application/selections.
- (e) Community certificate for SC/ST & OBC in the prescribed form from the competent authorities, as in Appendix II and III respectively are to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will be ignored.
- (f) The applications should be sent through Speed Post/Registered Post Only. Those sent through any other means and given by hand will not be accepted.
- (g) Applications wrongly addressed or received after due date are liable to be rejected, whatever may be the reason for delay. Applications without required certificates and incomplete applications are liable to be rejected. No intimation will be sent in this regard.
- (h) The nature of work in the Railway Mail Service requires rotation of duties including night shifts/ detention on overtime duty in the exigencies of service.
- (i) The selected candidates for the post of Postal Assistant in Post Offices and Sorting Assistant in Railway Mail Service are required to undergo induction training at any one of the Postal Training Centres or any other place as directed by the appointing authority.
- (j) The selected candidates of all posts are liable to serve anywhere in the Circle and in Army Postal Service in India or abroad as and when required at the sole discretion of the appointing authority.
- (k) Once appointed, request for transfer will not be entertained for 5 years.
- (l) The candidates selected for the post of Postal Assistants in Savings Bank Control Organisation are liable to be posted to any Head Post Office in the Circle.
- (m) No travelling allowances or other expenses will be paid or arrangements made for stay for attending tests. Candidates have to bear their own cost and make their own arrangements for stay.
- (n) Selection of candidates to various posts will be in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts from time to time.
- (o) The Department reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted and the Department will not be liable to return the fee or pay any compensation on the applicant's application.

7. DETAILS OF ENCLOSURES : (List of photo copies (duly attested by a Gazetted officer) of Certificates and documents to be sent).

- a) All marks lists of Education qualifications.
- b) Proof for Date of birth.
- c) Medical certificate given by the Government Medical Officer in the prescribed format as in Appendix I for candidates applying for Postal/ Sorting Assistants in Army Postal Service.
- d) Caste/Community Certificate in the prescribed form for SC, ST and OBC candidates issued by competent authorities (Please see Appendix II and III).

- e) 2 pass Port Size Photographs (one to be pasted on the application and the other sent loose with name and address written on the reverse).
 - f) Physically Handicapped Certificate from the competent authority in case of physically handicapped candidates (please see Appendix IV).
 - g) Discharge certificate in case of ex-servicemen or prescribed certificate in case of serving Armed Forces Personnel, if any.
 - h) Duly filled in Application Form itself.
8. The application in the form attached to this prospectus, completed in all respects may be sent to the officer of concerned division / unit as notified. The application along with attested copies of requisite certificates should reach on or before the date mentioned in the notification. Applications received after due date are liable to be rejected.

9. **IMPORTANT :**

- a) Original certificates should not be submitted. Only photo copies duly attested by a Gazetted officer should be submitted. However, SC/ST/OBC/PH & Ex-serviceman candidates should produce relevant original certificates at the examination centre for claiming examination fee concession.
- b) If the prescribed / required documents are not submitted along with the application, application received after due date will be rejected and no request for revival will be considered.
- c) Incomplete or unsigned applications or applications without photographs or applications received after due date will be rejected.
- d) Before submitting his/her application, the candidate must carefully read the eligibility conditions and satisfy himself/herself that he/she fulfils all the eligibility conditions for the post for which he/she has applied.
- e) For Postal Assistant / Sorting Assistant Posts, the candidate who comes under the zone of consideration will be called for the written aptitude test. Each such candidate will be issued with a Hall Permit and will be assigned a Roll number. The Hall Permit will be sent to the candidates in due course. Time table and venue of the examination will be indicated in the hall permit. However, candidates can sit for the examination only on payment of the prescribed examination fee.

10 **INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION :-**

- i) Write the required information In English or in Hindi.
- ii) One envelope should contain application of one candidate only.
- iii) The envelope containing the application must be superscribed in bold letters as "APPLICATION FOR RECRUITMENT OF (post for which applied).
- iv) An application will be rejected at any stage of recruitment process for not having been submitted in the official format/having incomplete information / wrong information / misrepresentation of facts / unsigned / without photographs / not accompanied by attested copies of required certificates.
- v) If a candidate has changed his/her name or dropped / added part of his / her name after Matriculation/SSLC/Hr. Secondary, proof for the change of name such as Affidavit, Gazette Notification, etc., should be enclosed.

NOTE : Only certificates issued by the competent authorities, for example, the Universities / concerned Boards would be accepted as proof for having possessed the minimum educational qualifications or date of birth. Only those certificates issued by the competent authorities and in the prescribed form would be considered.

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

- (a) Check whether you have firmly pasted your passport size Photographs (5 cm x 7 cm) in the prescribed place in the application form.
- (b) Check your Eligibility carefully.
- (c) Check whether you have filled in all the columns of the application form correctly and no column has been left blank.
- (d) Check whether you have filled in your COMMUNITY / CATEGORY STATUS correctly in the relevant column.
- (e) Check whether application form has been signed in full by you.

12. **ABBREVIATIONS USED IN THE PROSPECTUS MEAN THE FOLLOWING :**

UR	Unreserved
SC	Scheduled caste
ST	Scheduled tribe
OBC	Other Backward Classes
OPH	Orthopaedically Handicapped
HH	Hearing Handicapped
Ex - SM	Ex-Servicemen

**CHIEF POSTMASTER GENERAL
KARNATAKA CIRCLE
BANGALORE - 560 001**