

DEPARTMENT OF POSTS, INDIA

**SPECIAL RECRUITMENT DRIVE FOR RECRUITMENT OF BACKLOG VACANCIES OF SC, ST,OBC
AND OF PERSONS WITH DISABILITY UNDER PHYSICALLY HANDICAPPED QUOTA TO POSTMAN
CADRE IN MAHARASHTRA CIRCLE**

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Applications in the prescribed proforma are invited for post of Postmen reserved for SC., ST, OBC and for person with the disability as particularised below (as defined in Disability Act – 1995).

A. Vacancies for SC/ST/OBC				
Sl No.	Name of the division.	SC	ST	OBC
1	Pune City East Dn	0	1	1
2	Ahmednagar	0	3	0
3	Nashik	1	0	1
4	Kolhapur	1	2	0
5	Mumbai City North west Dn.	2		
	Total	4	6	2
B. Vacancies for persons with disability.				
Sl No.	Name of the division.	Vacancy Reserved for		
	Mumbai Region	(LV)	(OL, MW)	HH
1	Mumbai City West Dn.	1		
2	Mumbai City North Dn.		1	
3	Mumbai City North East Dn.		1	
4	Mumbai City North West Dn.			1
	Goa Region			
5	Sangli Dn.		1	
6	Kolhapur Dn.			1
7	Ratnagiri Dn.			1
8	Sindhudurg Dn.	1		
	Pune Region			
9	Pune City West Dn.	1		
10	Pune Mafussil Dn.	1		
11	Satara Dn.		1	
12	Ahmednagar Dn.			1
	Nagpur Region			
13	Amravati Dn.	1		
14	Buldana Dn.		1	
15	Chanda Dn		1	
16	Nagpur City Dn.			1
17	Yavatmal Dn.			1
	Aurangabad Region			
18	Aurangabad Dn.	1		
19	Dhule Dn.		1	
20	Jalgaon Dn.			1
21	Nasik Dn.	1		
	Total	7	7	7

ABBREVIATION USED ABOVE MEANS THE FOLLOWING :

SC	-	Scheduled Caste
ST	-	Scheduled Tribe
OBC	-	Other Backward Classes
OH	-	Orthopedically Handicapped.
VH	-	Visually Handicapped
LV	-	Low Vision.
HH	-	Hearing Handicapped.
OL	-	One Leg affected.
MW	-	Mascular weakness and limited physical endurance.

1.SCALE OF PAY : The scale of pay is Rs.5200-20200+Grade
Pay Rs. 2000 and admissible allowances.

2. EDUCATIONAL & OTHER QUALIFICATIONS REQUIRED :

Postmen Cadre: Matriculation or equivalent i.e.10 Standard Pass or 10th class pass of a recognized University or Board of School Education. Knowledge of local language is desirable.

3. Age

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

4 . DISBILITY AND DEGREE OF DISABILITY:-

The posts are reserved for the persons with disability as defined in Disability Act -1995. The degree of disability should not be less than 40%.

The posts are reserved for LV, OL, MW and HH as the post identified suitable for LV, OL, MW and HH vide Ministry of Social and Justice and Empowerment Notification No.16-70/2004-DD.III dated 18th January, 2007.

5. DISQUALIFICATION :

- 5.1 No person who has entered into or contracted a marriage with a person having a spouse living or
- 5.2 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 personal 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.

6. SELECTION :-

- 6.1 The candidates equal to 10 times the number of vacancies on the basis of marks obtained in standard 10th examination will be short listed and called for Written Test.

6.2 SYLLABUS For written Test:

<u>PAPER</u>	<u>MARKS</u>	<u>TIME</u>
1. Paper –I An Essay in English and in the Regional Language/Hindi.	50	90 Minutes.
2. Paper-II –Intelligence test, Specially Numerical ability And General awareness.	50	60 Minutes.
3. Paper-III- Dictation in English and in Regional Language. (Marathi)	50	30 Minutes.
4. Arithmetic.	<u>50</u>	<u>90 Minutes.</u>
Total:	200	270 Minutes.

- 6.3 Selection will be made on the merit in the above examination.
- 6.4 Appointment of the selected candidates will be subject to medical fitness certificate from the Competent Medical Authority as prescribed in Departmental Rules.
- 6.5 The selected candidates will be considered for appointment only if other conditions e.g. Verification of Character and Antecedents etc are also met successfully.

7 INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION

- 7.1 The applications should be sent to **Asstt. Director Postal Services(Recrt), o/o Chief Postmaster General, Mumbai 400001**. The envelope containing the application must be superscripted in bold letters as **APPLICATION FOR SPECIAL RECRUITMENT OF SC/ST/OBC/PH in Postman Cadre**.
- 7.2 List of attested photocopies of certificates and documents to be sent.
- x
- 7.2.1 All mark lists of Educational qualifications.
- 7.2.2 Proof for Date of Birth.
- 7.2.3 2 passport size photographs (one to be pasted on the application and the other sent loose with name and address written on the reverse).
- 7.2.4 Caste Certificate in case of SC/ST /OBC candidates.
- 7.2.5 Disability Certificate from the competent authority in the prescribed form. (Annexure I).
- 7.2.6 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/ mis-representation of facts/ unsigned/ without photographs/ not accompanied by attested copies of required certificates.
8. If a candidate has changed his/her name or dropped/ added part of his/her name after matriculation/SSC/ Higher Education or he/she has changed his/her name after Matriculation etc. proof for the change in name such as Affidavit, Gazette Notification etc. should be enclosed.

9 . SPECIAL INSTRUCTIONS TO THE APPLICANTS :

- 9.1 **Original certificates should not be submitted.** Only attested Photo copies should be sent. Whenever necessary, however, the competent authority may call for the original certificates to check the genuineness of the certificates. Non production of originals at that stage may render the candidate ineligible.
- 9.2 All the required documents and certificates should be sent along with the application. The documents/ mark lists/ certificates submitted at a later date will not be entertained.
- 9.3 Only short listed candidates will be called for the test and finally selected candidates only will be informed. No correspondence will be entertained regarding applications/ selections.
- 9.4 The test is likely to be conducted in Mumbai.
- 9.5 Caste certificate for SC/ST/OBC in the prescribed form from the competent authorities respectively are to be submitted. Certificates submitted

in any other form or from authorities not competent to issue the same will be ignored.

9.6 The applications should be sent through Speed Post/ Registered Post only. The applications sent through any other means or given by hand will not be accepted.

9.7 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.

9.8 The selected candidate for the post is required to undergo training.

9.9 The selected candidate is liable to serve anywhere in the Maharashtra Circle at the sole direction of the appointing authority.

9.10 No travelling allowances or other expenses will be paid or arrangement made for stay of the candidates for attending tests. Candidates have to make their own arrangements for stay and bear the costs.

9.11 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.

9.12 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.

9.13 No fee is required.

10 The candidate should give 3 preferences of Postal Divisions in the application form and selection will be made for any one of the division preferred.

LAST DATE OF RECEIPT OF APPLICATION : 11.01.2012.

APPENDIX-I

FORM OF CASTE CERTIFICATE AS PRESCRIBED IN M.H.A. O.M. NO. 42/21/ 49/N.G.S. DATED 28.1.1952 AS REVISED IN DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS LETTER NO. 36012/6/76-RDY.(S.C.T.) DATED 29.10.1977, TO BE PRODUCED BY A CANDIDATE BELONGING TO A SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS CLAIM.

Form of Caste Certificate

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter* of _____ of village / town* _____ in District / Division* _____ of the State / Union Territory* _____ belongs to the _____ caste/tribe* which is recognized as a scheduled Caste/Scheduled Tribe* under :

- * The Constitution (Scheduled Caste) Order, 1950
- * The Constitution (Scheduled Tribes) Order, 1950
- * The Constitution (Scheduled Caste) (Union Territories) Order 1951
- * The Constitution (Scheduled Tribes) (Union Territories) Order 1951

[As amended by the Scheduled Caste and Scheduled Tribes List (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 1976]

- * The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
- * The Constitution (Andaman and Nicobar Island) Scheduled Tribes Order, 1959 as amended by the Scheduled Caste and Scheduled Tribes Order (Amendment) Act 1956.
- * The Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962.
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- * The Constitution (Pondicherry) Scheduled Caste Order, 1964.
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1964.

- * The Constitution (Goa, Daman and Diu) Scheduled Caste Order, 1968.
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- * The Constitution (Sikkim) Scheduled Caste Order, 1978.
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.
- * The constitution (Scheduled Tribes) Order Amendment Act, 1991.
- * The constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

This certificate is issued on the basis of the Scheduled Caste/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 belongs to the Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* in the state / Union Territory* of _____ 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 _____ .

Place :

Signature :

Date :

Designation :

State/Union Territory

(with seal of office)

Note : The term "ordinarily resides" used here will have the same meaning as in section 20 of the Representation of the people Act, 1950.

* Please strike out the words which are not applicable.

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

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

APPENDIX - II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASS (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

(Government of India, Department of Personnel and Training, O.M. No. 36033/28/94-Estt.(Res.) dated 2.7.1997).

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter* of _____ of village / town* _____ in District / Division* _____ in the State _____ belongs to the _____ community which is recognized as Other Backward Class under.

- 1) Government of India, Ministry of welfare, Resolution No. 12011/68/93-BCC @, dated the 10th Sept. 1993, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 186, dated the 13th Sept, 1993.
- 2) Government of India, Ministry of welfare, Resolution No. 12011/9/94-BCC dated the 19th Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 163, dated the 20th October, 1994.
- 3) Government of India, Ministry of welfare, Resolution No. 12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 88, dated the 25th May, 1995.
- 4) Government of India, Ministry of welfare, Resolution No. 12011/44/96-BCC dated the 6th Dec. 1996, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 210, dated the 11th Dec, 1996.

Shri/Shrimati/Kumari* _____ and /or his/her family ordinarily reside(s) in the _____ District / Division of the _____ State. This is also to certify that he /She does not belong to the person /sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of India, Department of Personnel and Training. O.M. No. 36012/22963-Estt.(SCT) dated 08.09.1993.

Place : _____ Signature of District Magistrate / Seal
Date : _____ Deputy Commissioner, etc. Seal

* Strike out which is not applicable.

Note :

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the people's Act' 1950.
- b) The authorities competent to issue caste certificates are indicated below :
 - i) District Magistrate / Additional District Magistrate, Collector/ Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of first Class stipendiary Magistrate)
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue officer not below the rank of Tahsildar and
 - iv) Sub Divisional Officer of the area where the candidates and / or his/her family normally resides.

2. This condition is progressive/non-progressive/likely to improve/ not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is _____ percent.

4. Shri/Smt/Kum _____ meets the following physical requirements for discharge of his/her duties :-

- | | | |
|--------|--|--------|
| (i) | F - can perform work by manipulating with fingers. | Yes/No |
| (ii) | PP- can perform work by pulling and pushing. | Yes/No |
| (iii) | L - can perform work by lifting | Yes/No |
| (iv) | KC- can perform work by kneeling and crouching. | Yes/No |
| (v) | B - can perform work by bending. | Yes/No |
| (vi) | S - can perform work by sitting. | Yes/No |
| (vii) | ST- can perform work by standing. | Yes/No |
| (viii) | W - can perform work by walking. | Yes/No |
| (ix) | SE- can perform work by seeking. | Yes/No |
| (x) | H - can perform work by hearing/speaking. | Yes/No |
| (xi) | RW-can perform work by reading and writing. | Yes/No |

(Dr._____)
Member
Medical Board

(Dr._____)
Member
Medical Board

(Dr._____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent/CMO/Head of
Hospital (with seal)



APPLICATION FOR SPECIAL RECRUITMENT DERIVE FOR RECRUITMENT OF BACKLOG VACANCIES OF SC, ST,OBC AND OF PERSONS WITH DISABILITY UNDER PHYSICALLY HANDICAPPED QUOTA TO OF POSTMAN CADRE IN MAHARASHTRA CIRCLE

Affix latest
Passport Size
Photograph

	Name of Division to which applied	State Ist three options			
1	Name in full (in block letters) (Beginning with surname)				
2	Father's/Husband's name				
3	Present address : (Writing of Pin code is compulsory)	1			
		2			
		Village :			
		City /Town :			
		District :			
		State :			
		Pin Code :			
		Postman Beat Code :			
	E_mail :				
4	a) Date of birth (In Christian Era) in figures and words as recorded in SSC/HSC/ Cumulative Record. (Attach attested copy of relevant certificates)				
	b) Place of Birth				
	c) Age as on 11.01.2012. (Last date of submission of application)	Years _____	Months _____	Days _____	
5	Whether a) SC/ST/OBC (Mention Caste & attach attested photocopy of certificate issued by competent authority in the prescribed format) or c) Physically Handicapped (attach attested copy of certificate issued by the competent Medical Board) or	a)			
		b)			
6	Nationality				
7	Mother tongue				
8	Educational Qualifications :				
Sl. No.	Examination Passed	Year of Passing	Marks obtained	Percentage	Name of the Board/University
i)	SSC/10 th class pass				
ii)	Higher education (if any)				
iii)	Which language - Marathi / Konkani, did you study up to S.S.C.				
iv)	Any other relevant information				

DECLARATION

- a) "I, Shri/Smt/Kum _____ hereby declare that all the information given above are true to the best of my knowledge and belief. I understand that if any information is found to be false at a later stage, I am liable to be punished and my appointment will be terminated. I also understand that in the event of my failure to complete the pre-appointment training, for whatever reason, my selection is liable to be cancelled."
- b) "I, Shri/Smt/Kum _____ son/daughter of Shri _____ resident of village/town/city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognised as backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of personnel and Training Office Memorandum NO.36012/22/93 Estt.(SCT) dated 08.09.1993.
- c) "I, Shri/Smt/Kum _____ being Physically Handicapped understand that my selection is liable to be cancelled if it is found later, on medical examination by the competent authority that I do not come under the category of Physically Handicapped as defined in the relevant order".

Place :

Date : (Signature of Candidate)

Note: Candidate should affix one passport size photo on application and one should be handed over loose with name and address on reverse for affixing on Hall Permit while submitting application.

- (Strike out if not applicable)

Important:

1. Application and the envelope should be clearly super scripted indicating the post for which applied.
2. Application should be sent by Registered Post or Speed Post only. The application sent through any other means or by hand will not be accepted.