

**Department of Posts, India**  
o/o The Chief Postmaster General, Maharashtra Circle, Mumbai – 400 001

Notification No.Rectt/2-1/PA-SA/2012

Date : 08/08/2012

**DIRECT RECRUITMENT OF POSTAL ASSISTANTS/SORTING ASSISTANTS/POSTAL ASSISTANT RETURNED LETTER OFFICE/POSTAL ASSISTANT MAIL MOTOR SERVICE/ POSTAL ASSISTANT(FOREIGN POST ORGANISATION) and SBCO**

Applications are invited from the eligible Applicants for filling of vacancies of POSTAL ASSISTANTS/SORTING ASSISTANTS/POSTAL ASSISTANT RETURNED LETTER OFFICE/POSTAL ASSISTANT MAIL MOTOR SERVICE, POSTAL ASSISTANT(FOREIGN POST ORGANISATION) and Postal Assistant (SBCO).

The details of the vacancies in each Division/Unit in the Circle are furnished as hereunder :

<b>Division wise/Unit wise vacancies for Direct Recruitment of Postal Assistants / Sorting Assistants for 2011 &amp; 2012 .</b>									
<b>Name of Circle : MAHARASHTRA CIRCLE</b>									
Sl.No.	Name of Postal Divisions	Break up of vacancies						EX SM	Total 1
		UR	SC	ST	OBC	PH			
						PH.I	PH.II		
<b>POSTAL ASSISTANTS</b>									
<b>MUMBAI REGION</b>									
1	Mumbai City East Dn	6	2	1	2	0	0	0	11
2	Mumbai City West Dn	6	1	1	1	0	0	0	9
3	Mumbai City North Dn	6	2	2	1	1	0	0	12
4	Mumbai City South Dn	10	3	1	4	1	0	0	19
5	Mumbai City North East Dn	5	1	1	2	0	0	0	9
6	Mumbai City North West Dn	1	0	0	1	0	0	0	2
7	Thane Central Dn	8	2	2	2	0	0	1	15
8	Thane West Dn	4	1	1	1	0	0	0	7
9	Navi MBI Dn	1	1	0	0	0	0	0	2
10	Raigad Dn	6	1	1	1	0	1	1	11
	<b>Total</b>	<b>53</b>	<b>14</b>	<b>10</b>	<b>15</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>97</b>
<b>GOA REGION</b>									
11	Goa Dn	9	0	2	3	0	0	1	15
12	Sangli Dn	8	3	0	4	0	0	0	15
13	Kolhapur Dn	14	2	0	8	2	0	1	27
14	Ratnagiri Dn	11	0	5	6	0	0	0	22
15	Sindhudurg Dn	7	2	2	2	0	1	0	14
	<b>Total</b>	<b>49</b>	<b>7</b>	<b>9</b>	<b>23</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>93</b>
<b>PUNE REGION</b>									
16	Pune City East Dn	5	0	0	5	0	0	0	10
17	Pune MFL Dn	3	0	0	2	0	0	0	5
18	Satara Dn	1	1	0	0	0	0	0	2
19	Solapur Dn	2	0	0	2	0	0	0	4
20	Pandharpur Dn	3	0	0	2	0	0	0	5
21	Ahmednagar Dn	3	0	0	1	0	0	0	4
	<b>Total</b>	<b>17</b>	<b>1</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>
<b>NAGPUR REGION</b>									
22	Akola Dn	7	2	2	2	0	0	0	13
23	Amravati Dn	7	3	0	0	1	0	0	11
24	Buldana Dn	2	0	0	1	0	0	0	3
25	Chanda Dn	8	2	3	2	0	0	0	15
26	Nagpur City Dn	8	0	0	5	1	1	1	16
27	Nagpur MFL Dn	9	0	0	8	0	0	0	17
28	Wardha Dn	4	0	0	1	0	2	0	7
29	Yavatmal Dn	5	1	1	2	0	0	0	9
	<b>Total</b>	<b>50</b>	<b>8</b>	<b>6</b>	<b>21</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>91</b>
<b>AURANGABAD REGION</b>									
30	Aurangabad Dn	3	0	1	2	0	0	0	6
31	Beed Dn	2	0	0	0	0	0	1	3
32	Bhusawal Dn	1	0	0	1	0	0	0	2
33	Dhule Dn	3	1	0	0	0	0	0	4
34	Jalgaon Dn	1	1	0	0	0	0	0	2
35	Malegaon Dn	4	0	2	1	0	0	0	7

36	Nanded Dn	4	1	0	1	0	0	0	6
37	Nashik Dn	2	1	0	1	0	0	0	4
38	Osmanabad Dn	4	1	0	3	0	0	0	8
39	Parbhani Dn	5	0	3	2	0	0	0	10
	<b>Total</b>	29	5	6	11	0	0	1	52
40	Foreign Post, Mumbai	2	0	1	0	0	0	0	3
41	MMS, Nagpur	0	0	0	1	0	0	0	1
42	MMS Mumbai	1	1	0	0	0	0	0	2
43	SBCO	16	1	4	8	0	0	0	29
	<b>Total</b>	19	2	5	9	0	0	0	35
	<b>GRAND TOTAL</b>	217	37	36	91	6	5	6	398

**SORTING ASSISTANTS**

	Name of RMS Division	UR	SC	ST	OBC	PH		EX	Total
						PH.I	PH.II		
44	Central Stg.,Mumbai	3	0	0	2	0	1	0	6
45	Mumbai Stg.,Mumbai	4	0	0	2	1	1	0	8
46	Air Mail Stg.,Mumbai	9	2	1	3	0	0	1	16
47	RMS 'BM' Dn. Miraj	8	1	1	4	0	1	0	15
48	RMS 'B' Dn.,Pune	5	0	0	2	0	0	1	8
49	RMS 'F' Dn.,Nagpur	6	0	0	2	0	0	2	10
50	RMS L' Dn. Bhusaval	8	2	3	1	0	0	0	14
	<b>TOTAL</b>	43	5	5	16	1	3	4	77

PH.I – Orthopedically Handicapped, PH.II – Hearing Handicapped

2)The Vacancies notified are likely to vary/change without any prior intimation.

3)Scale of Pay : Rs.5200-20200 with Grade Pay of Rs.2400+admissible allowance.

4)Age Limit : 18-27 Years :

Age limit is relaxable for applicants belonging to SC/ST/OBC/PH/Ex-Servicemen and Government Servants in accordance with the instructions and orders issued by the Government of India from time to time.

Note : The crucial date for determining the age limit shall be the closing date for receipt of Applications from Applicants in India (and not the closing date prescribed for those Applicants residing in Assam/Meghalaya/Arunachal Pradesh/Mozoram/Manipur/Nagaland/Tripura/Sikkim/Ladakh division of J&K State. Lahul & Spiti District of HP and Pangi Sub-division of Chamba Dist in HP, Andaman & Nikobar Islands and Lakshadweep).

5)Educational Qualification :

i)10+2 Standard or 12<sup>th</sup> Class pass with at least 60% marks and above, from any recognized University/Board of School Education, Board of Secondary Education with English as Compulsary subject (excluding vocational streams) for OC Candidates, 55% and above for Other Backward Classes and 45% and above for Scheduled Castes/Scheduled Tribes shall apply.

ii)Should have studied local language of the State or Union Territory of the Postal Circle concerned of Hindi as a subject at least in Matriculation.

6)Pattern of Examination :

The Applicants shall be subjected to an Aptitude Test with a total 100 marks covering the following subjects/topics. Aptitude Test (Paper – I) will be comprising following four parts (A/B/C/D). The total duration of the Aptitude Test will be 2 hrs (120 Minutes). There is no negative marking.

Part 'A'	25 Questions on General Knowledge – Questions on current events, sports, history, geography, basic economics, general polity, Indian Constitution, science, environment etc. – 25 Marks
Part 'B'	25 Questions on Mathematics of matriculations standard which may cover number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit & loss, discount, menstruation, time & work and time & distance etc. – 25 Marks
Part 'C'	25 Questions on English covering grammar (prepositions, adverbs, conjunction, direct/indirect speech, singular & plural, tenses, antonyms/synonyms etc. – 25 Marks
Part 'D'	25 Questions on Reasoning and analytical Ability – 25 Marks

6.1)Computer/Typing Test (Paper II) :

The Typing Test shall be for a duration of 30 minutes (15 minutes each for Typewriting and data entry) consisting of one passage of 450 words in English or 375 words in Hindi to be typed with a minimum speed of 30/25 words per minute respectively & Data Entry of some figures and letters each carrying equal marks on Computers The Typing Test and test of data entry operations will be conducted on Computer Key Board but not on Type Writer.

**7) Selection Process :**

All Applicants belonging to various categories who have obtained the following marks in 10+2 examination shall be called for appearing in the Aptitude Test

OC	60% and above
SC/ST	45% and above
OBC	55% and above

No weightage of marks secured by the Applicants in 10+2 examination will be given while preparing the Merit List.

Applicants numbering five times the No. of vacancies in each category shall be declared qualified for appearing Computer/Typing Test based on the marks secured by them in Aptitude Test (Paper I). The minimum qualifying marks to be obtained in each part of Aptitude Test is :

OC	40% i.e., 10 Marks in each part & 40% in aggregate
SC/ST	33% i.e., 8 Marks in each part & 33% in aggregate
OBC	38% i.e., 9 Marks in each part & 38% in aggregate

The final merit shall be prepared on the basis of the aggregate marks obtained by the Applicants in the Aptitude Test (Paper I) only subject to their qualifying in Computer/Typing Test (Paper II). Allocation of successful candidates will be as per Sl. No.25.1 of the Information Brochure/Instruction Sheet.

**8) Cost of Application Form :**

The Application Form is sold at a Price of Rs.50 and the sale will be through All Head Post Offices and identified Post Offices in the Circles. The sale will commence from 11/08/2012 and last date for sale closes on 25/09/2012. There will be no sale after 25/09/2012.

**9) Examination Fee :**

The Applicants have to pay the prescribed Examination Fee of Rs.200 and it should be deposited in a Post Office of the circle concerned to which the Applicant is applying and obtain ACG-67/UCR receipt. ALL FEMALE CANDIDATES AND APPLICANTS BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE/PHYSICALLY HANDICAPPED CATEGORIES ARE EXEMPTED FROM PAYMENT OF EXAMINATION FEE. NO EXAMINATION FEE EXEMPTION HOWEVER AVAILABLE TO OBC APPLICANTS AND THEY ARE REQUIRED TO PAY THE EXAMINATION FEE IN FULL. Applications received without prescribed fee receipt shall be summarily rejected.

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

Note II : Fee paid through any mode other than UCR/ACG-67 in Post Office will not be accepted.

10) The Candidate has to apply for one Post only, and if a candidate submits more than one Application form, his/her candidature shall be cancelled and no communication will be sent in this regard.

11) The Applicants have to indicate their option of Division, in the Circle, to which they intend to apply and also indicate the options for Examination Centres belonging to that Circle only. For Example, a candidate applying for Haryana Circle, has to indicate options of divisions/units in Haryana Circle and also to indicate Examination Centres in that Circle only. Allotment of examination city in the Postal Circle is the prerogative of the Postal Department and change in allotment of Examination city is not permitted at any stage.

**12) How to apply :**

The Applicants have to carefully read & follow the instructions given in Information Brochure/Instruction sheet supplied along with Application form in filling the same. The Applications which do not conform to the conditions are liable to be rejected summarily.

**13) Mode of Despatch :**

The Applications duly filled in along with original receipt of ACG-67/UCR issued by Post Office of the Circle towards payment of Examination fee have to be sent to "Direct Recruitment Cell, New Delhi HO, New Delhi – 110 001" through SPEED POST/REGISTERED POST OF INDIA POST only. The Applications received through Courier or delivered in person will not be accepted.

- i) The Applicants need not enclose/attach copies of any Certificates/ Testimonials along with the Application except original ACG-67/UCR receipt issued by Post Office towards payment of Examination fee. All the applications are treated as provisional and admit card will be issued subject to his/her satisfying the eligibility conditions.
- ii) The original OMR Application Form obtained through Post Office alone should be used for applying for the Post. Xerox/Photostat copies will not be accepted under any circumstances.

14) The Applicants have to enclose a Window Envelope affixing a postage stamp of Rs.5 (provided along with their OMR Application form) and send it along with the filed OMR Application Form to enable for despatching the Admit Cards.

15) Last date for receipt of Applications by the Recruitment agency is fixed as 01/10/2012 and for those residing in Assam /Meghalaya /Arunachal Pradesh /Mizoram /Manipur /Nagaland /Tripura /Sikkim / Ladakh Division of J & K State, Lahaul & Spiti District of Himachal Pradesh and Pangi Sub Division of Chamba Dist in Himachal Pradesh, Andaman & Nicobar Islands and Lakshadweep will be 11/10/2012.

16) The Aptitude Test will be preferably conducted on a common date for all the Postal Circles in India. The Admit card issued to the candidates will be purely provisional subject to his/her satisfying the eligibility conditions.

17) Applicants may visit the website [www.indiapost.gov.in](http://www.indiapost.gov.in) on regular basis till the last date of examination so that he/she gets last minute update if any in schedule of examination/eligibility status/venue status/other information related to the Recruitment process.