

भारतीय डाक विभाग
Department of Posts – India
मुख्य पोस्ट मास्टर जनरल कार्यालय ,आं.प्र .सर्किल ,विजयवाडा – 520 013
O/o Chief Postmaster General, A.P.Circle, Vijayawada-520 013

NOTIFICATION

No.RE-II/ MTS/DR/AP/2015-16 dated at Vijayawada-13 the 19-08-2017

DIRECT RECRUITMENT TO THE CADRE OF MTS IN POSTAL/RMS DIVISIONS AND CIRCLE & ADMINISTRATIVE OFFICES OF ANDHRA PRADESH POSTAL CIRCLE

Applications are invited from the eligible candidates to fill up the posts of Multi Tasking Staff in the following Units in Andhra Pradesh Postal Circle in the pay scale of Rs.5200-20200 (PB-1) + Grade Pay Rs.1800/- + admissible allowances (Pre-revised scale) (Level-1 pay matrix in the 7th CPC) in accordance with Department of Posts (Multi Tasking staff Group C, Non – Gazetted) Recruitment Rules 2015 notified in the Gazette No. G.S.R. 383 (E), Gazette of India, Extraordinary, part II section 3 sub Section (i) dtd 14-5-2015.

Administrative offices									
Sl. No.	Particulars of Offices	No. of vacancies					Total	Ex-Servicemen	PWD (HH)
		OC	SC	ST	OBC	Total			
1.	Circle Office & Regional Office (Vijayawada/ Kurnool/Visakhapatnam)	01	-	-	01	02			
2.	PSD, Guntakal	01	-	-	-	01			
3.	PSD, Vijayawada	03	-	-	01	04			
	Total	05	-	-	02	07			
Sub Ordinate offices - Postal Divisions									
Sl. No.	Particulars of Offices	No. of vacancies					Total	Ex-Servicemen	PWD (HH)
		OC	SC	ST	OBC	Total			
1.	Bhimavaram Division	-	-	01	-	01			
	Total	-	-	01	-	01			
Sub Ordinate offices – RMS Divisions									
Sl. No.	Particulars of Offices	No. of vacancies					Total	Ex-Servicemen	PWD (HH)
		OC	SC	ST	OBC	Total			
1.	RMS TP Division	02	01	-	01	04	-	-	
2.	RMS Y Division	08	02	01	04	15	01	01	
3.	RMS V Division	06	03	-	03	12	01	01	
	Total	16	06	01	08	31	02	02	

(i) Total vacancies are inclusive of the vacancies shown under Ex-Serviceman Quota and PWD (Persons with Disabilities).

*Candidates selected against Ex-service men/PWD quota will be adjusted in their respective community against the vacancies earmarked in OC, SC/ST and OBC.

(ii) The department has right to cancel the recruitment process OR modify the selection process with the reasons recorded in writing at any stage.

(iii) The word PWD shown in vacancy position represents **Hearing Impaired**.

2. CATEGORIES OF APPLICANTS ELIGIBLE TO CLAIM PWD (HEARING IMPAIRED) CONCESSION:

(A) Categories suitable for the posts: The deaf or those in whom the sense of hearing is non functional for ordinary purposes of life. They do not hear, understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss of 60 decibels (db) or more in the better ear in the conversational range of frequencies or total loss of hearing in both ears.

NOTE: The applicant should be in possession of Original Medical Certificate for the same issued by competent medical authorities in the format prescribed by the Government at the time of Online Registration.

3. The vacancies indicated in the notification/vacancy position are likely to vary/change without prior intimation or assigning any reason.

4. Scale of Pay: Rs. 5200 – 20200 with Grade Pay of Rs.1800 + admissible allowance (Pre-revised scale) (Level-1 pay matrix in the 7th CPC) as prescribed from time to time.

5. Age Limit: (a) For General Category (Unreserved Candidates) – 18 to 25 years
(b) Permissible relaxation of upper age limit as per Government of India orders as indicated below:

Category	Age relaxation permissible beyond the upper age limit
Scheduled Castes/ Scheduled Tribes (SC/ST)	5 years
Other Backward Castes (OBC)	3 years
Persons with Disabilities	PWD + Unreserved 10 years
	In regard to PWD+SC/ST 15 years
	In regard to PWD+OBC 13 years
Ex-serviceman	3 years after deduction of service rendered in military from the actual age as on the closing date for Online Registration of applications.

Serving Govt. employees who have rendered not less than 3 years regular continuous service as on closing date for receipt of applications	Upto 35 years of age as on the closing date for Online Registration of applications (40 years for SC/ST and 38 for OBC)
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The age relaxation applicable only when a candidate applies against the post reserved for the relevant category. If they apply for any OC vacancy the age conditions applicable for OC candidates are to be fulfilled.

6. **The crucial date for determining the age limits shall be as on the closing date for on line registration of applications i.e., 18.09.2017**

7. **Educational Qualification:-**

Matriculation or ITI from a recognized Board or University.

8. **Examination centre:**

The examination centres identified for conducting the examination are viz., Kurnool, Vijayawada and Visakhapatnam. The applicant should mention the order of preference for these three centres while registering the application through Online.

9. **Date of Examination:**

Details will be intimated separately through Hall permit.

10. **Pattern of Examination to fill up the Posts of Multi Tasking staff by Direct Recruitment from Open Market:**

(i) The candidates shall be subjected to an Aptitude Test with a total of 100 marks of the level of 10th standard covering the following subject/topics. The Aptitude Test is objective type comprising of following four parts. There is no negative marking.

Part 'A'	25 Marks - 25 Questions on General Knowledge - Multiple choice questions
Part 'B'	25 Marks - 25 Questions on Mathematics - Multiple Choice Questions
Part 'C'	Two Segments
	(i) 25 Marks – 25 Questions - English language – Multiple Choice Questions (ii) 25 Marks - 25 Questions - Telugu language – Multiple Choice Questions

(iii) **Duration of Examination: - 120 Minutes.**

(iv) **Qualifying marks:**

- a) Parts A & B- Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each part.
b) Part C (Two segments) – Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each segment.

c) 40 marks for OC, 33 marks for SC/ST and 37 marks for OBC candidates in aggregate with the condition as (a) & (b) above.

11. Probation: The candidates selected will be appointed and will be on probation for two years. Training will be imparted to the selected candidates as prescribed.

12. APPLICATION FEE AND EXAMINATION FEE :

Application fee: Rs 100/-

Examination fee: Rs 400/-

Candidates belonging to SC/ST/PWD/Women are exempted from payment of Examination fee.

The details of amount of fees to be paid by different categories are indicated in the following table.

SI No	Category	Amount to be paid	
		Application Fee	Examination Fee
1	All female Candidates (OC/OBC/SC/ST/PWD)	Rs.100/-	Nil
2	Male candidates (OC/OBC)	Rs 100/-	400/-
3	Male candidates (SC/ST/PWD)	Rs.100/-	Nil
4	Ex-service men(OC/OBC)	Rs.100/-	400/-
5	Ex-service men (SC/ST)	Rs.100/-	Nil

Note: Fee once paid shall not be refunded under any circumstances. Fee paid through any mode other than ePayment in post offices, will not be accepted/refunded.

13. General Instructions on How to Apply:

- The applicant can register his/her application for only once and if an applicant registers more than one application on-line, his/her candidature is liable to be rejected without any communication.
- The Applicant has to access the website www.indiapost.gov.in or www.appost.in for detailed Notification/Advertisement issued by the Chief Postmaster General, Andhra Pradesh Postal Circle, Vijayawada herein.
- Before starting Registration of his/her application on the website, the Applicant should read the notification, instruction sheet carefully. He/she has to evaluate his/her eligibility for the category. His / her eligibility will be evaluated during the registration process and the process shall terminate for ineligible applicants and reasons there for would be prompted.
- The merit list for the whole Circle shall be prepared in respect of all categories of posts put together. For the said purpose, the candidates have to indicate the order of preference of the posts of MTS limited to maximum of five Divisions/Circle & Administrative offices in the online application. The details of posts are given in the vacancy position mentioned above.

- (e) For the Candidates availing age relaxation in SC/ST/OBC, the choice of preference of divisions is restricted in the divisions where the vacancies are notified in the respective communities i.e., for SC community- the preference is restricted to RMS TP division/RMS V division/RMS Y Division; for ST community - the preference is restricted to Bhimavaram Division/RMS Y Division; and for OBC community - the preference is restricted to Circle Office & Regional Office/PSD Vijayawada/RMS TP Division/RMS V Division/RMS Y Division.
- (f) The candidates will have to give an undertaking that in the event of his/her not getting the post in his preference, he/she is willing to accept the appointment in any category of the post to which he/she is allotted. **The candidates who do not indicate their preference, it will be presumed that they have equal preference for all the posts and may be allocated to the post to the division/ circle & administrative offices where vacancy exists at the discretion of the Competent Authority.**
- (g) The applicant has to fill the inputs including standard information i.e; Name, Date of Birth, community, Gender, Education qualification etc.
- (h) Before submitting the application online, the applicant should be ready with the soft copies of passport size photo not more than 50 KB(165x125 PIXELS) in JPG/JPEG format and signature not more than 20 KB(80x120 PIXELS) in .jpg/jpeg format which are required to be uploaded before filling up of the inputs and uploading the application on-line.
- (i) One applicant has to submit only one application. If more than one application is registered, it will lead to rejection of all the applications registered by the applicant.
- (j) Applicant should fill the details/inputs in the Online Application at the appropriate places very carefully and can edit the particulars if needed before the Final submission of the online application form through the EDIT option. Once the application is filled completely, the applicant should submit the data by clicking on the SUBMIT button at the end of the Registration of Online Application Form. Before pressing the SUBMIT button, the applicants are advised to verify carefully every field/inputs mentioned in the application. Name of the Applicant or his/her father name etc. should be spelt correctly in the Application as it so appears in the Matriculation/ITI certificate/marks sheet. Any change/alteration found/detected later on may lead to his disqualification of candidature.
- (k) The applicant is further advised to fill in the Online Application Form in one go and save the data.
- (l) The applicants will kindly note that the particulars mentioned in the Online application will be considered as FINAL and no change/alteration/modification will be allowed/entertained after submission of the Online application under any circumstances.
- (m) After successful registration, a provisional Unique Registration Number (URN) will be generated by the system and displayed on the screen. The registration number shall be sent to the applicant to the given email ID and SMS to given Mobile Number in the application. The applicant has to use the registration number and DOB for log in to the website where he/she can generate the challan in triplicate to enable him

to pay the fee. Applicant has to take out a print out of system generated Fee Payment Challan. The applicant has to retain this number for future reference.

- (n) **Mode of Payment of fee:** The cost of Application Form and Examination Fee as prescribed in Para 12 above of this notification. The applicants have to approach any of the Head Post Offices listed in the annexure in both AP and Telangana States and to produce Fee Payment Challan printed by him & to pay the FEE in CASH (INR) only. Once the fee has been paid, the Registration process is completed. The Applicant can check his/her status of payment on the website www.indiapost.gov.in or www.appost.in after 3 working days after payment of the fee. **In case of non-payment of fee, the application registered will not be considered for further process. The applicants who have registered the applications on the closing date of registration are permitted to pay the FEE till 21.09.2017.**
- (o) It is clearly informed that the allotment of Examination centre in the Postal Circle applied for is the prerogative of the Department and requests received for any change in examination centre/venue will not be permitted under any circumstances. Examination centre is allotted as per the preferences marked by the applicant. However, depending on the number of applications received, the exam centre other than the one mentioned in the preferences, may also be allotted in Andhra Pradesh Circle.
- (p) **The Last Date for Payment of Examination Fee is 21.09.2017.**
14. The Applicants after successful registration of the On-line Application are advised to keep print out of the "PREVIEW" of his Application, copy of fee challan /receipt issued by the Post office and Registration slip for any future reference.
15. The Applicants are advised not to enclose/upload copies of any certificates/documents. The application Registered On-line will be treated as Provisional and it will be subject to Verification of respective Certificates/documents at the time of selection.
16. The Applicant has to furnish a Declaration to the effect that the 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. Therefore it is mandatory for the applicant to Tick the Check Box about his Declaration at end of the Application Form, before saving and uploading the application.
17. **Closing date for Registration of Application: The registration of online application will commence on 19.08.2017 at 00.00 Hrs and closes on 18.09.2017 by 23.59 Hrs.**
18. **Selection Procedure:** The merit list for the whole Circle shall be prepared in respect of all categories of posts put together. The candidates will be allotted to the posts and divisions/units as per their preference based on their position in the merit list and availability of vacancy. Such candidates who are not able to get the allocation in any of the

post of his preference because of his/her performance, those candidates might be allocated to the post/division where the notified vacancies exist.

19. Hall Permit: Hall Permits can be downloaded from the website www.apost.in after notifying the date of Examination in the Website. No TA/DA will be paid for attending the Examination.

20. Requirement to serve in the Army Postal Service:

Any person appointed to the posts as per the notification shall be liable to serve in the Army Postal Service in India or abroad, if required.

21. Disqualification:- A 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 will not be eligible for appointment. Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

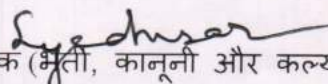
c. The applications are to be submitted online only. Manual applications will not be entertained.

d. Only single application will be entertained. If more than one application is registered, it will lead to rejection of all the applications registered by the applicant.

e. Application fee and Examination fee should be paid in one installment as prescribed in Para 12.

f. For Receiving the SMS to the registered mobile number, the candidate has to note that the mobile number given at the time of payment of fees is not registered under "DND".

22. Applications purchased from outside vendors will not be accepted. Applications should not be sent by Post. The applications submitted online through website www.indiapost.gov.in or www.apost.in only will be accepted. In respect of candidates who apply manually, no correspondence will be entertained and no Hall permit will be issued to such candidates even if they pay prescribed fees by any mode.


सहायक निदेशक (भूमी, कानूनी और कल्याण)

Assistant Director (Rectt, LC and Welfare)

मुख्य पोस्ट मास्टर जनरल कार्यालय,

O/o Chief Postmaster General,

आं.प्र. सर्किल, विजयवाडा-520013.

A.P.Circle ,Vijayawada-520 013.

ANNEXURE

List of Head Post Offices in Andhra Pradesh State

Name of the Head Post Office	Name of the Head Post Office	Name of the Head Post Office	Name of the Head Post Office
Adoni H.O	Eluru H.O	Markapur H.O	Razole H.O
Amadalavalasa H.O	Gudivada H.O	Nandyal H.O	Samalkot H.O
Amalapuram H.O	Gudur H.O	Narasaraopet H.O	Sattenapalle H.O
Anakapalle H.O	Guntakal H.O	Narsipatnam H.O	Srikakulam H.O
Anantapur H.O	Guntur H.O	Nellore H.O	Srikalahasti H.O
Avanigadda H.O	Hindupur H.O	Nuzvid H.O	Tadepalligudem H.O
Bapatla H.O	Jangareddygudem H.O	Ongole H.O	Tanuku H.O
Bhimavaram H.O	Kakinada H.O	Palakol H.O	Tekkali H.O
Bobbili H.O	Kandukur H.O	Parvatipuram H.O	Tenali H.O
Buckinghampet H.O	Kavali H.O	Podili H.O	Tirupati H.O
Chandragiri H.O	Kovvur H.O	Proddatur H.O	Vijayawada H.O
Chirala H.O	Kurnool H.O	Pulivendla H.O	Visakhapatnam H.O
Chittoor H.O	Machilipatnam H.O	Rajahmundry H.O	Vizianagaram H.O
Cuddapah H.O	Madanapalle H.O	Rajampet H.O	Waltair R S H.O
Dharmavaram H.O	Mangalagiri H.O	Ramachandrapuram H.O	--

List of Head Post Offices in Telangana State

Name of the Head Post Office	Name of the Head Post Office	Name of the Head Post Office
Adilabad H.O	Karimnagar H.O	Peddapalli H.O
Armoor H.O	Khairatabad H.O	Sangareddy H.O
Bhadrachalam H.O.	Khammam H.O	Secunderabad H.O
Bhongir H.O	Kothagudem Colls H.O	Siddipet H.O
Gadwal H.O	Mahabubabad H.O	Stn Kachiguda H.O
Hanamkonda H.O	Mahabubnagar H.O	Stn. Jadcherla H.O
Huzurabad H.O	Mancherial H.O	Suryapet H.O
Hyderabad G.P.O.	Medak H.O	Trimulgherry H.O
Hyderabad Jubilee H.O	Miryalguda H.O	Vikarabad H.O
Jagtial H.O	Nalgonda H.O	Wanaparthy H.O
Jangaon H.O	Nizamabad H.O	Warangal H.O
Kamareddy H.O	Parkal H.O	Zaheerabad H.O