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

No. RE-II//PM/MG/DR/AP/2016-17   dated at Vijayawada-13   the   14.02.2018

DIRECT RECRUITMENT TO THE CADRE OF POSTMAN/MAIL GUARD.

1. Online applications are invited from the eligible candidates to fill up the posts of **Postman** and **Mail Guard** in the following Postal Divisions/RMS Divisions in Andhra Pradesh Postal Circle in the Level-3 of Pay Matrix as per 7th CPC + admissible allowance as prescribed from time to time, in accordance with Postman Recruitment Rules 2010/Mail Guard Recruitment Rules 2010 notified vide GOI Gazette order No.682 dated 20.12.2010 and subsequent amendments issued vide No.311 dated 28.6.2012 and No.677 dated 18.12.2014. The details of postman/mailguard vacancies are furnished below:

POSTMAN VACANCIES

Sl. No.	Name of the Region	Name of the Division	Break up of vacancies				No. of vacancies	Part of total vacancies reserved for				
			UR	SC	ST	OBC		PWD-1 (Blind/ LV)	PWD-2 (HH)	PWD-3 (OA, OL)	PWD -4,5	Ex- SM
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
1	Vijayawada	Bhimavaram	6	3	2	0	11	-	1	-	-	1
2		Eluru	5	2	2	0	9	-	-	-	-	1
3		Gudivada	1	1	0	0	2	-	-	-	-	-
4		Gudur	1	1	0	0	2	-	-	-	-	-
5		Guntur	5	2	2	0	9	-	-	-	-	2
6		Machilipatnam	3	0	1	1	5	-	-	-	-	1
7		Narasaraopet	6	0	1	0	7	-	-	-	-	1
8		Nellore	5	3	1	1	10	-	-	-	-	1
9		Prakasam	11	6	1	1	19	-	1	1	-	1
10		Tadepalligudem	1	1	0	0	2	-	-	-	-	-
11		Tenali	3	1	1	1	6	-	-	-	-	1
12		Vijayawada	12	8	4	0	24	1	-	1	0	2
		Total	**59**	**28**	**15**	**4**	**106**	**1**	**2**	**2**	**0**	**11**
13	Kurnool	Anantapur	5	1	1	3	10	1	-	-	-	1
14		Chittoor	3	1	1	1	6	-	-	-	-	1
15		Cuddapah	3	1	0	2	6	-	-	-	-	1
16		Hindupur	2	0	0	1	3	-	-	-	-	-
17		Kurnool	9	4	0	4	17	-	1	1	-	2
18		Nandyal	2	1	0	1	4	-	-	-	-	-
19		Proddatur	2	1	1	0	4	-	-	-	-	-
20		Tirupathi	5	2	1	2	10	-	-	1	-	1
		Total	**31**	**11**	**4**	**14**	**60**	**1**	**1**	**2**	**0**	**6**

21		Amalapuram	4	0	1	0	5	-	-	-	-	1
22		Anakapalle	2	0	1	1	4	-	-	-	-	-
23		Kakinada	3	1	1	0	5	-	-	-	-	1
24		Parvathipuram	1	0	0	0	1	-	-	-	-	-
25	Visakhapatnam	Rajahmundry	8	4	0	0	12	1	-	-	-	1
26		Srikakulam	5	0	0	1	6	-	-	-	-	1
27		Visakhapatnam	20	11	3	0	34	1	1	1	-	3
28		Vizianagaram	1	0	0	0	1	-	-	-	-	-
		Total	**44**	**16**	**6**	**2**	**68**	**2**	**1**	**1**	**0**	**7**
	GRAND TOTAL		**134**	**55**	**25**	**20**	**234**	**4**	**4**	**5**	**0**	**24**

MAILGUARD VACANCIES

Sl No	Name of the region	Name of the Division	Break up of vacancies				No. of vacancies	Part of Total vacancies reserved for				
			UR	SC	ST	OBC		PWD-1 (Blind/ LV)	PWD-2 (HH)	PWD-3 (OA, OL)	PWD-4,5	Ex-SM
1.	Vijayawada	RMS Y Dn, Vijayawada	4	1	0	1	6	-	-	-	-	1
2.	Kurnool	RMS AG Dn, Guntakal	1	0	0	1	2	-	-	-	-	-
3.	Visakhapatnam	RMS V Dn, Visakhapatnam	2	0	1	0	3	-	-	-	-	-
	GRAND TOTAL		**7**	**1**	**1**	**2**	**11**	**-**	**-**	**-**	**-**	**1**

(UR: Unreserved, SC: Scheduled Caste, ST: Scheduled Tribe, OBC: Other Backward Class, PWD: Persons with Disabilities, LV: Low Vision, HH: Hard Hearing, OA: One Arm, OL: One Leg, Ex-SM: Ex-serviceman)

(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.

2. **Categories of candidates eligible to claim PWD concession:**
PWD-1:
(a) <u>Visually impaired:</u> Categories of visually impaired persons suitable for the post.
  <u>Blind:</u> "blindness" means a condition where a person has any of the following conditions, after best correction-
  - total absence of sight; or
  - visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
  - limitation of the field of vision subtending an angle of less than 10 degree.
  <u>Low Vision:</u> Persons with low vision means a person having the following conditions:
  (i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; (OR)
  (ii) limitation of the field of vision subtending an angle of less than 40 degree upto 10 degree.

PWD-2:

(b) <u>Hearing Impaired:</u>

    (i) "hard of hearing" means a person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

PWD-3:

(c) <u>Orthopedically Impaired:</u> The orthopedically impaired are those who have a minimum 40 % of physical defect or deformity which causes and interference with the normal functioning of bones, muscles and joints. Categories of orthopedically impaired applicants suitable for posts:

- One arm affected.
- One leg affected.

<u>Note 1:</u> The candidate should possess valid Medical Certificate in the form prescribed by the Govt issued by the competent medical authorities for the purpose of employment on the date of registration, while applying for recruitment.

<u>Note 2:</u> The applicant can avail relaxation only for the predominate disability. The candidate should be in possession of original medical certificate for the same by competent medical authority in the format prescribed by the Govt. at the time of online registration.

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

3. **Scale of Pay:** Rs.21700/- in Level-3 of Pay Matrix as per 7th CPC + admissible allowance as prescribed from time to time.

4. **Age Limit:** (a) For General Category (Unreserved Candidates) – 18 to 27 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 PWD+SC/ST 15 years 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 40 years for UR candidates Upto 45 years for SC/ST candidates Upto 43 years for OBC candidates

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.

5. **The crucial date for determining the age limit shall be as on the closing date for online registration of applications i.e., 15.03.2018**

6. **Educational Qualification:-**
   (a) For Postman: Matriculation from any recognized Board or University.
   (b) For Mail Guard: Matriculation from any recognized Board or University.

7. **Examination centre:**
   The examination centres identified for conducting the examination are viz., Kurnool, Vijayawada and Visakhapatnam. The candidate should mention the order of preference for these three centres while registering the application through Online.

8. **Date of Examination:**
   The candidates are advised to visit the website www.appost.in or www.indiapost.gov.in from time to time for further information regarding date of examination.

9. **Pattern of Examination to fill up the Posts of Postman/Mailguard 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.

10. **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.

11. 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.

Sl 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/-	Rs.400/-
3	Male candidates (SC/ST/PWD)	Rs.100/-	Nil
4	Ex-service men(OC/OBC)	Rs.100/-	Rs.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.

12. Instructions to the candidates on how to Register/Apply Online:

(a) The candidate has to access the website **www.appost.in** or **www.indiapost.gov.in** for detailed Notification/Advertisement issued by the Chief Postmaster General, A.P.Postal Circle, Vijayawada herein.

(b) The candidate can register his/her application for only once and if a candidate registers more than one application on-line, his/her candidature is liable to be rejected without any communication.

(c) The submission of application in online is a three-step process.

(d) **In the first step,** the candidate has to register by filling in the details including standard information i.e; Name, Date of Birth, community, Gender, Education qualification, Mobile Number, Email ID etc.

(e) Candidate should fill the details/inputs in the Online Application at the appropriate places very carefully and can edit the particulars through the EDIT option. Once the filling of application is completed in the first step, the candidate should submit the data by clicking on the SUBMIT button at the end of the Registration. Before pressing the SUBMIT button, the candidates are advised to verify carefully every field/inputs mentioned in the application. Name of the Candidate or his/her father name etc. should be spelt correctly in the Application as it so appears in the Matriculation marks sheet. Any change/alteration found/detected later on may lead to his disqualification of candidature.

(f) After successful registration, the candidate will receive a Unique Registration Number (URN) on given mobile number and email ID for further login.

(g) The candidate has to use the registration number and DOB for log in to the website where he/she can take out the print of the fee payment challan in triplicate to enable him/her to pay the fee. The candidate has to retain this unique registration number for future reference.

(h) **In the second step,** the candidate has to pay the prescribed fee in any of the list of Head post offices furnished in the Annexure.

(i) **Mode of Payment of fee:** The Application Fee and Examination Fee as prescribed in Para 11 above of this notification. The candidate have to approach any of the Head Post Offices listed in the Annexure in Andhra Pradesh state to produce Fee Payment Challan printed by him & to pay the FEE in CASH (INR) only.

(j) After depositing the fee in listed head post offices, the applicant will receive one e-payment receipt from the post office. The candidate must check that the registration number shown in challan form is same as printed in e-payment receipt.

(k) The candidate has to wait for 72 hours for SMS to be received to his/her mobile number confirming the payment details.

(l) After confirmation of fee payment, the candidate will get access to fill up online application.

(m) **In case of non-payment of fee, the application registered will not be considered for further process.**

(n) In the final step, the candidate has to login to the website with registration number and date of birth and fill in the remaining columns such as post/division applied for, preference for examination centre, SSC education details, uploading of photo & signature etc.

(o) Before submitting the application online in the final step, the candidate 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.

(p) Candidate 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 in the final step. Once the filling of application is completed in the final step, the candidate should submit the duly filled in online application form by clicking on the SUBMIT button at the end of the application. Before pressing the SUBMIT button, the candidates are advised to verify carefully every field/inputs mentioned in the application.

(q) The candidates 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.

(r) 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 candidate. 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.

(s) If the candidate fails to follow the sequence prescribed at any stage i.e; primary registration, fee payment and final submission of application, his/her candidature will not be considered.

No documents to be attached as proof at the time of submitting the application.

13. **General Instructions:**
   (a) The candidate is required to indicate the Division for which he/she is applying for the post of Postman/Mail guard. Only One(1) Division is to be indicated.
   (b) Before starting Registration of his/her application on the website, the Candidate 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 candidates and reasons there for would be prompted.
   (c) The candidate has to verify the correctness of data fed before registering/submitting his/her application.
   (d) One candidate 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 candidate.
   (e) Help desk provision is available to the candidates to guide how to apply/to know the status of the application over the Telephone number displayed in the web page.
   (f) The applications are to be submitted online only. Manual applications will not be entertained.
   (g) Application fee and Examination fee should be paid in one installment as prescribed in Para 11 through epayment in mentioned head post offices only.
   (h) For Receiving the SMS to the registered mobile number, the candidate has to ensure that the mobile number given at the time of payment of fees is not registered under "DND" (Do Not Disturb).

14. **Requirement to serve in the Army Postal Service:** Any person appointed to the posts specified in the said schedule shall be liable to serve in Army Postal Service in India or abroad, as required.

15. **IMPORTANT DATES:**

Sl. No.	Activity	Schedule
(i)	For primary registration through online	Commence from **14.02.2018** and closes on **15.03.2018** by **23.59 Hrs**.
(ii)	Last date for payment of Fee at post offices	**16.03.2018**
(iii)	Last date for final submission of application through online	**20.03.2018**

16. The Candidates after successful registration of the On-line Application are advised to keep print out of the "PREVIEW" of his Application, copy of fee challan and receipt issued by the Post office for any future reference.

17. The Candidates 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.

18. The Candidate 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 candidate to Tick the Check Box about his Declaration at end of the Application Form, before saving and uploading the application.

19. **Selection Procedure:** Based on the marks obtained in the Aptitude Test, a merit list of qualified candidates will be prepared in each Postal/RMS Division separately. As per the availability of vacancies as notified above, selection will be made in the respective Division based on the merit list among the candidates applied for that particular Division.

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

21. The candidates are advised to visit the website www.appost.in or www.indiapost.gov.in from time to time for further information regarding date of examination, issue of Hall Permit, result and other information.

22. **Disqualification:-** A Person:
    (a) Who has entered into or contracted a marriage with a person having a spouse living.

<div align="center">(or)</div>

    (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.

23. Applications purchased from outside vendors will not be accepted. Applications should not be sent by Post. The applications submitted online through website www.appost.in or www.indiapost.gov.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 (भर्ती)
Assistant Director (Rectt)
मुख्य पोस्ट मास्टर जनरल कार्यालय,
O/o Chief Postmaster General,
आं.प्र. सर्किल, विजयवाडा-520013.
A.P.Circle ,Vijayawada-520 013.

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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	--