

Department of Posts, India
O/o Chief Postmaster General, Tamilnadu Circle, Chennai 600 002.

Notification No: REP/83-1/DR/2016 dated 29.02.2016

Direct Recruitment of Multi Tasking Staff

Applications are invited online from eligible Indian citizens, to fill up the posts of Multi Tasking Staff in Administrative and Subordinate offices of Tamilnadu Postal Circle in the pay scale of Rs. 5200-20200 (Pay Band –I) with Grade Pay Rs.1800/- & Rs. 1900/-.

2. The registration of on-line application will commence by **00:00 hours on 01.03.2016** and close by **23:59 hours on 27.03.2016**. The candidates are requested to visit the website www.dopchennai.in for information relating to Vacancies, Timelines, Instructions to candidates, etc.

3. **Vacancies:**

(i) The details of category-wise vacancies are furnished under the link “VACANCIES” in the website (www.dopchennai.in).

(ii) The vacancies earmarked for Physically Handicapped and Ex-Serviceman are included in the total vacancies notified for a particular Division.

(iii) Candidates selected against vacancies earmarked for Physically Handicapped/Ex-serviceman will be adjusted against the total vacancies of the respective category viz., UR/SC/ST/OBC as the case may be depending upon the category to which the selected candidates belong to.

(iv) **The vacancies notified are likely to vary/change without any prior intimation.** The department has the right to cancel the Recruitment Process or modify the selection process with the reasons recorded in writing at any stage.

4. **Pay Scale:**

(i) Rs. 5200-20200 (Pay Band -1) with Grade Pay of Rs. 1800/- for offices except Foreign Post.

(ii) Rs. 5200-20200 (Pay Band -1) with Grade Pay of Rs. 1900/- for Foreign Post.

5. **Educational Qualification:**

Matriculation or ITI from recognized Boards.

6. **Age limit:** 18 to 25 years as on **27.03.2016**.

Permissible relaxation of upper age limit as per Government of India orders are as indicated below:-

Category	Age relaxation permissible beyond the Upper age limit.
Scheduled Castes/ Scheduled Tribes (SCs/STs)	5 years
Other Backward Classes (OBC)	3 years
Physically Handicapped(PH)	10 years
PH+SC/ST	15 years

PH+OBC	13 years
Ex-servicemen(Ex-Sm)	3 years after deduction of service rendered in military from the actual age as on the closing date for registration of application.
Ex-Sm + SC/ST	8 years(3 years +5 years) after deduction of the military service rendered from the actual age as on the closing date.
Ex-Sm + OBC	6 years (3+3 years) after deduction of the military service rendered from the actual age as on the closing date.
Government servants (who have rendered not less than 3 years' regular continuous service as on closing date for registration of application)	Upto 35 years 40 years for SC/ST and 38 years for OBC.

The age relaxation for reserved category candidates(SCs/STs/OBCs) is admissible only in the case of vacancies reserved for such categories. The reserved category candidates, who apply against posts meant for UR category, are not entitled to get age relaxation.

The crucial date for determining the age limit shall be the closing date for Online Registration of applications i.e. 27.03.2016 for all categories.

For PH, Ex-servicemen/Govt. Servants candidates, instructions/guidelines issued by DOPT from time to time are applicable.

7. Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class should be in possession of the relevant community certificate and have to produce a certificate to the appointing authority/Selection Committee at time of selection in support of his/her claim so as to make him/her eligible for reservation and various relaxations and concessions, vide DOPT OM No.36012/6/88-Estt(SCT) dated 24/04/1990 and OM No.36012/22/93-Estt(Res) dated 15/11/1993, OM No.36011/3/2009-Estt(Res) dated 02/09/2009 and OM No.36036/2/2013-Estt(Res) dated 30/05/2014. The Community Certificate issued by the following authorities in the prescribed form SC's/ST's/OBC's will only be accepted as proof in support of the claim.

- i) District Magistrate/Addl. District Magistrate/ Collector / Deputy Commissioner/ Addl. Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate/ Extra Asst. Commissioner
- ii) Chief Presidency Magistrate / Addl. Chief Presidency Magistrate / Presidency Magistrate
- iii) Revenue Officer not below the rank of Tehsildar and
- iv) Sub Divisional Officer of the area where the candidate and or his family normally resides

A format for the same is given in Annexure I, II for SC/ST & OBC respectively.

8. **Reservation and Definition for Persons with Disability:**
Persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

- i. **Visually Impaired:** Categories of Visually Impaired candidates suitable for the post is **Low Vision and Blind.**
- ii. **Hearing Impaired:** Hearing impaired candidates are suitable for the post.
- iii. **Orthopedically Handicapped:** The following categories of Orthopedically handicapped candidates are suitable for the post:
 - a) One Arm(OA)
 - b) One leg(OL)
 - c) One Arm and One leg(OAL)
 - d) Both Leg(BL)
- iv. The Candidates should be in possession of the valid Medical certificate as on closing date of registration in the forms prescribed by the Government issued by competent Medical authorities for the purpose of employment, vide DOPT OM No.36035/1/2012-Estt (Res) dated 29/11/2013. Specimen format for Form II, III is given in Annexure III & Annexure IV.
- v. In addition to 2 hours of exam, a compensatory time of 40 minutes will be allowed to Physically handicapped candidates
- vi. Scribe will not be provided by the Department for PH candidates. If a PH candidate desires to opt the facility of scribe, the candidate should bring his/her own scribe for appearing in the examination at his/her own cost. Such candidate who desires to avail the scribe facility should intimate the same while submitting online application.

9. **Probation period:** Two Years.

10. **Promotional Avenue:** Eligible for writing departmental examination for promotion to Postman/Mailguard after completion of three years of regular service and to Postal Assistant/Sorting Assistant after completion of five years of regular service as Multi Tasking Staff.

11. **Application Fee and Examination Fee:**

- a. **Application Fee:** Rs. 100/- mandatory for all candidates.
- b. **Examination Fee:** Rs. 400/-

Candidates belonging to Scheduled Castes / Scheduled Tribes / Physically Handicapped / Women are exempted from payment of Examination Fee only.

Fee once paid will not be refunded under any circumstances.

12. **Mode of Payment:**

The system will generate a challan after registration. The challan should be printed out and fee should be paid in cash in any of the Post Offices in Tamilnadu Circle having e-payment facility during working hours. The list of Post Offices having epayment facility is available in the website

www.dopchennai.in. **Any other mode of payment of fee is not allowed.** If fee paid through any other mode, the application will be rejected and the payment made shall stand forfeited.

Last date for payment of fee in post offices is **30.03.2016**

Last date for updation of fee payment in website is **23:59 hours of 30.03.2016.**

If no fee is paid, the application will be summarily rejected.

13. **How to Apply:**

The candidates can apply through online only. Manual applications will not be entertained.

- 1) The candidate should visit the website www.dopchennai.in. Browsers like Internet Explorer, Mozilla Firefox and Google Chrome are only recommended.
- 2) **Candidate can apply for only one Division/Unit.**
If a candidate registers more than one application, his/her candidature is liable to be rejected without any communication.
- 3) The candidates are advised to go through the notification, instructions to candidates, vacancy position, FAQ carefully before filling up the application form.
- 4) The candidate should keep the scanned copies of photograph and signature ready before applying. For details of format, size, resolution, etc, the candidates are advised to see "Instructions to the candidates".
- 5) The Candidates need not enclose/upload copies of any certificates/documents.
- 6) The candidate has to fill up all the data required.
- 7) Finally before submitting the form, the candidate has to check all the entries made by him/her to ensure its correctness and genuineness.
- 8) Once submitted, no data can be modified/alterd.
- 9) After registration, the system will generate a fee challan as per the caegory of the candidate.
- 10) The registered candidates should pay the required fee at any post office with E-Payment facility (listed under e-payment link of www.dopchennai.in)
- 11) After payment of fee, the candidate has to update the payment details in the website through LOGIN.
- 12) The registration process will get completed only after the updation of payment details.
- 13) The application can be downloaded from the website after three Post Office working days of payment updation.
- 14) The candidates are advised to keep a copy of fee challan, receipt issued by the Post office and application, for future reference.
- 15) For Receiving the SMS/Email to the registered mobile number/Registered email ID, the candidates are requested to furnish a valid Mobile Number and Email ID, otherwise no correspondence will be entertained.
- 16) Eligible candidates can download their admit cards about two weeks before the date of examination. A copy of admit cards will also be sent to the registered email Id.
- 17) Candidates who are unable to download their Admit cards or do not receive their admit card in their registered email ID at least one week before the date of the examination should submit their request in the website through "support" tab.

14. The application registered online will be treated as Provisional and the selection/appointment is subject to verification of respective Certificates/Documents. Candidates will have to produce 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.

15. **Closing Date for Registration of Application:**
The registration of on-line application will close by **23:59 hours on 27.03.2016**.
16. **Tentative Date of Examination: 24.04.2016(Sunday).**
17. **Pattern and syllabus for the examination:**

17.1. The candidates shall be subjected to an Aptitude Test (Multiple Choice Questions) covering the following subjects/topics. **Aptitude Test** will have four parts (Part A, B, C (i) & C (ii)) for the total of 100 marks. There will be no negative marking.

Part	Syllabus
A- General Knowledge (25 marks with 25 questions of 1 mark each)	Indian Geography, Freedom Struggle, Culture & Sports, General Polity & Constitution of India, Indian Economy, General Science, Current Affairs and Reasoning & Analytical ability of 10 th standard.
B- Mathematics (25 marks with 25 questions of 1 mark each)	Number Systems, Decimals & Fractions, Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work, Time & Distance.
C(i)-English (25 marks with 25 questions of 1 mark each)	Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms & Antonyms, Vocabulary, Sentence structure, Proverbs, Phrases, questions from small passage.
C(ii)- Tamil (25 marks with 25 questions of 1 mark each)	தனி, கலவை மற்றும் கூட்டு வாக்கியங்கள், வாக்கிய மாற்றம், புணர்ச்சி, அணி, பழமொழி மற்றும் வட்டார வழக்கில் உள்ள தொடர்கள், வாக்கியங்களில் உள்ள பிழை திருத்தம், துணைப்பாட உரைகள்.

Note: The Part A and Part B will be bilingual i.e. questions of Part A & B will be given in both English and Tamil language.

17.2. **Duration of Aptitude Test:** 2 hours (120 minutes). A compensatory time of 40 minutes is allowed for PH candidates with disability of 40% and above.

17.3. **Qualifying Marks:**

Category to which the candidate belongs to	Qualifying marks in each parts and aggregate
General	Minimum 10 marks in each part i.e Part A, B ,C(i) and C(ii) and 40% in aggregate.
OBC	Minimum 9 marks in each part i.e Part A, B ,C(i) and C(ii) and 37% in aggregate.
SC/ST	Minimum 8 marks in each part i.e Part A, B ,C(i) and C(ii) and 33% in aggregate.

Candidate has to qualify in each part besides securing prescribed aggregate marks.

18. **Examination Centre:**

- (i) The Examination will be conducted in the following locations: **Chennai, Coimbatore, Madurai, Tiruchirappalli.**
- (ii) Candidate is required to indicate his preference of examination location.
- (iii) It is clearly informed that the allotment of Examination Centre is the prerogative of the Department and any request from candidates for change in examination centre will not be entertained under any circumstances.
- (iv) The examination will be conducted in and around the cities of the above locations.
- (v) The Department reserves the right to cancel/include any Centre. It also reserves the right to divert candidates of any centre to some other Centre to take the examination.

19. Answer Keys will be published in the website after written examination for observation and comments from candidates. Any representation regarding answer keys will be scrutinized and final Answer Keys will be published. The decision of the department in this regard will be final.

20. **Selection procedure:**

The marks obtained in Aptitude Test will be taken to draw merit for each recruiting division and selection will be purely on merit basis. Provided that SC, ST, OBC, and PH candidates, who are selected on their own merit without relaxed standards, along with candidates belonging to other communities, will not be adjusted against the reserved share of vacancies. Such SC, ST, OBC, and PH candidates will be accommodated against the general/unreserved vacancies as per their position in the Merit List. The reserved vacancies will be filled up separately from amongst the eligible SCs, STs, OBCs, and PH candidates which will, thus, comprise of SC,ST,OBC and PH candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standard.

It is further stated that:

- (a) if two or more candidates secure equal marks in Aptitude Test and they are standing in the last position in the merit list, then it is clearly stated that the candidate senior in Age will be considered for selection
- (b) if two or more candidates secure equal marks in Aptitude Test and they are standing in the last position in the merit list & their ages are also the same, then candidates who secured higher percentage in the matriculation will be considered for selection.

21. **Requirement to serve in the Army Postal Service:**

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

22. **Power to relax:**

Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

23. **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 the said posts

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.

24. **Savings:**

Nothing in these Rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from Time to time in this regard.

Chief Postmaster General,
Tamilnadu Circle, Chennai 600002.

Annexure I

FORM OF SCHEDULED CASTE/TRIBE CERTIFICATE

This is to certify that Shri/Shrimati*/Kumari* _____ son/daughter* 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 Castes) Orders, 1950:

*The Constitution (Scheduled Tribes) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1950;

*The Constitution (Scheduled Tribes) (Union Territories) Order, 1951:

{as amended by the Scheduled Castes and Scheduled Tribes List (Modification Order, 1956, the Bombay Recognition Act, 1960, the Punjab Recognition Act, 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Recognition) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976}

*The Constitution (Jammu and Kashmir) Scheduled Order, 1956;

*The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

*The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

* The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

*The Constitution (Pondicherry) Scheduled Castes Order, 1964;

* The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967;

* The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968;

* The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968;

* The Constitution (Nagaland) Scheduled Tribes Order, 1970.

* The Constitution (Sikkim) Scheduled Tribes Order, 1978.

2. Shri/Shrimati*/Kumari* _____ and/or* his/her* family ordinarily
reside(s) in village/town* _____ of
_____ District/Division* of the State/Union Territory*
of _____.

Signature _____

Designation _____

(with seal of office)
State/Union Territory

Place _____

Date _____

* Please delete the words which are not applicable.

Note: The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the Peoples Act, 1950.

Annexure II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____. * Shri/Smt./Kumari _____ and/or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT) dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

Annexure III

Form-II

Disability Certificate
(In cases of amputation or complete permanent paralysis of limbs
and in cases of blindness)
(See rule 4)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that I have carefully examined
Shri/Smt./Kum. _____

son/wife/daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____

(DD / MM / YY)

Registration No. _____ permanent resident of House
No. _____ Ward/Village/ Street _____ Post
Office _____ District _____ State _____

whose photograph is affixed above, and am satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has%(in figure)..... percent
(in words) permanent physical impairment/blindness in relation to his/her-----
(part of body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate .

(Signature and Seal of Authorised Signatory of
notified Medical Authority)

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Annexure IV

Form-III

Disability Certificate
(In case of multiple disabilities)
(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
CERTIFICATE)
(See rule 4)

Recent PP size
Attested
Photograph
(Showing face
only) of the person
with disability

Certificate No. _____

Date: _____

This is to certify that we have carefully examined
Shri/Smt./Kum. _____ /son/wife/

daughter of Shri _____

Date of Birth _____ Age _____ years, male/female _____
(DD) (MM) (YY)

Registration No. _____ permanent resident of House
No. _____ Ward/Village/Street _____

Post Office _____ District _____ State _____

whose photograph is affixed above, and are satisfied that :

(A) He/she is a Case of **Multiple Disability**. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines(to be specified), is as follows:-

In figures:- _____ percent

In words:- _____ percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after _____ years _____ months, and therefore this certificate shall be valid till _____

(DD)

(MM)

(YY)

- @ e.g. Left/Right/both arms/legs
- # e.g. Single eye/both eyes
- £ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson

Signature/ Thumb impression of the person in whose favour disability certificate is issued.