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DEPARTMENT OF POSTS

OFFICE OF THE CHIEF POSTMASTER GENERAL, TELENGANA CIRCLE, HYDERABAD – 500 001

Notification No. RE-II//PM &MG/DR/TS/2015 -16   dtd, at Hyd-1, the 4 -8-2016

DIRECT RECRUITMENT TO THE CADRE OF POSTMAN/MAIL GUARD.

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1)   Applications are invited from the eligible Applicants to fill up the posts of **Postman** and **Mail Guard** in the following Postal Divisions / Units in Telengana Postal Circle in the pay scale of Rs.5200-20200 (PB-1) + Grade Pay Rs.2000/- + admissible allowances 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 amendment issued vide No.311 dated 28/6-2012 and Postman/ Mail Guard Recruitment(Amendment) Recruitment Rules 2014. The details of vacancies are as furnished below:

Sl.No	Name of the Region	Community wise break up						
	HYDERABAD CITY REGION	OC	SC	ST	OBC	Total	Ex-SM	
1	Hyderabad City Division, Hyderabad	5	1	1	2	9	1	**T.S**
2	Hyderabad South East Dn Hyderabad	8	4	3	0	15	1	
3	Secunderabad Division	10	3	2	4	19	2	
4	Hyderabad GPO	1	0	0	0	1	-	
	Total	24	8	6	6	44	4	
	HYDERABAD REGION	OC	SC	ST	OBC	Total	Ex-SM	
1	Adilabad Division	2	0	0	1	3	1	
2	Hanamkonda Division	1	0	0	1	2	-	
3	Karimnagar Division	1	0	0	1	2	-	
4	Mahaboobnagar Division	1	1	0	0	2	-	
5	Medak Division	1	0	0	0	1	-	
6	Nalgonda Division	3	0	0	2	5	1	
7	Nizamabad Division	1	0	0	1	2	-	
8	Peddapalli Division	1	0	0	0	1	-	**T.S**
9	Sangareddy Division	1	0	0	0	1	-	
10	Suryapet Division	1	0	0	0	1	-	
11	Wanapathy Division	1	0	0	1	2	-	
12	Warangal Division	1	0	0	0	1	-	
13	Khammam Division	2	1	0	0	3	-	
	Total	17	2	0	7	26	2	

SlNo	Mail Guard vacancies	Community wise Break UP						
	RMS Divisions	OC	SC	ST	OBC	Total	Ex-SM	
1	Hyderabad Stg Dn, Hyderabad	3	0	0	0	3	1	T.S
2	RMS Z Dn, Hyderabad	1	0	1	0	2	-	
	Total	**4**	**0**	**1**	**0**	**5**	**1**	

i) Vacancies notified are likely to vary/change without any prior intimation.
   Total vacancies are inclusive of the vacancies shown under Ex Serviceman Quota.
   *Candidates selected against Ex service men 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.

3. **Age Limit**:- 18-27 years (Upper age limit relaxable for candidates belonging to Scheduled Castes/Scheduled Tribes up to five years and for candidates belonging to Other Backward Classes up to three years & others in accordance with the instructions issued by the Government of India from time to time). Age relaxation for Ex Servicemen would be as per extant orders of Govt. of India issued from time to time.

   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.

   Note: The crucial date for determining the age limits shall be as on the closing date for on line registration of applications i.e.04-09-2016

4. Scale of Pay: Rs. 5200 – 20200 with Grade Pay of Rs.2000 + admissible allowance.

5. 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.

6. **Educational Qualification:-**

i) For Postman: Matriculation/SSC from a recognized Board or University.

ii) For Mail Guard: Matriculation/SSC from any recognized Board or University

7. Examination centre : Details will be intimated separately through Hall permit

8. Date of Examination: Details will be intimated through Hall permit

9. **i)** Pattern and Syllabus for Examination to fill up the Posts of Postman & Mail Guard by Direct Recruitment from Open Market:-

Candidates shall be subjected to an Aptitude Test of the level of 10th Class/Matriculation covering the following subject/topics.

Total Marks: 100 :

There will be one paper comprising of following four parts.

Part 'A'	25 Marks - 25 Questions on General Knowledge, Reasoning and analytical ability- Multiple Choice Question
Part 'B'	25 Marks - 25 Questions on Mathematics - Multiple Choice Questions
Part 'C'	Two Segments
(i)	25 Marks – 25 Questions - English language – Objective Type / Multiple Choice Questions
(ii)	25 Marks - 25 Questions - Telugu language – Objective Type / Multiple Choice Questions

ii) **Duration of Examination : - 120 Minutes.**

iii) **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. APPLICATION FEE AND EXAMINATION FEE :

Cost of Application form Registration: Rs 100/-
Examination fee : Rs 400/-
Candidates belonging to SC/ST/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)	Rs.100/-	Nil
2	Male candidates (OC/OBC)	Rs 100/-	400/-
3	Male candidates (SC/ST)	Rs.100/-	Nil
4	Ex service men(OC/OBC)	Rs.100/-	400/-
5	Ex service men (SC/ST)	Rs.100/-	Nil

11. The Candidates can pay the prescribed fee through "SUNAYASAM"

A) SUNAYASAM:-
The Candidates have to pay the prescribed fee mentioned above through **Sunayasam** in any Head Post office and selected Sub Post offices in Andhra Pradesh State and in Telangana States listed in the Annexure. The list of Head Post offices and Sub offices is enclosed as Annexure. The Fee is to be credited under Sunayasam Head: **Postman Recruitment 2016** in the Post office. The candidate has to collect the receipt from the Post office counter and check the details of Name. Mobile No, Unique No, Category applied and fees thereon and ensure their correctness.

B) The candidate has to wait till SMS is received to Mobile Number confirming the payment details which will take up to 48 Hours. After this candidates have to follow the detailed instructions at para 13 below for further processing.

Note: Fee once paid shall not be refunded under any circumstances.
Fee paid through any mode other than the above will not be accepted/refunded.

12.GENERAL INSTRUCTIONS

(a) The Applicant has to access the website **www.appost.in** for detailed Notification / Advertisement issued by the Chief Postmaster General, TELENGANA .Postal Circle, Hyderabad herein.

(b) The Applicant is required to indicate the Division/Unit for which he is applying for the post of Postman/Mail guard. Only One(1) Division/Unit is to be indicated.

(c) 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.

(d) Before starting his/her registration of his/her application on-line, the applicant should he ready with the soft copies of passport size photo not more than 50 KB(165x125PIXELS) 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

(e) 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.

13 INSTRUCTIONS FOR HOW TO APPLY ONLINE

a) The candidate has to wait till SMS is received to his/ her mobile number confirming the payment details.

b) After receipt of SMS, the candidate will get access to fill up online application.

c) Before applying online the candidate has to keep all the relevant documents ready for entering the data as per the certificates (like DOB Proof, Certificate of caste, Ex Service man Certificate etc).

d) The Candidate has to keep ready the soft copies of his/her recent passport size photograph in JPG format(size not to exceed 50 KB)

e) The Candidate has to keep ready a soft copy of his/her signature made on a piece of paper with black ink in JPG format (size not to exceed 20 KB)

f) The Candidate has to update all the mandatory fields and confirm the declaration.

g) The Candidate has to verify the correctness of data fed before submitting his/her application

(h) The Candidate has to submit the application by clicking **"Save/Submit"** button

(i) No correspondence will be entertained for modifying the application details.

(j)   The Candidate can take the print out of the application and keep for further correspondence. Candidate need not send any physical application /Hard copy of application

(k)   Help desk provision is available at any point of time to the candidate to guide how to apply/to know the status of the application over the Telephone number displayed in the web page.

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

The Last Date for Payment of Examination Fee is 04-09-2016

14.   The Applicants after successful registration of the On-Line Application are advised to keep print out of his/her Application, copy of fee challan / receipt issued by the Post office 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.

17. Closing Date for submission of online Application : 04-09-2016

18. 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 unit based on the merit list among the candidates applied for that particular Division/Unit.

19. Hall Permit: Hall Permit 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

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 paras 10 & 11.

(f)   For Receiving the SMS to the registered mobile number the candidate has to Note that the mobile 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.appost.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.

Asst. Director (Rectt& O&M]
O/o Chief Postmaster General,
Telangana Circle, Hyderabad-1