

**To be displayed in the website )**

**No. RE/30-22/2018(Open Market)**

**dated 28<sup>th</sup> February, 2018**

**Government of India,  
Department of Posts  
Office of the Chief Postmaster General,  
Odisha Circle, Bhubaneswar-751001.**

**DIRECT RECRUITMENT OF POSTMAN IN POSTAL DIVISIONS AND MAIL GUARD  
IN RMS DIVISIONS OF ODISHA POSTAL CIRCLE**

**1.** Online applications are invited from the eligible candidates to fill up the posts of Postman and Mail Guard in the Level-3 of Pay Matrix as per 7<sup>th</sup> CPC + admissible allowance as prescribed from time to time, in pursuance of Department of Posts (Postman and Mail Guard) Recruitment Rules, 2010 notified vide GOI Gazette order No. 682 dated 20.12.2010 and subsequently amended as Department of Posts (Postman and Mail Guard) Recruitment (Amendment) Rules, 2012 framed vide Ministry of Communications and Information Technology (Department of Posts) notified vide No. 311 dated 28.06.2012 and amended from time to time for filling the vacancies of Postman and Mail Guard from open market for the year 2016-17 and 2017-18 in Odisha Postal Circle.

**2.** The details of category-wise vacancies in each cadre in each of the Postal/RMS Divisions is furnished under the link "VACANCIES" stating division wise vacancies for Postman in Post Offices and Mail Guard in Railway Mail Services.

**3.** The words PH-I, PH-II, PH-III shown in the vacancy position represents (a), (b), (c) respectively as given below :

(a) Blindness and Low vision,

(b) deaf and hard of hearing

(c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy respectively.

The word PH –IV represents (d) and (e) as given here under :

(d) autism, intellectual disability, specific learning disability and mental illness

(e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf- blindness .

#### **4. CATEGORIES OF APPLICANTS ELIGIBLE TO CLAIM PH CONCESSION.**

(A) **Visually Impaired:** Categories of Visually Impaired persons suitable for the posts:

Blind : " blindness" means a condition where a person has any of the following conditions, after best correction -

- (i) total absence of sight; or
- (ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
- (iii) limitation of the field of vision subtending an angle of less than 10 degree.

Low Vision : 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 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 up to 10 degree.

(B) **Hearing Impaired:**

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

(C) **Orthopedically Impaired:** The Orthopedically Impaired are those who have a minimum 40% of physical defect or deformity which causes an interference with the normal functioning of bones, muscles and joints. Categories of Orthopedically Impaired applicants suitable for the posts:

1. One Arm affected
2. One Leg Affected
3. One Arm & One Leg Affected
4. Both Legs Affected
5. Muscular Weakness.
6. Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

(D) Autism, intellectual disability, specific learning disability and mental illness.

(E) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

The Applicants should possess valid Medical certificate in the forms prescribed by the Government issued by competent Medical authorities for the purpose of employment, as on the date of Registration.

**Note:** The applicant can avail relaxation only for the Predominant disability. 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.

**5. The vacancies indicated in the Annexure - I are likely to vary/change without any prior intimation or assigning any reason.**

**6. Scale of Pay:-** Rs. 21700/- in level-3 of the Pay matrix as per 7<sup>th</sup> CPC + admissible allowances as prescribed from time to time.

**7. Age limit: 18-27 years:** (a) For General Category (Unreserved Applicants )  
(b) Permissible relaxation of upper age limit as per Government of India orders are as indicated below:-

<b>Category</b>	<b>Age relaxation permissible beyond the Upper age limit.</b>
Scheduled Castes/ Scheduled Tribes (SC/ST)	5 years
Physically Handicapped	PH+ Unreserved 10 years. In regard to PH+SC/ST 15 years. In regard to PH+OBC 13 years
Ex-servicemen	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 of age as on the closing date for Online Registration of applications (45 years for SC/ST)

**8. Crucial date for reckoning of age limit:-** The crucial date for determining the age limit shall be as on the closing date for Online Registration of applications i.e., 31.03.2018.

**9. Educational Qualification:-** (a) **Matriculation pass from a recognized Board or university.**

**10. Examination Center :**

The examination centers identified for conducting the examination are Bhubaneswar, Cuttack, Berhampur and Sambalpur. The candidate should mention the order of preference for these four centres while registering the application through Online.

**11. Pattern of Examination:** The applicants shall be subjected to an Aptitude Test with a total of 100 maximum marks covering the following subjects/topics. **Aptitude Test (Paper-I)** will be comprising four parts (Part A, B, C(I) & C(II)). The duration of the Aptitude Test will be for 2 hours (120 minutes). There is no negative marking.

Part 'A' General Knowledge( 25 marks with 25 questions of 1 mark each)	Topics: Geography, Indian History, Freedom struggle, Culture and Sports, General Polity and Constitution of India, Economics, General science, Current affairs and Reasoning & Analytical ability of tenth standard.
Part 'B'- Mathematics ( 25 marks with 25 questions of 1 mark each)	Topics: Number systems, Computation of whole numbers, Decimals and fractions, Relationship between numbers, Fundamental Arithmetical operations, Percentages, Ratio & Proportion, Profit & loss, Simple interest, Average , Discount, Partnership, Time & work, Time & distance , Use of tables and graphs, Mensuration.
Part 'C(i)' English ( 25 marks with 25 questions of 1 mark each)	Topics- Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms & Antonyms, Vocabulary, Sentence structure, Proverbs, Phrases, questions from a small unseen passage etc.
Part 'C(ii)'- Regional Language- Odia ( 25 marks with 25 questions of 1 mark each)	Topics- Shabda Pada, Kriya Bheda, Mishra o Sanyukta Vakya, Vakya Rupantara, Swara Sandhi, Alankara, Samasa, Rudhi o Lokabani, Ashuddha Vakyara Shuddharupa, Padhinathiba Gadyansha-

**12.** All eligible Applicants belonging to various categories who have the educational qualification of Matriculation pass from a recognized Board or university shall be invited for appearing in Aptitude test. **No weightage for marks secured by the Applicants in Matriculation will be given while preparing the Merit Lists.**

(12.1) Total number of applicants as per the total number of vacancies in each category i.e., OC, SC, ST etc shall be declared qualified in descending order of merit based on the marks secured by them in the Aptitude Test. The minimum qualifying marks to be obtained in each part of the Aptitude Test is prescribed as under:-

Parts A and B	Minimum 10 marks for OC and 8 marks for SC/ST candidates in each part.
Part-C( Two segments)	Minimum 10 marks for OC and 8 marks for SC/ST candidates in each segment

40 marks for OC and 33 marks for SC/ST candidate in aggregate.

(12.2) The merit list for the whole Circle shall be prepared on the basis of the marks obtained by the candidates in respect of all categories of posts put together. For the said purpose, the candidates shall indicate their preference for Postal/RMS Divisions (limited to five Divisions) in the online application. The Codes for each Division is given in the ANNEXURE - II. The posts mentioned against code-16 & 17 belongs to Mail guard in RMS Divisions and all other codes from 01 to 15 belong to Postman of Postal Divisions. Thereafter, the candidates will be allotted to the division as per their preference based on their position in the merit list and availability of vacancy.

The candidates who are not able to get the allocation in any of the post of his preference because of his/her performance, such candidates might be allocated to the post/division where the vacancies exist. 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/division 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/divisions and may be allocated to the post or division where vacancy exists at the discretion of the Competent Authority.**

**13. Cost of Application Form Registration:** Rs. 100 for all categories of applicants who have registered.

**14. Examination Fee:** - The Examination fee prescribed for all male applicants in General categories is Rs. 400/-. **Candidates belonging to Scheduled Castes / Scheduled Tribes / Physically Impaired/ Women are exempted from payment of Examination Fee.**

**15. (i)** The applicant can register his/her application for one time only and if an applicant registers more than one application on-line, his/her candidature is liable to be rejected without any communication.

(ii) The Applicant is required to indicate his/her preference for the posts in a particular Postal Division to which he/she is intending to apply, Postal/RMS Divisions and examination venues.

(iii) The vacancies for each category of post in 15 Postal Divisions and 2 RMS Divisions under Odisha Postal Circle is displayed under the link "VACANCIES" on the website <http://odisha.postalcareers.in>. Similarly vacancy position in respect of Postman in Postal Division and of Mail Guard in RMS Division is also displayed in the same link of the above mentioned website <http://odisha.postalcareers.in>. The Examination Cities/Venues with the details of Postal/RMS Divisions in the Circle with their code numbers are also displayed in the website for facilitating the applicants for indicating his preference of posts/division while submitting their online application.

(iv) The Applicants are clearly informed that the allotment of Examination City 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. Exam City is allotted as per the Preferences marked by the applicant. However depending upon volume of the candidates of the exam city, other exam cities of this Postal Circle may also be considered out of other city options.

(v) The applicants have to access the <http://odisha.postalcareers.in> regarding detailed information on the recruitment process from portal in PDF Format. The applicant has to fill the inputs including standard information i.e. Name, DOB, community, sex, educational qualification, etc.

## **16. How to Apply :-**

(i) The Applicant has to access the website <http://odisha.postalcareers.in> or seeing the detailed Notification/Advertisement issued by the Department and the Instruction Sheet/Information Brochure.

(ii) Before starting Registration of his/her application on the website, the Applicant should read the notification, instruction sheet and FAQs 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.

(iii) Before starting his/ her registration of application on-line, the applicant should be ready with the soft copies of passport size photo (not more than 50 KB in .JPG/JPEG format) and signature (not more than 20 KB in jpg/jpeg format) which are required to be uploaded after filling up of the inputs and uploading the application on-line.

(iv) **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.

(v) Applicant should fill the details/inputs in the On-line Application at the appropriate places very carefully and click on the SUBMIT button at the end of the Registration of On-line 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 Certificate/marks sheet. Any change/alternation found/detected later on may lead to disqualification of candidature.

(vi) The applicants will kindly note that the particulars mentioned in the On-line application will be considered as **final** and no change/alteration/modification will be allowed/entertained after submission of the On-line application under any circumstances.

(vii) 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 into 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 the system generated Fee Payment Challan. The Applicant has to retain this number for future references.

(viii) The Applicant is further advised to fill in the On-line Application Form in one go and save the data. The Applicant can edit the particulars if needed before final submission of the Application Form. Once the application is filled completely, the applicant should submit the data.

(ix) **Mode of Payment:-** The Cost of Application Form and Examination Fee are already prescribed in Para No. 13 and 14 above of this notification. The applicants have to approach their nearest ACTIVE e-payment Post Offices, (listed under e-payment link of <http://odisha.postalcareers.in> 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 <http://odisha.postalcareers.in> after 3 working days after payment of the fee. In **case of Non-payment 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 04.04.18.**

**17.** The Applicants after successful registration of the On-Line Application form are advised to keep, copy of fee challan, receipt issued by the Post Office and Registration slip for any future reference.

**18.** 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. 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 this Declaration at end of the Application form, before saving and uploading the application.

**19.** Closing Date for Registration of Application. The registration of on-line application will commence on 28.02.2018 and closes by 31.03.2018 by 23:59hrs.



Asst. Director(RE)

For Chief Postmaster General,  
Odisha Circle, Bhubaneswar-751001.