

DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL, H.P CIRCLE, SHIMLA – 171009

Notification No. R&E/77-17/2016; dated 23-02-2017

Applications are invited from the eligible applicants for filling up the following posts in the Postman cadre in different Postal Divisions of this Circle in the Pay Matrix as shown below under direct recruitment (i.e. from Open market) quota of vacancies of the year 2016-17, which are to be filled by holding Aptitude Test/ Examination: -

I Classification of Post with Pay scale etc: -

Sl. No	Name of the Post (Cadre)	Pay Matrix + allowances
1	Postman (Group 'C' Post)	Level 3 21700 to 69100 (Pre revised 5200 – 20200/- + GP 2000/-)

II Division wise vacancies
Postman Cadre

Sl. No	Division/ Unit	Total vacancies available in Postman/ Mailguard cadre to be filled by Direct Recruitment from Open Market along with Break up						Address of the authority to whom the applications are to be addressed/sent by Speed Post/ Registered Post.
		O C	SC	ST	OBC	Ex SM	Total Remarks	
1	Chamba	2	0	1	0	0	3	Supdt. Post Offices Chamba (H.P) – 176310
2	Dehra	1	1	0	0	0	2	Supdt. Post Offices, Dehra-177101 – H.P
3	Dharamsala	1	1	0	0	0	2	Supdt. Post Offices, Dharamsala – H.P 176215
4	Hamirpur	3	1	0	1	1	5	Sr. Supdt Post Offices, Hamirpur, (H.P) – 177001
5	Mandi	3	1	1	0	0	5	Sr. Supdt Post Offices Mandi (H.P) – 175001
6	Shimla	3	3	0	0	0	6	Sr. Supdt. Post Offices, Shimla, (H.P) – 171001
7	Solan	1	0	1	0	0	2	Supdt. Post Offices, Solan, (H.P) – 173211
Total		14	7	3	1	1	25	

III Terms and instructions to be observed

1 **Age Limit:** - Between 18-27 years (Upper age limit relaxable for reserved vacancies candidates belonging to scheduled castes/ scheduled tribes up to five years, for candidates belonging to other backward classes up to three years and for ex-servicemen, P.H candidates and Govt. servant candidate up to the extent admissible in accordance with the concerned Recruitment Rules and the instructions issued by the Government of India from time to time.)

Note: - The crucial date for determining the minimum/ maximum age limit shall be “ 25-03 -2017”

2 **Scale of Pay:-**

Postman : Pay Matrix 21700- 69100 (Pre revised 5200 – 20200/- + GP 2000/-)+ allowances as admissible.

3 No TA/DA is admissible for appearing in the aptitude test/ Examination.

4 **Probation:** - The candidates selected will remain on probation for two years.

5 **Education Qualification :** - Matriculation from a recognized Board or University.

6 **Disqualification:** - A Person,

- (a) Who entered into, or contracted a marriage with a person having a spouse living or
- (b) Who having a spouse living, has entered or contracted a marriage with another person, will not be eligible for appointment to the post, 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.

7 **Application forms and Mode of Dispatch of application:** -

- (i) Applicants are required to download the “ application form and Hall Permit format” from our website i.e. “www.hppostalcircle.gov.in” and to fill up the same completely,
- (ii) Self attested Pass-port size photos must be affixed at place provided on Application-form and Hall Permit and 3rd photo-copy must be sent loose for office –use (i.e. to be pasted on Attendance Sheet by the office) along with Application/ Hall permit forms duly completed in all respects. **All the three photographs should be same and latest copies.**
- (iii) No certificate needs to be sent along with application form, but the required particulars must be noted correctly/ completely on application. **Incomplete application is liable to be rejected.**
- (iv) **A self addressed envelope with Rs. 39/- postage stamp affixed thereon on account of speed post charges for despatch of hall permit should be sent invariably along with application.**
- (v) All the applications will be treated as provisional and admit-card will be issued subject to his/her satisfying the eligibility conditions.
- (vi) The candidate may apply for more than one Postal Division, but he has to appear in Aptitude Test for only one division/Unit.
- (vii) One Registered/ Speed Post Letter (Envelope) should contain one application only.
- (viii) **Application duly completed must be sent to the correct addressee/ division under Speed Post/ Registered post. No action will be taken on the application which is sent missent.**
- (ix) The SC/ST/OBC/ Ex. S.M. certificate should be in the format prescribed by central government. However, it need not be sent along with the application but only its required particulars must be noted in the Application form, otherwise candidate will be treated as OC candidate.
- (x) Application form not filled completely will be liable to be rejected.

8 **Pattern and Syllabus for Examination to fill up the Posts of Postman cadre by Direct Recruitment from Open Market:** -

Candidates shall be subjected to appear in an Aptitude Test covering the following subjects/topics.

I Total Marks and syllabus – 100 Marks, there will be one paper comprising of following four parts with details.

Part	Total Marks	No. of questions	Details of topics
			Postman
A-G.K.	25.	25 questions of multiple choice.(one mark for each question)	Geography, Indian History, Freedom struggle, culture and sports, General Policy and Constitution of India, Economics, General science, Current Affairs and Reasoning and Analytical ability of 10 th standard.
B Mathematics	25	-do-	Number systems, Computation of Whole Numbers, Decimals & Fractions, Relationship between Numbers, Fundamental arithmetical operations, percentages, Ratio and Proportion, Profit and Loss, Simple interest, Average, Discount, Partnership, Time and

			work, Time and distance, Use of table and graph, Mensuration.
C (i)-English	25	-do-	Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms and Antonyms, Vocabulary, Sentence Structure, Proverbs, Phrases, Questions from a small unseen passage etc.
C(ii) Regional language i.e. Hindi.	25	-do-	Shabd Pad, Kriya Bhed, Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Swar Sandhi, Alankar, Samas, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan, Apathit Gadyansh.

(ii) DURATION OF EXAMINATION: 120 minutes

(iii) Qualifying marks:

- Part A and B – Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each part.
- Part C (Two segments) – Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each segment.
- 40% marks for OC, 33% marks for SC/ST and 37 % marks for OBC candidates in aggregate.

9 **Selection Procedure:** - The marks obtained in Aptitude Test will be taken to draw merit in respect of concerned division and selection will be purely on merit basis i.e. marks taken in Aptitude Test in particular division only.

10 **Last date of receipt of applications:** - Last date of receipt of applications by concerned divisions/ units is fixed as “ 25-03-2017 ” for normal areas and for those sending from remote localities as mentioned in concerned Recruitment Rules is “ 30-03-2017”.

11 **Examination (Aptitude Test) :** - Aptitude Tests will be as under:-

Sr. No.	Aptitude test	Date	Time	Venue
1	Postman	23-04-2017 (Sunday)	1100 to 1300 hours (120 Min.)	Shimla location (exact location will be intimated in the Hall Permit.

12 **Application processing and Examination Fee:** -

S. No	Candidate category	Application processing fee	Examination & process finalization fee	Total fee	Mode of Payment/ Remarks
1	OC & OBC candidates	Rs. 100/-	Rs. 400/-	Rs. 500/-	Candidates applying from H.P state may deposit the fee in UCR in any Post Office of H.P State and affix the receipt (in original) on the Application Form. Candidates of outside H.P State should attach Indian Postal Orders (payable to the concerned authority) of the required amount/ fees with their Application.
2	SC/ST/Woman	Rs. 100/-	Exempted	Rs. 100/-	

Note: - (i) Application with lesser amount or without any amount will be rejected straightway.

(ii) Fees once deposited will not be refunded in any circumstances.

(iii) Candidates from H.P State may deposit required fee in UCR in any Post Office in H.P Circle and receipt thereof in original be pasted on the application form at provided place. In case of candidates

applying from outside H.P State, they have to enclose IPOs of the Fees value duly making payable in favour of concerned Authority to whom application is being sent.

13 **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 the Army Postal Service in India or abroad, as required.

14 **Power to Relax:** - Where the Central Government is of the opinion that it is necessary or expedient to do so, it may order and for reasons to be recorded in writing, cancel the recruitment process, or relax any of the provisions of these rules with respect to any class, or category of persons.

15 **Saving:** - Nothing in the Rules shall affect reservations and other concessions required to be provided for the scheduled castes, the scheduled tribes, the ex- serviceman, 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.

This issues with the approval of competent authority.

(R.R Kaundal)
Asstt. Director (Rectt)
O/o Chief Postmaster General,
H.P Circle, Shimla – 171009

Copy forwarded for information, guidance and necessary action to: -

1-10 Sr./ Supdt Post Offices/RMS _____ (All in H.P Circle). They will give wide publicity to this Notification while displaying it on the notice boards etc.

11 Supdt. Postal Store Depot Shimla for similar action

12-14 DAP Sundernagar (HP)/XEN, Postal Civil Divn, Summer Hill, Shimla – 5 and O.S Circle Office for similar action.

15 Sh. Dev Raj, II (Tech) Circle Office. He is requested to upload this application along with its allied documents on H.P Circle website under intimation to R&E section of Circle Office and to also request CEPT Mysore to upload it on All India Postal web.

16 AD (Rectt), Circle Office

17 O/c

APPLICATION FORM FOR APPEARING IN Aptitude Test (EXAMINATION) TO FILL UP THE POSTS OF Postman

(Strike off which is not applicable/ required)

Affix latest self attested Passport size photo here

“Application for post of _____ in _____ Division”

1. Name of the applicant (in BLOCK letters) : - _____
2. Father’s/Husband’s Name: - _____
3. Date of Birth: (As per Matriculation Certificate) _____
4. Male/ Female: - _____ Category: (OC/SC/ST/OBC) _____ Religion: - _____

(a) In Case of SC/ST/OBC candidates, do mention particulars: -

- (i) Community Certificate registration number _____ Date of issue _____
- (ii) Authority by whom certificate issued _____

(b) Ex-serviceman (Retired Defence services Personnel) to furnish the following particulars:-

- (i) Army/Defence No. _____
- (ii) Date of discharge from Army/Defence _____
- (iii) Total service discharged in Army/Defence _____
- (iv) Authority who issued discharge certificate. _____

6. Permanent Address: - _____

7. Correspondence Address: - _____

8. Educational Information : -

(a) Name of Board/ University from which Matriculation standard passed and details thereof : -

- (i) Name of Examination _____ (ii) Year of Examination: _____
- (iii) Roll No. _____ (iv) Name of Board _____ (v) Name of School. _____

(b) Details of subject studied in Matriculation standard (subject wise)

Sl. No	Subject	Maximum marks	Marks obtained	Remarks
1				
2				
3				
4				
5				
6 & so on				
Total marks				

(c) Any higher academic/technical qualification

(1)

(2)

(3) & so on

9. Division for which Applied: - _____

10. Whether Handicapped: - Yes/ No _____,

11. Particulars of Exam Fee: -(a) Unclassified Receipt No. _____ (b) Date _____

(c) Amount _____ (d) Name of Post office where fee deposited _____

(e) Indian Postal Orders attached (For candidates outside H.P State) _____

12. Documents required with this application (Please recheck before dispatch) :-

(i) Application (Duly filled in all columns).

(ii) Hall Permit duly filled in the required columns, i.e Part II thereof

(iii) One loose passport size photo (apart from self attested those two photos affixed on the Application-form & another on Hall Permit) (Total three latest & same copies of passport size photos)

(iv) UCR receipt (in original) / or IPOs mentioned against para 11 above.

(v) A self addressed envelope with postage stamps of Rs. 39/- affixed thereon.

13. Declarations:-

(i) I, _____, hereby declare that all the information given above are true to the best of my knowledge and belief. I understand that if any information is found to be false at a later stage, I am liable to be punished as per the law and my appointment will be liable to be terminated. straightway/ forthwith without assigning any reason there for.

(ii) I, _____, hereby declare that being Physically Handicapped understand that my selection is liable to be cancelled if it is found later on medical examination by the Competent Authority that I do not come under category of Physically Handicapped as per rule- provisions.

14. Left/Right thumb impression of the candidate.

LTI (Male candidate)	RTI (Female candidate)

(Signature of Candidate)

Place _____ Name _____

Date _____

**DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL, H.P CIRCLE, SHIMLA – 171009**

HALL PERMIT/ ADMIT CARD

Part I Instructions to Candidate: -

1. Initially candidate will complete the part two of this hall permit, i.e. to write his name/ address legibly in his own handwriting, affix an attested passport size photo on it at the space provided, and send it along with Application form.
2. The candidate is required to produce this Hall Permit/ Admit Card along with photo identity card in original like PAN card, Voter's I Card, Driving license, Passport, Adhaar Card, Photo I Card issued by the Board/ University/Institution at the Examination Centre. Without photo I card in original the candidate will not be allowed to appear in the written test.

Roll No: - _____

Affix here
latest self
attested
photo

Part II To be filled by Candidate: -

1. Name of Candidate(in BLOCK letters) _____
2. Father's/ Husband's Name and Address _____
3. Signature of the candidate _____

Part III (For Office Use)

Name of Post : Postman	Examination date: - 23-04-2017	Signature of candidate (In presence of Invigilator) _____
Reporting Time: _____	Examination Time: - _____	Examination Centre: - _____ _____

Part IV Instructions to Candidate :-

Dear Candidate,

- 1 You are requested to appear for the written test at the centre on the date and time specified above. Your photograph pasted on the Hall Permit/ Admit Card should be self attested in such a manner that one part of the attestation appear on the photograph and other part on the paper.
- 2 Since the Aptitude Test/ examination will be objective type carrying multi choice and answer sheet in the shape of OMR sheet will be supplied to you in the examination Hall, you will be briefed in the Examination Hall, Hence, you should reach the examination centre before the reporting time as mentioned above. The candidate coming late beyond 15 minutes from the start of examination shall not be permitted to appear in the examination.
- 3 The Hall Permit/ Admit Card should be brought to the examination centre and handed over to the room Invigilator.
- 4 Your candidature for this test is provisional and is subject to your satisfying the eligibility conditions as per departmental rules failing which your candidature will summarily be rejected at the further stages of verification and scrutiny during the selection process.
- 5 Request for change of examination centre/ examination date and address of correspondence shall not be entertained under any circumstances.
- 6 No travelling expenses will be admissible for appearing in the examination.
- 7 Please note that this Hall Permit/ Admit Card does not construe an offer of employment to you.
- 8 Use of unfair means in any form will disqualify the candidate.
- 9 No cell phone/ calculator/ books/ notebooks/ bags or any other kind of material/gadgets will be allowed in the examination hall. It is made clear to the candidate that he/she must keep his/her luggage and cell phone duly switched off outside the venue, failing which the articles/ cell phone will be preserved and will not be returned at any cost.

10 _____

Signature with Seal of the issuing Authority.

Government of India
Ministry of Communications & Information Technology.
Department of Posts
O/o the Chief Postmaster General, H.P Circle, Shimla – 171009

No. R&E/77-17/2016

dated at -02-2017

NOTIFICATION

Applications are invited from the eligible applicants for filling up the following posts in the Postman cadre in different Postal Divisions of this Circle in the below mentioned Pay Matrix under direct recruitment (i.e. from Open market) quota of vacancies of the year 2016-17: -

Sl. No	Name of the Post (Cadre)	Pay Matrix = Level 3	Breakup of Vacancies					Total	Remarks
			OC	SC	ST	OBC	Ex SM		
1	Postman (Group 'C' Post)	21700 to 69100 (Pre revised 5200 – 20200/- + G.P 2000/-)	14	7	3	1	1	25	-

2 **Age Limit:** - Between 18-27 years for OC, in which relaxation is applicable to applicants belonging to SC/ST/OBC/Ex- Servicemen reserved posts as admissible under Rules. The crucial date for determining minimum/ maximum age limit is “25-03 -2017”

3 Educational Qualification: - Matriculation from a recognized Board of School Education or University.

4 Last date of receipt of applications : - Last date in respect of candidates from normal area is “25-03 -2017” and for remote areas (as mentioned in recruitment rules), it is “30-03-2017”.

5 The willing candidates may access the website : “www.hppostalcircle.gov.in” for further details, i.e. division/ unit – wise vacancies, fees, eligibility criteria etc. The Application format and Hall Permit etc. may be downloaded from the web and after filling up the same completely as per the instructions, the same may be sent under Speed Post/ Registered Post at the address of concerned unit/ division to where the candidate intends to apply.

(R.R Kaundal)
Asstt. Director (Rectt)
O/o CPMG, H. P Circle, Shimla-171009

Copy to :-

1 The Editors, _____(Newspapers). They are requested to publish the above mentioned “ Notification” in their Newspaper dated _____(in maximum 100 sq cm sized column) covering whole H.P state on DAVP rates. The bill may be furnished along with a copy of concerned newspaper and copy of current DAVP rates.

2 Sr./ Supdt Post Offices/RMS _____(All in H.P Circle)for information and displaying it on their notice boards . Further, they are also requested to give/deliver a copy of this Notification to the incharge of local Employment Exchanges situated in their divisions with the request to them to display it on their notice boards.

3 The Supdt PSD Shimla, DAP Sundernagar (HP) and XEN Civil Dn., Shimla – 5 for similar action.

4 ASP(Tech), Circle Office. He is requested to upload this notification on our website.

5 AD (Rectt), CO

6 O/c

