

c) Profit and loss d) Simple interest/Compound interest e) Average f) Time and Work g) Time and Distance h) Unitary Method	
<b>C. Reasoning and Analytical Ability</b> (Both verbal and non-verbal types) (Non verbal/Pictorial reasoning and analytical ability testing is preferred as Question Paper has to be bilingual)	30 questions

**Paper II – (45 Minutes) (Maximum Marks – 60)**

Translation of words from English to local language ( Multiple Choice Question)	15 Questions of 1 mark each
Translation of words from local language to English (Multiple Choice Question)	15 Questions of 1 mark each
Letter writing in local language in 80 to 100 words (1 question to be attempted out of 3 options)	15 Marks
Paragraph / short essay in local language in 80 to 100 words (1 question to be attempted out of 3 options)	15 Marks

**Paper III – (20 Minutes) – (Maximum Marks – 40)**

Skill Test of data entry for 20 minutes on computer [Data entry of 2000 key depressions ( $\pm$ 5% ) ]	40 Marks
--	----------

**Note:** Paper – I shall be conducted for the post of (A) Postman-Mail Guard and (B) Multi Tasking Staff separately on different dates for all eligible candidates. Both Paper- II and Paper- III shall be conducted for the post of (A) Postman-Mail Guard and (B) Multi Tasking Staff separately on different dates only for the shortlisted candidates. There will be a minimum time gap of one hour between Paper- II and Paper – III.

**9. Process of Certification and Format of Certificates :**

**9.1** The application registered online will be treated as Provisional and the selection/appointment is subject to verification of respective Original Certificates/Documents by the Department.

- 9.2** Applicants who wish to be considered against vacancies reserved or seek age-relaxation must upload requisite certificate from the competent authority, in the prescribed format.
- 9.3** Further, the applicants must submit the requisite original certificates at the time of Document verification before the Appointing Authority otherwise their selection will be treated as cancelled.
- 9.4** Further, the Applicants who had applied as reserved category for vacancies reserved for SC/ST/OBC/EWS/PwD/ESM but if do NOT produce requisite original certificates, documents issued by the competent authority for verification in due time before the Appointing Authority in support of his/her selection towards reserved vacancy, his/her selection shall be treated as cancelled.
- 9.5** The formats of the certificates are annexed with this notification. The certificate of disability issued under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) will also be valid. Certificates in any other format will not be accepted.
- 9.6** A person seeking appointment on the basis of reservation to OBCs must ensure that he/she possesses the requisite certificates(s) and does not fall in creamy layer on the crucial date. The crucial date for this purpose will be the closing date for registration of online application, i.e. 03.11.2020.
- 9.7** Crucial date for claim of SC / ST / OBC / EWS / PwD status or any other benefit viz. fee concession, reservation, age-relaxation, etc will be the closing date for registration of online application i.e. 03.11.2020.
- 9.8** Applicant who claims change in name after matriculation on marriage or remarriage or divorce, etc. the following documents shall be submitted:
- a. In case of marriage of women: Photocopy of Husband's passport showing names of spouses or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from husband and wife along with a joint photograph duly sworn before the Oath Commissioner;
  - b. In case of re-marriage of women: Divorce Deed/ Death certificate as the case may be in respect of first spouse; and photocopy of present husband's passport showing names of spouse or an attested copy of marriage certificate issued by the Registrar of Marriage or an Affidavit from the husband and wife along with joint photograph duly sworn before the Oath Commissioner.

- c. In case of divorce of women: Certified copy of Divorce Decree and Deed Poll/ Affidavit duly sworn before the Oath Commissioner.
- d. In other circumstances for change of name for both male and female: Deed Poll/ Affidavit duly sworn before the Oath Commissioner and paper cuttings of two leading daily newspaper in original (One daily newspaper should be of the area of applicant's permanent and present address or nearby area) and Gazette Notification.

## **10. Procedure for Online Registration:**

### **10.1 Prerequisites:-**

Before proceeding Registration, keep the following information/ documents ready:

- a. Mobile Number (to be verified through OTP)
- b. Email ID
- c. Scanned colour passport size photograph in JPEG format (20 KB to 56 KB).
- d. Scanned signature in JPEG format (10 to 20 KB).
- e. Category Certificate - If applying for Category under EWS, OBC, SC or ST.
- f. Non-Creamy Layer Certificate for OBC Category.
- g. Income and Asset Certificate for EWS Category.
- h. Disability Certificate, if you are a person with benchmark disability.
- i. Letter of undertaking by applicant for availing the service of Scribe and Requisite Certificate from Competent Authority, if applicable.
- j. Scanned image of ID Proof of Scribe and Scanned image of photograph of Scribe, if applicable.
- k. Prescribed Medical Certificate for exemption from appearing in Data Entry Skill Test issued by the Competent Medical Authority, if applicable.
- l. Transgender Certificate – in case of Transgender applicants.
- m. Ex-Servicemen Discharge Certificate / Document in case of ex-serviceman applicants.
- n. NOC from current organization – in case of working Central Government Civilian Employee.
- o. Requisite Documents in connection with change of Name after matriculation, if any.
- p. Following educational documents
  - i) 10th Mark-sheet - 10th/SSC Certificate will be mandatory for all the Applicants. (Mandatory for Postman/Mail Guard & Multi Tasking Staff).
  - ii) 12th / HSC Certificate - If 12th / HSC details are entered by the Applicants in education section (Mandatory for Postman/Mail Guard).