

DEPARTMENT OF POSTS, INDIA

**SPECIAL RECRUITMENT DRIVE TO FILL UP OF BACKLOG VACANCIES OF PERSONS WITH
DISABILITY UNDER PHYSICALLY HANDICAPPED QUOTA TO POSTAL ASSISTANTS IN
MAHARASHTRA CIRCLE.**

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Applications in the prescribed proforma are invited for 14 (Fourteen) posts of Postal Assistants to fill up the backlog vacancies of Persons with Disability in the Maharashtra Circle.

1. The candidates for which category the job is identified suitable vide Ministry of Social and Justice and Empowerment Notification No.16-70/2004-DD.III dated 18th January, 2007 only should apply. Applications received from the candidates of other categories will not be considered.

The job is identified suitable for ;

OA	-	One arm affected (R or L) – (a) Impaired reach; (b) weakness of grip; (c) ataxia;
OL	-	One leg affected (R and /or L);
OAL	-	One arm or leg affected;
BL	-	Both legs affected but not arms;
MW	-	Muscular weakness and limited physical endurance;
HH	-	Hearing Handicapped;

2. The vacancies are to be filled up in the Postal Divisions as shown below. The candidate should give their three preferences in the application and selection will be made for one division among the 3 divisions preferred.

Division wise vacancies of PH category and sub category to be reserved			
Sl.No.	Division / Unit	(OA, OL, OAL, BL and MW)	Hearing Handicapped (HH)
	Mumbai Region		
1	Mumbai City West Dn.	1	
2	Mumbai City North Dn.	1	
3	Mumbai City North-West Dn.		1
4	Thane Central Dn.		1
5	Thane West Dn.	1	

	Goa Region		
6	Goa Dn.	1	
7	Kolhapur Dn.	1	
8	Ratnagiri Dn.	1	
9	Sindhudurg Dn.		1
	Nagpur Region		
10	Buldana Dn.	1	
11	Nagpur City Dn.		1
12	Nagpur Mfl. Dn.		1
	Aurangabad Region		
13	Aurangabad Dn.		1
14	Bhusawal Dn.		1
	Total	7	7

3. SCALE OF PAY : The scale of pay is Rs.5200-20200+Grade Pay Rs. 2400 and admissible allowances.

4. EDUCATIONAL QUALIFICATIONS REQUIRED :

4.1 Passed in 10+2 or 12th Class Examination of a recognized University or Board of School Education or Board of Secondary Education (excluding vocational streams/subjects).

4.2 Should have above educational qualification with English as a compulsory subject.

4.3 Candidate should have knowledge of local language i.e. Marathi in Maharashtra State and "Konkani or Marathi" in Goa State. The candidate should have studied Marathi (in Maharashtra State) or Konkani (in Goa State) as a subject at least upto matriculation or equivalent level.

5. Age :

Age should be between 18 to 35 years (including relaxation of 10 Yrs for handicapped) as on last date prescribed for receipt of application.

6 . DISABILITY AND DEGREE OF DISABILITY:-

The degree of disability should not be less than 40%. The posts are reserved for Physically Handicapped (OA, OL, OAL, BL, MW) and HH as the post identified suitable for OA, OL, OAL, BL, MW and HH vide Ministry of Social and Justice and Empowerment Notification No.16-70/2004-DD.III dated 18th January, 2007.

7. DISQUALIFICATION :

7.1 No person who has entered into or contracted a marriage with a person having a spouse living or

7.2 No person who has a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to service, provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such

person and to the other to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

8. METHOD OF SELECTION :- The method of selection prescribed by Department of Posts vide letter dated No. 51-/2003-SPB-I dated 10-11-2004 will be followed.

8.1 The candidates equal to 10 times of vacancies based on the Merit in 12th will be short listed and will be called for to appear for the Aptitude Test/Written Test. The shortlisted candidates will be assigned Roll NO and will be issued Hall Permits. The candidate selected will be addressed to appear for the Aptitude Test.

8.2 The Aptitude Test will contain 50 objective type questions of 2 marks each and will include questions on English, Mathematics, General knowledge and reasoning and analytical ability. The duration of the test will be 60 minutes. 50% of the marks secured in aptitude test will be given weightage for the final assessment.

8.3 The computer test consists of data entry knowledge and typing knowledge on computer. The test will comprise of (a) data entry in MS EXCEL and (b) typing in MS WORD on computers. The typing test will consist of one passage in English or Hindi to be typed to test the typing knowledge. (The passage for type test will be consist of 450 words in English and 375 words in Hindi to be typed at the minimum speed of **30 w.p.m.** and data consisting of figures and letters to test the knowledge of data entry). The test shall be for 30 minutes - 15 minutes for each part, i.e. typing knowledge and data entry and each part shall be given 5 marks each. **Marks shall be given at 0 or 5 based on whether the candidate achieves minimum standard or not. There will not be graded marks. The weightage for computer test will be 10 marks.**

8.4 Attendance in Aptitude Test and Computer Test (including typing skill) is Mandatory for selection. Those who fail to appear for these tests will not be eligible for selection.

8.5 The aggregate marks for selection will be 100, consisting of 40% weightage of percentage of marks secured in 10+2 or 12th class, 50% weightage of marks secured in Aptitude Test and 10 marks for computer test. (including typing skill on computer)

8.6 The final merit list of the candidates will be prepared on the basis of marks in the aggregate secured by them as above.

8.7 Appointment of the selected candidates will be subject to medical fitness certificate from the Competent Medical Authority as prescribed in Departmental Rules.

8.8 The selected candidates would be considered for appointment only if other conditions e.g. Verification of Character and Antecedents etc. are also met successfully.

9. INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION

- 9.1 The application should be sent to **Asstt. Director Postal Services (Rectt), O/O The Chief Postmaster General, Maharashtra Circle, Mumbai – 400 001**. The envelope containing the application must be superscribed in bold letters as **APPLICATION FOR “SPECIAL RECRUITMENT DRIVE OF PERSONS WITH DISABILITY UNDER PH CATEGORY”**.
- 9.2 List of attested photocopies of certificates and documents to be sent.
- 9.2.1 All mark lists of Educational qualifications.
- 9.2.2 Proof for Date of Birth.
- 9.2.3 2 passport size photographs (one to be pasted on the application and the Other be sent loose with name and address written on the reverse).
- 9.2.4 Caste Certificate in case of SC/ST candidates.
- 9.2.5 Physically Handicapped Certificate from the competent authority in the prescribed form. (Annexure I).
- 9.3 An application will be rejected at any stage of recruitment process for not having been submitted in the prescribed format/having incomplete information/wrong information/mis-representation of facts /unsigned/without photographs/not accompanied by attested copies of required certificates.
- 9.4 If a candidate has changed his/her name or dropped/ added part of his/her name after matriculation / SSC / Higher Secondary or he/she has changed his/her name after Matriculation etc. proof for the change in name such as Affidavit, Gazette Notification etc. should be enclosed.

10. SPECIAL INSTRUCTIONS TO THE APPLICANTS :

- 10.1 **The recruitment for vacancies is being done centrally and examination will be held at one or two centres in Maharashtra.**
- 10.2 **Original certificates should not be submitted.** Only attested Photo copies should be sent. Whenever necessary, however, the competent authority may call for the original certificates to check the genuineness of the certificates. Non production of originals at that stage may render the candidate ineligible.
- 10.3 All the required documents and certificates should be sent along with the application. The documents/ mark lists/ certificates submitted at a later date will not be entertained.
- 10.4 Only short listed candidates will be called for the test and finally selected candidates only will be informed. No correspondence will be entertained regarding applications/ selections.
- 10.5 Caste certificate for SC/ST in the prescribed form from the competent authorities respectively are to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will be ignored.
- 10.6 **The applications should be sent through Speed Post/ Registered Post only. The applications sent through any other means or given by hand will not be accepted.**

10.7 Applications wrongly addressed or received after due date are liable to be rejected, whatever may be the reason for delay. Applications without required certificates and incomplete applications are liable to be rejected. No intimation will be sent in this regard.

10.8 The selected candidate for the post is required to undergo induction training at any one of the Postal Training Centres or any other place as directed by the appointing authority.

10.9 The selected candidate of all posts is liable to serve anywhere in the Maharashtra Circle at the sole direction of the appointing authority.

10.10 No travelling allowances or other expenses will be paid or arrangement made for stay of the candidates for attending tests. Candidates have to make their own arrangements for stay and bear the costs.

10.11 Selection of Candidates to various posts will be in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts from time to time.

10.12 The Department reserves the right either to revise the number of vacancies or to cancel the recruitment if so warranted and the Department will not be liable to return the fee or pay any compensation on the applicant's application.

10.13 No fee is required.

11. Tentative schedule for the process :

Sl.No.	Action	Date
1	Last date of receipt of Application	11 - 01 - 2012
2	Tentative date for Aptitude Test	05 - 02 - 2012
3	Tentative date for Computer/Typing Test	06 - 02 - 2012 to 10 - 02 - 2012



**APPLICATION FOR RECRUITMENT OF POSTAL ASSISTANTS OF PERSON WITH DISABILITY UNDER PH QUOTA,
SPECIAL RECRUITMENT DRIVE**

Preferences of Divisions : 1)
2)
3)

Affix latest
Passport Size
Photograph

1	Name in full (in block letters) (Beginning with surname)				
2	Father's/Husband's name				
3	Present address : (Writing of Pin code is compulsory)	House No. / Name :			
		Street / Locality :			
		Village :			
		City /Town :			
		District :			
		State :			
		Pin Code :			
		Postman Beat Code :			
		E_mail :			
4	a) Date of birth (In Christian Era) in figures and words as recorded in SSC/HSC/ Cumulative Record. (Attach attested copy of relevant certificates)				
	b) Place of Birth				
	c) Age as on 11 .01. 2012 (Last date of submission of application)	Years _____	Months _____	Days _____	
5	Whether a) SC/ST (Mention Caste & attach attested photocopy of certificate issued by competent authority in the prescribed format) or b) Orthopedically Handicapped with sub category i.e. OA, OL, OAL, BL, MW and HH (attach attested copy of certificate issued by the competent Medical Board) mention sub category.	a)			
		b)			
6	Nationality				
7	Educational Qualifications :				
Sl. No.	Examination Passed	Year of Passing	Marks obtained	Percentage	Name of the Board/University
i)	SSC				
ii)	10+2 or 12 th Class				
iii)	Graduation				
iv)	Post Graduation				
v)	Which language - Marathi / Konkani, did you study up to S.S.C.				
vi)	Whether passed 10+2 or 12 th class/PUC with English as a compulsory subject				
vii)	Any other relevant information				

a) "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 and my appointment will be terminated. I also understand that in the event of my failure to complete the pre-appointment training, for whatever reason, my selection is liable to be cancelled."

b) "I, _____ 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 the category of Physically Handicapped as defined in the relevant order".

Place :

Date :

(Signature of Candidate)

- (Strike out if not applicable)

Important:

1. Application and the envelope should be clearly superscribed indicating the post for which applied.
2. Application should be sent by Registered Post or Speed Post only. The application sent through any other means or by hand will not be accepted.

APPENDIX-I

FORM OF CASTE CERTIFICATE AS PRESCRIBED IN M.H.A. O.M. NO. 42/21/ 49/N.G.S. DATED 28.1.1952 AS REVISED IN DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS LETTER NO. 36012/6/76-RDY.(S.C.T.) DATED 29.10.1977, TO BE PRODUCED BY A CANDIDATE BELONGING TO A SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS CLAIM.

Form of Caste Certificate

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter* of _____ 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 Caste) Order, 1950
- * The Constitution (Scheduled Tribes) Order, 1950
- * The Constitution (Scheduled Caste) (Union Territories) Order 1951
- * The Constitution (Scheduled Tribes) (Union Territories) Order 1951

[As amended by the Scheduled Caste and Scheduled Tribes List (Modification Order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971 and the Scheduled Caste and Scheduled Tribes Orders (Amendment) Act, 1976]

- * The Constitution (Jammu and Kashmir) Scheduled Caste Order, 1956.
- * The Constitution (Andaman and Nicobar Island) Scheduled Tribes Order, 1959 as amended by the Scheduled Caste and Scheduled Tribes Order (Amendment) Act 1956.
- * The Constitution (Dadra and Nagar Haveli) Scheduled Caste Order, 1962.
- * The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- * The Constitution (Pondicherry) Scheduled Caste Order, 1964.
- * The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1964.
- * The Constitution (Goa, Daman and Diu) Scheduled Caste Order, 1968.
- * The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- * The Constitution (Sikkim) Scheduled Caste Order, 1978.
- * The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- * The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.
- * The Constitution (Scheduled Castes) Order (Amendment) Act, 1990.
- * The constitution (Scheduled Tribes) Order Amendment Act, 1991.
- * The constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

This certificate is issued on the basis of the Scheduled Caste/Scheduled Tribes Certificate issued to Shri/Shrimati* _____ Father/mother of Shri/Shrimati/Kumari* _____ of village / town* _____ in District / Division* _____ of the State / Union Territory* _____ who belongs to the Caste/Tribe* which is recognized as a Scheduled Caste/ Scheduled Tribe* in the state / Union Territory* of _____ issued by the _____ dated _____.

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

Place :

Date :

State/Union Territory

Signature :

Designation :

(with seal of office)

Note : The term "ordinarily resides" used here will have the same meaning as in section 20 of the Representation of the people Act, 1950.

* Please strike out the words which are not applicable.

The under mentioned authorities have been empowered to issue Caste Certificates of verification :

1. District Magistrate/Additional District Magistrate Collector/ Deputy Commissioner/Additional Deputy Commissioner/ Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka Magistrate/Executive Magistrate / Extra Assistant Commissioner.
2. Chief Presidency Magistrate / Additional Chief Presidency Magistrate.
3. Revenue Officer not below the rank of Tahsildar.
4. Sub Divisional Officer of the area where the candidate and/or his family normally resides.

APPENDIX - II

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASS (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

(Government of India, Department of Personnel and Training, O.M. No. 36033/28/94-Estt.(Res.) dated 2.7.1997).

This is to certify that Shri/Shrimati/Kumari* _____ son/daughter* of _____ of village / town* _____ in District / Division* _____ in the State _____ belongs to the _____ community which is recognized as Other Backward Class under.

- 1) Government of India, Ministry of welfare, Resolution No. 12011/68/93-BCC @, dated the 10th Sept. 1993, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 186, dated the 13th Sept, 1993.
- 2) Government of India, Ministry of welfare, Resolution No. 12011/9/94-BCC dated the 19th Oct. 1994, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 163, dated the 20th October, 1994.
- 3) Government of India, Ministry of welfare, Resolution No. 12011/7/95-BCC dated the 24th May 1995, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 88, dated the 25th May, 1995.
- 4) Government of India, Ministry of welfare, Resolution No. 12011/44/96-BCC dated the 6th Dec. 1996, published in the Gazette of India, Extraordinary, Part-1, Section-1, No. 210, dated the 11th Dec, 1996.

Shri/Shrimati/Kumari* _____ and /or his/her family ordinarily reside(s) in the _____ District / Division of the _____ State. This is also to certify that he /She does not belong to the person /sections (Creamy Layer) mentioned in column 3 of the schedule to the Government of India, Department of Personnel and Training. O.M. No. 36012/22963-Estt.(SCT) dated 08.09.1993.

Place : _____ Signature of District Magistrate / Seal
Date : _____ Deputy Commissioner, etc. Seal

* Strike out which is not applicable.

Note :

- a) The term 'Ordinarily' used here will have the same meaning as in Section 20 of the Representation of the people's Act' 1950.
- b) The authorities competent to issue caste certificates are indicated below :
 - i) District Magistrate / Additional District Magistrate, Collector/ Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector/1st Class Stipendiary Magistrate/Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of first Class stipendiary Magistrate)
 - ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.
 - iii) Revenue officer not below the rank of Tahsildar and
 - iv) Sub Divisional Officer of the area where the candidates and / or his/her family normally resides.

(C) Hearing impairment :

- (i) D-Deaf (ii) PD-Partially Deaf

(Strike out the category whichever is not applicable).

2. This condition is progressive/non-progressive/likely to improve/ not likely to improve. Re-assessment of this case is not recommended/is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is _____ percent.

4. Shri/Smt/Kum _____ meets the following physical requirements for discharge of his/her duties :-

- | | | |
|--------|--|--------|
| (i) | F - can perform work by manipulating with fingers. | Yes/No |
| (ii) | PP- can perform work by pulling and pushing. | Yes/No |
| (iii) | L - can perform work by lifting | Yes/No |
| (iv) | KC- can perform work by kneeling and crouching. | Yes/No |
| (v) | B - can perform work by bending. | Yes/No |
| (vi) | S - can perform work by sitting. | Yes/No |
| (vii) | ST- can perform work by standing. | Yes/No |
| (viii) | W - can perform work by walking. | Yes/No |
| (ix) | SE- can perform work by seeking. | Yes/No |
| (x) | H - can perform work by hearing/speaking. | Yes/No |
| (xi) | RW-can perform work by reading and writing. | Yes/No |

(Dr._____)
Member
Medical Board

(Dr._____)
Member
Medical Board

(Dr._____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent/CMO/Head of
Hospital (with seal)

