

DEPARTMENT OF POSTS KARNATAKA POSTAL CIRCLE



Special Recruitment Drive of Postal Assistant for persons with Locomotor disability or cerebral palsy (Orthopaedically Handicapped)

Applications in the prescribed format are invited from the **persons with Locomotor disability or cerebral palsy** who suffer from not less than 40% of disability, for **one post of Postal Assistant** in the Office of Chief Postmaster General, Karnataka Circle, Bangalore-560001. Those who are in the age group of 18-25 (upper age limit is relaxable upto 10 years) with II PUC as the minimum educational qualification are eligible to apply. The details such as age, qualification, recruitment procedure and applications are available in Departmental website (<http://www.indiapost.gov.in>). **Applications downloaded from website should be affixed with postage stamps worth of ₹. 25/- (Rupees Twenty Five only) on the application form.** Applications without prescribed postage stamps will not be considered. The application should be addressed **to the Chief Postmaster General (R&E), Karnataka Circle, No. 1, Beaulieu, Palace Road, Bangalore-560001.** The envelope containing the applications should be superscribed as **“Application for the post of Postal Assistant under OPH quota”.** **Persons other than Locomotor disability or cerebral palsy** need not apply.

Applications duly completed along-with attested copies of certificates should be submitted so as to **reach the address mentioned above positively before 11-01-2012 by Registered /Speed Post only.** Applications sent by other means will not be considered. Sd/-

**Chief Postmaster General
Karnataka Postal Circle, Bangalore-560001**

DOWNLOADED APPLICATION FORM

AFFIX Rs.25/- POSTAGE STAMP

APPLICATION FOR SPECIAL RECRUITMENT DRIVE OF POSTAL ASSISTANTS
UNDER ORTHOPEDICALLY HANDICAPPED QUOTA

Post Applied for:
Postal Assistant in Circle office.
Office of Chief Postmaster General, Karnataka Circle, Bangalore-560001.

Affix latest
passport size
photograph

(Note: Orthopedically Handicapped Candidates only need apply)

1.	Name in full (IN BLOCK LETTERS)	
2.	Father's Name	
3.	Present Address	
4.	a) Date of Birth (In Christian Era) in figures and words as recorded in SSLC/ HSC/ Cumulative Record. (Attach attested copy of relevant certificate). b) Place of Birth c) Age as on 11-01-2012	Years Months Days
5.	Permanent Address	
6.	Whether – (a) SC/ST/OBC (Mention Caste & attach attested photocopy of certificate issued by competent authority in the prescribed format); or (b) Physically Handicapped (attach attested copy of certificate issued by the competent Medical Board) or (c) Ex-serviceman (attach attested copy of certificate issued by the Defence Authorities)	
7.	Nationality	

Contd...

8. Educational Qualifications					
Sl. No	Examination passed	Year of Passing	Marks Obtained/ Grade & Total		Name of the Board, University
i)	SSLC				
ii)	10+2 or 12th Class				
iii)	Graduation				
IV)	Post Graduation				
v)	Whether studied Kannada as a subject upto SSLC	Yes/No			
vi)	Whether passed 10+2 or 12th Class / PUC with English as a compulsory subject				
vii)	Any other relevant information				

a) I, Sri/Smt./Kum. _____ 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, Sri/Smt./Kum./ _____ 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.*

c) I, Sri/Smt./Kum _____ Son/daughter of Sri _____ a resident of village/town/city _____ District _____ State _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012/22193-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to person/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993.*

d) I, Sri _____ being an Ex-serviceman understand that, if I am selected on the basis of the recruitment/Examination to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex Servicemen in terms of the Ex Servicemen (Re employment in Central Civil Service and Posts Rules) 1979, as amended from time to time.'

Place :

Signature of Candidate

Date :

(Delete if not applicable)

IMPORTANT NOTE

1. Envelope containing the application should be clearly superscribed "**APPLICATION FOR THE POST OF POSTAL ASSISTANT IN CO UNDER ORTHOPEDICALLY HANDICAPPED QUOTA**"
2. Applications should be sent by registered post or speed post only, those sent through other means or by hand will not be accepted.

DEPARTMENT OF POSTS**PROSPECTUS**

COST Rs.25/-

The details in this prospectus are applicable for recruitment for the post of Postal Assistants in Office of Chief Postmaster General, Karnataka Circle, Bangalore-560001

1. **SCALE OF PAY** : Scale of pay is Rs. 5200 - 20200+Grade pay Rs.2400+admissible allowances.

2. **PROBATION** : The candidates selected will be appointed and will be on probation as per rules.

3. **ELIGIBILITY CONDITIONS** :

a) **Age** : Between 18 to 25 years (upper age limit is relaxable upto 10 years) as on last date prescribed for receipt of application as shown in the advertisement

b) **Educational and other qualifications required**

i) Pass in 10+2 or 12th Class Examination of a recognized University or Board of School Education or Board of Secondary Education (excluding vocational / JOC streams)

ii) The candidates should have knowledge of local language of the state, i.e., should have studied "**Kannada**" as a subject at least upto Matriculation level (SSLC).

iii) Candidates with higher qualifications are also considered. But they have to fulfil the requirements mentioned in Sub pares (i) to (iii) above. There are no bonus marks for higher qualification.

iv) Candidates who have passed 12th Standard /10+2 in Vocational Course or Job Oriented Course (JOG) are NOT eligible.

v) Typing skill in Hindi at the speed of 25 words per minute or in English at the speed of 30 words per minute and Computer knowledge are essential.

c) **Physically Handicapped**

i) The Recruitment of persons with disabilities will be governed by Government instructions issued from time to time.

ii) Physically handicapped candidates should produce handicapped certificate from Medical Board in the prescribed Form as furnished in Appendix IV. The selection of the candidates is liable to be cancelled if it is found later on that they do not come under the category of physically handicapped as defined in the relevant orders.

iii) The vacancy is for Orthopedically Handicapped persons only and only such applicants who come under the category and within the intensity of the disability can apply supported by requisite certificate.

4. **Disqualification**

- a) No person - who has entered into or contracted a marriage with a person having spouse living; or
- b) 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 personnel 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.

5. **METHOD OF SELECTION**

- 5.1 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).
- 5.2 A merit list of the candidates will be prepared on the basis of marks in the aggregate secured by them 10+2 or 12th Class Examination of a recognized University or Board of School Education or Board of Secondary Education (excluding vocational streams). This merit list is on the basis of 40% of the percentage of marks secured by the candidates in 10+2 or 12th Class Examination. For example, if a candidate has secured 70% marks in 10+2 or 12th Class Examination he would be awarded 40% of 70 i.e., 28 marks for the purpose of preparing merit list.
- 5.3 Out of this merit list, candidates equal to 10 times of vacancies (for each community separately as per the vacancies reserved for each community) will be called for to appear for the Aptitude test / written test scheduled to be held on **05-02-2012 (Sunday) and Typing/Computer Test scheduled to be held on 06-02-2012 to 10-02-2012**. The candidates selected will be addressed to appear for the Aptitude Test. Those who desire to appear for the Aptitude Test should credit an examination fee of Rs. 50/- (Rupees Fifty Only) in any Post Office and produce the receipt at the time of appearing for test.
- 5.4 The Aptitude Test will contain 50 objective type questions of 2 marks each and will include questions on English, Mathematics, General knowledge, 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.
- 5.5 The computer test consists of data entry knowledge and typing knowledge on computer. The test will consist of one passage in English or Hindi to be typed to test the typing knowledge (The passage for type test will consist of 450 words in English and 375 words in Hindi to be typed at the minimum speed of 30 w.p.m. and 25 w.p.m. respectively) 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.
- 5.6 The marks secured in computer test will be added to the marks already secured in the components referred to in paras 5.2 and 5.4 above and a final merit list will be prepared. The final selection will be made on the basis of this final merit list.
- 5.7 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 selected**.

6. SPECIAL INSTRUCTIONS TO THE APPLICANTS

- (a) Original certificate should not be submitted. Photo copies duly attested by a Gazetted officer should be sent.
- (b) All the required documents and certificates should be sent along with the application. The documents/marks lists/certificates submitted at a later date will not be entertained.
- (c) Only short-listed candidates will be informed to appear for tests and finally selected candidates only will be informed of their selection. No correspondence will be entertained regarding application/selections.
- (d) Community certificate for SC/ST & OBC in the prescribed form from the competent authorities, as in Appendix II and III respectively are to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will be ignored.
- (e) The applications should be sent through Speed Post/Registered Post Only. Those sent through any other means and given by hand will not be accepted.
- (f) 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.
- (g) The selected candidates of all posts are liable to serve anywhere in the Circle and as and when required at the sole discretion of the appointing authority.
- (h) Once appointed, request for transfer will not be entertained for 5 years.
- (i) No travelling allowances or other expenses will be paid or arrangements made for stay for attending tests. Candidates have to bear their own cost and make their own arrangements for stay.
- (j) Selection of candidates will be in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts from time to time.
- (k) 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.

7. DETAILS OF ENCLOSURES : (List of photo copies (duly attested by a Gazetted officer) of Certificates and documents to be sent).

- a) All marks lists of Education qualifications.
- b) Proof for Date of birth.
- c) Caste/Community Certificate in the prescribed form for SC, ST and OBC candidates issued by competent authorities (Please see Appendix II and III).
- d) 2 Pass Port Size Photographs (one to be pasted on the application and the other sent loose with name and address written on the reverse).
- e) Physically Handicapped Certificate from the competent authority in case of physically handicapped candidates (please see Appendix IV).
- f) Discharge certificate in case of ex-servicemen or prescribed certificate in case of serving Armed Forces Personnel, if any.
- g) Duly filled in Application Form itself.

8. The application in the form attached to this prospectus, completed in all respect may be sent to the Chief Postmaster General, Karnataka Circle, Bangalore-560001. The application along with attested copies of requisite certificates should reach on or before the date mentioned in the notification. Applications received after due date are liable to be rejected.

9. IMPORTANT :

- a) Original certificates should not be submitted. Only photo copies duly attested by a Gazetted officer should be submitted. However, SC/ST/OBC/PH & Ex-serviceman candidates should produce relevant original certificates at the examination centre for claiming examination fee concession.
- b) If the prescribed / required documents are not submitted along with the application, application received after due date will be rejected and no request for revival will be considered.
- c) Incomplete or unsigned applications or applications without photographs or applications received after due date will be rejected.
- d) Before submitting his/her application, the candidate must carefully read the eligibility conditions and satisfy himself/herself that he/she fulfils all the eligibility conditions for the post for which he/she has applied.
- e) The candidate who comes under the zone of consideration will be called for the written aptitude test. Each such candidate will be issued with a Hall Permit and will be assigned a Roll number. The Hall Permit will be sent to the candidates in due course. Time table and venue of the examination will be indicated in the hall permit. However, candidates can sit for the examination only on payment of the prescribed examination fee.

10 INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION:-

- i) Write the required information In English or in Hindi.
- ii) One envelope should contain application of one candidate only.
- iii) The envelope containing the application must be superscribed in bold letters as **"APPLICATION FOR THE POST OF POSTAL ASSISTANT IN CO UNDER ORTHOPEDICALLY HANDICAPPED QUOTA"**.
- iv) An application will be rejected at any stage of recruitment process for not having been submitted in the official format/having incomplete information / wrong information / misrepresentation of facts / unsigned / without photographs / not accompanied by attested copies of required certificates.
- v) If a candidate has changed his/her name or dropped / added part of his / her name after Matriculation/SSLC/Hr. Secondary, proof for the change of name such as Affidavit, Gazette Notification, etc., should be enclosed.

NOTE : Only certificates issued by the competent authorities, for example, the Universities / concerned Boards would be accepted as proof for having possessed the minimum educational qualifications or date of birth. Only those certificates issued by the competent authorities and in the prescribed form would be considered.

11. CHECK LIST: Before submission of application, the following points may be checked carefully and the corresponding columns are filled correctly.

- (a) Check whether you have firmly pasted your passport size Photographs (5 cm x 7 cm) in the prescribed place in the application form.
- (b) Check your Eligibility carefully.
- (c) Check whether you have filled in all the columns of the application form correctly and no column has been left blank.
- (d) Check whether you have filled in your COMMUNITY / CATEGORY STATUS correctly in the relevant column.
- (e) Check whether application form has been signed in full by you.

Chief Postmaster General
Karnataka Postal Circle
Bangalore-560001.

APPENDIX-II

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 Dept. of Personnel & Administrative Reforms Letter No. 36012/6/76-Est. (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 Sri/Srimati*/Kumari* son/daughter*
of _____ of village/town` _____
in District/Division* _____ of the State/Union Territory/* _____
belongs to the _____ caste/tribe* which is recognised as a Scheduled Caste/
Scheduled Tribe* under

- * The Constitution (Scheduled Castes) Order, 1950.
- * The Constitution (Scheduled Tribes) Order, 1950.
- * The Constitution (Scheduled Castes) (Union Territories) Order, 1951.
- * The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

(As amended by the Scheduled Castes and Scheduled Tribes Lists (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 Castes and Scheduled Tribes Orders (Amendment) Act, 1976)

- *The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- *The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- *The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- *The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- *The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- *The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- *The Constitution (Goa, Daman and Diu) Scheduled Tribes Order. 1968.
- *The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- *The Constitution (Sikkim) Scheduled Castes Order, 1978.
- *The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- *The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- *The Constitution (Scheduled Castes) Orders (Amendment) Act. 1990.
- *The Constitution (Scheduled Tribes) Order Amendment Act, 1991.
- *The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Sri/ Srimati*father/ mother' of Sri/Srimati/Kumari* _____ of village/town &* in District/Division* _____ of the State/Union Territory* who belong to the Caste/Tnbe* which is recognised as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* _____ issued by the
Dated _____
3. Sri / Srimati / 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 peoples act, 1950.

*Please delete 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/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner.
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tahasildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

APPENDIX – III

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

(Government of India, Dept. of Personnel and Training, O.M. No. 36033/28/94. Estt.(Res.), dated 2-7-1997)

This is to certify that Sri/Srimati/Kumari* _____ son/
daughter* of _____ of village
District/Division* _____ in the _____ State _____
belongs to the _____ community which is recognised as a Backward Class under :-

- *(i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC(C), dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-1, Section 1, No. 186, dated the 13th September 1993.
- *(ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-1, Section 1, No. 163, dated the 20th October 1994.
- *(iii) 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.
- *(iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-1, Section 1, No. 210, dated the 11th December, 1996.

Sri/Srimati/Kumari* _____ and/or his family ordinarily reside(s) in the _____ District/ Division* of the State. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt- (SCT), dated 8-9-1993.

Place

Date :

Seal

Signature of District Magistrate,
Deputy Commissioner, etc.

* Strike out whichever 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/Taluk 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 Tahasildar; and
- iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

APPENDIX IV

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board

Certificate No. _____

Date

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum. _____ son/wife/daughter of Shri
age _____ identification mark(s) _____ is suffering from Permanent disability of following
category:

(A) Locomotor or cerebral palsy:

- i) BL-Both legs affected but not arms.
- ii) BA – Both arms affected (a) Impaired reach
(b) Weakness of grip
- iii) BLA-Both legs and both arms affected
- iv) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- vi) BH-Stiff back and hips (cannot sit or stoop)
- vii) MW-Muscular weakness and limited physical endurance.

(B) Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

(C) Hearing impairment:

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

(Delete 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.' Sh./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 seeing | Yes/No |
| (x) H -can perform work by hearing/ speaking. | Yes/No |
| (xi) W-can perform work by reading and writing. | Yes/No |

(Dr.)
Member
Medical Board

(Dr.)
Member
Medical Board

(Dr.)
Chairperson
Medical Board

*Strike out which is not applicable.

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