DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL
DELHI CIRCLE, NEW DELHI-110001

DIRECT RECRUITMENT TO THE CADRE OF POSTMAN/MAILGUARD 2014

Detaiiled Guideliness, Instructions for the Post of Postman/Mailguard

The detailed guidelines, conditions and instructions for the Direct Recruitment to the cadre of Postman/Mailguard 2014 are given below, which must be read carefully by the applicant and satisfy himself about the eligibility to the post of Postman/Mailguard and then apply for the same. It will be presumed that all guidelines, conditions & instructions are acceptable to the candidates who are applying for the post.

1   **Details of vacancies category wise and Division wise. The vacancy position in different divisions/units with Divisions/Unit code are given as under:**

S. No	Name of Division/Unit	No of vacancies						
	(POSTMAN)	OC	SC	ST	OBC	Total	Ex-ser	No of vacancy in PhysicallyHandicapped(with category)
1	New Delhi South West Division	62	14	12	16	104	11	03(OH)
2	New Delhi West Division	64	10	14	19	107	11	03(OH)
3	Delhi East Division	57	06	17	27	107	11	01(OH), 02(HH)
4	New Delhi Central Division	57	08	05	13	83	08	02(HH)
5	Delhi North Division	60	11	20	25	116	11	03(HH)
6	New Delhi South Division	76	14	25	45	160	16	03(VH-Low Vision), 01(OH)
7	Delhi GPO	20	Nil	05	05	30	03	02(VH-Low-Vision),01(HH)
8	New Delhi HO	15	01	06	03	25	02	01(VH-Low Vision)
	Total	*411*	*64*	*104*	*153*	*732*	*73*	*22*
	(MAILGUARD)							
1	New Delhi Sorting Division	01	Nil	Nil	Nil	01	Nil	Nil
2	Delhi Sorting Division	02	Nil	01	01	04	01	01(VH-Low Vision)
3	Airmail Sorting Division	03	Nil	Nil	Nil	03	Nil	Nil
	Total	*6*	*NIL*	*01*	*01*	*8*	*01*	*01*

Note:- 1. OH- Orthopedically Handicapped, HH- Hearing handicapped, VH (Low Vision) - Visually handicapped (Low Vision)

2. The vacancies of Ex-serviceman and Physically handicapped will be adjusted in the relevant categories i.e OC, SC, ST and OBC as the case may be in view of category of selected candidates.

2   **Categories of applicants eligible to claim Physically Handicapped(PH) concession**
    (a) **Orthopedically Impaired** – The orthopedically impaired are those who have a minimum 40% of physical defect or deformity which causes and interference with the normal functioning of bones ,muscles and joints. Categories of orthopedically impaired applicants suitable for posts:
        (i)   One arm affected.
        (ii)   One leg affected.

(b) **Hearing Impaired** – Categories suitable for the post – Deaf or those in whom the sense of hearing is non functional for ordinary purposes of life , they do not hear, understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels (db) in the better ear(profound impairment) or the total loss of hearing in both ears.

(c) **Visually Impaired** – Categories of visually impaired persons suitable for the post- only low vision.

Low Vision- persons with low vision means a person with impairment of visual functioning even after treatment or standards refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.
   The applicants should posses valid medical certificate in the form prescribed by the Govt issued by the 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 by competent medical authority in the format prescribed by the Govt. at the time of on-line registration.

3   **The vacancies indicated in the Para 1 above are likely to vary/change without any prior intimation or assigning any reason.**

4   **Scale of Pay**- Rs 5200-20200 with a grade pay of Rs 2000/- + other admissible allowances as prescribed from time to time.

5   **Age Limit :** Between 18 and 27 years , For General categories (Unreserved applicants i.e OC candidates)

(i) Permissible relaxation of upper age limit as per Govt. of India orders are as indicated below:

Category	Age relaxation permissible beyond the upper age limit
Schedule Cast/Schedule Tribes(SCs/STs)	5 Years
Other backward classes	3 Years
Physically Handicapped	PH + Unreserved - 10 Years PH + SC/ST - 15 Years PH+ OBC - 13 Years
Ex-Servicemen	3 Years after deduction of service rendered in Military(not less than 6 months continuous service) from the actual age as on crucial date for reckoning of age limit.
Serving Govt. employees who have rendered not less than 3 years regular continuous service as on crucial date for reckoning of age limit	Upto 40 Years for OC candidates (General) Upto 45 Years for SC/ST candidates Upto 43 Years for OBC candidates

6   **Crucial Date for reckoning of age limit**- The crucial date for determining the age limit shall be as on 16-8-2013. The candidate whose age between 18 to 27 years as on 3-12-2014 i.e closing date for online registration of applications is also eligible for the said posts.

7   **Educational Qualification**- Matriculation pass from a recognized Board or University.

8   **Pattern & Syllabus of examination** -The applicants shall be subjected to an Aptitude Test with total 100 maximum marks covering the following subjects/topics. Aptitude test will be comprising 4 parts(Part A, B, C(i) & C(ii)). The duration of the Aptitude test will be of 2 hours(120 minutes). These is no negative marking.

Part	Syllabus
A- General Knowledge (25 marks with 25 questions of 1 mark each)	**Topics**: Geography, Indian History, Freedom Struggle, Culture & Sports, General Politics & Constitution of India, Economics, General Science , Current Affairs and Reasoning & Analytical ability of 10th standard.(2 to 3 questions from each topic)
B- Mathematics (25 marks with 25 questions of 1 marks each)	**Topics:** Number systems, Computation of whole numbers, Decimals & fractions, Relationship between Numbers, Fundamental arithmetical operations, Percentage, Ratio & Proportion, Profit & loss, Simple Interest, Average, Discount, Partnership, Time & work, Time & Distance, Use of Tables & Graphs, Mensuration.(1 to 2 questions from each topic)
C(i) – English (25 marks with 25 questions of 1 marks each)	**Topics:** Articles, Prepositions, conjunctions, tenses, verbs, synonyms and antonyms, vocabulary, sentence structure, Proverbs, Phrases, Questions from a small unseen passage etc (Five question from one unseen passage and 2 to 3 questions from remaining topics)
C(ii)- Hindi (25 marks with 25 questions of 1 mark each)	**Topics (for Hindi):** Shabd Pad, Kriya Bhed, Mishr & Sanyukt Vakya, Vakyo ka Rupantran, Swar Sandhi, Alankar, Samas, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan, Apathit Gadyansh.(5 questions from one Apathit Gadyansh and 2 to 3 questions from remaining topics)

9 **(a)** **Qualifying Marks/ Criteria:** The minimum qualifying marks to be obtained in each part of the Aptitude test is prescribed as under:

Unreserved candidates(OC)	40% marks i.e minimum 10 marks in each part and 40 % in aggregate. The candidate has to qualify in each part i.e Part A, B ,C(i) and C(ii) besides securing prescribed aggregate marks.
OBC	37% marks i.e minimum 9 marks in each part and 37% in aggregate. The candidate has to qualify in each part i.e Part A, B ,C(i) and C(ii) besides securing prescribed aggregate marks.
SC/ST	33% marks i.e minimum 8 marks in each part and 33% in aggregate. The candidate has to qualify in each part i.e Part A, B ,C(i) and C(ii) besides securing prescribed aggregate marks.

The selection will purely on merit basis which will be prepared on the basis of marks obtained in the Aptitude test separately for each category. It is further stated that if two or more candidates secure equal marks in Aptitude test and they are standing in the last position in the merit list than it is clearly stated that the candidate senior in age will be considered for selection.

 (b) **Preparation of merit list-** A common merit list for the whole Delhi Circle shall be prepared in respect of all categories of post put together. For the said purpose candidate shall indicate their preference of the Post and also indicate their preference for Divisions/Unit in the online application. Thereafter the candidates will be allotted to the posts and the divisions as per their preference based on their position in the merit list and availability of vacancies.

Such 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 vacancy exits. The candidates will have to give an undertaking that in event of his/her not getting the post in his/her 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/division where vacancy exists at the discretion of the competent authority.

10   Structure of Fees
   (i) **Cost of application form registration:** Rs100/- for all categories of applicants who have registered .
   (ii) **Examination Fee** - The examination fee prescribed for all male applicants in General, OBC and Ex-servicemen categories is Rs 400/- Candidates belonging to Scheduled Cast/Scheduled Tribe /Physically Impaired/Women are exempted for payment of examination fee.

11 (a) **Probation Period** – 2 Years
    (b) **Training**- The training will be imparted to the selected candidates as prescribed.

12 Disqualification: A person,
 (a)   Who has entered into or contracted a marriage with a person having a spouse living; or
 (b) Who , having a spouse living, has entered into or contracted a marriage with any person, will not be able
      to eligible for appointment to the
                Provided that the Central Govt. 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.

13 Any person appointed to the said posts, shall be liable to serve in the Army Postal Services of India or abroad , as required.

14   An applicant cannot register more than one application on-line. If it is done, his/her candidature is liable to be rejected without any communication.

15   No TA/DA is admissible.

16 **How to Apply**
   (i)   The applicant has to access the IndiaPost website www.indiapost.gov.in in the **Opportunity Section** with seeing the detailed notification issued by the Department and instructions sheet/information brochure.
   (ii)   Before starting registration of his/her application on the website the applicant should read the notification/instruction sheet 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 thereof 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 40 KB in .jpg/.jpeg format) and signature(not more than 40 KB in .ipg/ipeg 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 applicants.
   (v)   Applicants should fill the detail/inputs in the on-line application at the appropriate places very carefully and click on **SUBMIT** button at the end of the registration of online 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 of his/her father etc should be spelt correctly in the application as it so appears in the matriculation certificate /marksheet . Any change/alteration found/detected later on may lead to his 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 Applicant will be informed the registration number through SMS on the given mobile number in the application. The applicant has to generate the Challan in triplicate to enable him to pay the fee. Applicant has to take out a printout of the system generated fee payment Challan. The applicant has to retain a copy of his challan for future reference.

(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.

17   Mode of Payment : The cost of application form and examination fee are prescribed in para No. 10 above. The applicants have to approach the identified e-payment post offices (list of Post offices in Annexure-I) and to produce fee payment challan printed by him and to **PAY THE FEE IN CASH(INR) ONLY.** Once the fee has been paid the registration process is completed. After expiry of three working days from payment of fee, the confirmation of fee will be given through SMS. The printout of filled application form will be obtained by the applicant after confirmation of the fee. In case of non-payment of application registered will not be considered for further process. The applicants who have registered their applications on the closing date of registration are permitted to pay the fee till 5-12-2014.

18   The applicants after successful registration of the online application are advised to keep printout of the his/her application , copy of fee challan, receipt issued by the Post office for any future reference.

19   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 to 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 the time of registration of the Application form and before saving and uploading the application.

20   The Department has right to cancel the recruitment process or modify the selection process with the reasons recorded at any stage.

21   The admit cards will be uploaded in the Departmental website (www.indiapost.gov.in) latest by 13-12-2014 . Keep in touch with website for further progress of recruitment process. The candidate will also be informed through SMS and E-mail.

22 **The closing date for registration of application** – The registration of on-line application will commence on 3-11-2014 and closed by 3-12-2014 by 23.59 hrs.

<div align="right">
Sd/-
Assistant Director(R&E)
</div>

ePayment offices identified for Collection of Fee

S.No.	Name of PO	PIN Code	Unit	Status	Category (HO)
1	RAMESH NAGAR HPO	110015	**ND WEST DN**	ACTIVE	HO
2	N. I. ESTATE H.P.O	110028	**ND WEST DN**	ACTIVE	HO
3	INDRAPRASTHA HO	110002	**ND CENTRAL**	ACTIVE	HO
4	NEW DELHI GPO	110001	**ND CENTRAL**	ACTIVE	HO
5	SANSAD MARG HO	110001	**ND CENTRAL**	ACTIVE	HO
6	JHILMIL HPO	110095	**DELHI EAST**	ACTIVE	HO
7	KRISHNA NAGAR HPO	110051	**DELHI EAST**	ACTIVE	HO
8	ASHOK VIHAR HO	110052	**DELHI NORTH**	ACTIVE	HO
9	DELHI GPO	110006	**DELHI NORTH**	ACTIVE	HO
10	KALKAJI HO	110019	**ND SOUTH DN**	ACTIVE	HO
11	LODHI ROAD HO	110003	**ND SOUTH DN**	ACTIVE	HO
12	SAROJINI NAGAR HPO	110023	**ND S/WEST DN**	ACTIVE	HO
13	CHANAKYA PURI	110021	**ND S/WEST DN**	ACTIVE	HSG
14	DELHI CANTT	110010	**ND S/WEST DN**	ACTIVE	HSG
15	HAUZ KHAS	110016	**ND S/WEST DN**	ACTIVE	HSG
16	R K PURAM MAIN	110066	**ND S/WEST DN**	ACTIVE	HSG
17	S J ENCLAVE	110029	**ND S/WEST DN**	ACTIVE	HSG
18	VASANT KUNJ	110070	**ND S/WEST DN**	ACTIVE	HSG
19	GANDHI NAGAR PO	110031	**DELHI EAST**	ACTIVE	HSG I
20	PATPAR GANJ PO	110091	**DELHI EAST**	ACTIVE	HSG I
21	SHAHDARA PO	110032	**DELHI EAST**	ACTIVE	HSG I
22	GREATER KAILASH PO	110048	**ND SOUTH DN**	ACTIVE	HSG I
23	LAJPAT NAGAR	110024	**ND SOUTH DN**	ACTIVE	HSG I
24	MALVIYA NAGAR	110017	**ND SOUTH DN**	ACTIVE	HSG I
25	OKHLA INDUSTRIAL ESTATE	110020	**ND SOUTH DN**	ACTIVE	HSG I
26	PUSHPA BHAWAN	110062	**ND SOUTH DN**	ACTIVE	HSG I
27	SANGAM VIHAR	110080	**ND SOUTH DN**	ACTIVE	HSG I
28	SRINIWASPURI	110065	**ND SOUTH DN**	ACTIVE	HSG I
29	JANAK PURI	110058	**ND WEST DN**	ACTIVE	HSG I
30	CIVILLINES	110054	**DELHI NORTH**	ACTIVE	HSG I
31	MALKA GANJ	110007	**DELHI NORTH**	ACTIVE	HSG I
32	N.S.MANDI PO	110033	**DELHI NORTH**	ACTIVE	HSG I
33	ROHINI PO	110085	**DELHI NORTH**	ACTIVE	HSG I
34	PATEL NAGAR	110008	**ND CENTRAL**	ACTIVE	HSG I
35	ANDREWSGANJ	110049	**ND SOUTH DN**	ACTIVE	HSG I
36	BADARPUR	110044	**ND SOUTH DN**	ACTIVE	HSG I
37	LAXMI NAGAR PO	110092	**DELHI EAST**	ACTIVE	HSG II
38	DK PO	110059	**ND WEST DN**	ACTIVE	HSG II
39	MAYA PURI PO	110064	**ND WEST DN**	ACTIVE	HSG II
40	NAJAFGARH	110043	**ND WEST DN**	ACTIVE	HSG II
41	NANGAL RAYA	110046	**ND WEST DN**	ACTIVE	HSG II
42	NANGLOI	110041	**ND WEST DN**	ACTIVE	HSG II
43	PALAM VILLAGE	110045	**ND WEST DN**	ACTIVE	HSG II

44	PASCHIM VIHAR B BLOCK	110063	**ND WEST DN**	ACTIVE	HSG II
45	RAJOURI GARDEN	110027	**ND WEST DN**	ACTIVE	HSG II
46	TILAK NAGAR	110018	**ND WEST DN**	ACTIVE	HSG II
47	SEELAMPUR PO	110053	**DELHI EAST**	ACTIVE	HSG II
48	CHANDNI CHOWK	110006	**DELHI NORTH**	ACTIVE	HSG II
49	DISTT COURT	110054	**DELHI NORTH**	ACTIVE	HSG II
50	SHALIMAR BAGH PO	110088	**DELHI NORTH**	ACTIVE	HSG II
51	J N U	110067	**ND S/WEST DN**	ACTIVE	HSG II
52	MEHRAULI	110030	**ND S/WEST DN**	ACTIVE	HSG II
53	VASANT VIHAR-1	110057	**ND S/WEST DN**	ACTIVE	HSG II
54	SARASWATI VIHAR	110034	**DELHI NORTH**	ACTIVE	HSG II
55	AJMERI GATE EXT.	110002	**ND CENTRAL**	ACTIVE	HSG II
56	DARYA GANJ POST OFFICE	110002	**ND CENTRAL**	ACTIVE	HSG II
57	I.A.R.I.POST OFFICE	110012	**ND CENTRAL**	ACTIVE	HSG II
58	I.P. ESTATE POST OFFICE	110002	**ND CENTRAL**	ACTIVE	HSG II
59	JANPATH POST OFFICE	110001	**ND CENTRAL**	ACTIVE	HSG II
60	KAROL BAGH	110005	**ND CENTRAL**	ACTIVE	HSG II
61	RAJENDER NAGAR	110060	**ND CENTRAL**	ACTIVE	HSG II
62	SRT NAGAR	110055	**ND CENTRAL**	ACTIVE	HSG II
63	UDYOG BHAWAN PO	110011	**ND CENTRAL**	ACTIVE	HSG II
64	UPSC POST OFFICE	110069	**ND CENTRAL**	ACTIVE	HSG II
65	A.G.C.R. POST OFFICE	110002	**ND CENTRAL**	ACTIVE	LSG
66	ANAND PARBAT	110005	**ND CENTRAL**	ACTIVE	LSG
67	BARODA HOUSE	110001	**ND CENTRAL**	ACTIVE	LSG
68	BENGALI MARKET PO	110001	**ND CENTRAL**	ACTIVE	LSG
69	D B GUPTA ROAD	110005	**ND CENTRAL**	ACTIVE	LSG
70	DELHI HIGH COURT	110003	**ND CENTRAL**	ACTIVE	LSG
71	KRISHI BHAWAN	110001	**ND CENTRAL**	ACTIVE	LSG
72	MULTANI DHANDA PO	110055	**ND CENTRAL**	ACTIVE	LSG
73	PAHARGANJ PO	110055	**ND CENTRAL**	ACTIVE	LSG
74	PATEL NAGAR EAST	110008	**ND CENTRAL**	ACTIVE	LSG
75	RASHTRAPATI BHAVAN PO	110004	**ND CENTRAL**	ACTIVE	LSG
76	SECRETARIAT NORTH PO	110001	**ND CENTRAL**	ACTIVE	LSG
77	SUPREME COURT PO	110001	**ND CENTRAL**	ACTIVE	LSG
78	GOKALPURI PO	110094	**DELHI EAST**	ACTIVE	LSG
79	KARAWAL NAGAR	110090	**DELHI EAST**	ACTIVE	LSG
80	MAYUR VIHAR PH-I PO	110091	**DELHI EAST**	ACTIVE	LSG
81	NAND NAGRI "C" PO	110093	**DELHI EAST**	ACTIVE	LSG
82	RAM NAGAR PO	110051	**DELHI EAST**	ACTIVE	LSG
83	D.I. AREA	110015	**ND WEST DN**	ACTIVE	LSG
84	DWARKA SEC-6	110075	**ND WEST DN**	ACTIVE	LSG
85	PUNJABI BAGH PO	110026	**ND WEST DN**	ACTIVE	LSG
86	SUNDER VIHAR PO	110087	**ND WEST DN**	ACTIVE	LSG
87	ALIPUR	110036	**DELHI NORTH**	ACTIVE	LSG
88	BAWANA	110039	**DELHI NORTH**	ACTIVE	LSG
89	DELHI UNIVERSITY PO	110007	**DELHI NORTH**	ACTIVE	LSG
90	G.T.B.NAGAR	110009	**DELHI NORTH**	ACTIVE	LSG

91	GANESHPURA	110035	**DELHI NORTH**	ACTIVE	LSG
92	JAWAHAR NAGAR PO	110007	**DELHI NORTH**	ACTIVE	LSG
93	KAMLANAGAR	110007	**DELHI NORTH**	ACTIVE	LSG
94	MANGOL PURI N	110083	**DELHI NORTH**	ACTIVE	LSG
95	MAURYA ENCLAVE	110034	**DELHI NORTH**	ACTIVE	LSG
96	ROHINI SECTOR 15	110089	**DELHI NORTH**	ACTIVE	LSG
97	SAMAIPUR	110042	**DELHI NORTH**	ACTIVE	LSG
98	SHAKUR BASTI DEPOT	110056	**DELHI NORTH**	ACTIVE	LSG
99	GOLF LINKS	110003	**ND SOUTH DN**	ACTIVE	LSG
100	HAZRAT NIZAMUDDIN	110013	**ND SOUTH DN**	ACTIVE	LSG
101	KAILASH COLONY	110048	**ND SOUTH DN**	ACTIVE	LSG
102	NEHRU PLACE PO	110019	**ND SOUTH DN**	ACTIVE	LSG
103	NEW FRIENDS COLONY	110025	**ND SOUTH DN**	ACTIVE	LSG
104	KAPASHERA	110097	**ND S/WEST DN**	ACTIVE	LSG
105	R.K.PURAM(WEST)	110066	**ND S/WEST DN**	ACTIVE	LSG
106	ANAND VIHAR PO	110092	**DELHI EAST**	ACTIVE	LSG
107	SARITA VIHAR	110076	**ND SOUTH DN**	ACTIVE	LSG
108	IGNOU	110068	**ND S/WEST DN**	ACTIVE	LSG
109	R K PURAM SEC 5	110022	**ND S/WEST DN**	ACTIVE	LSG
110	VISHWAS NAGAR PO	110032	**DELHI EAST**	ACTIVE	LSG