

Department of Posts, India  
Ministry of Communications  
Office of the Chief Postmaster General,  
Orissa Circle, Bhubaneswar - 751 001

**ADVERTISEMENT**

No. RE/6-12/2010(Part-II) Dated at Bhubaneswar the 8<sup>th</sup> November, 2010.

**RECRUITMENT FOR POSTAL ASSISTANTS/ SORTING ASSISTANTS BY  
DIRECT RECRUITMENT OF OPEN MARKET CANDIDATES PERTAINING TO  
THE YEAR 2009 & 2010 IN ORISSA POSTAL CIRCLE.**

Applications in the prescribed format are invited from intending candidates for recruitment to the posts of 65 Postal Assistants in Pay Band-1 of Rs. 5200-20200 with Grade Pay Rs. 2400 per month.

2. The prospectus containing the eligibility conditions such as age, qualifications etc., recruitment procedures, prescribed application form and details about number of vacancies to be filled in and the officer to whom applications are to be addressed can be obtained from all the Head Post Offices and important Sub Post Offices/Mukhya Dak Ghar of Orissa Postal Circle on payment of prescribed fee of Rs. 25/- (Rupees twenty five) only by cash at the concerned Post Office counter.

3. Applications duly completed in all respects along with attested legible photocopies of the certificates/mark sheets, two recent passport size photographs etc. should be submitted by **Registered Post or Speed Post only**, so as to be received by the Officer concerned **on or before 08.12.2010**.

4. The advertisement is being issued in continuation of the earlier dated 20-8-2010 & Addendum dated 18-9-2010.

5. The advertisement is in respect of such divisions where earlier not even a single vacancy was available for filling up by SC/ST/OBC hence was not notified calling for applications but in the meantime vacancies reserved for SC/ST/OBC have become available in those divisions during the current year itself for which applications are invited.

6. Applicants can also download the application form, prospectus and vacancy position chart from the Department's website at [www.indiapost.gov.in](http://www.indiapost.gov.in) and credit Rs. 25/- towards cost of application form under UCR at any Post Office. The receipt given by the Post Office should be attached with the application. Downloaded application without UCR receipt will be rejected.

Applications wrongly addressed or received after due date and applications without required certificates/mark sheet and incomplete in any respect will be rejected and no correspondence in this regard will be entertained.

( A.K.Ganguly )  
Asst. Director (Recruitment)  
For Chief Postmaster General  
Orissa Circle, Bhubaneswar-1

**NO.OR**

**DEPARTMENT OF POSTS**

**PROSPECTUS  
&  
APPLICATION FORM**

**FOR**

**RECRUITMENT TO POSTAL  
ASSISTANT/SORTING ASSISTANT CADRE**

**ISSUED BY  
OFFICE OF THE CHIEF POSTMASTER GENERAL  
ORISSA CIRCLE, BHUBANESWAR-751 001**

## PROSPECTUS

The details in this prospectus are applicable for recruitment for the following posts:

- a) Postal Assistants in Post Offices
- b) Postal Assistants in Circle Offices and Regional Offices
- c) Postal Assistants in Returned Letter Offices
- d) Postal Assistants in Savings Bank Control Organisation.
- e) Sorting Assistants in Railway Mail Services
- f) Postal and Sorting Assistants in Army Postal Service.

1. **SCALE OF PAY:** Pay Band 1 Rs.5200-20200 with grade pay of Rs. 2400/-
2. **PROBATION:** The candidates selected will be appointed and will be on probation as per rules till the successful completion of probation as per rules.

### 3. **ELIGIBILITY CONDITIONS:**

- 3.1 **Age: (a)** Between 18 to 25 years as on last date prescribed for receipt of application as shown in the advertisement and in the list containing vacancy position supplied with this prospectus.

#### **Upper age limit is relaxable for –**

- a) SC/ST by 5 years:
- b) OBC by 3 years :
- c) Physically handicapped by 10 years, and
- d) Ex-Servicemen by the length of military service plus three years.

### 3.2 **Educational and other qualifications required:**

#### **a) Postal /Sorting Assistants.**

- i) Pass in 10+2 or 12<sup>th</sup> Class examination of a recognized University or Board of School Education or Board of Secondary Education (excluding vocational streams).
- ii) Candidates for the posts of Postal Assistants in Post Offices, Sorting Assistants in Railway Mail Service and Postal / Sorting Assistants in Army Postal Service should have the above educational qualifications with English as a compulsory subject.
- iii) The candidates should have knowledge of local language of the state, i.e. should have studied Oriya ( and / or any other local language declared as local language by Orissa State Government) as a subject at least upto Matriculation level(SSLC).

- iv) Candidates with higher qualifications are also considered. But they have to fulfil the requirements mentioned in Sub paras (i) to (iii) above.
- v) Candidates who have passed Vocational Course or job Oriented course (JOC) only are NOT eligible.
- vi) Desirable qualification – Typing knowledge and Computer knowledge.
- vii) For Postal Assistants of Circle Office and Regional Office, 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.

**b) Postal Assistant in Army Postal Services:**

- i) Applications should be superscribed as ‘**APPLICATION FOR POSTAL ASSISTANTS TO Army Postal Service**’.
- ii) The vacancies reserved for APS are open only for males.
- iii) The candidates should produce a medical certificate in prescribed format available in this prospectus at Appendix I from a Govt. Medical Officer.
- iv) All other conditions applicable to Postal / Sorting Assistant mentioned in sub para(b) above will apply.
- v) Special terms and conditions for Postal Assistants in Army Service:
  - The selected candidates will be given provisional appointment order and sent to the nearest Branch Recruiting Officer (BR for physical and medical check up)s.
  - Candidates found to be physically fit by the BRO will be only considered for appointment and further deputation to Army Postal Service as per their seniority in merit list. Candidates who are not found physically and medically fit by BRO will not be appointed. They will have no right to claim any appointment either in civil or in APS, even if they are in merit list for APS.
  - Candidates declared physically fit by BRO as indicated above will be given appointment order by the appointing authority.
  - The candidates have to fulfil the required medical and physical standards prescribed by the Army Headquarters. The selected candidates will be governed by Army Act and Army Rules during their service in APS, which entails Field service anywhere in India or abroad, wearing of uniform as applicable to Army personnel and appropriate rank structure. The induction will be in the rank of Warrant Officer.

- Selected candidates have a liability to serve in the Army Postal Service for as long as their services are required by Army Repatriation to civil appointment can be done only with consent of both parties, viz, civil appointing authorities and Army Postal Service.
- The selected candidates will undergo Basic Recruit Training at APS Centre, Kamptee for a period of six months Appointment is subject to successful completion of training.
- If a candidate is found to be “Unlikely to become an efficient soldier” his training will be terminated and appointed order issued to the candidate will be treated as cancelled.
- A waiting list will be maintained to replace the candidates who are medically disqualified during medical examination. The next candidate according to the merit will be selected as replacement.

### **3.3. Physically Handicapped (PH) (Column 7)**

- (a) Applicants may apply to the divisions where vacancies have been reserved under PH Quota. Application to be superscribed as **“APPLICATION FOR RECRUITMENT UNDER PH QUOTA”**.
- (b) The recruitment of persons with disabilities will be governed by Government instructions issued from time to time.
- (c) Physically handicapped candidates should produce handicapped certificate from Medical Board attached to the special employment exchange and vocational rehabilitation centre in the prescribed Form I or II, as the case may be 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.
- (d) The vacancy position attached with this prospectus indicates the category of physically handicapped persons who can apply for the post reserved. Only such applicants who come under the category and within the intensity of the disability can apply supported by requisite certificates.

### **3.4 EX-SERVICEMEN:**

- (a) Ex-servicemen may apply to the divisions where the vacancies have been reserved under Ex-servicemen quota. Application to be superscribed as **“APPLICATION FOR RECRUITMENT UNDER EX-SERVICEMAN”**. Attested copy of discharge certificate should be enclosed.

- (b) Armed Forces Personnel applying for civil posts under ex-serviceman category should submit the certificate in the following Proforma along with the application.

“I hereby, with the information available, certify that Shri \_\_\_\_\_  
(Name) No. \_\_\_\_\_ (Rank) \_\_\_\_\_ would complete prescribed period of  
appointment on \_\_\_\_\_ (dates)”.

**Signature:**  
**Commanding Officer:**  
**Office Seal**

**Place :**

**Date :**

- (c) The Ex-servicemen should apply in the separate application form available in this prospectus furnishing all the details as required.

**(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 12<sup>th</sup> 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 in 10+2 or 12<sup>th</sup> 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 12<sup>th</sup> Class Examination. For example, if a candidate has secured 70% marks in 10 +2 or 12<sup>th</sup> 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. Those who desire to appear for the Aptitude Test should credit an examination fee as under.
- i) Rs.100/- for general candidates.
  - ii) Rs.50/- for Schedule Castes / Scheduled Tribes / OBC / Ex-Servicemen / Physically Handicapped candidates 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 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.
- 5.5 The computer test consists of data entry 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 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 as 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) The aptitude test for all Divisions/Units in the Circle will be held on the same day and at the same time. Hence even if a candidate applies for different Divisions/Units he/she will be considered only for the Division/Unit in which he / she takes the test.
  - b) Original certificates should not be submitted. Only attested Xerox/photo copies should be sent.
  - c) 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.

- d) 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 applications/selections.
- e) 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.
- f) 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.
- g) 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.
- h) The nature of work in the Railway Mail Service requires rotation on duties including night shifts/detention on overtime duty in the exigencies of service.
- i) The selected candidates for the post of Postal Assistants in Post Offices and Sorting Assistant in Railway Mail Service are required to undergo induction training at any one of the Postal Training Centres or any other place as directed by the appointing authority.
- j) The selected candidates of all posts are liable to serve anywhere in the Circle and in Army Postal Service in India or abroad as and when required at the sole discretion of the appointing authority.
- k) The candidates selected for the post of Postal Assistants in Savings Bank Control Organization are liable to be posted to any Head Post Office in the Circle.
- l) 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.
- m) Selection of candidates to various posts will be in accordance with the relevant rules and administrative instructions issued by the Department of Posts from time to time.
- n) 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 attested Xerox copies of Certificates and documents to be sent).

- a) All Mark lists of Educational qualifications.

- b) Proof of Date of Birth
  - c) Medical certificate given by the Government Medical Officer in the prescribed format as in Appendix 1 for candidates applying for Postal/Sorting Assistants in Army Postal Service.
  - d) Caste/Community Certificate in the prescribed form for SC, ST and OBC candidates issued by competent authorities (Please see Appendix II and III)
  - e) 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).
  - f) Physically handicapped certificates from the competent authority in case of physically handicapped candidates (Please see Appendix IV)
  - g) Discharge certificate in case of ex-servicemen or prescribed certificate in case of serving Armed Forces Personnel, if any.
  - h) Duly filled in Application Form it self.
8. The application in the form attached to this prospectus, completed in all respects may be sent to the officer of concerned division/unit as at Col 10 of VACANCY POSITION chart as given in Annexure-III, Part-C. Vacancy Position chart is supplied alongwith prospectus and application form. The application alongwith attested copies of requisite certificates should reach on or before the date mentioned in the vacancy position chart. Applications received after due date are liable to be rejected.

**9. IMPORTANT**

- a) Original certificates should NOT be submitted. Only certified copies should be submitted. However, SC/ST/OBC/PH & Ex-Servicemen candidates should produce relevant original certificates at the examination centre for claiming examination fee concession.
- b) If the prescribed/required documents are not submitted alongwith the application, application will be rejected and no request for revival will be considered.

- c) Incomplete or unsigned applications or applications without photographs/late applications will be rejected.
- d) Before submitting his/her application, the candidate must carefully read the eligibility conditions and satisfy himself that he fulfils all the eligibility conditions for the post for which he has applied.
- e) For Postal Assistant/Sorting Assistant posts, 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 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 RECRUITMENT OF \_\_\_\_\_(post for which applied).
- 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/Mis-Representation of facts/unsigned/without photographs/ not accompanied by attested copies of required certificates.
- v) If candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr. Secondary or he/she has changed his/her name after Matric etc. proof of the change in name such 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.

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

- a) Check Whether you have firmly pasted your Passport size Photograph (5cmX7cm) 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 applications 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.

**ABBREVIATIONS USED IN THE PROSPECTUS MEAN THE FOLLOWING:**

OC: Other Community

SC: Scheduled Caste

ST: Scheduled Tribe

OBC: Other Backward Classes

OPH: Orthopedically Handicapped

HH: Hearing Handicapped

Ex-SM: Ex-Servicemen

**CHIEF POSTMASTER GENERAL  
ORISSA CIRCLE  
BHUBANESWAR – 751 001**

**APPENDIX – I**

**MEDICAL CERTIFICATE FROM GOVERNMENT MEDICAL OFFICER TO BE  
PRODUCED BY THE CANDIDATES APPLYING FOR THE POSTS OF  
POSTAL/SORTING ASSISTANTS IN ARMY POSTAL SERVICE**

**(TO BE WRITTEN IN THE HANDWRITING OF THE DOCTOR ISSUING THE  
CERTIFICATE)**

Certified that I, Dr \_\_\_\_\_ has examined  
Sri \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_ and  
found him medically fit and fulfilling the following physical requirements for recruitment in  
Army:

- a) Physical Standards\*:
- Height \_\_\_\_\_ cms.
  - Weight \_\_\_\_\_ kgs.
  - Chest \_\_\_\_\_ cms.
- b) Acuity of Vision: i) Visual acuity not less than 6/12 each eye or right eye 6/6 and left eye 6/24.  
ii) In a left handed individual who shoots from the left shoulder, the visual standards for the two eyes will be reserved.
- c) He is not suffering from any of the following disabilities:
- i) Colour blindness.
  - ii) Hearing Problems (Ears to be de-waxed/cleaned before testing)
  - iii) Low/high blood pressure (normal blood pressure 120/80)
  - iv) Knocking knee
  - v) Flat foot
  - vi) Parrot chest
  - vii) STD
  - viii) Piles

**Place:**

**Date:**

**Signature of Government Medical Officer**

**Designation Stamp**

**Office seal**

**CAUTION :**

As the candidate will be subjected to a medical examination by the Army Medical Corps, the Govt. Medical Officer issuing the certificate will take due care before issuing the certificate.

\*The minimum Physical Standard required is as follows:

|    |   | Height(cms) | Weight(Kgs) | Chest(cms) |
|----|---|-------------|-------------|------------|
| f) | J&K, HP, Punjab Hills   | 163         | 48          | 77         |
| g) | Nagaland, Manipur, Tripura, Mizoram, Meghalaya, Assam, Arunachal Pradesh, Sikkim and Hill Region of West Bengal | 157         | 48          | 77         |
| h) | Punjab, Haryana, Chandigarh   | 170         | 50          | 77         |
| i) | Eastern UP, Bihar, West Bengal, Orissa  | 169         | 50          | 77         |
| j) | MP, Gujarat, Maharashtra  | 167         | 50          | 77         |
| k) | Andhra Pradesh, Karnataka, Tamilnadu, Kerala, Goa and Pondicherry   | 165         | 50          | 77         |

(The above medical certificate does not render the candidate medically fit for employment in Army Postal Service. It will be submitted to Army Medical Corps and candidate will be considered fit if declared so by the Army Medical Board after medical examination)

**APPENDEIX – 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 Schedules Tribes Lists (Modification Order) 1956, the Bombay Re-organization Act, 1960, the Punjab Re-organization Act 1966, the State of Himachal Pradesh Act, 1970, the North Eastern Areas (Re-organization) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1975)

\*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 (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) Schedules Castes Order, 1978

\*The Constitution (Sikkim) Scheduled Tribes Order, 1978

\*The Constitution(Jammy and Kashmir) Scheduled Tribes Order, 1989

\*The Constitution (Scheduled Caste) orders(Amendment) Act, 1990

\*The Constitution(Scheduled Tribes) Order (Amendment) Act, 1991

\*The Constitution(Scheduled Tribes) Order Second Amendment Act, 1991

2. The Certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificates 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/Tribe\* which is recognized 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

Signature

Date

Designation

State/Union Territory

(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.

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\*Please delete the words which are not applicable

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

1. District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/1<sup>st</sup> Class Stipendiary Magistrate/Sub Divisional Magistrate/Taluka 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 recognized as a Backward class under.

- \* (i) Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC (C) dated the 10<sup>th</sup> September, 1993, published in the Gazette of India, Extraordinary, Part.1 Section 1, No. 186, dated the 13<sup>th</sup> September, 1993.
- \* (ii) Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC dated the 19<sup>th</sup> October, 1994, published in the Gazette of India, Extraordinary, Part.1 Section 1, No. 163, dated the 20<sup>th</sup> October, 1994.
- \* (iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC dated the 24<sup>th</sup> May, 1995, published in the Gazette of India, Extraordinary, Part.1 Section 1, No. 88, dated the 25<sup>th</sup> May, 1995.
- \* (iv) Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC dated the 6<sup>th</sup> December, 1996, published in the Gazette of India, Extraordinary, Part.1 Section 1, No. 210, dated the 11<sup>th</sup> 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 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/1<sup>st</sup> 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 Tahasildar; and
  - (iv) Sub Divisional Officer of the area where the candidate and/ or his family normally resides.

**APPENDIX - IV**

|                                   |
|-----------------------------------|
| Photograph<br>of the<br>Candidate |
|-----------------------------------|

**MEDICAL CERTIFICATE TO BE PRODUCED BY THE  
PHYSICALLY HANDICAPPED CANDIDATES**

**FORM - I**

**FORM OF MEDICAL CERTIFICATE FOR THE ORTHOPEDICALLY HNDICAPPED**

[ Note :- An Orthopedically handicapped person is one who has a minimum of 40% physical defect of deformity which causes an interference with normal functioning of bones, muscles or joints as mentioned in the Department of Personnel and Training's OM No. 36035/5/88-Estt. (SCT), dated 4.5.1990]

Certified that I, Dr. \_\_\_\_\_ Registration No. \_\_\_\_\_/ or\* we, the Member of the Medical Board attached to the Special Employment Exchange for the physically handicapped/Vocational Rehabilitation Centre for Physically handicapped \_\_\_\_\_ have this day (date) \_\_\_\_\_ examined the applicant whose particulars are given below and that he/she falls within the above definition.

1. Name of the Candidate :
2. Identification Mark :
3. Sex :
4. Father's Name:
5. Approximate age :
6. (A) Nature of disability –
  - (a) Clinical diagnosis
  - (b) Brief description of the disability
  - (c) How far disability is likely to interfere in the normal discharge of duties of Group 'C' non-technical posts in Government office.
  - (d) The degree of permanent disability according to the manual for orthopaedic Surgeon in evaluating permanent physical impairment published by Artificial Limbs Manufacturing Corporation of India GT Road, Kanpur 208 016.
- (B) Use of Appliance (Tick relevant from Following list)
7. Any operation done or indicated.

Any other particulars of clarify the nature and extent of disability that the surgeon might like to point out

Signature of candidate

(Signature of Orthopaedic Surgeon)

Designation:

Office Stamp

Address:

Place:

Date:

**Or**

Signature of Chairman:

Member:

Member :

Medical board attached to special employment  
Exchange for the Handicapped or Vocational  
Rehabilitation Centre for the Physically  
Handicapped

Place

Date:

Office Stamp :

NOTE : 1      Medical certificate submitted by the candidates from Orthopaedic Surgeon would be referred to Medical Board for clearance.

NOTE : 2      Medical certificate submitted by the candidates from the Medical Board attached to Special Employment Exchange for Physically Handicapped or attached to VRC for Physically handicapped persons will be accepted straightway.

NOTE : 3      All the columns in the certificate should be filled in. Incomplete certificate are liable to be rejected disqualifying the candidate for consideration.

\*Strike out whichever is not applicable.

**FORM - II**

**FORM OF MEDICAL CERTIFICATE FOR  
THE DEAF**

Photograph  
of the  
Candidate

Certified that I, Dr. \_\_\_\_\_ Registration No. \_\_\_\_\_/ or\*  
we, the Member of the medical Board attached to the Special Employment Exchange for the  
Physically handicapped/Vocational Rehabilitation Centre for Physically handicapped  
\_\_\_\_\_ have this day (date) \_\_\_\_\_ examined the applicant whose particulars  
are given below.

1. Name of the Candidate :
2. Father's Name :
3. Sex :
4. Identification Mark :
5. Approximate age :
6. An estimate of the Residual hearing if any and the basis on which this estimate has  
been arrived at  
(i) Right ear  
(ii) Left ear
7. Onset of deafness (Please state whether deafness is from birth or acquired later. If  
it has been caused afterwards the age and cause of deafness may be indicated).
8. Please state clearly whether the candidate is deaf for the purpose of appointment as  
LDC or equivalent posts.

Signature of candidate

Place:

Date :

OR

( Signature of ENT Specialist)

Designation :

Office Stamp

Address:

Signature of the Chairman :

Member:

Member :

Medical Board attached to the Special Employment Exchange for The Handicapped  
or Vocational Rehabilitation Centre for the Physically Handicapped.

Place :

Date :

Office Stamp

- NOTE : 1 Medical certificate submitted by the candidates from ENT specialist would  
be referred to Medical Board for clearance.
- NOTE : 2 Medical certificate submitted by the candidates from the Medical Board  
attached to Special Employment Exchange for Physically Handicapped or  
attached to Vocational Rehabilitation Centre for Physically Handicapped  
persons will be accepted straightway.
- NOTE : 3 All columns in the certificate should be filled in. Incomplete certificate are  
liable to be rejected disqualifying the candidate for consideration.

\* Strike out whichever is not applicable.

NO. OR –

**ANNEXURE – III  
PART – B  
FORM – I**

**Affix latest  
passport size  
Photograph**

**APPLICATION FOR RECRUITMENT OF POSTAL ASSISTANTS AND SORTING  
ASSISTANTS**

Posta applied for  
Postal Assistant in Post Offices  
Sorting Assistant in Railway Mail Services  
Postal Assistant in Returned Letter Office  
Postal Assistant in Savings Bank Control Organization  
Postal Assistant in Circle Office/ Regional Office  
Postal Assistant for Army Postal Service  
(Strike out whichever is not applicable)

|    |   |                                     |
|----|---|-------------------------------------|
| 1. | Name in full<br>(IN BLOCK LETTERS)  |                                     |
| 2. | Father's Name   |                                     |
| 3. | Present address   |                                     |
| 4. | (a) Date of Birth (In Christian Era) in figure and words as recorded in SSLC/HSC/Cumulative Record (Attach attested copy : of relevant certificates)<br>(b) Place of Birth<br>(c) Age as on .....(Last date of submission of application)   | Years _____ Months _____ Days _____ |
| 5. | Whether –<br>(a) SC/ST/OBC (Mention Caste & attach attested photocopy of certificate issued by competent authority in the prescribed format :<br>Or<br>(b) Physically Handicapped (attach attested copy of certificate issued by the competent Medical Board) or<br>(c) Ex-Serviceman (attach attested copy of certificate issued by the Defence Authorities) |                                     |
| 6. | Nationality   |                                     |

**7. Educational Qualification :**

| Sl. No. | Examination Passed   | Year of Passing    | Marks obtained/ Grade & Total % | Name of the Board/ University |
|---------|--|--------------------|---------------------------------|-------------------------------|
| (i)     | SSLC   |                    |                                 |                               |
| (ii)    | 10+2 or 12 <sup>th</sup> Class   |                    |                                 |                               |
| (iii)   | Graduation   |                    |                                 |                               |
| (iv)    | Post Graduation  |                    |                                 |                               |
| (v)     | Whether studied ** Oriya (or any other local language recognized by *** Orissa State Government) as a subject upto SSLC. | Language studied : |                                 |                               |
| (vi)    | Whether Passed 10+2 or 12 <sup>th</sup> Class/ PUC with English as a compulsory subject                                  |                    |                                 |                               |
| (vii)   | Any other relevant information   |                    |                                 |                               |

**8. For Candidates of Postal Assistants in Army Postal Service only**

|      |  |  |                |
|------|--|--|----------------|
| (i)  |  | Whether certificate in the prescribed format (as furnished in Appendix I of the Prospectus) from Government Medical Officer submitted. |                |
| (ii) |  | Names of 3 Divisions/ Units (as in serials 1 to 21 of Part-A) in the order of preference for repatriation after APS Service            | 1.<br>2.<br>3. |

- (a) I, Shri/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 reasons, my selection is liable to be cancelled.
- (b) I, Shri/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, Shri/Smt./Kum. \_\_\_\_\_ son/ daughter of Shri \_\_\_\_\_ resident of village/ town/city \_\_\_\_\_ District \_\_\_\_\_ State \_\_\_\_\_ hereby declare that I belong to the \_\_\_\_\_ community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Department of Personnel & Training Office Memorandum No. 36012/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/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-Service(Re-employment in Central Civil Service and Posts Rules), 1979 as amended from time to time.”\*
- (e) I, Sri \_\_\_\_\_ being a candidate of Army Postal Service understand that my selection to APS is subject to myself being found fit by the BRO and I shall not have any claim either in Civil or in APS by virtue of merit of otherwise. If I am found medically and physically unfit. Further, I also understand that if I am considered “unlikely to become an efficient soldier” during the course of training, my selection and appointment are liable to be terminated.”.

**Place:**

**Signature of Candidate**

**Dated:**

**\*(Delete if not applicable)**

**IMPORTANT :**

- 1. APPLICATION AND THE ENVELOPES SHOULD BE CLEARLY SUPERSCRIBED INDICATING THE POST FOR WHICH APPLIED.**
- 2. APPLICATIONS SHOULD BE SENT BY REGISTERED POST OR SPEED POST ONLY THOSE SENT THROUGH OTHER MEANS OR BY HAND WILL NOT BE ACCEPTED.**

**(NOTE: \*\*\*\* Mention the name of the relevant Circle and local language)**

NO. OR –

ANNEXURE-III

Affix latest  
Passport size  
Photograph

PART-B  
FORM-2

**APPLICATION FOR RECRUITMENT OF POSTAL ASSISTANTS  
AND SORTING ASSISTANTS  
APPLICATION TO BE USED BY EX-SERVICEMAN**

|     |  |   |
|-----|--|---|
| 1.  | Name in full (IN BLOCK LETTERS)  |   |
| 2.  | Personal number and rank   |   |
| 3.  | Arm / Service  |   |
| 4.  | Father's Name  |   |
| 5.  | Present address / Mailing address  |   |
| 6.  | Permanent address  |   |
| 7.  | a) Date of Birth ( in Christian Era) in figures and words as recorded in SSLC/HSC/Cumulative Record.<br>b) Place of Birth<br>c) Home / District/State<br>d) Age as on _____ (last date of submission of application) | Years _____<br>Months _____<br>Days _____ |
| 8.  | a) Date enrolment<br>b) Date of discharge/retirement   | _____<br>_____                            |
| 9.  | Reasons of release / discharge   |   |
| 10. | Medical category   |   |
| 11. | Award or Decoration  |   |
| 12. | Present Profession / employment  |   |

|     |   |  |
|-----|---|--|
| 13. | Whether -<br>(a) SC/ST/OBC (Mention Caste & attach attested photocopy of certificate issued by competent authority in the prescribed format, or<br>b) Physically Handicapped (attach attested copy of certificate issued by the competent Medical Board) or<br>c) Ex-Serviceman(attach attested copy of certificate issued by the Defence Authorities |  |
| 14. | Nationality   |  |

**15. Educational Qualifications:**

| Sl. No.   | Examination Passed   | Year of passing  | Marks obtained/ Grade & Total % | Name of the Board/University |
|---|--|------------------|---------------------------------|------------------------------|
| <b>(a) Civil Educational Qualification</b>      |  |                  |                                 |                              |
| (i)   | SSLC   |                  |                                 |                              |
| (ii)  | 10+2 or 12 <sup>th</sup> Class   |                  |                                 |                              |
| (iii)   | Graduation   |                  |                                 |                              |
| (iv)  | Post Graduation  |                  |                                 |                              |
| (v)   | Whether studied ** Oriya (or any other local language recognized by Orissa State Government) as a subject up to SSLC | Language Studied |                                 |                              |
| (vi)  | Whether passed 10+2 or 12 <sup>th</sup> class / PUC with English as a compulsory subject.                            |                  |                                 |                              |
| vii)  | Any other relevant information   |                  |                                 |                              |
| <b>(b) Military – Educational Qualification</b> |  |                  |                                 |                              |
| Sl. No.   | Course   | Year             | Institution                     | Civil Equivalent             |
| i)  |  |                  |                                 |                              |
| ii)   |  |                  |                                 |                              |
| iii)  |  |                  |                                 |                              |

**(c) Military – Professional Qualification**

|       |  |   |                               |       |       |
|-------|--|---|-------------------------------|-------|-------|
| (i)   |  |   |                               |       |       |
| (ii)  |  |   |                               |       |       |
| (iii) |  |   |                               |       |       |
| 16.   | Languages known*   |   | Read                          | Write | Speak |
|       |  | a) Indian   | i)<br>ii)<br>iii)             |       |       |
|       |  | b) Foreign  | i)<br>ii)                     |       |       |
| 17.   | Character as assessed by Military Authorities*               |   |                               |       |       |
| 18.   | Extra curricular activities                                  | a) Sports _____<br>b) Literary _____<br>c) Cultural / Arts _____                    |                               |       |       |
| 19.   | Details of pay/ Pension / Gratuity                           | (a) Last basic pay drawn<br>(b) Total emoluments<br>c) Details of pension/ gratuity | a).....<br>b).....<br>c)..... |       |       |
| 20.   | Zill Sainik Board/ Employment Exchange (Registration Number) |   |                               |       |       |

- a) I, Sri/Smt./Kum..... hereby declare that all the information given above is 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 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,.....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.36012/22/93-Estt.(SCT), dated 8-9-1993. It is also declared that I do not belong to persons/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-Service (Re-employment in Central Civil Service and Posts Rules), 1979 as amended from time to time.”\*
2. I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-Serviceman in regard to the recruitment covered by this recruitment, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies / Statutory Bodies, Nationalized Banks, etc.) by availing of the concession to reservation of vacancies admissible to Ex-Servicemen.

**Place:**

**Dated:**

**\*(Delete if not applicable)**

**\*\* Countersigned**

**Signature of Candidate:**

**IMPORTANT :**

- 1. APPLICATION AND THE ENVELOPS SHOULD BE CLEARLY SUPERSCRIBED INDICATING THE POST FOR WHICH APPLIED.**
- 2. APPLICATION SHOULD BE SENT BY REGISTERED POST OR SPEED POST ONLY. THOSE SENT THROUGH OTHER MEANS OR BY HAND WILL NOT BE ACCPETED.**

**\*\* Applicable where applications are not made directly.**

**(Note: \*\*\* Mention the relevant languages and name of the relevant Circle)**

**ANNEXURE – III**DEPARTMENT OF POSTS : INDIA  
ORISSA POSTAL CIRCLE**VACANCY POSTION CHART****Filling up of Direct quota vacancies in PA/SA cadre pertaining to the year 2009 and 2010 in Orissa  
Postal Circle****Important:**

Read the addresses mentioned under column-10 carefully and send your applications to the authorities accordingly

Last date of receipt of applications by the authorities shown in column "10" below is 08.12.2010. Applications received after this date will not be accepted.

**PART – I**

| Sl.No. | Name of the Units | Community wise break up |           |           |     |     |        |       | Address of the office to which applications are to be sent by Regd. Post or Speed Post |
|--------|-------------------|-------------------------|-----------|-----------|-----|-----|--------|-------|--|
|        |                   | UR                      | SC        | ST        | OBC | PH  | Ex. SM | Total |  |
| (1)    | (2)               | (3)                     | (4)       | (5)       | (6) | (7) | (8)    | (9)   | (10)   |
| 1      | Bhubaneswar       |                         | 03        | 01        | 0   |     |        |       | Sr. Supdt. of Post Offices, Bhubaneswar Dn. Bhubaneswar-751009.                        |
| 2      | Puri              |                         | 05        | 0         | 0   |     |        |       | Sr. Supdt. of Post Offices, Puri Dn., Puri -752 001.                                   |
| 3      | Cuttack City      |                         | 0         | 0         | 0   |     |        |       | Sr. Supdt. of Post Offices, Cuttack City Dn., Cuttack- 753 001                         |
| 4      | Cuttack North     |                         | 05        | 0         | 0   |     |        |       | Supdt. of Post Offices, Cuttack North Dn., Cuttack-753 001.                            |
| 5      | Cuttack South     |                         | 0         | 0         | 0   |     |        |       | Supdt. of Post Offices, Cuttack South Dn., Cuttack-753 001.                            |
| 6      | Balasore          |                         | 03        | 0         | 0   |     |        |       | Supdt. of Post Offices, Balasore Dn. Balasore-756001                                   |
| 7      | Mayurbhanj        |                         | 0         | 01        | 0   |     |        |       | Supdt. of Post Offices, Mayurbhanj Dn. Baripada-757001.                                |
| 8      | Sambalpur         |                         | 0         | 0         | 0   |     |        |       | Supdt. of Post Offices, Sambalpur Dn., Sambalpur-768001.                               |
| 9      | Sundargarh        |                         | 06        | 0         | 0   |     |        |       | Sr.Supdt. of Post Offices, Sundargarh Dn. Sundargarh -770001.                          |
| 10     | Bolangir          |                         | 01        | 0         | 0   |     |        |       | Supdt. of Post Offices, Bolangir Dn. Bolangir-767001                                   |
| 11     | Keonjhar          |                         | 04        | 03        | 0   |     |        |       | Supdt. of Post Offices, Keonjhar Dn. Keonjhar- 758001                                  |
| 12     | Dhenkanal         |                         | 0         | 01        | 0   |     |        |       | Supdt. of Post Offices, Dhenkanal Dn. Dhenkanal-759001                                 |
| 13     | Berhampur(G M)    |                         | 05        | 0         | 0   |     |        |       | Sr.Supdt. of Post Offices, Berhampur (Gm) Dn. Berhampur -760001                        |
| 14     | Aska              |                         | 03        | 01        | 0   |     |        |       | Supdt. of Post Offices, Aska Dn. Aska -761110  |
| 15     | Phulbani          |                         | 02        | 01        | 0   |     |        |       | Supdt. of Post Offices, Phulbani Dn. Phulbani(O)- 762001                               |
| 16     | Kalahandi         |                         | 03        | 0         | 0   |     |        |       | Supdt. of Post Offices, Kalahandi Dn. Bhawanipatna - 766001                            |
| 17     | Koraput           |                         | 07        | 04        | 0   |     |        |       | Sr.Supdt. of Post (K) Offices, Koraput Dn. Jeypore -764 001                            |
| 18     | Bhadrak           |                         | 02        | 03        | 0   |     |        |       | Supdt. of Post Offices, Bhadrak Division, Bhadrak -761 001                             |
|        | <b>TOTAL</b>      |                         | <b>49</b> | <b>15</b> |     |     |        |       |  |

Contd...2...

**PART - II**

|    |                           |  |    |   |   |  |  |  |  |
|----|---------------------------|--|----|---|---|--|--|--|--|
| 18 | RMS 'N' Dn.<br>Cuttack    |  | 0  | 0 | 0 |  |  |  | Sr. Supdt. RMS 'N' Dn. Cuttack<br>753 001      |
| 19 | RMS 'BG' Dn.<br>Berhampur |  | 01 | 0 | 0 |  |  |  | Supdt. RMS 'BG' Dn. Berhampur<br>(Gm) -760 005 |
| 20 | RMS 'K' Dn.<br>Jharsuguda |  | 0  | 0 | 0 |  |  |  | Supdt. RMS 'K' Dn. Jharsuguda-<br>768 201      |
|    | TOTAL :-                  |  | 01 | 0 | 0 |  |  |  |  |

**PART - III**

|    |   |  |   |   |   |  |  |  |   |
|----|---|--|---|---|---|--|--|--|---|
| 21 | Circle Office<br>Bhubaneswar            |  | 0 | 0 | 0 |  |  |  | Chief PMG Orissa Circle,<br>Bhubaneswar-751 001 |
| 22 | Savings Bank<br>Control<br>Organisation |  | 0 | 0 | 0 |  |  |  | Chief PMG Orissa Circle,<br>Bhubaneswar-751 001 |
| 23 | Return Letter<br>Office                 |  | 0 | 0 | 0 |  |  |  | Chief PMG Orissa Circle,<br>Bhubaneswar-751 001 |

N.B. :-

- (1) The Head of the Circle reserves the right to change the vacancy position and cancel the notification at any time if so required.