

PROSPECTUS

NOTIFICATION
FOR THE RECRUITMENT OF POSTAL ASSISTANT
CADRE UNDER

SPORTS QUOTA
(FROM OPEN MARKET)

IN

JAMMU & KASHMIR POSTAL CIRCLE
(LAST DATE OF RECEIPT OF APPLICATION IS
20.12.2021)

**GOVERNMENT OF INDIA
DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL J&K CIRCLE, JAMMU-180012**

No. SPR/1-100/II

Dated at Jammu, 20-11-2021

**DIRECT RECRUITMENT OF MERITORIOUS SPORTSPERSONS TO POSTAL ASSISTANT CADRE
UNDER SPORTS QUOTA IN J&K POSTAL CIRCLE**

PROSPECTUS CUM APPLICATION FORM

Applications are invited in the proforma given (Annexure-4) for the Direct Recruitment of meritorious sportspersons from open market UNDER SPORTS QUOTA for filling up the vacancies of POSTAL ASSISTANT CADRE UNDER SPORTS QUOTA IN JAMMU & KASHMIR POSTAL CIRCLE.

The recruitment process will be based on the guidelines issued by the Department of Personnel and Training, Government of India vide Memo No. 14034/01/2013-Estt. (D) dated 03.10.2013 and amendments issued thereafter.

2. Vacancy Position : The details of vacancies are given in the **Annexure-1.**

Note: (i) The Chief Postmaster General, J&K Circle reserves the right to revise/cancel the vacancies. The Chief Postmaster General, J&K Circle reserves the right to post the selected candidates to any of the division/unit mentioned in the Annexure- 1, depending upon the category of post.

(ii) A candidate will be allocated the Division/unit on the basis of her/his merit, order of preference of Division/unit and vacancy available in Division/unit at her/his turn.

(iii) Person with disability (PWD) candidates irrespectively of their merit will be allocated first followed by candidates of other category as per the vacancy available.

(iv) After allocation of divisions to PWD candidates, remaining candidates will be allocated TO divisions in the manner mentioned in (ii) above.

(v) All such candidates who do not give any order of preference or is not allocated to any of Division/unit mentioned in the limited preferences will be allocated Division/unit subject to availability of vacancy in the Division/unit, after allocation of posts to all other candidates

3. Scale of Pay :

(a)	Postal Assistant	Rs.25500/- to Rs 81000/- in Level 4 as per Pay Matrix specified in Part A of Schedule of Central Civil Service (Revised Pay) Rules, 2016 plus admissible allowances.
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4. **Probation and Training:**

- (a) **Probation :** The candidates selected will be appointed and will be on probation as per rules.
- (b) **Training :** The training will be imparted to the selected candidate as prescribed.

5. **Age limit :** As on **01.01.2021**

S. No.	Post	Age Limit
1.	POSTAL ASSISTANT	Between 18-27 years (Relaxable by 3 years for OBC and 5 years for SC/ST) Further relaxable upto a maximum of 05 years as per Note (i) below

Note:

- (i) The categories of the Sports persons as per para 8 below will be granted special relaxation in upper age limit upto a maximum of 5 years. This concession will be admissible only to those sports persons, who satisfy all other eligibility conditions relating to educational qualifications etc. and furnish a certificate in the prescribed form issued by an authority as mentioned in item no. 9 [Form 1 to 5 are enclosed as Annexure-2] of this notification.
- (ii) Reservation is only for claiming age relaxation. Such candidates should necessarily submit proof of age i.e. SSC certificate and Category (OBC/SC/ST) Certificate for claiming age relaxation.

6. **Educational and other qualification required:**

- (a) Must have passed 12th Standard or equivalent examination from a recognized Board or University and should have studied Hindi/Urdu as a subject atleast in matriculation or equivalent. In case of the candidate possessing equivalent educational qualification, such candidates shall also produce relevant equivalence certificate from the concerned authorities at the time of submission of the documents. However, the final decision regarding selection of such candidates will be taken by the concerned User Departments/Appointing Authorities.
- (b) The candidates will be required to furnish Basic Computer Training Certificate from a recognised computer training institute before issuance of appointment letter. Computer Training Certificates from Central Government/State Government/University/Boards etc. will also be acceptable for this purpose. This requirement of Basic Computer Knowledge Certificate shall be relaxable in cases where a candidate has studied computer as a subject in matriculation or Class XII or



Higher educational qualification and in such cases a separate certificate will not be insisted upon.

(c) Sports Qualification – as per Para 8 below.

Note: As per Ministry of Human Resource Development Notification dated 10.06.2015 published in Gazette of India, all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the Universities established by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University Grants Commission Act 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to posts and services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the concerned User Departments/Appointing Authorities.

Note

- (i) Candidates with higher education are not entitled for any weightage in the process.
- (ii) Candidates who have not yet acquired but will acquire the educational qualification and produce documentary evidence from the Board/University in **support thereof as on last date of receipt of the application will also be eligible.**

7. **Last date of receipt of application is 20.12.2021**

8. **Sports Qualification (Eligibility Criteria) :**

The candidates with the following qualifications shall be considered meritorious for the purpose of recruitment under sports quota -

- (a) Sportsmen who have represented a State or the Country in the National or International competition in any of the games/sports listed in Annexure-3 of this notification.
- (b) Sportsmen who have represented their University in the inter University tournaments conducted by the Inter-University Sports Boards in any of the games/sports listed in Annexure-3 of this notification.



(c) Sportsmen who have represented the State Schools Teams in the National games/sports for schools conducted by the All India School Games Federation in any of the games/sports listed in Annexure-3 of this notification.

(d) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

9. List of Authorities competent to award certificates on eligibility for recruitment of sports persons [G.I. deptt of Per. & Trg., OM No.14015/1/76-Estt.(D) Dated 04-08-1980].

SL. No	Competition	Authority awarding Certificate	Form No. in which certificate is to be awarded (attached)
1.	International Competition	Secretary of the National Federation of the Game concerned	1
2.	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned	2
3.	Inter-University Tournaments	Dean of Sports or other officer in overall charge of Sports of the university concerned	3
4.	National/Sports/ Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of Sports/games for schools in the Directorate of Public Instructions/ Education of the State.	4
5.	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education & Social Welfare, Government of India	5

Note : Specimens of the forms 1,2,3,4 and 5 referred to above are given in Annexure-2.

10. Method of Selection:

(a) Selection of candidates will be made on the basis of Sports Qualification subject to fulfilment of other prescribed conditions.

Meritorious Sports Candidates will be selected for appointment based on the instructions contained in the Department of Personnel & Training OM nO.14015/1/76-ESTI.(D) dated 04-08-1980 as amended from time to time and consolidated instructions issued by DOPT OM No. 14034/01/2013-Estt.(D) dated 03-10-2013. Various instructions for filling up of vacancies under Sports Quota and clarifications thereof issued vide Postal Directorate letter no. 17-07/2017-SPN-I dated 28.09.2020 and of even number dated 06.01.2021 and 24.08.2021 will be adhered to while making appointment of candidates under Sports Quota.

(b) The order of the preference is as under –

- (i) **First preference** to those candidates who have represented the country in an International Competition with the clearance of the Department of Youth Affairs & Sports.
- (ii) **Second preference** will be given to those who have represented a State/U.T. in the Senior or Junior level National Championship organized by the National Sports Federations recognized by Department of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/Games, the candidates having participated and won medal in Senior National Championship should be given preference.
- (iii) **Third preference** will be given to those, who have represented a University in an Inter-University competition conducted by Association of Indian Universities/Inter University Sports Board and have won medals or positions upto 3rd place in finals.
- (iv) **Fourth preference** will be given to those, who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or position upto 3rd place.
- (v) **Fifth preference** will be given to those, who have been awarded National Award in Physical Efficiency under National Physical Efficiency Drive.
- (vi) **Sixth preference** will be given to those, who represented a State/Union Territory/University/State School Teams at the level mentioned in categories (ii) to (iv) above but could not win a medal or position, in the same order of preference.

Note 1 : In the event of tie i.e, in case there are candidates with same level of achievement the following criteria will be followed:-

- (i) Those who have secured a higher position or won more than one medal will be given the preference.
- (ii) In case of tie after applying (i) above, date of birth of applicant.
- (iii) In case of tie after applying (i) & (ii), first name of the applicant alphabetical order.

Note 2 : Participation in individual and team event/item will be given the same preference.

Note 3 : No preference will be given for winning more than one medal/position except in case of a tie as mentioned in para (i) of Note 1.



Note 4 : In case of any doubt about the status of tournament, the matter will be decided by the Department of Personnel & Training in consultation with Department of Sports and Youth Affairs.

Note 5: Decision of competent authority i.e. Chief Postmaster General, J&K Circle will be binding on all.

11. Disqualification : No person,-

- (a) who, has entered into or contracted a marriage with a person having spouse living; or
- (b) who, has a spouse living, has entered into or contracted a marriage with any person;
shall be eligible for appointment to the said posts.
Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.
- (c) If it is proved at any stage that the candidate has forwarded incorrect or false information in this regard.

12. Disclaimer:

- (a) In case suitable candidates are not available in any of the above Games/Sports, the Chief Postmaster General, J&K Circle will reserve his right not to consider such games/sports.
- (b) The Chief Postmaster General, J&K Circle reserves the right to cancel this recruitment process without assigning any reason.
- (c) The vacancies notified are subject to change without assigning any reason.

13. SPECIAL INSTRUCTIONS TO THE APPLICANTS :-

ALL THE APPLICATIONS ARE TREATED AS PROVISIONAL

(a) Candidate must be a citizen of India.

(b) The candidates willing to be appointed under Sports Quota may prefer application for one of the identified Sports Discipline. However, in the event of receipt of more than one application from a single candidate for different Sports Disciplines, the application with higher level of sports achievement in the order of preference set out in para 10 (b) above will be considered for appointment and his/her other application (s) will be rejected summarily. Similarly, a sportsperson who represented/secured position in particular sport discipline at more than one level may also prefer a single application while mentioning all the sports achievements and enclosing supporting certificates. However, in event of receipt of more than one application in respect of a single candidate for the same Sports Discipline, the application with higher level of Sports achievement in the order of preference set out at para 10 (b) above will be considered for appointment and his/her other applications will be rejected summarily.



- (c) **Original certificates should not be submitted.** (The candidates will be required to produce relevant original certificates at the time of verification/appointment).
- (d) Self attested copies of 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.
- (e) If the prescribed/required documents are not submitted along with the application, the application form will be rejected and no request for revival will be considered.
- (f) Applications submitted prior to this notification will not be considered.
- (g) Category certificate for SC/ST/OBC/EWS in the prescribed form (Prescribed for appointment under Government of India) from the Competent Authorities as in Appendix I to III respectively are to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will be ignored.
- (h) Certificates submitted in any other form other than those provided in Annexures and Appendices or from authorities not competent to issue the same will be rejected.
- (i) The applications should be sent through **Speed Post/Registered Post only. Those sent through other means will not be accepted in any case.**
- (j) The candidates on appointment shall be liable for posting at any place in J&K Circle and they are required to submit an undertaking to that effect before joining.
- (k) Selected candidates shall be required to give an undertaking to the effect that they shall not apply for inter change transfer before rendering regular service for a minimum period of **two years.**
- (l) Self-attested copies of all documents, viz. the date of birth as entered in the Matriculation or Secondary School Leaving Certificates or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Registrar of Matriculates maintained by a University, (ii) educational qualifications, (iii) sports eligibility certificates (iv) Best performance proof, (v) Latest performance (vi) category certificate, if any etc should invariably accompany the signed application form. Further, self attested latest coloured passport size photograph, shall also be pasted on the application form in the space provided for the purpose.
Additional Photo to be pinned to the Application form.
- (m) Applications received after due date will not be entertained under any circumstances.
- (n) 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/without prescribed application fee/not accompanied by self attested copies of required certificates. No correspondence in the matter will be made with the applicant.
- (o) **The Chief Postmaster General, J&K Circle reserves the right to either to revise the number of vacancies or to cancel the recruitment, if so warranted and the Chief Postmaster General, J&K Circle will not be liable to return the application fee or pay any compensation on the applicant's application.**
- (p) **Applications received complete in all respect will only be considered.**
- (q) **Failure to comply with the instructions/conditions prescribed in the notification, the application will be rejected and no intimation will be served. No communication in this regard will be entertained.**
- (r) The prospectus along with application form can be downloaded from India Post website i.e. www.indiapost.gov.in. Applications purchased from outside vendors will not be accepted and summarily rejected without assigning any reasons.



- (s) Before submitting the 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.
- (t) One envelope should contain application of one candidate only.
- (u) Selection of candidates will be made in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts and DoPT from time to time.
- (v) Candidate applying for more than one game/event shall submit separate application with complete documents for each game/event in separate cover. Applications for more than one event or more than one candidate received in one cover will be summarily rejected.
- (w) If a candidate has changed his/her name or dropped/added part of his name after matriculation/10+2 or he has changed name after matriculation etc, proof for the change in name such as affidavit, Gazette notification etc should be enclosed.
- (x) Candidates who are already in service have to produce NOC before appointment. An undertaking should be given by the candidate in this regard.**
- (y) Ex servicemen can also apply. However, they will not be given any special preference.

14. How to Apply:

- (i) The eligible candidates may send their applications in the format as per **Annexure-4**. The application form can be downloaded from the website <https://www.indiapost.gov.in/> under the link:-

"Recruitment of meritorious sportspersons in the cadre of Postal Assistant in Jammu & Kashmir Postal Circle"

- (ii) Duly filled in applications with all attested copies of certificates and enclosures is to be sent to the following address:

The Assistant Director (Recruitment)
O/o The Chief Postmaster General,
Jammu & Kashmir Circle,
Meghdhoot Bhawan, Railhead Complex,
Jammu-180012.

By Speed Post or Registered Post only so as to reach the office on or before 20.12.2021

- (iii) Application's Envelope/cover to be superscribed as-
"APPLICATION FOR THE POST OF POSTAL ASSISTANT IN JAMMU & KASHMIR
POSTAL CIRCLE UNDER SPORTS QUOTA

Sports discipline-..... "

15. Payment of Fees

- a. The candidate has to **credit Rs 100 (One hundred only)** through e-payment at any of the computerised post office in India using Challan Form provided alongwith this

notification specifying "DIRECT RECRUITMENT OF MERITORIOUS SPORTSPERSONS TO POSTAL ASSISTANT CADRE UNDER SPORTS QUOTA IN J&K POSTAL CIRCLE"

- b. Challan for payment of fees at Post Office is appended as Appendix IV to application form which may be filled up and handed over to Post Office for generating fee paid receipt.
- c. The original receipt thereof should be attached/pasted to the application. (as against Column 13)
- d. The application fee paid through any other mode or with lesser amount will not be accepted & all such application will be summarily rejected.
- e. **The last date for payment of application fee at any Post Office is 20.12.2021 and the last date of receipt of application is 20.12.2021**
- f. **The National e-biller ID created by this office for payment of application fee at Post Office is 0000070144**
- g. Fee once paid shall not be refunded under any circumstances.

16. Details of Enclosures:

(List of self-attested photo copies of Certificates and documents to be sent alongwith duly filled/signed application form)

(a)	All Marks Lists/certificates of Educational Qualifications
(b)	Certificate of Basic Computer Training
(c)	Proof in respect of Sports Qualification/achievements
(d)	Proof for Date of birth
(e)	Latest Category Certificate in the prescribed form for SC, ST, OBC and EWS Candidates issued by competent authorities (Please see Appendix – I , II and III.
(f)	2 latest identical Pass Port Size Photographs (one to be pasted on the application and the other sent pinned to the application form with name and address written on the reverse)
(g)	Duly filled in Application Form itself with signed declaration
(h)	If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/Higher Secondary/SSC or he/she has changed his/her name after matriculation etc. proof for the change in name such Affidavit, Gazette Notification etc. should be enclosed.
(i)	Certificate of disability in case of PWD candidates.

NOTE: ORIGINAL CERTIFICATES SHOULD NOT BE SENT IN ANY CASE.

17. The application form attached with this prospectus, completed in all respect may be sent to Assistant Director (Recruitment) O/o the Chief Postmaster General, J&K Circle, Meghdoot Bhawan Railhead complex, Jammu-180012. **The application alongwith attested copies of requisite certificates should reach on or before 20.12.2021. Applications received after due date are liable to be rejected.**

18. Instructions relating to Submission of Application:-

(a)	Write the required information in English and in Block letters
(b)	One envelope should contain application of one candidate only

(c)	The envelope containing the application must be super-scribed in bold letters as "APPLICATION FOR THE POST OF POSTAL ASSISTANT CADRE IN J&K CIRCLE UNDER SPORTS QUOTA" .
(d)	Sports Discipline 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/without prescribed application fee/not accompanied by self attested copies of required certificates.
(e)	If a candidate has changed his name or dropped/added part of his name after Matriculation/Higher 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 the certificates issued by the competent authorities mentioned at para 9 and in the prescribed form in Annexure-2 would be considered.	

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

(a)	Check whether you have firmly pasted your recent passport size Photographs (5cmx7cm) in the prescribed place in the application form and one additional identical photograph attached with application.
(b)	Check whether you have filled in all the columns of the application form correctly.
(c)	Check your Eligibility carefully.
(d)	No column should be left blank.
(e)	Check whether you have filled in your CATEGORY STATUS correctly in the relevant column.
(f)	Check whether you have pasted, original e-payment receipt in the Application Form.
(g)	Check whether application form has been signed in full by you.
(h)	Check whether you have enclosed self attested copies of all certificates i.e. Age proof, education, Computer certificate, Sports Discipline and category certificate.
(i)	Check whether you have enclosed the signed declaration.
(j)	Check whether the Envelope/Cover of Application Form has been superscribed correctly as mentioned


Assistant Director Postal Services (Recruitment)
O/O the Chief Postmaster General,
J&K Circle, Jammu-180012

Details of the vacancies

S. No	Name of the Division/Unit	Vacancies in Postal Assistant Cadre
1	Udhampur	01
2	Rajouri	01
3	Jammu	02
4	Srinagar	01
	Total	05



Specimen forms

FORM 1

(For representing India in an International Competition in one of the recognized Games/ Sports.)

NATIONAL FEDERATION/NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsmen for employment to Group C & D services under the Central Government.

Certified that Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ and resident of _____
(Complete address) represented the country in the game/event of _____ in _____ competition/tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the office of National Federation/National Association of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the Federation/
National
Association _____

Address _____

Seal _____

**Note: - This Certificate will be valid only when signed personally by the Secretary National Federation/ National Association.
(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO. 14015/1/78-Estt (D) dated 4th August 1980)**

FORM -2

(For representing a State in India in a National Competition in one of the recognized Games/ Sports).

STATE ASSOCIATION OF _____ IN THE GAME _____ OF _____

Certificate to a meritorious sportsman for employment to a Group C & D services under the Central Government.

Certified that Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ and resident of _____ (Complete address) represented the state of _____ in the game/event of _____ in the National Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____.

The certificate is being given on the basis of record available in the office of State Association of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the State Association _____

Address _____

Seal _____

Note: - This Certificate will be valid only when signed personally by the Secretary of the State Association.

(Annexure -B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4th August 1980)

FORM-3

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports.)

UNIVERSITY OF _____

Certificate to a meritorious sportsman for employment to a Group C & D services under the Central Government.

Certified that Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ and resident of _____ (Complete address) student of _____ represented the University of _____ in the game/event of _____ in Inter-University Competition/ Tournament held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of _____.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Name of the University _____

Address _____

Seal _____

Note: - This Certificate will be valid only when signed personally by the Dean /Director or other officer in overall charge of sports in the University.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4th August 1980)

FORM 4

(For representing a state school team in the National Games for School in one of the recognized Games/Sports.)

DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF _____

Certificate to a meritorious sportsmen for employment to a Group C & D services under the Central Government.

Certified that Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ and resident of _____
_____ (Complete address) student of _____
represented the _____ State School Team in the game/event of _____ in the National Games for school held at _____ from _____ to _____.

The position obtained by the individual/team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the office of Directorate of Public Instructions/Education of _____.

Place _____

Signature _____

Date _____

Name _____

Designation _____

Address _____

Seal _____

Note: - This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports /games/for Schools in the Directorate of Public Instructions/Education of the State.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4th August 1980)

FORM -5

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare)

GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE

Certificate to a meritorious sportsman for employment to a Group C & D posts/services under the Central Government.

Certified that Shri/Smt./Kumari _____ son/wife/daughter of Shri _____ resident of _____ (Complete address) represented the _____ School Team in the game/event of _____ in the National Competition held at _____ from _____ to _____.

The Certificate is being given on the basis of record available in the Ministry of Education and Social Welfare.

Place _____

Date _____

Signature _____

Name _____

Designation _____

Address _____

Seal _____

Note: - This Certificate will be valid only when signed personally by the Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4th August 1980)

LIST OF SPORTS DISCIPLINE

Sl No.	Sports Discipline	Sl No.	Sports Discipline
1	Archery	40	Powerlifting
2	Athletics	41	Shooting
3	Atya-Patya	42	Shooting Ball
4	Badminton	43	Roll Ball
5	Ball-Badminton	44	Roller Skating
6	Baseball	45	Rowing
7	Basketball	46	Rugby
8	Billiards & Snookers	47	Sepak Takraw
9	Body-Building	48	Soft Ball
10	Boxing	49	Soft Tennis
11	Bridge	50	Squash
12	Carrom	51	Swimming
13	Chess	52	Table Tennis
14	Cricket	53	Taekwondo
15	Cycling	54	Tenni-Koit
16	Cycle Polo	55	Tennis
17	Deaf Sports	56	Tennis Ball Cricket
18	Equestrian	57	Tenpin Bowling
19	Fencing	58	Triathlon
20	Football	59	Tug-of-war
21	Golf	60	Volleyball
22	Gymnastics	61	Weightlifting
23	Handball	62	Wushu
24	Hockey	63	Wrestling
25	Ice-Hockey	64	Yachting
26	Ice-Skating		
27	Ice-Skling		
28	Judo		
29	Kabaddi		
30	Karate		
31	Kayaking & Canoeing		
32	Kho-Kho		
33	Kudo		
34	Mallakhamb		
35	Motor Sports		
36	Net Ball		
37	Para Sports (for sports discipline included in para Olympics and Para Asian Games)		
38	Pencak Silat		
39	Polo		

Annexure-4

**APPLICATION FOR RECRUITMENT OF POSTAL ASSISTANT UNDER SPORTS QUOTA IN
JAMMU & KASHMIR POSTAL CIRCLE**

Paste recent passport size photograph of applicant (Do not staple) Please sign across, sign should overlap on photo and form

(CROSS SIGNATURE)

All Columns to be filled in BLOCK LETTERS. ALL FIELDS ARE MANDATORY.

1.	Name in full	
2.	Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> TRANSGENDER <input type="checkbox"/>
3.	Father's/Husband's Name	
4.	Nationality	
5.	(a) Date of Birth as recorded in SSCLC/HSC/Cumulative Record. (Attach Attested copy of relevant certificates) (b) Age as on 01.01.2021	<div style="display: flex; justify-content: space-around;"> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> <div><input type="text"/></div> </div> <p>(DD/MM/YYYY)</p> <p>.....Years.....Months.....Days</p>
6.	Whether seeking Age Relaxation	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	Category (Attach proof of attested copy of Certificate in case of OBC/SC/ST/EWS issued by competent authority in the prescribed format)	<div style="display: flex; justify-content: space-around;"> <div>UR <input type="checkbox"/></div> <div>OBC <input type="checkbox"/></div> <div>SC <input type="checkbox"/></div> <div>ST <input type="checkbox"/></div> <div>EWS <input type="checkbox"/></div> </div> <p>(Tick the relevant category)</p>
8.	(a) Whether you belong to PWD Category (Attach attested copy of relevant certificates) (b) If Yes, the type of PWD category you belong to:-	<div style="display: flex; justify-content: space-around;"> <div>YES <input type="checkbox"/> NO <input type="checkbox"/></div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div>PH-I <input type="checkbox"/></div> <div>PH-II <input type="checkbox"/></div> <div>PH -III <input type="checkbox"/></div> </div>

		PH-IV & V <input type="checkbox"/>
9.	Present Address	
10.	Address for Communication	
11.	Contact Number	
12.	e-mail id	
13.	Details of application fee paid, name of the post office, Receipt No. & date (i) Amount Deposited:..... (ii) Name of the Post Office: (iii) Receipt No..... (iv) Date of Payment:.....	PASTE ORIGINAL RECEIPTS HERE

Educational Qualifications (Attach proof of attested copies)

S.No.	Examination passed	Year of passing	Marks obtained/Grade	% of Marks	Name of the Board/University
14.	Matriculation/SSLC				
15.	10+2 or 12 th Class (Excluding vocational stream)				
16.	Bachelor Degree (if studied, not mandatory)				
17.	Any other relevant information				
	(Self attested copies of all Marks list/certificates to be attached.)				

18.	State if you have studied Hindi/Urdu upto 10 th or 12 th Standard	YES <input type="checkbox"/> NO <input type="checkbox"/>
19.	(a) Whether Computer Training certificate attached.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	(b) If not, whether studied computer as a subject in matriculation or Class XII or Higher educational qualification.	YES <input type="checkbox"/> NO <input type="checkbox"/>

Note: Self attested copies of Marks Lists/certificates of Educational qualifications must be enclosed

20. Sports Qualification

(Attach self attested photo copies of relevant Certificates issued by the competent authority in the prescribed proforma as mentioned in prospectus)

(i)	Name of the Sports/Discipline for which application sent	
(ii)	Name of the position, Weight Category* for which application sent (Please refer sports disciplines mentioned in Annexure-3) clearly indicate discipline & Position. (*Indicate only if weight category applicable in the sports discipline)	
a)	Whether you have represented the country in an International Competition with the clearance of the Department of Youth Affairs and Sports, Government of India (If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured)	
b)	Whether you have represented a State/Union Territory in the Senior or junior level National Championship organized by the National Sports Federation recognized by Department of Youth Affairs and Sports or National	

<p>Games organized by Indian Olympics Association and have won medals or position upto 3rd place. Between the candidates participating in Senior and Junior National Championship/games, the candidates having participated and won medals in Senior National Championship will be given preference represented university tournament conducted by the interuniversity Sports Board in the sports/games shown above.</p> <p>(If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured)</p>	
<p>c) Whether you have represented a University in an Inter University Competition conducted by Association of Indian Universities /Inter University Sports Board and have won medal or position upto 3rd place in finals.</p> <p>(If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured)</p>	
<p>d) Whether you have represented the State Schools in the National sports/games for School conducted by the All India School/Games Federation and have won medals or position upto 3rd place in final.</p> <p>(If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured)</p>	
<p>e) Whether you have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.</p> <p>(If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured)</p>	
<p>f) Whether you have represented a State/Union Territory/University/State School Teams at the level mentioned (b) to (d) above but could not win a medal or position.</p> <p>(If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured)</p>	
<p>Note- Attach self-attested photo copies of relevant certificates issued by the Competent Authority in the prescribed proforma as mentioned in the notification (Annexure 2- Form 1 to 5)</p>	

21. Order of Preference for Division(s) for which applied for (1,2,3 and 4)

(1).....(2).....

(3).....(4).....

III. Discipline applied for (Tick against the discipline)

SI No.	Sports Discipline	SI No.	Sports Discipline
1	Archery	33	Kudo
2	Athletics	34	Mallakhamb
3	Atya-Patya	35	Motor Sports
4	Badminton	36	Net Ball
5	Ball-Badminton	37	Para Sports (for sports discipline included in para Olympics and Para Asian Games)
6	Baseball	38	Pencak Silat
7	Basketball	39	Polo
8	Billiards & Snookers	40	Powerlifting
9	Body-Building	41	Shooting
10	Boxing	42	Shooting Ball
11	Bridge	43	Roll Ball
12	Carrom	44	Roller Skating
13	Chess	45	Rowing
14	Cricket	46	Rugby
15	Cycling	47	Sepak Takraw
16	Cycle Polo	48	Soft Ball
17	Deaf Sports	49	Soft Tennis
18	Equestrian	50	Squash
19	Fencing	51	Swimming
20	Football	52	Table Tennis
21	Golf	53	Taekwondo
22	Gymnastics	54	Tenni-Koit
23	Handball	55	Tennis
24	Hockey	56	Tennis Ball Cricket
25	Ice-Hockey	57	Tenpin Bowling
26	Ice-Skating	58	Triathlon
27	Ice-Skiing	59	Tug-of-war
28	Judo	60	Volleyball
29	Kabaddi	61	Weightlifting
30	Karate	62	Wushu
31	Kayaking & Canoeing	63	Wrestling
32	Kho-Kho	64	Yachting

Declaration:

I,.....Son/Daughter/Wife

of.....resident

of.....

hereby declare that all the information/Statements given in this application are true .

complete and correct to the best of my Knowledge and belief. I understand that in the event of my information being false or incorrect or ineligibility being detected before or after the selection, my candidature/appointment is liable to be cancelled/terminated and my claim for the recruitment stand forfeited. If any mistake in my application is detected after my selection, my service is liable to be terminated. I also understand that in the event of any failure to complete the pre-appointment formalities/training for whatsoever reasons, my selection is liable to be cancelled. I have not submitted any other application for this post. I am aware that if I contravene this Rule, my application will be rejected summarily by the Chief Postmaster, Jammu & Kashmir Circle.

Place:

Signature of candidate

Date:

Name of Candidate:-

Address:-

IMPORTANT

1. APPLICATIONS AND THE ENVELOPES SHOULD BE CLEARLY SUPERSCRIBED INDICATING THE DISCIPLINE AND 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.

APPENDIX -I

The form of certificate to be produced by a candidate belonging to a Scheduled Castes and Scheduled Tribes in support of his claim.

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 recognized 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 Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Area (Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @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) Ordinance, 1991.
- @The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.
- @ The Scheduled Castes and Scheduled Tribes Orders Amendment Act, 2002.
- @The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- @ The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002.
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

%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/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of _____

issued by theDated.....

%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

Signature:

Designation

(With seal of office)

State/Union Territory*

*Please delete the words which are not applicable.

@Please quote specific presidential order

%Delete the paragraph which is not applicable.

Note. - The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the peoples Act, 1950.

List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates

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.
+ (not below of the rank of 1st class Stipendiary Magistrate).
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to the Administrator/Development Officer (Lakshwadeep)

APPENDIX – II

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

This is to certify that Sri/Srimati/Kumari* _____ son/
Daughter* of _____ of village/town _____ in
District/Division* _____ in the _____ State belongs to
the _____ community which is recognized as a Backward Class under
the Government of India, Ministry of Social Justice and Empowerment's Resolution
No.dated

Sri/Srimati/Kumari* _____ and/or his/her family ordinarily reside(s) in
the _____ District/ Division* of the _____ State/Union
Territory. 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, OM No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, OM No.
36033/3/2004-Estt. (Res) dated 14th October, 2008 and OM No. 36033/1/2013-Estt.
(Res) dated 27th May, 2013**.

Signature.....

Designation.....\$

Dated:

Seal

.....
*- The authority issuing the certificate may have to mention the details of Resolution
of Government of India, in which the caste of the candidate's is mentioned as OBC

** - As amended from time to time.

\$-List of Authorities empowered to issue Other Backward Classes Certificate will be
the same as those empowered to issue Scheduled Caste/Scheduled Tribe
Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20
of the Representation of the People Act, 1950.

APPENDIX – III

Government of.....
(Name & Address of the **authority issuing the certificate**)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. _____

Date: _____

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of _____ permanent resident of _____, Village/Street _____ Post Office _____ District _____ in the State/Union Territory _____ Pin Code _____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her 'family' ** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year _____ His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the _____ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of Office _____

Name _____

Designation _____




Passport size recent
photograph of
applicant

*Note1: Income covered all sources i.e. salary, agriculture, business, profession, etc.

**Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

***Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Appendix IV

Copy to be retained by the concerned post Office	Copy to be sent to CPMG J&K Circle alongwith application form	Copy to be retained by the candidate
<p align="center">e-Payment challan</p>  <p align="center">Department of Posts J&K Postal Circle</p> <p align="center">Fee Challan for application fee for direct recruitment of Postal Assistant from Meritorious Sports person</p>	<p align="center">e-Payment challan</p>  <p align="center">Department of Posts J&K Postal Circle</p> <p align="center">Fee Challan for application fee for direct recruitment of Postal Assistant from Meritorious Sports person</p>	<p align="center">e-Payment challan</p>  <p align="center">Department of Posts J&K Postal Circle</p> <p align="center">Fee Challan for application fee for direct recruitment of Postal Assistant from Meritorious Sports person</p>
<p>Not to be deposited after 20.12.2021</p> <p>National e-biller id: 0000070144 E-Biller Name:- JK SQ 2021 EXAM</p>	<p>Not to be deposited after 20.12.2021</p> <p>National e-biller id: 0000070144 E-Biller Name:- JK SQ 2021 EXAM</p>	<p>Not to be deposited after 20.12.2021</p> <p>National e-biller id: 0000070144 E-Biller Name:- JK SQ 2021 EXAM</p>
<p>Details of the Candidate (to be filled by the candidate)</p> <p>Name of the candidate.....</p> <p>Father's Name.....</p> <p>Mobile Number.....</p> <p>Name of Post Office along with State:- Name.....</p> <p>Fee paid: Rs 100/- (Rs One Hundred only)</p> <p>Date of Deposit:</p>	<p>Details of the Candidate (to be filled by the candidate)</p> <p>Name of the candidate.....</p> <p>Father's Name.....</p> <p>Mobile Number.....</p> <p>Name of Post Office along with State:- Name.....</p> <p>Fee paid: Rs 100/- (Rs One Hundred only)</p> <p>Date of Deposit:</p>	<p>Details of the Candidate (to be filled by the candidate)</p> <p>Name of the candidate.....</p> <p>Father's Name.....</p> <p>Mobile Number.....</p> <p>Name of Post Office along with State:- Name.....</p> <p>Fee paid: Rs 100/- (Rs One Hundred only)</p> <p>Date of Deposit:</p>
<p>Signature of Candidate</p> <p align="right">Signature of PA with stamp of Post Office</p>	<p>Signature of Candidate</p> <p align="right">Signature of PA with stamp of Post Office</p>	<p>Signature of Candidate</p> <p align="right">Signature of PA with stamp of Post Office</p>
<p>*Fee receiving branch should handover both the CPMG, J&K Circle copy and the candidate's copy to remitter duly signed.</p>	<p>*Fee receiving branch should handover both the CPMG, J&K Circle copy and the candidate's copy to remitter duly signed.</p>	<p>*Fee receiving branch should handover both the CPMG, J&K Circle copy and the candidate's copy to remitter duly signed.</p>