

भारतीय डाक विभाग  
DEPARTMENT OF POSTS, INDIA  
मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम – 695 033  
Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram - 695 033

**DIRECT RECRUITMENT TO THE CADRE OF POSTMAN IN POST OFFICES /MAILGUARD IN RMS DIVISIONS**

**NOTIFICATION NO. RECTT/12-2/OQ/2016 dated 11 / 1 /2017**

**ONLINE APPLICATIONS** are invited from eligible candidates to fill up the post of Postman in Post offices and Mail Guard in Railway Mail Service( RMS) Divisions in Kerala Postal Circle in the Pay Matrix Pay level 3; Rs. 21,700 – 69,100 . The registration of on-line application will commence by 00.00 hours on 16-1-2017 and close by 23.59 hours on 14-2-2017

**2. Educational Qualification:**

- a. For Postman – Matriculation from a recognized board or University
- b. For Mail Guard: Matriculation or Equivalent from a recognized board or University

**3. Age limit – 18-27 years.**

Permissible relaxation of upper age limit as per Government of India orders are as indicated below:

| Category  | Age relaxation permissible beyond the upper age limit   |
|---|---|
| SC/ST   | 5 years   |
| OBC   | 3 years   |
| Physically handicapped ( PH)  | 10 years.   |
| PH + SC/ST  | 10 + 5 years  |
| PH +OBC   | 10 + 3 years.   |
| Ex- service man ( Ex- SM)   | 3 years relaxable after deducting the military service from the actual age as on the closing date of application i.e. 14-2-2017.          |
| Ex SM + SC/ST   | 8 years ( 3 +5 ) relaxable after deducting the military service from the actual age as on the closing date of application i.e. 14-2-2017. |
| Ex SM + OBC   | 6 years ( 3 + 3) relaxable after deducting the military service from the actual age as on the closing date of application i.e. 14-2-2017. |
| Government servants who have rendered not less than 3 years as on the closing date of application | Upto 40 years of age, For SC/ST 45 years of age and for OBC 43 years of age.  |

Note:- 1. The names of applicants who availed age relaxation will not be considered for UR vacancies.

2. The crucial date for determining age limit is the closing date of application i.e.14-2-2017

3. For PH, Ex service men and Govt servants, the instructions /guidelines issued by DOPT from time to time are applicable.

4. **VACANCY POSITION:** The details of vacancies in Postman/Mail Guard cadre division-wise are furnished as Annexure -I

4(1). The total number of vacancies of a particular Division includes the number earmarked for PH/Ex-service man. The selected PH / Ex Servicemen candidates will be adjusted against their respective category i.e UR, OBC, SC/ST.

**5. Reservation and Definition of Persons with Disability:**

The persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of the reservation.

(A) **Visually Impaired:** Categories of Visually impaired applicants suitable for the post are **Low Vision.** Blind category is not identified suitable for the Postman /Mail Guard posts.

(B) **Hearing Impaired:** Categories of Hearing Impaired applicants suitable for the Posts. Those having hearing loss of more than 90 decibels(db) in the better ear (Profound impairment) or total loss of hearing in both ears.

(C) **Orthopedically Impaired:** The Orthopedically Impaired applicants are suitable for the posts.

1. One Leg Affected
2. Muscular Weakness.

(D) The Applicants, under PH category, should be in possession of the valid Medical certificate as on 14-2-2017 i.e.the closing date of application, in the forms prescribed by the Government issued by Competent Medical Authorities for the purpose of employment, vide DOPT OM No:- 36035/1/2012-Estt( Res) dtd 29-11-2013. Specimen format is attached as Annexure -II and III.

(E) The scribe will not be provided by the department for PH candidates. If a PH candidate desires to opt the facility of a scribe, the candidates should bring his /her own scribe for appearing in the examination at his /her own cost. Scribe will not be provided by the Department for PH candidates. Such candidate who desires to avail of the scribe facility should intimate the same while submitting online application.



( F ). In addition to the duration of 2 hours of examination, an additional time of 40 minutes will be allowed to Physically handicapped candidates

( G ) As far as ex service man is concerned, the date of discharge should be within 1 year from the closing date of application i.e. the date of discharge should be on or before 13-2-2018

**6. Date of Examination:** 9-4-2017 (9<sup>th</sup> April 2017 ). The date of examination liable to be changed as per administrative convenience.

**7. Probation period:** (a) Two Years

**8. Promotional Avenues:** Eligible for writing departmental examination for promotion to Postal Assistants/Sorting Assistants after completion of the prescribed minimum service of 3 years, subject to the terms and conditions in this regard.

**9. Pattern and syllabus for the examination:-**

The applicants shall be subjected to an Aptitude Test (Multiple Choice Questions) covering the following, subjects/topics. Aptitude Test will comprise four parts ( Part A, B, C(i) & C(ii) and the total marks will be 100. There is no negative mark.

| Part  | Syllabus   |
|---|--|
| A- General Knowledge<br>(25 marks with 25 questions of 1 mark each) | Geography, Indian History, Freedom Struggle, Culture & Sports, General Polity & Constitution of India, Economics, General Science, Current Affairs and Reasoning & Analytical ability of 10 <sup>th</sup> standard.  |
| B- Mathematics (25 marks with 25 questions of 1 mark each)          | Number Systems, Computation of whole Numbers, Decimals & Fractions, Relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work, Time & Distance, Use of Tables & Graphs, Mensuration. |
| C(i)-English (25 marks with 25 questions of 1 mark each)            | Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms & Antonyms, Vocabulary, Sentence structure, Proverbs, Phrases, questions from small passage. Etc   |
| C(ii)- Malayalam (25 marks with 25 questions of 1 mark each)        | 25 Marks - MALAYALAM:- Objective Type / Multiple Choice Questions in Malayalam language, Malayalam Literature and Malayalam Grammar etc  |

9.1

The Questions of Part A and Part B will be in bilingual i.e. English and Malayalam language.

10. The duration of the Aptitude test will be for 2 hours ( 120 Minutes)

11. Qualifying Marks:

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

12. Application fee: Rs. 100/- ( Rs One hundred only) mandatory for all categories of applicants who have registered.

13. Examination Fee: In addition to the application fee, examination fee prescribed for all male applicants in General and OBC categories is Rs. 400/- . ( Rs Four hundred only ).

13.1 The candidates belonging to Scheduled Caste/Scheduled Tribes/ Physically Handicapped and all Women candidates are exempted from payment of examination fee.

14. How to Apply: The applicant can apply online for the vacancies of only one division either choosing Postman cadre in a Postal Division or Mail Guard cadre in Railway Mail Service Division. If an applicant registers more than one application online, his/her candidature is liable to be rejected without any communication.

- 1) The applicant has to visit the website [www.keralapost.gov.in](http://www.keralapost.gov.in) through internet enabled workstation or personal computer or laptop
- 2) The applicant has to go through the notification, instructions to candidates, vacancy position , documents and FAQ
- 3) The applicant has to keep ready the following documents before registration:-
  - (i) The scanned image of photograph and signature in .jpeg, .jpg format in specified file size as mentioned in the instructions.
  - (ii) 10th Standard mark list.
- 4) The applicant has to fill up the data required online.
- 5) Finally before submitting the form, the applicant has to check all the entries made by him/her for its correctness and genuineness.



- 6) Once submitted, no data can be modified/ altered.
- 7) After registration, fee challan will be generated as per the eligibility of the applicant.
- 8) The registered applicants should pay the required fee at any departmental post office in Kerala Postal Circle with E-Payment facility will be available for a further period of 3 days from the closing date of online registration, i.e. 14 /2/2017.
- 9) The applicants are advised to keep a copy of fee challan, receipt issued by the Post office and password for future reference.

**15. Mode of Payment:** The fees are payable in cash through Post Offices having e-payment facility. The registered applicants should pay the required fee through system generated challan only, within 3 days from the closing date of online registration . The closing date is 14/2/2017 and the last date within which the fee should be remitted is 17-2-2017. The applicants have to approach any departmental Post Office in Kerala Postal Circle having e-payment facility during working hours and to produce Fee Payment Challan printed by him & to pay the FEE in CASH. In case of non-payment of fee on or before 17-2-2017, the application registered will not be considered for further process.

**16. Examination Centre:**

- (i) Trivandrum, Ernakulam Kozhikode, Palakkad and Kottayam .
- (ii) The Applicant is required to indicate his preference of examination location/City. The center may be changed as per administrative convenience.
- (iii) The Applicants are clearly informed that the allotment of Examination Centre/City is the prerogative of the Department and any request received for change in examination centre/venue will not be permitted under any circumstances. Examination Centre is allotted as per the preferences given by the applicant. However depending upon of the volume of the candidates, the candidates will be allotted other locations also.

- (iii) The Department reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Department also reserves the right to divert candidates of any centre to some other Centre to take the examination.

**17. The Applicants are advised not to enclose/upload copies of any certificates/documents. The application registered online will be treated as Provisional and the selection/appointment is subject to Verification of respective Certificates/Documents. The Applicant has to furnish a declaration to the effect that the all statements / inputs furnished by him/her are true, complete and correct to best of his/her knowledge and they will be supported by the original documents/testimonials as and when required/demanded. Any false/incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected/terminated.**



**Community certificate:-**

18. Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class should be in possession of the relevant community certificate as on closing date of registration and has to produce a certificate to the appointing authority/Selection Committee at time of selection in support of his/her claim so as to make him/her eligible for reservation and various relaxations and concessions, vide DOPT OM No.36012/6/88-Estt(SCT) dated 24/04/1990 and OM No.36012/22/93-Estt(Res) dated 15/11/1993, OM No.36011/3/2009-Estt(Res) dated 02/09/2009 and OM 3 No.36036/2/2013-Estt(Res) dated 30/05/2014.

18.1 The Caste/Community Certificate issued by the following authorities in the prescribed form SC's/ST's/OBC's will only be accepted as proof in support of the claim.

- i) District Magistrate/Addl. District Magistrate/ Collector / Deputy Commissioner/ Addl. Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / Sub Divisional Magistrate / Taluka Magistrate / Executive Magistrate/ Extra Asst. Commissioner
- ii) Chief Presidency Magistrate / Addl. Chief Presidency Magistrate / Presidency Magistrate
- iii) Revenue Officer not below the rank of Tehsildar and
- iv) Sub Divisional Officer of the area where the candidate and or his family normally resides

18.2 A format for the same is given in **Annexure IV, V** for SC/ST & OBC respectively.

**19. Closing Date for Registration of Application:** The registration of on-line application will close by 23:59 hours on 14/2/2017.

**20. Selection procedure:** Division wise merit list will be prepared as per the marks obtained in the Aptitude test. The marks obtained in Aptitude Test will be taken to draw merit for each recruiting division and selection will be purely on merit basis in that particular division. It is further stated that:

(a) if two or more candidates secure equal marks in Aptitude Test and if they are standing in the last position in the merit list, then it is clearly stated that the candidate senior in Age will be considered for selection

(b) if two or more candidates secure equal marks in Aptitude Test and they are standing in the last position in the merit list & their ages are also the same, then candidates who secured higher percentage in the matriculation will be considered for selection.

(c) Impersonation and / or possession of any material, electronic equipments or any other malpractices found/noticed during the examination may render a candidate liable to be expelled from the examination hall. The candidature will be cancelled apart from any other punishment/penalty that may be imposed upon the candidate.

**21. Requirement to serve in the Army Postal Service:** Any person appointed to the posts specified shall be liable to serve in the Army Postal Service in India or abroad, as required.



22. **The nature of duty of Mail Guard:-** The selected candidates have to work in Sections ( Trains) in RMS Compartment along with mail bags for receipt and dispatch from fixed stations. They have to work in RMS/Mail offices in night hours also.

23. **Power to relax:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

24. **Disqualification:** A person

- (a) who has entered into or contracted a marriage with a person having a spouse living or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, will not be eligible for the said posts

Provided that the 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 there are other grounds for so doing, exempt any person from the operation of this rule.

25. **Savings:** Nothing in these Rules shall affect reservations, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, Ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from Time to time in this regard.

26. **Help desk Number;-** 08655 595510.



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