F.No. Rectt / X – 16 / DR / 2016-17
Government of India
Ministry of Communications & Information Technology,
Department of Posts, O/o the Chief Postmaster General,
West Bengal Circle

P – 36, C.R. Avenue,
Yogayog Bhawan,
Kolkata – 700012.
15th June, 2018

DIRECT RECRUITMENT OF POSTMAN / MAILGUARD

Applications are invited form the eligible persons for filling the vacancies of Postman / Mailguard for the year 2016-17 of the Divisions/ Units in West Bengal Circle.

2.   The details of category-wise vacancies in each cadre in each of the Postal Division / Unit are furnished in "Vacancy Statement" stating division wise vacancies for Postman and Mailguard.

3.   The words Ph-I, Ph-II and Ph-III (LV, HH and OH respectively) shown in the vacancy statement represents Low Vision Impaired, Hearing Impaired and Orthopedically Impaired respectively.

4.   **CATEGORIES OF APPLICANTS ELIGIBLE TO CLAIM PH CONCESSION.**

(A) **Low Vision Impaired:** Categories of Low Vision Impaired persons suitable for the posts :

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

(C) **Orthopedically Impaired** : The Orthopedically Impaired are those who have a minimum 40% of physical defect or deformity which causes an interference with the normal functioning of bones, muscles and joints. Categories of Orthopedically Impaired applicants suitable for the posts :

1.   One Arm affected.
2.   Muscular Weakness.

The Applicants should possess valid Medical certificate in the forms prescribed by the Government issued by competent Medical authorities for the purpose of employment, as on the date of Registration.

5.   **The vacancies indicated in the enclosures are likely to vary / change without any prior intimation or assigning any reason.**

6.   **Scale of Pay:** Pay matrix level 3 (Rs. 21700 to 36100) + admissible allowances as prescribed from time to time.

7.   Age limit: 18-27 years: (a) For General Category (Unreserved Applicants)

(b) Permissible relaxation of upper age limit as per Government of India order are as indicated below:-

Category	Age relaxation permissible beyond the Upper age limit	
Scheduled Castes / Scheduled Tribes (SCs / STs)	5 Years.	
Other Backward Classes (OBC)	3 Years.	
Physically Handicapped	PH+ Unreserved	10 Years
	In regard to PH+ SC/ST	15 Years.
	In regard to PH+ OBC	13 Years.
Ex-servicemen	3 Years after deduction of service rendered in military from the actual age as on the closing date for Online Registration of applications.	
Serving Govt. employees who have rendered not less than 3 years' regular continuous service as on closing date for receipt of applications.	Up to 40 years of age as on the closing date for Online registration of applications (45 years for SC/ST and 43 for OBC).	

8. **Crucial date for reckoning of age limit**: - The crucial date for determining the age limit shall be as on the closing date for Online Registration of applications i.e. **17.07.2018**.

9. **Educational Qualification**: - Matriculation from a recognized Board or University.

10. **Pattern of Examination: The candidates shall be subjected to an Aptitude Test of the level of 10th class/matriculation covering the following subjects/topics.**

Total Marks-100 (No. of PARTS with their contents will be as follows)

Part	Syllabus
A. General Knowledge (25 marks with 25 Question of one mark each)	**Topics:- Geography**, Indian History, freedom struggle, Culture & Sports, General Polity & Constitution of India, Economics, General Science, Current Affairs & Reasoning and analytical ability of 10th Standard.
B. Mathematics (25 marks with 25 Question of one mark each)	**Topics:-** Number Systems, Computation of whole numbers, decimals and fractions, relationship between numbers, fundamental arithmetical operations, percentage, ratio & proportion, profit & Loss, simple interest, average, discount, partnership, time & work, time & distance, use of tables and graphs, mensuration.
C (i). English (25 marks with 25 Question of one mark each)	**Topics:-** Articles, prepositions, conjunctions, tenses, verbs, synonyms & antonyms, vocabulary, sentences structure, proverbs, phrases, questions from a small unseen passage etc.
C (ii). Regional Language (25 marks with 25 Question of one mark each)	**Topics: (for Hindi)** Shabd pad, Kriyabhed, mishr & sanyukt vakya, vakyo ka rupantaran, swarsandhi, alankar, samas, muhavare & lokoktiyan ashudh vakya shodhan, apathit, gadyansh. These topics shall be replicated in Regional Languages (Bengali and Nepali).

a. Examination will be conducted for 120 Minutes covering four parts in a session.
b. Each part will be for 25 marks and four parts = 25 x 4=100 marks.
c. Selection is based on **Divisional level merit** from among the qualified candidates applied for the Division / Unit concerned.

11. All eligible Applicants belonging to various categories who have the educational qualification of Matriculation pass from a recognized university or Board condition in Para 9 above shall be invited for appearing in Aptitude test. No weightage for marks secured by the Applicants in Matriculation will be given while preparing the Merit Lists.

(11.1) The minimum qualifying marks to be obtained in each part of the Aptitude Test is prescribed as under:-

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

(11.2) A common merit list for the respective Postal Division/Unit shall be prepared for Postman/Mailguard post as the case may be. For the said purpose, the candidates shall indicate the name of only one Division / Unit in the online application. Thereafter, the candidates will be allotted to the division / unit as per their indication in the online application based on their position in the merit list and availability of vacancy.

The candidates who do not indicate the name of the Division / Unit applied for in the online application his candidature will be treated as cancelled.

12. **Cost of Application Form Registration: - Rs. 100/- (plus Rs. 20/- for e payment commission)** for all categories of applicants who have registered.

13. **Examination Fee: - The Examination fee prescribed for all male applicants in General and OBC categories is Rs. 400/-. Candidates belonging to Scheduled Castes/ Scheduled Tribes / Physically Impaired / Women are exempted from payment of Examination Fee.**

14.(i) The applicant can apply for only one Postal/RMS Division / Unit and if an applicant registers more than one application on-line or if an applicant indicates more than one Division / Unit in one application online, his/her candidature is liable to be rejected without any communication.

(ii) The vacancies for each Division / Unit is displayed in the "VACANCY STATEMENT" on the website: http://pmgwbrecruit.in/wbpmgjune18/ . The Examination Cities with code no. and details of

Postal/RMS, Divisions / Units with their code numbers are also displayed in the website facilitating the applicants for indicating the name of Postal/RMS Division / Unit to be applied for by submitting their online application.

(iii)   The Applicants are clearly informed that the allotment of Examination City in the Postal /RMS Division / Unit applied for is the prerogative of the department and requests received for any change in examination centre/venue will not be permitted under any circumstances. Exam City is allotted as per the indication given by the applicant in online application form.

(iv)   The applicants have to access the website http://pmgwbrecruit.in/wbpmgjune18/ regarding detailed information on the recruitment process.

15.   **How to Apply:-**

(i)   The Applicant has to access the website -http://pmgwbrecruit.in/wbpmgjune18/ for seeing the detailed Notification/Advertisement issued by the Department and the Guideline / Information Brochure.

(ii)   Before starting Registration of his/her application on the website, the Applicant should read the notification, Guideline/Information Brochure carefully. He/she has to evaluate his/her eligibility for the category. His/her eligibility will be evaluated during the registration process and the process shall terminate for ineligible applicants and reasons there for would be prompted.

(iii)   Before starting his registration of his application on-line, the applicant should be ready with the soft copies of passport size photo (**Max 50 kb, Min 20 kb, .JPG format**) and signature (**Upto 20 kb, .JPG format**) which are required to be uploaded after filling up of the inputs and uploading the application on-line.

(iv)   One applicant has to submit only one application. If more than one application is registered, it will lead to rejection of all the applications registered by the applicant.

(v)   Applicant should fill the details / inputs in the On-line Application at the appropriate places very carefully and click on the SUBMIT button at the end of the Registration of On-line Application Form. Before Pressing the SUBMIT button, the applicants are advised to verify carefully every field / inputs mentioned in the application. Name of the Applicant or his / her father's name etc should be spelled correctly in the application as it so appears in the Matriculation mark sheet / certificate. Any change / alteration found / detected later on may lead to his / her disqualification of candidature.

(vi)   The applicants will kindly note that the particulars mentioned in the On-line application will be considered as final and no change / alteration / modification will be allowed / entertained after submission of the On-line application under any circumstances.

(vii)   After successful registration, a provisional Unique Registration Number (URN) will be generated by the system and displayed on the screen. The registration number along with password shall be sent to the Applicant to the given email ID to given email id in the application. The applicant has to use the registration number and password for login in into the website where he / she can generate the challan in triplicate to enable him / her to pay the fee. .

(viii)   The Applicant is further advised to fill in the On-line Application form in one go and save the data. The Applicant can edit the particulars if needed before final Submission of the Application Form. Once the application is filled completely, the applicant should submit the data.

(ix)   **Mode of Payment:-**The cost of Application Form and Examination fee are already prescribed in Para No. 12 and 13 above of this notification. The applicants have to approach to any e-payment Post Offices

mentioned in the list for this purpose and to produce Fee Payment Challan printed by him/her & to pay the FEE in CASH (INR) only. Once the fee has been paid, the Registration process is completed. The applicant can check his/her status of payment at the website http://pmgwbrecruit.in/wbpmgjune18/ after 3 working days after payment of the fee. In case of Non-payment the application registered will not be considered for further process. The applicants who have registered the applications on the closing date of registration are permitted to pay the FEE till **20.07.2018**.

16. The Applicants after successful registration of the On-line Application are advised to keep print out of the "PREVIEW" of his Application, copy of fee challan, receipt issued by the Post Office and Registration slip for any future reference.

17. The Applicants are advised not to enclose/upload copies of any certificates / documents. The application Registered on-line will be treated as Provisional and it will be subject to Verification of respective Certificates / documents. The applicant has to furnish a declaration to the effect that the inputs furnished by him/her are true, complete and correct to the 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. Therefore it is mandatory for the applicant to Tick the Check Box about this Declaration at end of the Application Form, before saving and uploading the application.

18. Closing Date for Registration of Application: **The registration of on-line application will commence on 18.06.2018 at 00:00 hrs. and closes by 17.07.2018 by 23:59 hrs.**

Asstt. Director (Rectt)
For Chief Postmaster General,
West Bengal Circle.