



Department of Posts : Government of India.

OFFICE OF CHIEF POSTMASTER GENERAL, WEST BENGAL CIRCLE,
Kolkata – 700 012.

Notification no: Rectt / R – 8 / Direct Quota / 2012 dated 09.08.2012.

DIRECT RECRUITMENT OF POSTAL ASSISTANTS / SORTING ASSISTANTS and
POSTAL ASSISTANTS IN SAVINGS BANK CONTROL ORGANIZATION

Applications are invited from the eligible Applicants for filling of vacancies of POSTAL ASSISTANTS / SORTING ASSISTANTS and POSTAL ASSISTANTS IN SAVINGS BANK CONTROL ORGANIZATION.

The details of the vacancies in each DIVISION / UNIT in the Circle are furnished as hereunder:

Sl. No.	Name of the Dn. / Unit	OC	SC	ST	OBC	PH-I	PH-II	Ex-SM	Total
1	A & N Islands	4	0	0	3	0	0	0	7
2	Central Kolkata	7	2	1	2	1	0	1	14
3	East Kolkata	9	4	1	4	1	0	3	22
4	North Kolkata	8	1	2	4	0	1	3	19
5	South Kolkata	15	7	2	6	2	0	3	35
6	North Presidency	6	2	0	4	0	0	1	13
7	Birbhum	5	2	0	3	0	0	1	11
8	Barasat	9	1	1	6	0	1	3	21
9	Nadia North	7	1	0	5	1	0	2	16
10	Nadia South	5	2	0	2	0	0	2	11
11	Murshidabad	10	1	3	5	1	0	3	23
12	South Presidency	6	0	0	6	0	0	1	13
13	Kolkata RMS	9	3	0	4	0	1	2	19

14	Kolkata AP Sorting	1	0	0	1	0	0	0	2
15	RMS H	3	0	0	3	0	0	2	8
16	RMS SB	2	0	0	1	0	0	0	3
17	RMS WB	3	1	1	1	0	0	1	7
18	Asansol	4	0	0	3	0	2	1	10
19	Bankura	4	1	2	0	0	0	2	9
20	Burdwan	6	1	0	4	0	1	2	14
21	Contai	6	1	1	3	0	0	0	11
22	Howrah	4	0	0	2	0	0	1	7
23	Midnapore	3	0	0	3	0	0	1	7
24	North Hooghly	4	0	0	4	1	0	1	10
25	Purulia	3	0	0	3	0	0	1	7
26	South Hooghly	6	3	0	3	0	0	1	13
27	Tamluk	3	0	0	2	0	0	1	6
28	Darjeeling	5	2	1	1	0	0	2	11
29	Jalpaiguri	3	0	0	3	0	0	1	7
30	Malda	3	1	0	2	0	0	1	7
31	Coochbehar	4	2	0	2	0	0	2	10
32	Dinajpur	4	2	0	2	0	0	0	8
33	RMS SG Dn	1	1	0	0	0	0	0	2
34	PA(SBCO)	12	3	2	6	0	0	0	23
TOTAL		184	44	17	103	7	6	45	406

PH – I : Orthopaedically Handicapped, PH – II : Hearing Handicapped

2. The vacancies notified are likely to vary /change without any prior intimation.

3. **Scale of Pay:** Rs. 5200-20200 with Grade pay of Rs. 2400 + admissible allowance.

4. **Age Limit: 18-27 years:** The Age limit is relaxable for Applicants belonging to Scheduled Caste / Scheduled Tribe Applicants upto 5 years and for Applicants belonging to Other Backward Classes up to 3 years and for Government servants upto the age of 40 years in accordance with the Instructions or orders issued by Government of India from time to time. Age relaxation for Ex-servicemen would be as per extant orders of government of India issued from time to time.

Note: The crucial date for determining the age limits shall be the closing date for receipt of Applications from Applicants in India (and not the closing date prescribed for those Applicants residing in Assam/Meghalaya/Arunachal Pradesh/Mizoram/Manipur/Nagaland/Tripura/Sikkim / Ladakh division of J&K state, Lahul & Spiti District of HP and Pangi sub division of Chamba Dist in HP, Andaman & Nicobar Islands and Lakshadweep).

5. **Educational Qualification:** (i) 10 +2 Standard or 12th Class pass with at least 60% marks and above, from any recognized University/Board of School Education, Board of Secondary Education with English as a compulsory subject (excluding vocational streams) for OC candidates, 55% and above for Other Backward Classes and 45% and above for Scheduled Castes/Scheduled Tribes shall apply.

(ii) Should have studied local language of the State or Union Territory of the Postal Circle concerned or Hindi as a subject at least in Matriculation or equivalent.

6. **Pattern of Examination:-** The Applicants shall be subjected to an Aptitude Test with a total 100 marks covering the following subjects/topics. Aptitude Test (Paper-I) will be comprising following four parts (A/B/C/D). The total duration of the Aptitude Test will be 2 hrs (120 Minutes). There is no negative marking.

PART 'A'	25 Questions on General Knowledge – Questions on current events, sports, history, geography, basic economics, general polity, Indian Constitution, science, environment, etc – 25 Marks.
PART 'B'	25 Questions on Mathematics of matriculation standard which may cover number system, simplification, decimals, corrections, simple and compound interest, percentage, average, profit & loss, discount, mensuration, time & work and time & distance etc – 25 Marks.
PART 'C'	25 Questions on English covering grammar (prepositions, adverbs, conjunction, direct / indirect speech, singular & plural, tenses, antonyms / synonyms) etc – 25 Marks
PART 'D'	25 Questions on Reasoning and Analytical Ability – 25 Marks

6.1 **Computer/Typing Test (Paper-II) :** The Typing Test shall be for a duration of 30 minutes (15 minutes each for Typewriting and data entry) consisting of one passage of 450 words in English or 375 words in Hindi to be typed with a minimum speed of 30/25 words per minute respectively & Data entry of some figures and letters each carrying equal marks on Computers. The typing test and test of data entry operations will be conducted on Computer key board but not on type writer.

7. **Selection Process:** All Applicants belonging to various categories who have obtained the following marks in 10+2 examination shall be called for appearing in the Aptitude Test

OC	60% and above
SC/ST	45% and above
OBC	55% and above

No weightage of marks secured by the Applicants in 10+2 examination will be given while preparing the Merit List.

Applicants numbering five times the No. of vacancies in each category shall be declared qualified for appearing Computer/Typing Test based on the marks secured by them In Aptitude Test (Paper I). The minimum qualifying marks to be obtained in each part of Aptitude Test is :

OC	40% i.e., 10 marks in each part & 40 % in aggregate
SC/ST	33% i.e., 8 marks in each part & 33 % in aggregate
OBC	38% i.e., 9 marks in each part & 38 % in aggregate

The final merit shall be prepared on the basis of the aggregate marks obtained by the Applicants in the Aptitude Test (Paper I) only subject to their qualifying in Computer / Typing test (Paper II). Allocation of successful candidates will be as per Sl. 25.1 of the Information Brochure/Instruction sheet.

8. Cost of Application Form: The Application Form is sold at a Price of Rs. 50 and the sale will be through All Head Post offices and identified Post offices in the Circles. The sale will commence from 11-08-2012 and last date for sale closes on 25-09-2012. There will be no sale after 25/09/2012

9. Examination Fee: The Applicants have to pay the prescribed Examination fee of Rs. 200 and it should be deposited in a Post Office of the circle concerned to which the Applicant is applying and obtain ACG-67/UCR receipt. ALL FEMALE CANDIDATES AND APPLICANTS BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE /PHYSICALLY HANDICAPPED CATEGORIES ARE EXEMPTED FROM PAYMENT OF EXAMINATION FEE. NO EXAMINATION FEE EXEMPTION HOWEVER AVAILABLE TO OBC APPLICANTS AND THEY ARE REQUIRED TO PAY THE EXAMINATION FEE IN FULL. Applications received without prescribed fee receipt shall be summarily rejected.

Note I: Fee once paid shall not be refunded under any circumstances.

Note II: Fee paid through any mode other than UCR/ACG-67 in Post Office will not be accepted.

10. The Candidate has to apply for one Post only, and if a candidate submits more than one Application form, his/ her candidature shall liable to be cancelled and no communication will be sent in this regard.

11. The Applicants have to indicate their option of Division, in the Circle, to which they intend to apply and also indicate the options for Examination Centres belonging to that Circle only. For Example, a candidate applying for Haryana Circle, has to indicate options of divisions/units in Haryana Circle and also to indicate Examination Centres in that Circle only. Allotment of examination city in the Postal Circle is the prerogative of the Postal Department and change in allotment of Examination city is not permitted at any stage:

12. **How to apply:** The Applicants have to carefully read & follow the instructions given in Information Brochure/ Instruction sheet supplied along with Application form in

filling the same. The Applications which do not conform to the conditions are liable to be rejected summarily.

13. **Mode of despatch:** The Applications duly filled in along with original receipt of ACG-67/UCR issued by Post Office of that Circle towards payment of Examination fee have to be sent to **“Direct Recruitment Cell, New Delhi HO, New Delhi-110001”** through SPEED POST/REGISTERED POST OF INDIA POST only. **The Applications received through Courier or delivered in person will not be accepted.**

(i) The Applicants need not enclose/attach copies of any Certificates/ Testimonials along with the Application except original ACG-67/UCR receipt issued by Post Office towards payment of Examination fee. All the applications are treated as provisional and admit card will be issued subject to his/her satisfying the eligibility conditions.

(ii) The original OMR Application Form obtained through Post office alone should be used for applying for the Post. **Xerox /Photostat copies will not be accepted under any circumstances.**

14. The Applicants have to enclose a Window Envelope affixing a postage stamp of Rs. 5 (provided along with their OMR Application form) and send it along with the filled OMR Application Form to enable for despatching the Admit Cards.

15. Last date for receipt of Applications by the Recruitment agency is fixed as **01-10-2012** and for those residing in Assam/ Meghalaya/Arunachal Pradesh/ Mizoram/Manipur/Nagaland/Tripura/Sikkim/Ladakh Division of J&K state, Lahaul & Spiti District of Himachal Pradesh and Pangti sub division of Chamba Dist in Himachal Pradesh Andaman & Nicobar Islands and Lakshadweep will be **11-10-2012**.

16. The Aptitude Test will be preferably conducted on a common date for all the Postal Circles in India. The Admit card issued to the candidates will be purely provisional subject to his/her satisfying the eligibility conditions.

17. Applicants may visit the website **www.indiapost.gov.in** on regular basis till the last date of examination so that he/she gets last minute update if any in schedule of examination/eligibility status/venue status/other information related to the Recruitment process.

18. Application Forms will be sold from all Head Post Offices and Mukhya Dak Ghars in this Circle.

(K.N. Chatterjee)
Asst. Director of Postal Services (Rectt.)
O/o the Chief Postmaster General,
West Bengal Circle,
Kolkata – 700 012.