



Department of Posts, India  
Office of the Chief Postmaster General Haryana Circle, Ambala-133001

To,

The Director,  
Postal Training Centre,  
Mysore.

No: - R&E/2-2/2013

Dated at Ambala the 25-11-2013

**Sub: - Uploading of Notification of Direct Recruitment of Multi Tasking Staff on India Post Web Site.**

Respected Sir,

Kindly find enclosed herewith a copy of Notification No. R&E/2-2/2013 dated 25.11.2013 for uploading it on India Post Web Site.

This issues with the approval of DPS (HQ).

Yours faithfully,

**(Ranjeet Singh)**  
**Asstt. Director Postal Services (Staff)**  
**Haryana Circle, Ambala-133001**

India Post

**DEPARTMENT OF POSTS :: GOVERNMENT OF INDIA**  
**OFFICE OF THE CHIEF POSTMASTER GENERAL, HARYANA CIRCLE, AMBALA-133001**  
**Notification No:-R&E/2-2/2013 dated 25.11.2013**



**DIRECT RECRUITMENT OF MULTI TASKING STAFF IN HARYANA CIRCLE.**

Applications are invited from the eligible candidates to fill up the vacant posts of Multi Tasking Staff in different divisions of Haryana Circle. The division wise detail of vacancies is furnished as under:-

Sr. No.	Name of the Division	Detail of vacancies						Officer to whom the envelope containing the application is to be addressed and sent by Registered or Speed Post only
		OC	OBC	SC	Total	PH*	*Ex-Servicemen	
<b>Multi Tasking Staff in Subordinate Offices</b>								
1.	Ambala	01	-	-	01	-	-	Superintendent of Post Offices, Ambala Division, Ambala-133001
2.	Faridabad	01	-	-	01	-	-	Superintendent of Post Offices, Faridabad Division, Faridabad-121001
3.	Gurgaon	01	-	-	01	-	-	Senior Superintendent of Post Offices, Gurgaon Division, Gurgaon-122016
4.	Hisar	02	-	-	02	-	-	Superintendent of Post Offices, Hisar Division, Hisar-125001
5.	Karnal	02	01	-	03	-	-	Senior Superintendent of Post Offices, Karnal Division, Karnal-132001
6.	Kurukshetra	01	-	-	01	-	-	Superintendent of Post Offices, Kurukshetra Division, Kurukshetra-136118
7.	Rohtak	01	-	-	01	-	-	Senior Superintendent of Post Offices, Rohtak Division, Rohtak-124001
8.	RMS "HR" Division	12	07	-	19	-	02	Superintendent, RMS "HR" Division, Ambala-133001
9.	RMS "D" Division	02	-	-	02	-	-	Superintendent RMS "D" Division, Nanakpura, New Delhi-110021
	<b>Total</b>	<b>23</b>	<b>08</b>	<b>-</b>	<b>31</b>	<b>-</b>	<b>02</b>	
<b>Multi Tasking Staff in Administrative Offices</b>								
1.	CPMG Office, Ambala	01	01	-	02	-	-	The ADPS (Rectt), O/o CPMG, Haryana Circle, Ambala-133001
2.	DAP Ambala	03	-	-	03	-	-	The Director of Accounts (Postal), Ambala-133001
3.	PSD Ambala	02	02	-	04	-	-	Superintendent, Postal Store Depot, Ambala-133001,
	<b>Total</b>	<b>06</b>	<b>03</b>	<b>-</b>	<b>09</b>	<b>-</b>	<b>-</b>	

**\*Note I :-** Candidates selected against these categories (Ex-Servicemen, PH) will be adjusted in their respective community against the vacancies earmarked in OC, OBC and SC.

**\*Note II :-** Only such persons would be eligible for applying in physically handicapped Quota who suffers from not less than 40% of relevant disability. The following disabilities are eligible for the said posts:-

- OH (Orthopaedically Handicapped)
- HH (Hearing Handicapped)
- VH (Visually Handicapped---- Low Vision only)- "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

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

3. **Pay scale** - ₹ 5200-20200 (Pay Band-I) with Grade pay of ₹ 1,800/- and admissible allowances.

*Ranjit Singh*

4. **Age limit:-** Between 18 and 27 years. The age limit is relaxable for candidates belonging to Scheduled Caste upto 5 years and for candidates belonging to Other Backward Castes upto 3 years and for Government servants up to 35 years, for Ex- Servicemen and PH candidates in accordance with the instructions issued by the Central Government time to time.

**Note:-** The crucial date for determining the age limit shall in each case be the closing date i.e. **07.01.2014** for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).

5. **Educational Qualification:-**

**For MTS in Subordinate Offices** : -Matriculation from recognized Boards.

**For MTS in Administrative Offices** : -Matriculation or equivalent from recognized Boards.

6. **Pattern and Syllabus of Examination:-** The candidates shall be subjected to an Aptitude Test of 100 marks of the level of 10<sup>th</sup> class/Matriculation covering the subjects/topics given below.

**Part 'A' - 25 Marks** - 25 questions on **General Knowledge**- Multiple Choice Questions.

**Part 'B' - 25 Marks** -25 questions of **Mathematics**- Multiple Choice Questions.

**Part 'C' - 25 Marks** - 25 questions on **English Language** – Objective Type/Multiple Choice Questions.

**Part 'D' - 25 Marks** - 25 questions on **Hindi language** - Objective Type/ Multiple Choice Questions.

- 6.1 **Duration of Examination:-** 90 Minutes.

6.2 **Qualifying Marks:-**

- (a) Minimum 10 marks for OC, 8 Marks for SC and 9 Marks for OBC candidates in each part.  
(b) 40% marks for OC, 33% marks for SC and 37% marks for OBC candidates in aggregate.

7. **Selection Procedure:-** The selection will be purely on merit basis, which will be prepared on the basis of marks obtained in the Aptitude Test. It is further stated that:-

- (a) If two or more candidates secure equal marks in Aptitude Test and 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 10<sup>th</sup> Class/matriculation** will be considered for selection.

8. **Cost of Application:-** The Application Forms shall be sold at a price of ₹ 100/- (Rs. One Hundred only) and the sale will be through All Head Post Offices and identified Post Offices in the Circles. The sale will commence from **26.11.2013** .

9. **Examination Fees:-** The candidates have to pay the prescribed Examination fee of ₹ 200/- (Rs. Two Hundred only) and it should be deposited in any of the Post Offices of Haryana Circle and obtain ACG-67/UCR receipt. **All female candidates and candidates belonging to scheduled caste/scheduled tribe and physically handicapped categories are exempted from payment of examination fee.** No examination fee exemption is however available to OBC candidates and they are required to pay the examination fee in full. Applications received without prescribed fee receipt shall be summarily rejected.

**Note I** : Fees 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.

*Ranjeet Singh*




10. **Mode of Dispatch:-** The applications should be sent through Speed Post or Registered Post only. Those received through courier, delivered in person or by any other means will not be accepted.
11. The candidates are required to enclose attested copies of all supporting documents, two attested photos and self-addressed envelope with postage stamps of ₹ 40/- affixed on it (₹ 17/- in case of local candidates) as speed post charge along with the Applications. **The envelope addressed to concerned Divisional/Unit Head must bear name of post for which the application is being sent in Bold Letter.**
12. **Last Date of Receipt of Application:-** Last Date of receipt of applications by the Divisions/Units is fixed as **07.01.2014** for normal areas and for those residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep is **14.01.2014.**
13. **Disqualification:-**
- (i) Person who has entered into or contracted a marriage with a person having a spouse living; or
  - (ii) Person who, having a spouse living, has entered into or contracted a marriage with any person,
- shall not be eligible for appointment to 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.
14. Any person appointed to the said posts, shall be liable to serve in the Army Postal Services in India or abroad as required.
15. No TA/DA is admissible.
16. **How to Apply:-**
- (a) The application Form should be duly filled up in Hindi or English with all required information.
  - (b) Incomplete or unsigned Application Form, Applications received without required certificate/photos, Applications wrongly addressed or received after due date will be rejected whatever may be the reason for delay. No intimation will be sent in this regard
  - (c) The application should be submitted in original form attached herewith. Any other form/photo copy of the form will be summarily rejected.
  - (d) One envelope should contain application of one candidate only in respect of only one post.
  - (c) The envelope containing the application must be super scribed in bold letters as "APPLICATION FOR RECRUITMENT OF ..... (Post for which applied).
  - (d) Photo copies of all the required documents/certificates duly **attested by gazetted officer** should be sent alongwith the application. **The documents should not be submitted in original.** The documents/mark sheets/certificates submitted at a later date will not be entertained.
  - (e) **Photographs:-** Paste one passport size photograph on application at the prescribed space and get it attested from a gazetted officer and send another photo loose with address written on back side.
17. **The nature of work in the Railway Mail Services requires rotation of duties including night shift/detention on Overtime duty in the exigencies of service.**
18. The Department has the right to cancel the recruitment process at any stage.



19. It shall not be beneficial to apply for more than one division as the **Aptitude Test will be conducted on a common date** (preferably during February 2014) for all the **Subordinate/Administrative Offices of Haryana Circle.**
- 20.- Keep in touch with India post website ([www.indiapost.gov.in](http://www.indiapost.gov.in)) for further progress of recruitment process.
21. Candidates can have application forms from any of the below noted Post/Mail Offices of Haryana on any working day on payment of ₹ 100/- (Rs. One Hundred only).

1	Ambala GPO	9	Palwal SO	17	Sirsa HO	25	Kurukshetra University HO
2	Ambala City HO	10	Gurgaon HO	18	Fatehabad MDG	26	Kaithal MDG
3	Yamuna Nagar HO	11	IC Dundahera SO	19	Hansi MDG	27	Rohtak HO
4	Panchkula MDG	12	Narnaul HO	20	Karnal HO	28	Bahadurgarh HO
5	Bhiwani HO	13	Mahendergarh SO	21	Panipat HO	29	Jhajjar MDG
6	Charkhi Dadri SO	14	Rewari MDG	22	Jind HO	30	Sonepat HO
7	Faridabad NIT HO	15	Nuh SO	23	Narwana MDG	31	Gohana MDG.
8	Ballabgarh MDG	16	Hisar HO	24	Kurukshetra HO	32	All Mail Offices of Haryana

  
For Chief Postmaster General  
Haryana Circle Ambala-133001