

DEPARTMENT OF POSTS

OFFICE OF THE CHIEF POSTMASTER GENERAL, A.P. CIRCLE, HYDERABAD – 500 001

Notification No. Rectt/MTS/DR/2015

dtd. at Hyd-1, the 19- 2-2015

DIRECT RECRUITMENT TO THE CADRE OF MTS

Applications are invited from the desirous & eligible Applicants to fill up the posts of Multi Tasking Staff in various Postal/RMS Divisions and Administrative offices in Andhra Pradesh Postal Circle in the pay Band of Rs.5200-20200 (PB-1) + Grade Pay Rs.1800/- in accordance with MTS Recruitment Rules 2010 notified vide GOI Gazette order No.683 dated 20/12-2010 and subsequent amendment issued vide No. GSR 512(E)dated 28-6-2012 to MTS Recruitment Rules. The details of vacancies are as furnished below:

Sl.N o. 1	Name of the Division 2	Total 3	Categories 4							
			PART OF TOTAL VACANCIES RESERVED FOR PH & Ex-SM							EX -SM
			PH			UR	SC	ST	OBC	
			PH I	PH II	PH III					
1	Circle Office	5	2	-	1	2	-	-	-	-
2	DA (P), Hyderabad	2	1	1	-	-	-	-	-	-
3	PSD, Vijayawada	2	1	-	-	1	-	-	-	-
4	PSD Rajahmundry	3	2	-	-	1	-	-	-	1
	Total	12	6	1	1	4	-	-	-	1
Hyderabad City Region		Total	UR	SC	S T	OBC	PH I	PH II	PH III	Ex-SM
1	Hyderabad City Dn	1	-	-	-	1	-	-	-	-
2	Hyd.South East Dn	2	1	-	-	1				
3	Secunderabad Dn	7	4	1	1	1	-	-	-	1
4	Hyderabad GPO, Hyd	1	1	-	-	-	-	-	-	-
5	MMS Hyderabad	1	-	-	-	1	-	-	-	-
Hyderabad Region										
6	Adilabad	2	2	-	-	-	-	-	-	-
7	Mahaboobnagar	3	3	-	-	-	-	-	-	1
8	Nalgonda	2	2	-	-	-	-	-	-	-
9	Nizamabad	2	1	-	-	1	-	-	-	-

Kurnool Region		Total	UR	SC	S T	OB C	PH I	PH II	PH III	Ex SM
10	Anantapur	1	-	-	1	-	-	-	-	-
11	Kurnool	1	1	-	-	-	-	-	-	-
Vijayawada Region		Total	UR	SC	S T	OB C	PH I	PH II	PH III	EX- SM
12	Bhimavaram	1	-	1	-	-	-	-	-	-
13	Eluru	1	-	-	-	1	-	-	-	-
14	Khammam	2	-	1	-	1	-	-	-	-
15	Machilipatnam	1	1	-	--	-	-	-	-	-
16	Narasaraopet	2	-	1	-	1	-	-	-	-
17	Nellore	1	1	-	-	-	-	-	-	-
18	Vijayawada	3	2	-	-	1	--	--	-	-

Visakhapatnam Region		Total	UR	SC	S T	OB C	PH I	PH II	PH III	Ex-SM
19	Kakinada	2	2	-	-	-	-	-	-	-
20	Parvathipuram	1	1	-	-	-	-	-	-	-
21	Rajahmundry	5	3	1	1	-	-	-	-	1
22	Visakhapatnam	3	3	-	-	-	-	-	-	-
23	Vizianagaram	1	1	-	-	-	-	-	-	-

RMS Divisions		Total	UR	SC	ST	OBC	PH - I	PH II	PH III	Ex-SM
24	Hyderabad Stg Dn, Hyderabad	11	6	1	-	4	-	-	-	1
25	RMS Z Dn, Hyderabad	12	6	1	2	3	-	-	-	2
26	RMS TP Dn Tirupathi	4	1	1	2	-	-	-	-	1
27	RMS AG Dn Guntakal	2	1	1	-	-	-	-	-	-
28	RMS 'Y' Dn, Vijayawada	14	5	3	2	4	1	-	-	2
29	RMS 'V' Dn, Visakhapatnam	11	4	2	1	4	-	1	-	2
TOTAL VACANCIES		100	52	14	10	24	1	1	-	11

2(a) Code list :

Adilabad (01), Mahaboobnagar (04),Nalgonda (06), Nizamabad (07) Hyderabad City Dn (13) Hyderabad South East Dn(14), Secunderabad Dn(15) Anantapur (16), Kurnool (20)

Bhimavaram(24), Eluru (25), Khammam(29) Machilipatnam (30), Narasaraopet (31), Nellore (32) , Vijayawada(36) ,Kakinada(39), Parvahipuram (40), Rajahmundry (41 Visakhapatnam (43) Vizianagaram (44)

RMS Z Division Hyderabad (45), Hyderabad Stg Dn (46) RMS AG Division Guntakal (47), RMS TP Division Tirupathi (48), RMS Y Division, Vijayawada(49), RMS V Division Visakhapatnam (50), Hyderabad GPO (51) PSD , Vijayawada (54), PSD Rajahmundry (55), MMS Hyderabad (56) Circle office (57) DA(P),Hyderabad (58)

Note: i) Vacancies notified are likely to vary/change without any prior intimation.

Total vacancies in the 3rd column are inclusive of the vacancies shown under PH I,II,III & Ex Serviceman Quota against column 4

*Candidates selected against PH and Ex service man quota will be adjusted in their respective community against the vacancies earmarked in UR,SC,ST and OBC.

ii) Categories of applicants eligible to claim PH concession : The words PH-1,PH-II,PH-III shown in the vacancy position represents visually impaired, Hearing impaired and orthopedically impaired respectively. Only such PH persons would be eligible for reservation in posts who suffer from not less than 40% of relevant disability.

a) VH= Visually handicapped – Low Vision only (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)

b) HH = Hearing impaired : Categories suitable for the posts: The deaf or those in whom the sense of hearing is non functional for ordinary purposed 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) OH= Orthopedically impaired: The orthopedically impaired are those who have a minimum 40% of physical defect or deformity which causes on interference with the normal functioning of bones muscles and joints. Categories of Orthopedically impaired suitable for the posts :

OL= One Leg affected OA=one arm affected, one arm & one leg affected, Both legs effected, Muscular weakness

The applicant 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.

The applicant can avail relaxation only for the predominant disability. The applicant should be in possession of original medical certificate for the same issued by competent medical authorities in the format prescribed by the Government at the time of registration

iii) The department has right to cancel the recruitment process OR modify the selection process with the reasons recorded in writing at any stage.

3.Age Limit:- 18-27 years (Upper age limit relax able for candidates belonging to Scheduled Castes/Scheduled Tribes up to five years and for candidates belonging to Other Backward Classes up to three years & others in accordance with the instructions issued by the Government of India from time to time). Age relaxation for PH Persons and Ex Servicemen would be as per extant orders of Govt. of India issued from time to time.

The age relaxation applicable only when a candidate applies against the post reserved for the relevant category. If they apply for any OC vacancy the age conditions applicable for OC candidates are to be fulfilled.

Note: The crucial date for determining the age limits shall be as on the closing date for on line registration of applications i.e.21-3-2015

1. **Scale of Pay :** Rs. 5200 – 20200 with Grade Pay of Rs.1800 + admissible allowance. No TA/DA is admissible.
2. **Educational Qualification:-**
Matriculation/SSC or ITI from recognized Board (Matriculation equivalency certificate like National open school etc., will not be accepted.
3. **Examination centre :** Details will be intimated separately through Hall permit
4. **Date of Examination:** Details will be intimated through Hall permit
5. **i) Pattern and Syllabus for Examination:**

Candidates shall be subjected to an Aptitude Test of the level of 10th Class/Matriculation covering the following subject/topics.

Total Marks: 100 :

There will be one paper comprising of following four parts.

Part 'A'	25 Marks – 25 Questions on General Knowledge – Multiple Choice Questions
Part 'B'	25 Marks – 25 Questions on Mathematics – Multiple Choice Questions

Part 'C'	Two Segments
(i)	25 Marks – 25 Questions – English language – Objective Type / Multiple Choice Questions
(ii)	25 Marks – 25 Questions – Telugu language – Objective Type / Multiple Choice Questions

ii) **Duration of Examination : - 120 Minutes.**

iii) **Qualifying marks**

- Parts A & B- Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each part.
- Part C (Two segments) – Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each segment.
- 40 marks for OC, 33 marks for SC/ST and 37 marks for OBC candidates in aggregate with the condition as A & B above.

6. APPLICATION FEE AND EXAMINATION FEE :

Cost of Application form Registration : Rs 100/-

Examination fee : Rs 400/-

Candidates belonging to SC/ST/PH/Women are exempted from payment of Examination fee.

The details of amount of fees to be paid by different categories are indicated in the following table.

T a b l e

Sl No	Category	Amount to be paid	
		Application Fee	Examination Fee
1	All female Candidates (OC/OBC/SC/ST)	Rs.100/-	Nil
2	Male candidates (OC/OBC)	Rs 100/-	400/-
3	Male candidates (SC/ST)	Rs.100/-	Nil
4	All PH Candidates Both Male and Female(OC/OBC/SC/ST)	Rs 100/-	Nil
5	Ex service men(OC/OBC)	Rs.100/-	400/-
6	Ex service men (SC/ST)	Rs.100/-	Nil

7. The Candidates have to pay the prescribed fee mentioned above through “**SUNAYASAM**” in any Head Post office in Andhra Pradesh/Telangana States listed in the Annexure (The list of Head Post offices is enclosed as Annexure) The Fee is to be credited under Sunayasad Head: **MTS Recruitment 2015** at the Head Post office. The candidate has to collect the receipt from the Post office counter and check the details of Receipt No., Mobile No. Pin code and Amount and ensure their correctness. The candidate has to wait till SMS is received to Mobile Number confirming the payment details which will take up to 48 Hours. After this candidates have to follow the detailed instructions at para 15 below for further processing

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

Fee paid through any mode other than Sunayasad will not be accepted/refunded.

11(a) The Applicant is required to indicate the Division/Unit for which he is applying for the post of MTS. Only One(1) Division/Unit is to be indicated with Division/Unit Code.

(b) The vacancies for each division/unit is displayed under the link “VACANCIES” on the website www.appost.in. Similarly vacancy position in respect of MTS in each division/unit wise is also displayed in the same link of the above mentioned website www.appost.in. The details of Divisions/units with their code numbers are also displayed in the website for facilitating the applicants for indicating his/her choice of division/unit while submitting their on-line application.

(c) The applicants have to access the website www.appost.in in regarding detailed information on the recruitment process from portal. The applicant has to fill the inputs including standard information i.e. Name, DOB, community, sex, Educational qualification, etc.

12 GENERAL INSTRUCTIONS

(a) The Applicant has to access the website www.appost.in for seeing the detailed Notification/Advertisement issued by the Chief Postmaster General, A.P.Postal Circle, Hyderabad and the Instruction Sheet/Information Brochure.

(b) Before starting Registration of his/her application on the website, the Applicant should read the notification, instruction sheet and FAQs 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.

(c) Before starting his/her registration of his/her application on-line, the applicant should be ready with the soft copies of passport size photo (not more than 20 KB in JPG/JPEG format) and signature (not more than 10 KB in .jpg/jpeg format) which are required to be uploaded after filling up of the inputs and uploading the application on-line

(d) 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.

13. PRELIMINARY INSTRUCTIONS FOR HOW TO APPLY

(a) The Prescribed Fee (application fee and Examination fee) has to be paid as per the table at **para 10** above through “**Sunayasam**” option in any Head Post Office in Andhra Pradesh / Telangana States listed in the Annexure.

(b). The Fee is to be credited under “**Sunayasam Head: MTS Recruitment 2015**” at any Head Post Office with the details Name of the applicant , Gender ,Category, Special Category as per Matriculation/SSC Records and Mobile Number for getting SMS.

(c). The Candidate has to collect the receipt from the counter and check the correctness of the details of Receipt no, mobile no., Pin code, Amount and ensure their correctness.

(d) The Candidate has to wait till SMS is received to his/her mobile number confirming the payment details (This will take 24-48 Hours)

(e).After receipt of SMS the candidate is eligible for applying to the post through online mode.

(f).For applying, the candidate has to browse the website www.appost.in and should read the instructions and notification thoroughly. The Code Numbers for selecting the Division are given in the Para 2 (a) of the notification.

14. INSTRUCTIONS FOR HOW TO APPLY ONLINE

(a). Before applying online the candidate has to keep all the relevant documents ready for entering the data as per the certificates (like DOB Proof, Certificate of caste, Ex Service man ,PH Certificate etc).

(b). The Candidate has to keep ready the soft copies of his/her recent passport size photograph in JPG format(size not to exceed 20 KB)

c)The Candidate has to keep ready a soft copy of his/her signature made on a piece of paper with black ink in JPG format (size not to exceed 10 KB)

(d) The Candidate has to update all the mandatory fields and confirm the declaration

(e) The Candidate has to look at preview for verification and correctness of data fed before submitting his/her application.

(f) The Candidate has to submit the application by clicking “**Save**” button

(g) Since preview option is provided before saving the application no correspondence will be entertained for modifying the application.

h) The Candidate can take the print out of the application and keep for further correspondence. They should not submit the print out of their applications

i) Provision has been made to the candidates to know the status of application submitted through a grievance provision which is available in the website www.appost.in.

No documents to be attached as proof at the time of submitting the application.

15. The Applicants after successful registration of the On-Line Application are advised to keep print out of his/her "PREVIEW" of his Application, copy of fee chalan/ receipt issued by the Post office for any future reference.

16. 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.

17. 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.

18. Closing Date for Payment of Application/Examination Fee. 21-3-2015

19. Selection Procedure: Based on the marks obtained in the Aptitude Test, a merit list of qualified candidates will be prepared in each Postal/RMS Division separately. As per the availability of vacancies as notified above, selection will be made in the respective unit based on the merit list among the candidates applied for that particular Division/Unit only.

20. Hall Permit: Hall Permit can be downloaded from the website : www.appost.in. after Notifying the date of Examination in the Website

21. Requirement to serve in the Army Postal Service

Any person appointed to the posts as per the notification shall be liable to serve in the Army Postal Service in India or abroad, if required.

22. 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 appointment. 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.

23. The Notification can be downloaded from our website: www.appost.in.

24. The applications are to be submitted online only. Manual applications will not be entertained.

25. Only single application will be entertained. If more than one application is registered, it will lead to rejection of all the applications registered by the applicant.

26. Fee should be paid in one installment through Sunayasam option in any Head Post office in Andhra Pradesh/ Telangana States listed in the annexure. Payment made in any other mode will not be accepted / refunded.

27 For Receiving the SMS to the registered mobile number the candidate has to Note that the mobile given at the time of payment of fees is not registered under "DND"

28. The candidate has to look at preview for verification and correctness of data fed before submitting his / her application by clicking “**SAVE**” button once the application is successfully submitted no correspondence will be entertained for modifying the application.

29. No applications purchased from outside vendors will be accepted and no applications need to be sent by Post. The applications registered online in www.appost.in website only will be accepted. In respect of candidates who apply manually, no correspondence will be entertained and no Hall permit will be issued to all such candidates even if they pay the prescribed fees by any mode.

Asst. Director (Recruitment & Welfare)
O/o Chief Postmaster General,
A.P. Circle, Hyderabad-1