

**DEPARTMENT OF POSTS: GOVERNMENT OF INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL, KERALA CIRCLE
THIRUVANANTHAPURAM 695 033**

**DIRECT RECRUITMENT TO THE CADRE OF MULTI TASKING STAFF (MTS) IN
KERALA POSTAL CIRCLE**

Notification No. MTS/OQ/13 dated 26 -11-2013

Applications are invited from eligible applicants to fill up the MTS posts in various Postal /RMS Divisions and Administrative offices in Kerala Postal Circle in the pay scale of Rs 5200-20200+ Grade Pay Rs 1800/-. The details of vacancies, Examination Center and the Address to which applications are to be sent are as follows:

Annexure -I

Sl. No	Name of Division/ Unit	No. of vacancies category-wise				Total	Exam Centre	Address to which applications should be submitted
		Gen	OB C	S C	S T			
1.	RMS TV Division	2		1		3	Thiruvananthapuram	The Senior Superintendent, RMS "TV" Division, Thiruvananthapuram Pin 695 036
2.	RMS EK Division	1	2			3	Kochi	The Superintendent, RMS "EK" Division, Ernakulam, Kochi. Pin 682 011
3.	RMS CT Division	5	5			10*	Kozhikode	The Superintendent, RMS "CT" Division, Kozhikode Pin 673 032
4.	Kannur Postal Division	1		1		2	Kozhikode	The Superintendent of Post Offices, Kannur Division, Kannur Pin 670 001
5.	Palakkad Postal Division	1	1			2	Kozhikode	The Senior Superintendent of Post Offices, Palakkad Division, Palakkad, PIN- 678 001
6.	Thrissur Postal Division	1	1			2	Kochi	The Senior Superintendent of Post Offices, Thrissur Division, Thrissur – 680 001
7.	Ernakulam Postal Division	2	1			3	Kochi	The Senior Superintendent of Post Offices, Ernakulam Division, Ernakulam Pin- 682 011

8.	Director of Accounts(Postal), Thiruvananthapuram	2	1	1		4	Thiruvananthapuram	The Accounts Officer (Admin), O/o Director of Accounts, (Postal), Thiruvananthapuram Pin 695 001
9	Chief PMG Office, Thiruvananthapuram	3	1	1	1	6**	Thiruvananthapuram	Assistant Director (Rectt) O/o Chief Postmaster General, Thiruvananthapuram Pin 695 033
10.	PMG Office Kozhikode	2				2	Kozhikode	Assistant Direct (Rectt) O/o Postmaster General , Kozhikode Pin 673 011

*out of the 10 posts of RMS CT Division, one post is reserved for PH (Orthopedically handicapped)

**out of the 6 posts of Chief PMG Office TVM , TWO posts are reserved for Ex service men. The selected candidates will be adjusted against the relevant category.

2. Age Limit: - 18 – 27 years as on 23-12-13. (Upper age limit relaxable for candidates belonging to Scheduled Castes/Scheduled Tribes up to five years and for candidates belonging to Other Backward Classes up to three years). For Ex-Servicemen and PH candidates, relaxation is applicable as per rules. For Govt servants upto 35 years and they should apply through proper channel.

Note: - The crucial date for determining the age limit shall be the closing date for receipt of application forms i.e. as on 23-12-2013

3. Education qualifications: - Matriculation or ITI from recognized Board. (Matriculation equivalency certificate will not be accepted).

4. Examination Centre: As shown in Annexure -I

5. Date of the Examination: 2nd February, 2014,

6. Pattern and Syllabus for Examination:

I. The candidates shall be subjected to an Aptitude Test covering the following subjects/topics.

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' - Two segments

1) 25 marks – 25 questions – English language -Objective Type /Multiple Choice Questions

2) 25 marks - 25 questions – Regional language-(Malayalam)Objective type/ Multiple Choice Questions

II. DURATION OF THE EXAMINATION: 90 minutes.

III. MINIMUM QUALIFYING MARKS TO BE SCORED BY THE CANDIDATES:

A minimum of 10 marks should be scored by GEN category candidates in each part of the above Aptitude Test. OBC candidates should score a minimum of 9 marks in each part and SC/ST candidates should score a minimum of 8 marks in each part. In addition to this, GEN category candidates have to score a minimum of 40% marks in

aggregate while OBC candidates have to score 37% and SC/ST candidates have to score 33% in aggregate.

- 7. Examination Fee:** Candidates are required to remit Examination Fee at any Departmental Post Office under "Unclassified Receipt" and attach the receipt granted, along with the application. Exam Fee for the General/OBC candidates is Rs.100/- and for SC/ST candidates is Rs.50/-.

Note: - Female Candidates are exempted from the payment of Examination Fee.

- 8. 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/Administrative Unit separately. As per the availability of vacancies as notified above, selection will be made in the respective unit based on the merit list.

- 9. Application form:** Format of the application is appended to this Notification (Annexure – II) and it can be downloaded from the website. Application form should be filled in by the candidates in their own handwriting. It should be affixed with the candidate's latest passport size photograph(self attested) in the space provided for the purpose in the application form. Application form duly filled in/signed should be enclosed in a cover which should be superscripted as "Application for appointment to the post of MTS inDivision" and forwarded to the Authority as mentioned above in Annexure -I

9(1) Applications not signed by the candidate will be liable to be rejected.

9(2) +2, Degree, Computer courses certificates need not be attached.

- 10. Last date of receipt of Applications by the Divisions/Units is 23-12-2013.**

Applications should be submitted by Registered Post or Speed Post only. Applications received by Ordinary post or by any other means and applications received after the last date will be rejected.

- 11. Hall Permit:** Hall Permit will be issued by the respective Divisional / Administrative Authorities well in time. If the Hall Permit is not received before 20.01.2014, the concerned authority should be contacted.

- 12. 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.

- 13. 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.

- 14. Documents to be attached to the application:**

- a. Two Passport size photographs (one affixed on the application form)
- b. Original Receipt granted for payment of Examination Fee-to be pasted to the application
- c. On self-addressed envelope of size 9cm x 23 cm affixed with postage stamps for Rs.30/-

- d. Age proof – Attested copy of SSLC/CBSE/AISSE
- e. Proof of Educational qualifications – Attested copy of Mark sheet or grade sheet to be attached.
- f. Community certificate – In the case of OBC, Non-creamy Layer Certificate issued by Tahsildar and in the case of SC/ST, a certificate issued by Tahsildar in the prescribed format. (If community certificate in the prescribed format is not enclosed, the candidate will be treated as GEN category.)
- g. Discharge Certificate in the case of Ex-servicemen
- h. Certificate issued by District Medical Board with 40% disability in the case of physically (Orthopedically) Handicapped candidates.

Note: Original certificates should not be enclosed. Only attested are to be attached.

- 15.** The Notification and the Application Form can be downloaded from our website www.indiapost.gov.in and www.keralapost.gov.in

(SREERANGAN)
Assistant Director (Rectt)
O/o Chief Postmaster General,
Kerala Circle
Thiruvananthapuram-695 033

APPLICATION FOR ADMISSION TO THE EXAMINATION FOR APPOINTMENT AS MTS

1. Name of the applicant :
(in capital letter)
2. Father's/ Husband's Name :
3. Male/Female :
4. (a) Date of Birth (proof to be attached) :
(b) Age as on 23-12-2013 :
5. Educational Qualification :
(Copy of SSLC/ITI certificate to be attached)
6. Category (GEN/SC/ST/OBC) :
(enclose copy of Community certificate)
7. If Ex-serviceman, date of discharge :
(Copy to be attached)
8. Whether Physically (orthopedically) :
Handicapped (If yes, certificate to be attached)
9. Address for communication :

Affix passport size
photograph duly
attested by the
applicant

Pincode:-
Mobile No:-

10. Name of the Division/Unit to which :
Applied
11. Particulars of Exam Fee :
(Post office Receipt No and date)
12. Whether self-addressed Envelope with :
Rs 30/- Postage stamp affixed is enclosed.

I, Shri./Smt./Kumari hereby declare that all the information given above are true to the best of my knowledge and belief. I understand that if any information is found to be false at a later stage my candidature will be liable to be terminated.

Place
Date

Signature of Candidate