Department of Posts : Government of India,
O/o Chief Postmaster General, A.P.Circle, Hyderabad – 500 001

Direct Recruitment to the Cadre of   MULTI TASKING STAFF

Notification No. RE/MTS/DR/14   dated   04-3-2014

1.   Applications are invited from eligible applicants to fill up the **MTS** posts in various Postal /RMS Divisions and Administrative offices in Andhra Pradesh Postal Circle in the pay scale of **Rs 5200-20200+ Grade Pay Rs 1800/-.**

ADMINISTRATIVE OFFICES

Sl.No. 1	Name of the Division 2	Total 3	Categories 4						Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts. 5
							PART OF TOTAL VACANCIES RESERVED FOR PH & Ex-SM		
			UR	SC	ST	OBC	PH	EX - SM	
1	Circle Office	12	5	-	3	4	-	1	Asst.Director (Rectt) % Chief postmaster General, AP Circle Abids ,Hyderabad-1
2	DA (P), Hyderabad	15	6	-	2	7	1 (VH)	1	The ACAO(Admin), O/o Director of Accounts(P), AP Circle Hyderabad-1
3	PSD, Hyderabad	1	1	-	-	-	-	-	Superintendent, PSD, Hyderabad
4	PSD Guntakal	2	1	1	--	-	-	-	Superintendent, PSD, Guntakal
5	PSD, Vijayawada	9	6	-	-	3	-	1	Superintendent, PSD, Vijayawada
6	PSD Rajahmundry	3	2	-	-	1	-	1	Superintendent, PSD Rajahmundry
	Total	42	21	1	5	15	1	4	

SUB ORDINATE OFFICES

HYDERABAD CITY REGION		Total	UR	SC	ST	OBC	PH	EX-SM	Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts.
1	Hyderabad South East Dn	1	1	-	-	-	-	-	Sr. Supdt. Of Post Offices, Hyd. South East Divn, Hyderabad-2
2	MMS , Hyderabad	2	1	-	-	1	-	-	The Manager, MMS, Koti, Hyderabad
HYDERABAD REGION		Total	UR	SC	ST	OBC	PH	EX-SM	Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts.
3	Adilabad	2	2	-	-	-	-	1	Supdt of Post Offices, Adilabad Dn, Adilabad

No	Division	Total	UR	SC	ST	OBC	PH	Ex-SM	Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts.
4	Hanamkonda	4	4	-	-	-	-	1	Supdt of Post Offices, Hanamkonda Dn., Hanamkonda
5	Nalgonda	1	1	-	-	-	-	-	Supdt of Post Offices, Nalgonda Division, Nalgonda
6	Peddapalli	3	2	-	-	1	-	1	Supdt of Post Offices, Peddapalli Dn., Peddapalli
7	Sangareddy	2	-	-	1	1	-	-	Supdt of Post Offices, Sangareddy Dn., Sangareddy
KURNOOL REGION		**Total**	**UR**	**SC**	**ST**	**OBC**	**PH**	**Ex-SM**	Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts.
8	Anantapur	1	-	1	-	-	-	-	Supdt of Post Offices, Anantapur Dn., Anantapur
9	Chittoor	1	1	-	-	-	-	-	Sr. Supdt of Post Offices, Chittoor Dn., Chittoor
10	Kadapa	1	-	-	-	1	-	-	Supdt of Post Offices, Kadapa Dn., Kadapa
11	Kurnool	1	1	-	-	-	-	-	Supdt of Post Offices, Kurnool Dn., Kurnool
VIJAYAWADA REGION		**Total**	**UR**	**SC**	**ST**	**OBC**	**PH**	**EX-SM**	Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts.
12	Machilipatnam	1	1	-	-	--	--	-	Supdt of Post Offices, Machilipatnam Dn., Machilipatnam
13	Ongole (Prakasam)	1	-	-	--	1	-	-	Sr. Supdt of Post Offices, Prakasam Dn., Ongole
VISAKHAPATNAM REGION		**Total**	**UR**	**SC**	**ST**	**OBC**	**PH**	**Ex-SM**	Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts.
14	Amalapuram	1	-	1	-	-	-	-	Supdt of Post Offices, Amalapuram Dn Amalapuram
15	Parvathipuram	2	1	-	-	1	-	-	Supdt of Post Offices, Parvathipuram Dn., Parvathipuram
16	Rajahmundry	3	2	-	-	1	-	1	Supdt of Post Offices, Rajahmundry Dn., Rajahmundry
17	Srikakulam	1	1	-	-	-	-	-	Supdt of Post Offices, Srikakulam Dn., Srikakulam
18	Vizianagaram	1	1	-	-	-	-	-	Sr. Supdt of Post Offices, Visakhapatnam Dn., Visakhapatnam
RMS DIVISIONS		**Total**	**UR**	**SC**	**ST**	**OBC**	**PH**	**EX-SM**	Address to whom the candidates applying manually have to submit their applications by post and also address to contact in case of any clarification/doubts.
19	Hyderabad Stg Dn Hyderabad	5	3	-	1	1	1 (VH)	1	Sr. Supdt. RMS., Hyd. Sorting Dn., Hyderabad-27
20	RMS Z Dn Hyderabad	7	1	-	1	5	-	-	Supdt. RMS., Z Dn., Hyderabad 500 001
21	RMS AG Dn Gunthakal	1	-	-	1	-	-	-	Supdt. RMS., AG Dn., Guntakal
22	RMS TP Dn Tirupathi	4	1	-	-	3	1 (HH)	-	Supdt. RMS.,TP Dn., Tirupath i

23	RMS Y Dn Vijayawada	9	2	2	1	4	-	1	Supdt.RMS 'Y' Dn., Vijayawada
24	RMS V Dn Visakhapatnam	12	6	1	2	3	-	1	Supdt. RMS 'V' Dn., Visakhapatnam
Total		67	32	5	7	23	2	7	

1(a)   CODE LIST — (List of Postal Divisions/Unit Code)

Adilabad (01), Hanamkonda (02), Nalgonda (06), Peddapalli (08), Sangareddy (09),

Hyderabad South East (14) ,

 Anantapur (16), Chittoor (17), Kadapa (18), Kurnool (20)

Machilipatnam (30), Ongole (33),

Amalapuram (37), Parvatipuram (40), Rajahmundry (41), Srikakulam (42), Vizianagaram (44),

RMS Z Division Hyderabad (45), RMS Hyderabad Sorting Division Hyderabad (46), RMS AG Division Guntakal (47), RMS TP Division Tirupathi (48), RMS Y Division Vijayawada(49),   RMS V Division Visakhapatnam (50),

PSD Hyderabad (52), PSD Guntakal (53) , PSD Vijayawada (54) , PSD Rajahmundry (55)

MMS Hyderabad (56)

Circle Office (57) , DA(P) Hyderabad (58)

Note i) Total vacancies shown in column 1 are inclusive of the vacancies shown under PH & Ex Serviceman quota. 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) Only such PH persons would be eligible for reservation in posts who suffer from not less than 40% of relevant disability.

      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 devise

      HH- Hearing Impaired : Categories Suitable for the Posts: The Deaf or those in whom the sense of hearing is non functional for ordinary purposed 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 debibels(db) in the better ear (Profound Impairment) or the total loss of hearing in both ears.

     iii) The vacancies notified are likely to vary/change without any prior intimation

     iv)The Department has right to cancel the recruitment process or modify the selection process with reasons recorded in writing at any stage.

2. Age Limit: - 18 – 27 years as on last date fixed for registration of applications/booking of application through Speed Post/Registered Post i.e**.07-04-2014** (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.

3. Education qualifications: - Matriculation/SSC or ITI from recognized Board. (Matriculation equivalency certificate like National open school etc.. will not be accepted).

4. Examination Centre: Details will be intimated separately through Hall permit/Admit Card

5. Date of the Examination: Details will be intimated through Hall permit/Admit Card.

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-(Telugu)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 aggregate while OBC candidates have to score 37% and SC/ST candidates have to score 33% in aggregate

7 APPLICATION FEE AND EXAMINATION FEE : The details of amount of fees to be paid by different categories are indicated in the following table.

Sl.No	Category	Amount to be Paid
1	All Female Candidates (OC/OBC/SC/ST)	Rs. 100/-
2	Male Candidates (OC/OBC)	Rs. 500/-
3	Male Candidates (SC/ST)	Rs. 100/-
4	All PH Candidates Both Male and Female (OC/OBC/SC/ST)	Rs. 100/-
5	Exservicemen (OC/OBC)	Rs. 500/-
6	Exservicemen (SC/ST)	Rs. 100/-

(a) The Candidates applying online have to pay the prescribed fee mentioned above through e payment in any Computerized Post Office. The Fee is to be credited under e-payment biller ID 'MTS Recruit NO" at any Computerized Post Office.The Candidate has to collect the receipt from the counter and check the details of Receipt No, Mobile No, Pincode, Amount and ensure their correctness. The Candidate has to Wait till SMS is received to Mobile Number confirming the payment details which will take 24-48 hours. . After this candidates have to follow the detailed Instructions at Para 10 below for further processing.

(b) The applicants who wants to submit application by Speed Post/Registered Post have to download the application from the website www.appost.in and go through all the details of the notification and they are required to pay the Application/Examination Fees as per the rates mentioned above in any computerized Post office through e-payment specifying the division code (**Code Numbers are given in Para 1(a) of the notification**) and receipt number to be noted against the Sl. 14 of the application and the receipt is to be pasted on the application in the space provided in the top of the application.

Note: Fee once paid shall not be refunded under any circumstances.
Fee paid through any mode other than e-payment will not be accepted/refunded..

8. (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 Multi-Tasking Staff(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 choice of division/unit while submitting their on-line application.

(c) The applicants have to access the website www.appost.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.

9. **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.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.

10 PRELIMINARY INSTRUCTIONS FOR HOW TO APPLY FOR BOTH MODES (ONLINE & MANUAL)

(a)   The Prescribed Fee (application fee and Examination fee) has to be paid as per the table at Para – 7 above through e-Payment option in any Computerized Post Office.

(b). The Fee is to be credited under e-payment biller ID "MTS Recruit : NO : " at any Post Office with the details First Name, Middle Name, Surname of the Applicant as per SSC Records & 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.,Pincode, 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 / manual 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 1 (a) of the notification.**

(g) The Candidate has to select one mode either Online or Manual (By Speed Post/Registered Post).

INSTRUCTIONS FOR HOW TO APPLY ONLINE

(h). 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).

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

(j) 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)

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

(l) The Candidate has to look at preview for verification and correctness of data fed

(m) The Candidate has to submit the application by clicking "Save" button

(n) The Candidate can take the print out and keep for further correspondence. No documents to be attached as proof at the time of submitting the application either in online or in manual process.
The Last Date for Payment of Examination Fee is 7ᵗʰ April 2014.

(o) 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

(p) The Candidates who want to apply manually has to DOWNLOAD (will be available from 10.03.2014) the application on thick A4 Paper with 75-80 GSM.

(q) For filling the application all the letters in application are to be filled in BLOCK LETTERS only. Only Black Ink/ Refill to be used for filling up of the application. The Candidate has to affix the latest passport size photograph self attested in the space provided for the purpose in the application form. The application is to be submitted in a A4 size cover without folding duly super scribed as **"APPLICATION FOR THE POST OF MTS RECURITMENT -2014 in…………………Division"** on envelop and sent to the concerned authority as per the address given in the notification in column 5 of table at para 1 of notification containing the vacancy position by Speed Post/Registered Post. All the Columns in the Application should be filled in BLOCK LETTERS ONLY(**Specimen Form for filling manual application is at Annexure – I for guidance)** . The Application Fee/Examination Fee Receipt is to be pasted on the application in the space provided in the application form for the same duly noting the e-payment receipt against Sl.No. 14 of the application. Care must be taken to see that the application is not folded. Folded application will be rejected in scanning process.

The Applications should be sent by Speed Post/Registered Post only. The Speed Post /Registered Post article should be booked on or before 07.04.2014. Applications sent by Ordinary Post or any other means will not be accepted. Applications booked after 07.04.2014 will not be accepted and no correspondence will be entertained. .

(r) Only one application is to be submitted by each applicant.

(s) Duplicate application will be rejected.

(t) No documents to be attached as proof at the time of submitting the application either in online or in manual process.

(u) 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

11. 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 for any future reference.

12. The Applicants are advised not to enclose/upload copies of any certificates/documents. The application Registered On-line/Manual 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 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.

13. Closing Date for Payment of Application/Examination Fee. - 07.04.2014.

14. 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 among the candidates applied for that particular Division/Unit.

15. Hall Permit: Hall Permit can be downloaded from the website : **www.appost.in**

16. 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.

17. 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.

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

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

SPECIMEN APPLICATION FORM FOR FILLING MANUALLY

By Registered/ Speed Post only.

APPLICATION FOR ADMISSION TO THE EXAMINATION FOR APPOINTMENT AS	
MTS in DA(P) DIVISION	
Affix Post Office Receipt	**Affix Recent Passport Size Photograph duly Self Attested by the Applicant**

1	Name of the Applicant (In Capital Letter)	V	I	J	V	I	N	S									
		(First Name)															
		S	H	A	N	K	E	R									
		(Middle Name)															
		M	I	R	Y	A	L	A									
		(Surname)															

2	Fathers's/Husbands' Name	M		R	A	V	I		S	H	A	N	K	A	R			

3	Male/Female	0	1		01 - MALE , 02 - FEMALE

4	Date of Birth	D	D	M	M	Y	Y	Y	Y
		1	9	0	7	1	9	8	7

5	Age as on 07.04.2014	Y	Y	M	M	D	D
		2	6	0	8	2	0

6	Educational Qualification (**SSC/Matriculation/ITI**)	0	1		01 - SSC, 02- MATRICULATION , 03- ITI

7	Category (GEN/SC/ST/OBC)	0	2		01- GEN, 02- OBC, 03- SC, 04 - ST

No	Field	Value																Notes
8	Whether Ex-Servicemen (Yes or No)	0	2															01- YES, 02- NO

No	Field	Y	Y	M	M	D	D
8(a)	If so enter total length of service rendered in armed forces						

No	Field	Value		Notes
9	Whether PH (Yes or No)	0	2	01- YES, 02- NO

No	Field	Value		Notes
9(a)	If yes enter the sub category of PH (VH/HH)			01- VH, 02- HH

10																	
FLAT/ HOUSE NO	B	-	7	6	7												
APARTMENT/ STREET NAME	N	G	O	S		C	O	L	O	N	Y						
AREA/COLONY/VILLAGE	V	A	N	A	S	T	H	A	L	I	P	U	R	A	M		
MANDAL/TOWN	H	A	Y	A	T	H	N	A	G	A	R						
CITY	H	Y	D	E	R	A	B	A	D								
DISTRICT	R	A	N	G	R	E	D	D	Y								
STATE	A	N	D	H	R	A		P	R	A	D	E	S	H			
PINCODE	5	0	0	0	7	0											

11	Mobile Number	9	9	9	9	9	9	9	9	9	9

12	Email ID	V	I	J	V	I	N	S	@	G	M	A	I	L	.	C	O	M	

13	Name of the Division/ Unit to which applied	5	8	Division Code as per Notification

14 — Particulars of Fees Paid (Post Office Receipt No and Date)

AMOUNT	5	0	0		POPINCODE	5	0	0	0	0	1

RECEIPT NO	A	1	2	3	4	5	6	R

DATE	D	D	M	M	Y	Y	Y	Y
	0	1	0	1	2	0	1	4

DECLARATION

i. I have not Registered any other application for this examination. I am given to understand that if I contravene this rule, all my applications registered will be rejected summarily by the Department.

ii. I have carefully read the provisions / instructions in the Notification / Advertisement displayed & Advertisement of this examination issued by the Postal Circle concerned to which I applied and I hereby undertake to abide by those instructions.

iii. I further declare that I have fulfilled all the eligibility criteria regarding age limit, educational qualifications etc. prescribed for registering my application to the examination.

iv. I also further declare that I have not been debarred by any recruiting authority / Department / Ministry of Central Govt./ State Govt as on the date of registration. And have never been convicted by any court of law.

v. For applicant belonging to SC/ST (Scheduled Caste/ Scheduled Tribe)

I declare that I belong to the caste/tribe which is included in the lists of Scheduled Caste & Scheduled Tribe notified by the Govt. of India as revised from time to time. I further declare that I am possessing a caste certificate prescribed in the Ministry of Home Affairs OM No 42/41/49-N.G.S dated 28-01-1952, as revised in Dept of Personnel & Administrative Reforms letter no 36012/6-76-Estt. (S.C.T.), dated 29-10-1977. I am prepared to submit my original Caste certificate issued by the competent authority in the prescribed format and prepared to submit the same whenever demanded /called for.

vi. For applicant belonging to OBC (Other Backward Classes)

I declare that I belong to the community which is recognized as a backward class by the Govt. of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36012 / 22 / 93-Estt. (S.C.T) dated 8.9.1993 and that my community is included in the list of OBC notified in the resolution number 12011/68/93-BCC (C) dated 10.9.93 of Govt. of India Ministry of Social Affairs as amended from time to time. I also declare that I do not belong to the person / sections (creamy layer) mentioned in column 3 of the schedule of the OM mentioned above and modified vide Govt. Of India. DOPT OMs mentioned in the Notice. I further declare that I am in possession of an Original certificate issued by a competent authority to the effect that I belong to OBC in the prescribed format vide Govt of India DOP&T vide OM no 36033/28/94-Estt. (Res.) dated 2.7.1997 and prepared to submit the same whenever demanded /called for.

vii. For applicant belonging to Ex-Servicemen

I declare that I am an Ex-Servicemen and having Original Discharge Certificate issued by the armed forces of the Indian Union. I declare that I have fulfilled the eligibility criteria particulary w.r.t. age limit notified in the notification.

viii. For applicant belonging to Physically Impaired category

I declare that I belong to a Physically Impaired category and issued with a disability certificate issued by competent Medical authority / Board and I am having the Original disability certificate in the prescribed format vide Govt of India DOP&T OM No 30635/3/2004-Estt.(Res) dated 29.12.2005. And I am prepared to submit the same whenever demanded /called for.

I Sri Miryala Vijvins Shanker hereby declare that all the information given above is 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 is liable to be terminated.

Place: HYD
Date : 01 . 01. 2014

MIRYALA VIJVINS SHANKER

Signature of the Candidate