



DEPARTMENT OF POSTS: INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL
GUJARAT CIRCLE, AHMEDABAD-380001

DIRECT RECRUITMENT (FROM OPEN MARKET) TO THE
CADRE OF MULTI TASKING STAFF (MTS)
IN ADMINISTRATIVE/SUBORDINATE OFFICES

Advertisement No. -
R&E/2-31/DR/2017-18 dated 24/03/2017

Starting Date & Time of Registration of on-line applications on OJAS Website:-	24/03/2017 at 00:00 hrs
Closing Date & Time of Registration of on-line applications on OJAS Website:-	10/04/2017 at 23:59 hrs
Starting Date for Deposit of FEE in cash at any Computerized Post Offices in Gujarat Circle during working hours of Post Offices:-	24/03/2017
Last Date for Deposit of FEE in cash at any Computerized Post Offices in Gujarat Circle during working hours of Post Offices:-	12/04/2017



Notification No:- R&E/2-31/DR/2017-18 dated 24/03/2017

DEPARTMENT OF POSTS: INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL
GUJARAT CIRCLE, AHMEDABAD-380001

**DIRECT RECRUITMENT OF MULTI TASKING STAFF IN ADMINISTRATIVE/
SUBORDINATE OFFICES IN GUJARAT POSTAL CIRCLE**

Online Applications are invited from eligible Indian nationals for filling the following vacancies of **Multi-Tasking Staff (MTS)** cadre (earlier known as Group-D) in Administrative/ Subordinate Post Offices in Postal/Railway Mail Service Division/Unit in Gujarat Postal Circle under direct requirement i.e. from open market by holding Aptitude Test and Descriptive Examination. Aptitude Test would be of MCQ type followed by Descriptive examination of qualified candidates in the Aptitude Test.

The detailed guidelines, conditions and instructions for the Direct Recruitment are given below, which must be read carefully by the applicant and satisfy him-self about the eligibility to the post and then apply for the same. It will be presumed that all guidelines, conditions and instructions are acceptable to the candidates who are applying for the post.

1) VACANCIES:-

a) Vacancy Position in Multi-Tasking Staff in Subordinate Post Offices:-

Sl. No.	Name of Dn.	OC	SC	ST	OBC	Total	PH-I (VH)	PH-II (HH)	PH-III (OH)	Ex-SM
1	Ahmedabad GPO	08	-	03	07	18	01	01	-	-
2	Ahd. City Dn	06	-	01	02	09	01	02	-	01
3	Gandhinagar	-	02	-	03	05	-	-	-	-
4	Sabarkantha	03	-	-	-	03	-	-	01	-
5	Mahesana	02	-	-	-	02	-	-	-	-
6	Banaskantha	-	-	-	02	02	-	-	-	-
7	Patan	01	-	-	01	02	-	-	-	-
8	MMS Ahd	02	-	-	-	02	-	-	-	-
9	CSD Ahd	02	-	-	01	03	-	-	-	-
10	RMS 'AM' Division	39	-	14	28	81	-	01	-	03
Total Ahmedabad HQ Region		63	02	18	44	127	02	04	01	04
11	Amreli	05	-	-	-	05	-	01	-	-
12	Bhavnagar	04	-	-	02	06	-	-	01	-
13	Gondal	01	-	01	-	02	-	-	-	-
14	Jamnagar	01	-	02	02	05	-	-	-	-
15	Junagadh	04	-	02	01	07	-	-	01	-
16	Kachchh	06	-	-	03	09	-	01	-	-
17	Porbandar	02	-	-	-	02	-	-	-	-
18	Rajkot	01	-	01	03	05	01	-	-	-
19	Surendranagar	02	-	01	-	03	-	-	-	-
20	RMS 'RJ' Division	03	-	07	08	18	-	-	-	01
Total Rajkot Region		29	-	14	19	62	01	02	02	01

21	Anand	02	-	01	-	03	-	-	02	-
22	Bardoli	01	-	01	01	03	-	-	-	-
23	Bharuch	06	01	-	02	09	-	-	-	-
24	Kheda	01	01	01	-	03	-	-	-	-
25	Navsari	04	-	-	02	06	-	-	01	-
26	Panchmahal	03	03	-	01	07	-	-	-	01
27	Surat	11	-	-	02	13	-	-	-	-
28	Vadodara (E)	10	01	02	03	16	-	-	-	-
29	Vadodara (W)	02	-	01	01	04	-	-	-	-
30	Valsad	05	01	-	-	06	-	-	-	-
31	RMS 'W' Division	38	-	03	25	66	01	01	-	05
Total Vadodara Region		83	07	09	37	136	01	01	03	06
GRAND TOTAL		175	09	41	100	325	04	07	06	11

b) Vacancy Position in Multi-Tasking Staff in Administrative Offices:-

Sl. No.	Name of Dn.	OC	SC	ST	OBC	Total	PH-I (VH)	PH-II (HH)	PH-III (OH)	Ex-SM
1	CPMG Office, Ahmedabad	14	-	-	09	23	-	-	-	-
2	PMG Office, Rajkot	02	-	-	-	02	-	-	-	-
3	PMG Office, Vadodara	01	-	-	-	01	-	-	-	-
4	Postal Training Centre, Vadodara	07	-	01	02	10	-	-	-	-
5	O/o Director of Accounts(Postal), Ahmedabad	07	01	01	03	12	-	-	-	-
6	Postal Store Depot, Ahmedabad	10	-	-	04	14	-	-	-	-
7	Postal Store Depot, Rajkot	07	-	-	05	12	-	-	-	-
8	Postal Store Depot Vadodara	10	01	02	01	14	-	-	-	-
GRAND TOTAL		58	02	04	24	88	-	-	-	-

Note:-

- (i) **The vacancies notified are subject to vary/change without any prior intimation or assignment of any reason.**

(UR:- Unreserved, SC:- Scheduled Caste, ST:- Scheduled Tribe, OBC:- Other Backward class, PH:- Physically Handicapped, Ex. SM:- Ex-Serviceman)

- (ii) The words PH-I, PH-II and PH-III shown in the vacancy position represents Visually Impaired, Hearing Impaired and Orthopedically Impaired respectively.
- (iii) Candidate selected against vacancies earmarked for physically handicapped and Ex-serviceman will be adjusted in the relevant categories i.e. OC, SC, ST and OBC as the case may be depending upon the category to which the selected candidate belongs to.

2) CATEGORIES OF APPLICANTS ELIGIBLE TO CLAIM PH CONCESSION:-

a) **Visually impaired:-** Categories of visually impaired person suitable for the posts:

1. Blind & Low Vision

The Blinds are those who suffer from either of the following conditions:-

- a) Total absence of Sight
- b) Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;
- c) Limitation of the field of vision subtending an angle of 20 degrees or worse.

Low Vision:- “Persons 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 vice.

b) **Hearing Impaired:-** Categories suitable for the posts:

The Deaf or those in whom the sense of hearing is non-functional for ordinary purposes 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 decibels (db) in the better ear(profound impartment) or the total loss of hearing in both ears.

c) **Orthopedically Impaired:-**

The Orthopedically impaired are those who have a minimum 40% of physical defect or deformity which causes and interference with the normal functioning of bones, muscles and joints. Categories of Orthopedically impaired applicants suitable for the posts:-

1. One Arm affected
2. One Leg affected
3. One Arm and One Leg affected
4. Both Legs affected
5. Muscular Weakness

d) **Degree of disability for reservation:-**

The only such persons would be eligible for reservation in services/posts who suffer from not less than 40% of relevant disability.

Note:-

- 1) **A person who wants to avail benefit of reservation should be in possession of valid Medical Certificate in the forms prescribed by the Government issued by competent Medical authorities for the purpose of employment as on closing date of registration of online examination.**
- 2) 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 Online Registration.
- 3) **PH Candidates seeking help of scribe must apply in prescribe format before the examination. They will have to seek written permission from Asstt. Director Postal Services (Recruitment) O/o. Chief Postmaster General, Gujarat Circle, Khanpur, Ahmedabad-380001.**

For PH, Ex-Servicemen/Government Servants candidates, instructions/guidelines issued by DoPT from time to time are applicable.

3) SCAL OF PAY:-

Pay Level 1-7th CPC Matrix (Pre-revised Rs. 5200-20200 with a grade pay of Rs. 1800/-) pay the revise pay in pay matrix level 1 will be of Rs. 18000 + Admissible allowances.

4) AGE LIMIT:- 18 to 25 years for unreserved (UR) applicants as on 10.04.2017.

- a) Permissible relaxation of upper age limit as per Government of India orders are as indicated below:-

Category	Age relaxation permissible beyond the Upper age limit
Schedule Castes/Schedule Tribes(SCs/STs)	5 Years
Other Backward Classes(OBC)	3 Years
Physically Handicapped	PH+ Unreserved - 10 Years In regard to PH + SC/ST - 15 Years In regard to PH + OBC - 13 Years
Ex-servicemen	3 Years after deduction of service rendered in military from the actual age as on the closing date for Online Registration of applications.
Ex-servicemen + SC/ST	8 Years (3Years+5 Years) after deduction of the military service rendered from the actual age as on the closing date for Online Registration of applications.
Ex-servicemen + OBC	6 Years (3+3 Years) after deduction of the military service rendered from the actual age as on the closing date for Online Registration of applications.
Serving Government employees who have rendered not less than 3 years' regular continuous service as on closing date for receipt of applications	Up to 35 years of age as on the closing date for Online Registration of applications (40 years for SC/ST and 38 for OBC)

- b) The age relaxation for reserved category applicants (SCs/STs/OBCs) is admissible only in the case of vacancies reserved for such categories. The reserved category applications, who apply against posts meant for UR category, are not entitled to get age relaxation.
- c) Any person who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class should be in possession of the relevant community certificate as on closing date for Online Registration of applications and have to produce a certificate to the appointing authority, issued by competent authority in prescribed performa at the time of selection in support of his/her claims. **Format for SC/ST/OBC/PH is enclosed for ready reference.** The claim/concession will be entertained as per departmental rules/guidelines on the subject.

Note:-

OBC caste must be listed in Central Government OBC caste list. State Government OBC caste lists will not be considered.

5) CRUCIAL DATE FOR RECKONING OF AGE LIMIT:-

The crucial date for determining the age limit shall be the closing date for Online Registration of applicants i.e. **10.04.2017** for all categories.

6) EDUCATION QUALIFICATION:-

Matriculation from any recognized Board.

7) NATURE OF DUTY:- Multi-Tasking Staff Group-C working in Post Offices, RMS Offices, Speed Post centers, Administrative offices and other offices including DA(P)s , the following duties are prescribed:-

- (a) Maintenance of diary/dispatch/movement registers including entry in computer and physical maintenance of records
- (b) Submission of periodical statements of routine nature like absentee statement, etc
- (c) Preparation and submission of indents with the approval of Supervisor
- (d) Photocopying and sending of fax messages
- (e) Delivery of Dak within and outside the building
- (f) Watch and ward/caretaker duties, opening and closing of rooms, general cleanliness and upkeep of section/unit/office including dusting of furniture, cleaning of building, rooms, fixtures, upkeep of parks, lawns, potted plants, etc
- (g) Other non-clerical work in the section/unit
- (h) Driving of vehicles, if in possession of valid driving license
- (i) Sale of Postage stamps/Stationery, Assistance in booking of registered/Parcel and Speed Post Articles, Receipt and dispatch of mails including preparation of Mail/registered/Parcel lists and Dispatch of mails including preparation of Mail/registered/Parcel lists, Preparation of delivery lists for registered articles/Money Orders
- (j) Scanning of Speed Post Bags/Articles and its uploading on the speed net or any other software dealing with the processing of speed post articles or similar other activity.
- (k) Assistance in sorting of mails, exchange of mail. Letter box clearance, etc.
- (l) Handling customer enquires

The additional duties assigned to such Multi-Tasking Staff Group-C are only illustrative and not exhaustive. Any other duty/duties may also be assigned to them by the Superior authority.

8) PROBATION PERIOD:- 2 YEARS

9) DISQUALIFICATION:-

No 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, shall be eligible for appointment to the said post

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.

10) PATTERN & SYLLABUS OF EXAMINATION:-

- a) The applicants shall be subjected to an **Aptitude Test (Multiple Choice Questions) with total 100 maximum marks covering the following subjects/topics. Aptitude Test will be comprising four (4) parts (Part A, B, C (i) & C (ii)). The duration of the Aptitude Test will be for 2 hours (120 minutes). There is no negative marking.**

Part	Syllabus
PART-A (General Knowledge) (25 Marks with 25 Question of 1 mark each)	Topics:- Indian Geography, Freedom Struggle, Culture & Sports, General politics & Constitution of India, Indian Economics, General Science, Current Affairs and Reasoning & analytical ability of 10 th standard
PART-B (Mathematics) (25 Marks with 25 Question of 1 mark each)	Topics:- Number systems, Decimals & Fractions, Percentages, Ration & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work and Time & Distance.
PART-C(i) (ENGLISH) (25 Marks with 25 Question of 1 mark each)	Topics: - Articles, Prepositions, conjunctions, tenses, verbs, synonyms and antonyms, vocabulary, sentence structure, Proverbs, Phrases, Questions from a small unseen passage.
PART-C(ii) (REGIONAL LANGUAGE) (ગુજરાતી) (25 Marks with 25 Question of 1 mark each)	Topic:- મિશ્રઅનેસંયુક્તવાક્ય, વાક્યોનુંરૂપાંતરણ, સ્વર-સંધિ, અલંકાર, મુહાવારાઅનેલોકોક્તિ, અશુદ્ધવાક્યશોધન, અપકૃતગદ્યાંશ

- b) **The duration of the Aptitude Test will be for 2 hour (120 minutes)**
c) The part A and B of the Aptitude Test will be in bilingual i.e. English & Gujarati.

11) QUALIFYING MARKS:- The qualifying mark in each category is as under.

Unreserved Candidates(OC) category	Minimum 10 marks in each part i.e. part A, B, C(i) and (ii) and 40% in aggregate.
OBC category	Minimum 9 marks in each part i.e. part A, B, C(i) and (ii) and 37% in aggregate.
SC/ST category	Minimum 8 marks in each part i.e. part A, B, C(i) and (ii) and 33% in aggregate.

- a) **Candidate has to qualify in each part besides securing aggregate marks.**
b) **The descriptive examination with the same syllabus will be taken in order of merit of Aptitude Test (MCQ).**
c) The selection to qualify for descriptive examination will purely on merit basis which will be prepared on the basis of marks obtained in the Aptitude test separately for each category following the prescribed rule procedure on the subject.
- i) If two or more candidates secure equal marks in Aptitude test/descriptive test and they are standing in the last position in the merit list than it is clearly stated that the candidate senior in age will be considered for selection.
- ii) If two or more candidates secure equal marks in aptitude test /descriptive test and they are standing in the last position in the merit list and their age are also the same, then candidate who secured higher percentage in the matriculation will be considered for selection.

12) PREPARATION OF MERIT LIST:-

On the basis of descriptive exam a common merit list for the whole Gujarat Circle shall be prepared in respect of all categories of vacancies put together. **For the said purpose candidate shall indicate 3 preferences for Divisions/Unit of Sub-ordinate offices and Administrative Offices for the Post of Multi-Tasking Staff cadre, at the time of downloading Admit Card for Descriptive examination.** Thereafter the candidates will be allotted to the Division/ Unit of Sub-ordinate offices and Administrative Offices as per their preference based on their position in the merit list and availability of vacancies.

Such Candidates who are not able to get the allocation in any of the preference because of his/her performance, such candidates might be allocated to the Administrative and Sub-ordinate offices where the vacancy exists. For the candidates who do not indicate their preference, it will be presumed that, they have equal preference for all the Division / Unit of Sub-ordinate offices and Administrative offices and may be allocated to any Division/ Unit of Sub ordinate offices and Administrative offices where vacancy exists at the discretion of the competent authority.

13) COST OF APPLICATION FORM AND EXAMINATION FEE:-

Category of Applicant	Cost Application Fee	Examination Fee	Total Fee
All male applicants belonging to Un-reserved (UR) and OBC category	Rs. 200/-	Rs. 400/-	Rs. 600/- (Rs. Six Hundred Only)
Applicants belonging to SC/ST/PH/ Women	Rs.200/-	(Exempted)	Rs. 200/- (Rs. Two Hundred only)

Note:-

- Applicants belonging to scheduled Cast/Scheduled Tribe/ Physical Impaired/Women are exempted for payment of Examination Fee i.e. Rs. 400/-. Such applicants have to deposit only Application Fee i.e. Rs.200/-.**
- Applicants have to pay Rs. 12/- Post Office Service Charge per application in addition to fee prescribed for relevant categories.**
- Fees once paid will not be refunded under any Circumstances.**

14) MODE OF PAYMENT:-

The Cost of Application Form and Examination Fee are already prescribed in para No. 13 above of this notification. The applicants have to approach their nearest computerized Post Offices in Gujarat Postal Circle and to produce Fee Payment Challan printed by him and to Pay the **FEE IN CASH (INR) ONLY**. Once the fee has been paid the registration process is completed. The printout of filed Application Form will be obtained by the applicant after confirmation of the fee. **In case of non-payment of prescribed fees, application registered will not be considered for further process. The applicants who have registered the applications on the closing date of Registration of On-line are permitted to pay the FEE till Working Hours of Post Offices on 12th April, 2017.** In case of non-payment or less payment of fee, the application registered will not be consider for further process. Fee paid by mode other than cash payment at computerized Post Offices will not be entertained, such application will be rejected and the payment maid shall stand forfeited.

15) COMMENCE & CLOSING DATE & TIME FOR REGISTRATION OF ON-LINE APPLICATIONS:-

The registration of on-line application will commence on **24/03/2017 at 00:00 hrs** and closes by **10/04/2017 by 23:59 hrs.**

16) DATE & TIME OF APTITUDE TEST:-

Tentative date of examination will be 14.05.2017 (Sunday). The applicants are advised to visit <https://ojas.gujarat.gov.in> from time to time for information regarding date & time for Aptitude Test/ Descriptive Examination.

17) EXAMINATION CENTRES FOR APTITUDE TEST:-

- a) Applicants are hereby clearly informed that allotment of centre/city is the prerogative of the Department and any request received for change in centre/city /venue will not be entertained in any circumstances.
- b) The department reserves the right to cancel any centre or include other centres also. Department also reserves the right to divert the candidate at any centre to some other centre to take the examination.
- c) The candidate can be given any centre at any city in Gujarat State. Decision of the Department in this regard would be final.
- d) **Center for Descriptive examination will be decided later on and intimated to qualifying candidates accordingly.**

18) HOW TO APPLY:-

- a) The applicants can apply for Multi-Tasking Staff posts in Administrative and Sub-ordinate offices.
- b) If an applicant registers more than one application on line, his/her candidature is liable to be rejected without any communication.
- c) The applicant has to visit the website <https://ojas.gujarat.gov.in> through internet enable workstation or personal computer or laptop.
- d) The applicant has to go through the notification, instructions to candidates, vacancy position etc. carefully before filling up the application form.
- e) The applicant has to keep ready
 - i) The scanned image of photograph and signature in jpeg/jpg format in specified file size as mentioned in the instructions.
 - ii) 10th standard/ITI mark sheet.
- f) The applicant has to fill up the data required on-line and enter all mandatory fields.
- g) Finally before submitting the form, the applicant has to check all the entries made by him/her for its correctness and genuineness.
- h) Once submitted, no data can be modified/alterd.
- i) The applications are to be submitted on-line only. Manually received applications will not be entertained. In respect of candidates who apply manually, no correspondence will be entertained and no admit card will be issued to such candidates even if they have paid the fees by any mode.
- j) After registration, fee challan will be generated as per the eligibility of the applicant.
- k) The registered applicants should pay the required fee at any Computerized Post Offices in Gujarat Postal Circle within 2 days from the date of on-line registration.
- l) Once payment details are updated in the website, the candidate has to visit **Recruitment Portal <https://ojas.gujarat.gov.in>**, in which he/she can download his/her accepted application form **“Print/Download Accepted Application Tab”** for future reference.

- m) For receiving the SMS/e-Mail to the registered mobile number/ registered e-Mail id, the candidate are requested to furnish valid Mobile Number, e-Mail ID, otherwise no correspondence will be entertained.
- n) The applicants after successful registration of the on-line application is advised to keep printout of his/her application, copy of fee challan, receipt issued by the post office for any future reference.
- o) 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. The applicant has to furnish a DECLARATION to the effect that the inputs furnished by him/her are true, complete and correct to best to his/her knowledge and they will 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. Therefore it is mandatory for the applicant to tick the check Box about this DECLARATION the time of registration of the Application form and before saving and uploading the application. Once application is submitted, it cannot be modified or altered later.
- p) The admit cards will be uploaded on <https://ojas.gujarat.gov.in> an e-mail & SMS will be sent on registered e-mail ID and Mobile Number. Candidate can download the admit card from the website. Candidates Who are unable to download their Admit cards or do not receive any email/SMS for admit card download at least one week before the date of the examination should submit their request in the website through query tab. However, the applicant should keep in touch with website to update with recruitment process.

19) POWER TO RELAX:- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

20) SAVING:- Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Caste, the Scheduled Tribes, the Ex-servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

21) REQUIREMENT TO SERVE IN THE ARMY POSTAL SERVICE:-Any person appointed to the posts specified shall be liable to, serve in the Army Postal Service in India or abroad, as required.

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

23) INSTRUCTIONS FOR APPLICANTS/CANDIDATES:-

- a) All rules and instructions issued by Government of India & Department of Posts in respect of recruitment of Multi-Tasking Staff from open market shall be applicable, irrespective of their non-mention in this notification.
- b) All candidates must write the papers in their own hand writing. In no circumstances, will they be allowed the help of a scribe to write the answers for them. However, blind candidates and candidates with **Locomotors Disability and cerebral Palsy** Where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment) will be allowed to write the examination with the help of a scribe such of the candidate wanting to use services of scribe will have to apply in proper form. **The scribe must be a student from lower class than the prescribed educational qualification for the post. PH Candidates seeking help of scribe must apply in prescribe format before the examination.**

They will have to seek written permission from Asstt. Director Postal Services (Recruitment) O/o. Chief Postmaster General, Gujarat Circle, Khanpur, Ahmedabad-380001.

- c) **For the said purpose candidate shall indicate 3 preferences for Divisions/Unit of Sub-ordinate offices and Administrative Offices for the Post of Multi-Tasking Staff cadre, while applying on-line.**
- d) Compensatory time of 20 minutes per hour shall be permitted for the Blind candidates and the candidates with locomotors disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).
- e) The candidate should not have been debarred by any recruitment authority/Department/Ministry of central Govt. as on date and have never been convicted by any Court of Law.
- f) The candidates are themselves responsible for ensuring that they fall within the prescribed age limit and also fulfill other eligibility criteria. If at any stage it is found that they do not fulfill the age criteria or any other eligibility criteria, their candidature will be cancelled
- g) An applicant cannot register for more than one application on-line. If it is done, his/her candidature is liable to be rejected without any communication.
- h) No TA/DA is admissible to any applicant/ candidate for appearing in the aptitude test. No request for withdrawal of application/fees will be entertained at any stage of recruitment.
- i) The application registered by the applicant will be treated as **provisional** and the selection/appointment is subject to verification of respective original Certificate/Documents. Candidates will have to produce 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.
- j) Candidates must fill all the details in the application form as per **matriculation certificate**. He/she should have 10th qualification on 10-04-2017.
- k) No request for withdrawal of application/fees will be entertained at any stage of recruitment.
- l) Signature of candidate should invariably be in running handwriting. Applicant should attend for Aptitude Test/Descriptive Examination with photo ID, issued by competent authority.
- m) Candidate has to fill his/her roll number and other required information carefully in the OMR sheet, otherwise OMR sheet will be not evaluated for qualifying test.
- n) The post of Multi-Tasking Staff is categorized under General Central Service Group C (Non-Gazetted Ministerial).
- o) Candidates should clearly understand that no written communication on any of issues will be given by this office. Right from checking, uploading, submitting of an application etc., he/she should communicate through website only. He/She can also take assistance of the helpline number given on website. Although, after communication through website, if of satisfied, an applicant may call on Phone no. 079-25509381 for assistance.
- p) The applicants are advised to visit <https://ojas.gujarat.gov.in> time to time for **further information regarding Date of examination/Admit Card.**

(H. R. Dave)
Asstt. Director Postal Services (Recruitment)
O/o. Chief Postmaster General
Gujarat Circle, Ahmedabad-380001
Contact No: 079-25506240
Email ID: adpsre@gmail.com

FORM OF CASTE CERTIFICATE FOR SC/ST

The format of the certificate to be produced by Scheduled Castes or Scheduled Tribes candidates applying for appointment to posts under the Government of India.

This is to certify that Shri /Shrimati/Kumari*
son/daughter* ofof Village / Town*in
District/Division*of State / Union Territory*belongs to
the.....Caste / Tribe* which is recognised as a Scheduled Caste / Scheduled Tribe* under:-

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

The Constitution (Scheduled Castes) (Union Territories) Order, 1950

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951

(As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Re-organisation Act, 1960, the Punjab Re-organisation Act, 1966, the State of Himachal Pradesh Act, 1970 and the North Eastern Area (Re-organisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Orders, (Amendment) Act, 1976)

The Constitution (Jammu & Kashmir) Scheduled Castes order, 1956.

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 @ as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976.

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes, Order, 1962 @

The Constitution (Pondicherry) Scheduled Castes Orders, 1964 @

The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @

The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968 @

The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968 @

The Constitution (Nagaland) Scheduled Tribes Order, 1970 @

The Constitution (Sikkim) Scheduled Castes Order, 1978 @

The Constitution (Sikkim) Scheduled Tribes Order, 1978 @

The Constitution (Jammu & Kashmir) Scheduled Tribes order 1989 @

The Constitution (SC) orders (Amendment) Act, 1990 @

The Constitution (ST) orders (Amendment) Ordinance 1991 @

The Constitution (ST) orders (Second Amendment) Act, 1991 @

The Constitution (ST) orders (Amendment) Ordinance 1996.

% 2. Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes/Scheduled tribes certificate issued to Shri/Shrimati

Father/mother of Shri/Srimati/Kumari*

of village/town*

in District/ Division*

of the State/Union Territory*

who belong to the

Caste/Tribe which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the
dated

%3. Shri/Shrimati/Kumari *and / or his / her* family, reside(s) in village/town*

of* District/Division* of the State / Union Territory* of

Signature

**Designation

(with seal of Office)

Place.....

Date

* Please delete the words which are not applicable.

@ Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term, ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Caste/Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Dy. Collector/
1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Extra-Assistant Commissioner/Taluka Magistrate/Executive Magistrate.

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.

Annexure II

**FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA**

This is to certify that Shri/Smt./Kumari _____ son/daughter of
_____ of village/town _____
in District/Division _____ in the State/Union Territory
_____ belongs to the _____ community
which is recognised as a backward class under the Government of India, Ministry of Social
Justice and Empowerment's Resolution No. _____ dated
_____. * Shri/Smt./Kumari _____ and/or his/her family
ordinarily reside(s) in the _____ District/Division of the
_____ State/Union Territory. This is also to certify that he/she does
not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the
Government of India, Department of Personnel & Training O.M. No. 36012/22/93 – Estt.(SCT)
dated 8.9.1993**.

District Magistrate
Deputy Commissioner etc.

Dated:

Seal

*- The authority issuing the certificate may have to mention the details of Resolution of
Government of India, in which the caste of the candidate is mentioned as OBC.

**-. As amended from time to time.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the
Representation of the People Act, 1950.

Performa-III

Form of declaration to be submitted by the OBC candidate (in addition to the community certificate)

I Son/daughter of Shri.....resident of village/town/city.....district.....state.....hereby declare that I belong to the.....community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No 36102/22/93-Estt.(SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Creamy Layer) mentioned in column 3 of the Schedule to the above referred Office Memorandum dated 8-9-1993, O.M. No. 36033/3/2004-Estt.(Res.) dated 9th March, 2004 and O.M. No. 36033/3/2004-Estt.(Res.) dated 14th October, 2008.

Signature:.....

Full Name:.....

Address:.....

Form-II
 Disability Certificate
 (In cases of amputation or complete permanent paralysis of limbs
 and in cases of blindness)
 (See rule 4)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)

Recent PP size Attested
 Photograph (Showing
 face only) of the person
 with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt/Kum.....
 son/wife/ daughter of Shri..... Date of Birth

(DD/ MM/ YY)

Age years, male/female

Registration No. permanent resident of House No.

Ward/Village/Street Post Office District

..... State

whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of :

= locomotor disability

= blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is.....

(A) He/ She has% (in figure)..... percent (in words)
 permanent physical impairment/blindness in relation to his/her (part of
 body) as per guidelines (to be specified).

2. The applicant has submitted the following document as proof of residence;-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

Signature/Thumb
 impression of the
 person in whose
 favour disability
 certificate is
 issued.

Form-III
 Disability Certificate
 (In case of multiple disabilities)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)
 (See rule 4)

Recent PP size Attested Photograph (Showing face only) of the person with disability

Certificate No.

Date:

This is to certify that we have carefully examined Shri/ Smt/Kum. /son/wife/daughter of Shri
 Date of Birth..... Ageyears,
 male/female.....

(DD) (MM) (YY)

Registration No..... permanent resident of House No.....

Ward/Village/Street..... Post Office

District.....State whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(B) In the light of the above, his /her over all permanent physical impairment as per guidelines (to be specified), is as follows:-

In figures:-percent

In words:-percent

2. This condition is progressive/ non-progressive/ likely to improve/ not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended/ after years..... months, and therefore this certificate shall be valid till

(DD) (MM)

(YY)

@ e.g. Left/Right/both arms/legs

Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

--	--	--

Name and seal of Member

Name and seal of Member

Name and seal of the Chairperson

Signature/Thumb impression of the person in whose favour disability certificate is issued.
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Form-IV
 Disability Certificate
 (In cases other than those mentioned in Forms II and III)
 (NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE
 CERTIFICATE)
 (See rule 4)

Recent PP size
 Attested Photograph
 (Showing face
 only) of the person
 with disability

Certificate No.

Date:

This is to certify that I have carefully examined Shri/Smt./Kum
 son/wife/daughter of Shri Date of Birth.....

(DD)

(MM) (YY)

Age years, male/female.....

Registration No. permanent resident of House No..... Ward/Village/Street
 Post Office District..... State

whose photograph is affixed above, and am satisfied that he/she is a case of
 disability. His/her extent of percentage physical impairment/disability
 has been evaluated as per guidelines (to be specified) and is shown against the relevant
 disability in the table below:-

S.No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

2. The above condition is progressive/ non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary

Or

(ii) is recommended/ after years months, and
therefore

this certificate shall be valid till
(DD) (MM)

(YY)

@ e.g. Left/Right/both arms/legs

e.g. Single eye/both eyes

£ e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

(Countersignature and seal of the
CMO/Medical Superintendent/Head
of Government Hospital, in case the
certificate is issued by a medical
authority who is not a government
servant (with seal))

Signature/Thumb
impression of the
person in whose
favour disability
certificate is
issued.

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.
Note: The principal rules were published in the Gazette of India vide notification number S.O. 908 (E), dated the 31st December, 1996.