

Department of Posts
Office of the Chief Postmaster General,
Tamilnadu Circle, Chennai 600 002.

Notification No. REP/83-1/MTS/DR/2014 dated 03.02.2014

Direct Recruitment to the cadre of Multi-Tasking Staff

Applications are invited from the eligible candidates for filling up the posts of Multi-Tasking Staff (MTS) in the following Postal/Railway Mail Service Divisions/Other Units in Tamilnadu Circle in the pay band of Rs. 5200-20200 with Grade Pay Rs.1800 + admissible allowances.

The details of vacancies in each Division/Unit/Other offices in the Circle are furnished in Table - I below.

Table - I

Sl. No .	NAME OF THE DIVISION / UNITS/OFFICES	Break up of vacancies							Address of the officer to whom the applications are to be sent
		GEN	OBC	SC	ST	Total	PH	Ex-SM	
1	2	3	4	5	6	7	8	9	10
<u>ADMINISTRATIVE OFFICES</u>									
1	CIRCLE OFFICE, CHENNAI-600002	12	2	0	0	14	0	0	Assistant Director(Admin), O/o Chief Postmaster General, Tamilnadu Circle, Chennai-600 002.
2	CANTEEN, CIRCLE OFFICE, CHENNAI-600002	3	0	0	0	3	0	0	Assistant Director(SR & WLF), O/o Chief Postmaster General, Tamilnadu Circle, Chennai-600 002.
3	RLO, CIRCLE OFFICE, CHENNAI-600002	1	0	0	0	1	0	0	Assistant Postmaster General (Mails), O/o Chief Postmaster General, Tamilnadu Circle, Chennai-600 002.
4	POSTAL ACCOUNTS & FINANCE, CHENNAI-600008	10	2	0	1	13	0	1	Senior Accounts Officer (Admin), O/o General Manager(PA & F), Chennai-600 008.
5	REGIONAL OFFICE, CHENNAI-600002	2	0	0	0	2	0	0	Assistant Director(Staff), O/o Postmaster General, Chennai City Region, Chennai-600 002.

6	REGIONAL OFFICE, TRICHY-620001	2	0	0	0	2	0	0	Assistant Postmaster General (Staff), O/o Postmaster General, Central Region, Tiruchirappalli-620 001.
7	PSD, TRICHY	4	3	0	0	7	0	1	Superintendent, Postal Stores Depot, Tiruchirappalli- 620 001.
8	REGIONAL OFFICE, MADURAI-625002	1	0	0	0	1	0	0	Assistant Postmaster General (Staff), O/o Postmaster General, Southern Region, Madurai-625 002.
9	PSD, MADURAI	5	1	3	0	9	0	0	Superintendent, Postal Stores Depot, Madurai-625 002.
10	PSD, TIRUNELVELI	3	2	1	0	6	0	1	Superintendent, Postal Stores Depot, Tirunelveli-627 002.
11	REGIONAL OFFICE, COIMBATORE-641002	3	1	0	0	4	0	0	Assistant Postmaster General (Staff), O/o Postmaster General, Western Region, Coimbatore-641 002.
12	PSD, COIMBATORE	6	3	0	0	9	0	2	Superintendent, Postal Stores Depot, Coimbatore-641 018.
13	PTC, MADURAI	3	2	0	0	5	0	0	Director, Postal Training Centre, Madurai-625 022.
14	PSD, CHENNAI	3	1	0	0	4	0	0	Superintendent, Postal Stores Depot, Chennai-600010
<u>SUBORDINATE OFFICES</u>									
15	ANNA ROAD	1	3	0	0	4	0	1	Chief Postmaster AnnaRoad HPO Chennai 600 002
16	ARAKKONAM	1	0	0	0	1	0	1	Superintendent of Post Offices, Arakkonam Division, Arakkonam - 631 001.

17	CHENNAI AIRMAIL SORTING	4	1	0	0	5	0	1	Senior Superintendent of RMS, Chennai Airmail Sorting Division, Chennai-600 027.
18	CHENNAI CITY CENTRAL	9	0	0	0	9	3 (2-HH 1-VH)	6	Senior Superintendent of Post Offices, Chennai City Central Division, Chennai - 600 017.
19	CHENNAI CITY NORTH	6	0	0	0	6	1-OH	5	Senior Superintendent of Post Offices, Chennai City North Division, Chennai - 600 008.
20	CHENNAI CITY SOUTH	3	2	0	0	5	1-OH	3	Senior Superintendent of Post Offices Chennai City South Division, Chennai - 600 017.
21	CHENNAI GPO	7	4	0	0	11	1-OH	5	Chief Postmaster Chennai GPO Chennai - 600 001
22	CHENNAI SORTING	2	2	1	0	5	1-VH	2	Superintendent of RMS, Chennai Sorting Division, Chennai-600 008.
23	COIMBATORE	3	3	0	0	6	2 (1-VH 1-HH)	4	Senior Superintendent of Post Offices, Coimbatore Division, Coimbatore - 641 002.
24	CUDDALORE	4	0	0	0	4	0	4	Superintendent of Post offices, Cuddalore Division, Cuddalore - 607 001.
25	DHARMAPURI	1	0	0	0	1	0	1	Superintendent of Post Offices, Dharmapuri Division, Dharmapuri - 636 701.
26	DINDIGUL	1	1	0	0	2	0	2	Superintendent of Post Offices, Dindigul Division Dindigul - 624 001
27	ERODE	2	0	0	0	2	0	2	Senior Superintendent of Post Offices, Erode Division, Erode - 638 001.
28	FOREIGN POST	2	3	2	0	7	0	1	Director, Foreign Post, Chennai-600 001
29	KANCHIPURAM	0	0	1	0	1	0	1	Superintendent of Post Offices, Kanchipuram Division, Kanchipuram - 631 501.

30	KANNIYAKUMARI	2	0	0	0	2	0	2	Senior Superintendent of Post Offices, Kanniyakumari Division Nagercoil - 629 001
31	KARUR	1	0	0	0	1	0	1	Superintendent of Post Offices, Karur Division, Karur - 639 001
32	KUMBAKONAM	1	0	0	0	1	0	1	Superintendent of Post Offices, Kumbakonam Division, Kumbakonam - 612 001
33	MADURAI	2	3	0	0	5	2 (1-HH 1-VH)	2	Senior Superintendent of Post Offices, Madurai Division Madurai - 625 002
34	MAIL MOTOR SERVICE, CHENNAI	2	1	0	0	3	0	0	Senior Manager, Mail Motor Service, Chennai-600006
35	MAYILADUTHURAI	2	0	0	0	2	0	2	Superintendent of Post Offices, Mayiladuthurai Division, Mayiladuthurai - 609 001
36	MMS, COIMBATORE	1	0	0	0	1	0	0	Manager, Mail Motor Service, Coimbatore 641 001
37	MMS, MADURAI	0	1	0	0	1	0	0	Manager, Mail Motor Service, Madurai 625 002
38	NAGAPATTINAM	1	0	0	0	1	0	1	Superintendent of Post Offices, Nagapattinam Division, Nagapattinam - 611 001.
39	NILGIRIS	4	0	0	0	4	0	4	Superintendent of Post Offices, Nilgiris Division, Udagamandalam 643001
40	POLLACHI	1	1	0	0	2	0	1	Superintendent of Post Offices, Pollachi Division, Pollachi - 642 001.
41	PONDICHERRY	4	0	0	0	4	1-OH	1	Senior Superintendent of Post Offices, Pondicherry Division, Pondicherry - 605 001.
42	RAMANATHAPURAM	2	2	0	0	4	0	3	Superintendent of Post Offices, Ramanathapuram Division Ramanathapuram- 623 501

43	RMS 'M' DIVISION	1	1	0	0	2	0	1	Superintendent of RMS, RMS 'M' Division, Chennai-600 008.
44	RMS 'T' DIVISION	7	1	2	0	10	2-HH	6	Senior Superintendent of RMS, RMS 'T' Division, Tiruchirappalli 620 001.
45	RMS 'CB' DIVISION	1	0	0	0	1	0	1	Superintendent of RMS, RMS CB Dn Coimbatore- 641001.
46	RMS 'MA' DIVISION	4	4	0	0	8	2 (1-OH 1-HH)	5	Senior Superintendent of RMS, RMS MA Division Madurai - 625 001
47	SALEM EAST	4	0	0	0	4	0	4	Senior Superintendent of Post Offices, Salem East Division, Salem - 636 001.
48	SALEM WEST	1	0	0	0	1	0	1	Superintendent of Post Offices, Salem West Division, Salem - 636 005.
49	SRIRANGAM	2	0	0	0	2	0	2	Superintendent of Post Offices, Srirangam Division, Srirangam - 620 006.
50	TAMBARAM	4	1	1	0	6	1-VH	2	Senior Superintendent of Post Offices, Tambaram Division, Chennai - 600 045.
51	THANJAVUR	1	0	0	0	1	0	1	Senior Superintendent of Post Offices, Thanjavur Division, Thanjavur - 613 001.
52	THENI	1	0	0	0	1	0	1	Superintendent of Post Offices, Theni Division Theni - 625 531
53	TIRUCHIRAPPALLI	2	0	0	0	2	0	2	Senior Superintendent of Post Offices, Tiruchirappalli Division, Tiruchirappalli - 620 001.
54	TIRUNELVELI	2	0	0	0	2	1-HH	1	Superintendent of Post Offices, Tirunelveli Division Tirunelveli - 627 001.
55	TIRUPATTUR	0	1	1	0	2	0	1	Superintendent of Post Offices, Tirupattur Division, Tirupattur - 635 601.

56	TIRUPUR	1	0	0	0	1	0	0	Superintendent of Post Offices, Tirupur Division, Tirupur 641 601.
57	TIRUVANNAMALAI	1	0	0	0	1	0	1	Superintendent of Post Offices, Tiruvannamalai Division, Tiruvannamalai - 606 601.
58	TUTICORIN	1	1	0	0	2	0	1	Senior Superintendent of Post Offices, Tuticorin Division Tuticorin - 628 008.
59	VIRUDHUNAGAR	1	0	0	0	1	0	1	Senior Superintendent of Post Offices, Virudhunagar Division Virudhunagar - 626 001
Total		161	53	12	1	227	18	93	

Note:

- i. Candidates to be selected against vacancies earmarked for Physically Handicapped/EX-Servicemen will be adjusted against the total vacancies of the respective category viz., UR/SC/ST/OBC, as the case may be, depending upon the category to which the selected candidates belongs to. i.e. the vacancies earmarked for PH/EX-Servicemen are included within the total vacancies notified in a particular Division/Unit.
- ii. For Physically Handicapped quota vacancies, only such Physically Handicapped persons would be eligible for reservation who suffer from not less than 40% of relevant disability.

HH - Hearing Handicapped
OH - Orthopaedically Handicapped,(One Leg/ One arm affected)
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 it or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device)
- iii. The vacancies notified above are likely to vary/change without any prior intimation
- iv. The Department has the right to cancel the recruitment process or modify the selection process with the reasons recorded in writing at any stage.
- v. For Physically Handicapped and EX-Servicemen earmarked vacancies, the candidates of respective category only need to apply.

1. Pay Scale: Pay Band Rs. 5200-20200 with Grade Pay of Rs. 1800 + admissible allowances.

2. Age limit: 18-27 years (Relaxable for Government servants upto the age of 35 years, for candidates belonging to Other Backward Classes upto three years, for candidates belonging to Scheduled Castes/Scheduled Tribes upto five years, and for Ex-Servicemen & Physically handicapped candidates in accordance with the instructions of Government of India issued from time to time). **Note: The crucial date for determining the age limit shall be the last date for receipt of applications i.e. 05.03.2014**

3. Educational Qualification required:

For Administrative offices : Matriculation or Equivalent or ITI from recognized Boards.
(Equivalent qualification will be accepted subject to verification of the approving authority).

For Subordinate offices : Matriculation or ITI from recognized Boards.

4. Period of Probation: Two years.

5. 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, shall not 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 doing so, exempt any person from the operation of this rule.

6. Pattern and Syllabus for the examination:

6.1. Candidates will be subjected to an Aptitude Test (Multiple Choice Questions) of the level of 10th class/Matriculation covering the following subjects/topics:

Total Marks: 100

Part	Syllabus
Part A - General Knowledge (25 marks with 25 questions of each 1 mark)	Topics: Indian Geography, Freedom Struggle, Culture & Sports, General Polity & Constitution of India, Indian Economy, General Science, Current Affairs and Reasoning & Analytical ability of 10 th standard
Part B - Mathematics (25 marks with 25 questions of each 1 mark)	Topics: Number Systems, Decimals & Fractions, Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work and Time & Distance
Part C(i) - English (25 marks with 25 questions of each 1 mark)	Topics: Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms & Antonyms, Vocabulary, Sentence Structure, Proverbs, Phrases and Questions from a small unseen passage.
Part C(ii) - Regional Language - Tamil (25 marks with 25 questions of each 1 mark)	Topics: தமிழ் இலக்கணம், தனி, கலவை மற்றும் கூட்டு வாக்கியங்கள், வாக்கிய மாற்றம், புணர்ச்சி, அணி, பழமொழி மற்றும் வட்டார

	வழக்கில் உள்ள தொடர்கள், வாக்கியங்களில் உள்ள பிழைதிருத்தம், உரைநடையில் இருந்து கேள்வி பதில்கள்.
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6.2. The duration of examination will be **120** minutes.

6.3. Qualifying Marks :

- Parts A and B - Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each part.
- Parts 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.

For PH & Ex-Servicemen candidates, instructions/guidelines issued by DOPT from time to time are applicable.

7. Selection Procedure:

The marks obtained in Aptitude Test will be taken to draw merit list in each Division/Unit and selection will be purely on merit basis. It is further stated that;

- If two or more candidates secure equal marks in Aptitude Test and they are standing in the last position in the merit list, then the candidate senior in age will be considered for selection.
- If two are more candidates secure equal marks in Aptitude Test and they are standing in the last position in the merit list and their age are also same, the candidate who secured higher percentage in the matriculation will be considered for selection.
- After selection, the candidates have to produce required certificates/testimonials(in original) in support of age, educational qualification, community certificate(if SC/ST/OBC candidates) in the prescribed format issued by the competent authority applicable in Central Government Services(certificates issued in the State Government format will not be considered), certificates issued by the Military Authorities(if Ex-Servicemen), Medical certificate(if PH) and NOC issued by the competent authority(if Central/State Government servants), when called for by the concerned authorities. The candidature of the candidates who do not produce the required documents/certificates in the prescribed formats/who do not fulfill any of the stipulated conditions will outrightly be rejected.

8. **Application Fee:** Rs. 25/- mandatory for all candidates.

9. **Examination Fee :** Rs. 175/-

ALL WOMEN CANDIDATES AND APPLICANTS BELONGING TO SCHEDULED CASTE/SCHEDULED TRIBE/ PHYSICALLY HANDICAPPED CATEGORIES ARE EXEMPTED FROM PAYMENT OF EXAMINATION FEE ONLY

Candidates have to pay Application Fee and Examination Fee **separately** in any of the Post Offices through e-payment specifying the name of examination and Division/Unit for which he/she is applying and submit original receipt along with the application. They have to check carefully whether the name of candidate, name of the Division/Unit and Serial No. are clearly printed in both the copies of receipt. Details of payment should be noted and receipts should be pasted in the space provided in the application.

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

10. **How to Apply** : Candidates should apply only in the format prescribed by the Department (Annexure - 1). Applications can be downloaded from the website namely www.tamilnadupost.nic.in or www.indiapost.gov.in

11. **Applications submitted in any other format will be outrightly rejected.**

12. **Mode of Despatch:**

- a. The applications duly filled in along with original e-payment receipts issued by the post office towards application fee and examination fee have to be sent to the respective address provided in Table-I, through **SPEED POST** only.
- b. The applications sent through any other mode than Speed Post will not be accepted.
- c. Unsigned applications will be rejected.
- d. The envelope containing the application should be superscribed in bold letters as "APPLICATION FOR THE POST OF MTS:
_____DIVISION".

Note: Candidates need not enclose/attach copies of any certificates/testimonials along with the application except original e-payment receipt issued by the post office towards application & examination fee. All the applications admitted will be treated as provisional.

13. The applicants are required to affix 3 identical latest passport size photographs, one in application form and other 2 in hall permit form. Applications received without photographs will be rejected. The photographs should be clear.

14. The Applicants have to enclose a self addressed envelope, size 22 cm x 11 cm duly affixing a postage stamp of Rs. 40/- along with the application for dispatching the Hall permits. The address written in the application and the self addressed envelope should be the same. If the self addressed envelope with required postage stamp affixed is not enclosed along with the application, hall permit will not be despatched.

15. Last date for receipt of application is **05.03.2014**.

16. Hall Permits to the eligible candidates will be issued by the concerned Division/Unit Heads to the address furnished in the application. In case of non receipt of Hall permits, candidates are advised to contact the office of the Senior Superintendent/ Superintendent of Post Offices of concerned divisions/Head of the Offices mentioned in Table-I at least 2 working days before the date of examination to obtain duplicate hall permit.
17. The Aptitude Test will be conducted on a common date for all the candidates throughout Tamilnadu Postal Circle. **The date, time, venue of examination will be notified through Hall permit and information will be made available in website www.tamilnadupost.nic.in .**
18. In case a candidate applies for more than one Postal/RMS Division/Recruiting unit, he has to appear for Aptitude Test for one division only. The candidature will be restricted to the particular Division for which he is appearing the examination.
19. Admittance of the candidates to the examination will be purely provisional and the candidature of the candidates will be the sole discretion of the competent authority. If it is found at any stage of selection that the candidate has furnished incorrect or false information, his/her candidature will be cancelled.
20. Requirement to serve in 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.
21. **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.
22. **Savings:** Nothing in these Rules shall affect reservations and other concessions required to be provided for the Scheduled caste, the Scheduled Tribes, the Ex-Serviceman, 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.

Applicants may visit the Tamilnadu Post website www.tamilnadupost.nic.in on regular basis till the date of examination so that he/she gets last minute update, if any, in schedule of examination/eligibility status/venue status/other information relating to the Recruitment process.

Asst. Postmaster General (Rectt)
For Chief Postmaster General
Tamilnadu Circle, Chennai 600002.