

1

DEPARTMENT OF POSTS
O/o CHIEF POSTMASTER GENERAL, TELANGANA CIRCLE, HYDERABAD – 500 001
Notification No. RE-II//MTS/DR/TS/2015 -16 dtd. at Hyd-1, the -12-2017

**DIRECT RECRUITMENT OF MTS IN POSTAL/RMS DIVISIONS ,CIRCLE &
ADMINISTRATIVE OFFICES OF TELANGANA CIRCLE**

1. Applications are invited from the eligible persons to fill up the posts of **MTS(Multi Tasking Staff)** in the following Administrative offices/ Postal Divisions /RMS divisions in Telangana Postal Circle in the pay scale of Rs18000/- in level of pay matrix as per 7th CPC + admissible allowances prescribed from time to time in accordance with Department of Posts (Multi Tasking Staff Group C , Non- Gazetted) Recruitment Rules 2015 notified in GOI Gazette No GSR 383(E) ,Gazette of India Extraordinary , Part II section 3 Sub section (i) dtd 14-5-2015.

The details of category wise vacancies in each of the units is as furnished below:

Sl. No	Name of the Division	Total	Categories								
			UR	SC	ST	OBC	PART OF TOTAL VACANCIES RESERVED FOR PH & Ex-SM				
							PH-1	PH-2	PH-3	PH-4&5	Ex-SM
1	Circle Office	1	1	-	-	-	-	-	-	-	-
2	DA (P), Hyderabad	9	5	1	1	2	-	1	-	-	1
3	PSD, Hyderabad	1	1	-	-	-	-	-	-	-	-
Total		11	7	1	1	2	-	1	-	-	1
POSTAL DIVISIONS											
a)Head Quarters Region:											
1	Hyderabad City Dn.	1	1	-	-	-	-	-	-	-	-
2	Secunderabad Dn	1	1	-	-	-	-	-	-	-	-
b)Hyderabad Region											
1	Karimnagar Dn	1	1	-	-	-	-	-	-	-	-
2	Hanamkonda Dn	1	1	-	-	-	-	-	-	-	-
Total		4	4	-	-	-	-	-	-	-	-
RMS DIVISIONS											
a) Head Quarters Region:											
1	Hyd Sorting Dn., Hyd	9	5	1	1	2	-	-	-	-	1
b) Hyderabad Region:											
1	RMS Z Dn Hyderabad	9	5	1	1	2	-	-	-	-	1
Total		18	10	2	2	4	-	-	-	-	2

- i. Vacancies notified are likely to vary/change without any prior intimation.

Total vacancies are inclusive of the vacancies shown under Ex Serviceman Quota./PWD (persons with disabilities quota)

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

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

2. Category of applicants eligible to claim PWD (hearing impaired)

A) 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 of 60 decibels(db) or more in the better ear in the conversational range of frequencies in the format prescribed by the Government at the time of online registration. NOTE : 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. Age Limit:- 18-25 years (Upper age limit relaxble for candidates belonging to Scheduled Castes/Scheduled Tribes up to five years and for candidates belonging to other Backward Classes up to three years & others in accordance with the instructions issued by the Government of India from time to time). Age relaxation for Ex Servicemen would be as per extant orders of Govt. of India issued from time to time.

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

- ✦ **Note: The crucial date for determining the age limits shall be as on the closing date for on line registration of applications 08-01-2018**

3. Scale of Pay: 18000/- in level of pay matrix as per 7th CPC + admissible allowance as prescribed from time to time
4. **Probation:-** The candidates selected will be appointed and will be on probation for two years. Training will be imparted to the selected candidates as prescribed.
5. **Educational Qualification:-SSC/ Matriculation or ITI from recognized Boards.**
6. Examination centre : Hyderabad Details will be intimated through Hall permit
7. Date of Examination: Details will be intimated through Hall permit

8. i) **Pattern and Syllabus** for Examination to fill up the Posts of **MTS** by Direct Recruitment from Open Market:-

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

Total Marks: 100 :

There will be one paper comprising of following four parts.

Part 'A'	25 Marks - 25 Questions on General Knowledge, Reasoning and analytical ability- Multiple Choice Question
Part 'B'	25 Marks - 25 Questions on Mathematics - Multiple Choice Questions
Part 'C'	Two Segments
(i)	25 Marks – 25 Questions - English language – Objective Type / Multiple Choice Questions
(ii)	25 Marks - 25 Questions - Telugu language – Objective Type / Multiple Choice Questions

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

iii) **Qualifying marks**

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

9. **APPLICATION FEE AND EXAMINATION FEE : Cost of Application form Registration: Rs 100/-Examination fee : Rs 400/-**

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

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

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

10. The Candidates can pay the prescribed fee through "e payment"

**Note: Fee once paid shall not be refunded under any circumstances.
Fee paid through any mode other than the above will not be accepted/refunded.**

11. GENERAL INSTRUCTIONS

- The applicant can register his/her application only once and if an applicant registers more than one application on line his/her candidature is liable to be rejected without any communication
- The Applicant has to access the website www.telanganapostalcircle.in for detailed Notification / Advertisement issued by the Chief Postmaster General, TELANGANA .Postal Circle, Hyderabad herein.
- Before starting Registration of his/her application on the website, the Applicant should read the notification, instruction sheet 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.
- The merit list for whole Circle shall be prepared in respect of all categories of posts put together. For the said purpose , the candidates have to indicate the order of preference of the posts of MTS limited to maximum of five divisions/Circle & Administrative offices in the online application. The details of posts are given in the vacancy position
- For candidates availing age relaxation in SC/ST/OBC , the choice of preference of divisions is restricted in the divisions where the vacancies are notified in the respective communities. For SC community the preference is restricted to DA(P)/ Hyderabad Stg Dn/RMS Z Dn, Hyderabad for ST Community the preference is restricted to DA(P)/Hyderabad Sorting Dn/RMS Z Dn Hyderabad for OBC community the preference is restricted to DA(P)/Hyderabad Stg Dn/RMS Z Dn Hyderabad .

- f. The candidate will have to give an undertaking that in the event of his/her not getting the posts in his/her preference, he/she is willing to accept the appointment in any category of the post to which he/she is allotted. The candidate who do not indicate their preference, it will be presumed that they have equal preference to all the posts and may be allocated to the post to the division/Circle & Administrative office where vacancy exists at the discretion of competent authority.
- g. The applicant has to fill the inputs including standard information i.e, Name, Date of Birth, Community, Gender Education qualification
- h. 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 50 KB(165x125PIXELS) in JPG/JPEG format and signature not more than 20 KB(80x120 PIXELS) in JPG/JPEG format and signature not more than 20 KB (80x120 PIXELS) in JPG/JPEG which are required to be uploaded before filling up of the inputs and uploading the application on-line
- i. 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.
- j. Applicant should fill the details/inputs in the online Application at the appropriate places very carefully and can edit the particulars if needed before final submission of the online application form through the EDIT option. Once the application is filled completely, the applicant should submit the data by clicking on the SUBMIT button at the end of the Registration of online application form. Before pressing submit button the applicants are advised to verify carefully every field/inputs mentioned in the application. Name of the applicant , his/her fathers name etc should be spelt correctly in the application as it so appears in the Matriculation/SS/ITI Certificate/Marks sheet. Any change / alteration found detected later may lead to his/her disqualification of candidature.
- k. The applicant is advised to fill in the online Application Form in one go and save the data.
- l. The applicants will kindly note that the particulars mentioned in the online application will be considered as final and no change/alteration/modification will be allowed/entertained after submission of on line application under any circumstance.
- m. After successful registration, a provisional Unique Registration Number (URN) will be generated by the system and displayed on the screen. The registration number shall be sent to the applicant to the given email id and SMS to given mobile number in the application. The applicant has to use the registration number and DOB for log into the website where he/she can generate the challan in triplicate to enable him /her to pay the fee. The applicant has to take out the printout of system generated fee payment challan. The applicant has to retain this number for future reference.
- n. **Mode of payment of Fee** : The cost of Application Form and Examination fee as prescribed in para 10 of the notification. The applicant has to approach any of **Head Post office in Telangana and AP states** and to produce the fee payment challan printed by him to pay the Fee in cash (INR) only. Once the fee has been paid the Registration process is completed. The applicant can check


his/her status of payment on the website www.telanganapostalcircle.in or www.indiapost.in after 3 working days after payment of the fee. In case of non payment of fee the application registered will not be considered for further process. The applicants who have registered the applications on the closing date of registration are permitted to pay the fee till 11-01-2018.

12. The Applicants after successful registration of the On-Line Application are advised to keep print out of his/her Application, copy of fee challan / receipt issued by the Post office for any future reference.
13. 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 at the time of selection.
14. 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. Therefore, it is mandatory for the applicant to Tick the check Box about his declaration at the end of the Application Form, before saving and uploading the application.
15. Closing Date for Registration of Application: The Registration of online application will commence on 9-12-2017 at 00.00 Hrs and closes by 8-1-2018 23.59 Hrs
16. Selection Procedure: The merit list for whole Circle shall be prepared in respect of all categories of posts put together. The candidates will be allotted to the posts and divisions/units as per their preference based on their position in the merit list and availability of vacancy. Such candidates who are not able to get the allocation in any of the posts of his/her preference because of his/her performance, those candidates might be allocated to the post /division where the notified vacancies exist.
17. Hall permit: Hall permit can be downloaded from the website www.telanganapostalcircle.in after notifying the date of examination in the website . No TA/DA will be paid for attending the examination
18. 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.
19. 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.

- c. The applications are to be submitted online only. Manual applications will not be entertained.
 - d. Only single application will be entertained. If more than one application is registered, it will lead to rejection of all the applications registered by the applicant.
 - e. Application fee and Examination fee should be paid in one instalment as prescribed in paras 10 & 11.
 - f. (For Receiving the SMS to the registered mobile number the candidate has to Note that the mobile given at the time of payment of fees is not registered under "DND".
20. Applications purchased from outside vendors will not be accepted. Applications should not be sent by Post. The applications submitted online through website www.telanganapostalcircle.in only will be accepted. In respect of candidates who apply manually, no correspondence will be entertained and no Hall permit will be issued to such candidates even if they pay prescribed fees by any mode.
21. In case of any assistance the candidates are advised to contact help desk number :

Help desk Mobile No 91 7550004136

Help desk Email id : ts.techqueries@postalcareers.in (Telangana)


Asst. Director (Rectt)
O/o Chief Postmaster General,
Telangana Circle, Hyderabad-1