

DIRECT RECRUITMENT OF MULTI TASKING STAFF (MTS)

Online Applications are invited from the desirous and eligible Applicants and residents of India to fill up the vacant posts of Multi Tasking Staff (MTS) in the Administrative and Subordinate Units of Rajasthan Postal Circle.

1. The details of the vacancies in each Division/Unit in the circle are furnished as here under:-

S.n.	Division/Unit	Details of vacancies								
		UR	SC	ST	OBC	TOTAL	PH-I (LV)	PH-II (HH)	PH-III (OA/OL)	Ex-SM
<u>Administrative Units :-</u>										
1.	RLO , Jaipur	1	0	0	0	1	0	0	0	0
2.	Postal Store Depot, Jodhpur	1	0	0	0	1	0	0	0	0
3.	Postal Store Depot, Ajmer	1	0	0	0	1	0	0	0	0
4.	DA(P) Office, Jaipur	1	1	0	0	2	0	0	0	0
	Total	4	1	0	0	5	0	0	0	0
<u>Subordinate Units :-</u>										
1.	RMS 'JP' Dn. Jaipur	2	1	0	1	4	0	0	0	1
2.	RMS 'J' Dn. Ajmer	6	0	2	3	11	0	0	1	1
3.	RMS 'ST' Dn. Jodhpur	6	2	1	2	11	0	0	0	1
	Total	14	3	3	6	26	0	0	1	3
	Grand Total	18	4	3	6	31	0	0	1	3

Note : The vacancies notified are subject to vary/change without any prior intimation.

(UR : Unreserved, SC : Scheduled Caste, ST : Scheduled Tribe, OBC : Other Backward Class, PH : Physically Handicapped, LV : Low Vision, HH : Hearing Handicapped, OA : One Arm, OL : One Leg, Ex-SM : Ex-Serviceman)

(i) The vacancies of Ex-serviceman and Physically handicapped will be adjusted in the relevant categories i.e OC, SC, ST and OBC as the case may be in view of category of selected candidates.

(ii) Categories of applicants eligible to claim Physically Handicapped (PH) concession:-

(a) 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 posts :-

- One arm affected.
- One leg affected.

(b) Hearing Impaired :- Categories suitable for the post - 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 impairment) or the total loss of hearing in both ears.

(c) Visually Impaired :- Categories of visually impaired persons suitable for the post- only low vision.

Low Vision :- Persons with low vision means a person with impairment of visual functioning even after treatment or standards refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

Note-1 The applicants should possess valid medical certificate in the form prescribed by the Govt issued by the competent medical authorities for the purpose of employment on the date of registration, while applying for recruitment.

Note-2 The applicant can avail relaxation only for the predominant disability. The applicant should be in possession of original medical certificate for the same by competent medical authority in the format prescribed by the Govt. at the time of on-line registration.

2. **Pay Matrix:-** Rs. 18000/- in Level 1 + Admissible allowance.

3. **Age limit :-** **18 to 25 years** for **Unreserved (UR)** applicants.

(i) Permissible relaxation of upper age limit as per Govt. of India orders are as indicated below :-

Category	Age relaxation permissible beyond the upper age limit
Schedule Caste (SC) / Schedule Tribes (ST)	5 Years
Other Backward Classes (OBC)	3 Years
Physically Handicapped (PH)	PH + UR - 10 Years
	PH + SC/ST - 15 Years
	PH+ OBC - 13 Years
Ex-Servicemen (Ex-SM)	3 Years after deduction of service rendered in Military (not less than 6 months continuous service) from the actual age as on crucial date for reckoning of age limit.
Serving Govt. employees who have rendered not less than 3 years regular continuous service as on crucial date for reckoning of age limit	Upto 35 Years for UR candidates (General) Upto 40 Years for SC/ST candidates Upto 38 Years for OBC candidates

4. **Crucial Date for reckoning of age limit :-** The crucial date for determining the age limit shall be the closing date for applying online, i.e. **24.10.2016**.

5. (a) Probation period :- 2 years

(b) The training will be imparted to the selected candidates as prescribed.

6. **Educational Qualification:-** Matriculation or I.T.I. from any recognized Board or University.

7. **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 a contracted a marriage with any person will 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 so doing, exempt any person from the operation of this rule.

8. **How to Apply :-** The Applicant can apply only through online mode.

(i) First, the applicant has to visit the website "**www.rajpostexam.com**" and should read notification, instructions and vacancy position carefully before applying online.

(ii) After then, the applicant has to click on the link of "Apply Online" under the category of Multi Tasking Staff (MTS). The above link will be active **from 07.00 hrs on 24.09.2016 to 23.59 hrs on 24.10.2016**. The applicant has to keep ready scanned image of latest passport size photograph and signature in **.JPG/.JPEG** format before applying online. The image size should be between **2 KB to 100 KB**.

(iii) The applicant shall submit only one application for post of MTS. If the applicant submits more than one application for the same post, the last application will be treated as final.

(iv) After click on "Apply Online", a new page will be opened, in which the applicant should fill details/inputs carefully and correctly in the fields displayed at the web page and the applicant has also to indicate his/her preference of Units, in the Circle, to which they intend to apply and also indicate the options for Examination centre. After filling up all the fields, the applicant should click on **SUBMIT**. By clicking on **SUBMIT**, a new page will be opened on the screen, in which the candidate has to fill correct information about Address, Marks in Matriculation or ITI and upload scanned image of his/her photo and signatures. At the lower side, a **DECLARATION** will also be displayed and the candidate should read the declaration and click in the check box available against it, if he/she agreed. After it, the applicant has to click on "**CONTINUE TO REGISTRATION**". By clicking on this, all the information filled by the applicant, will be displayed at screen, the applicant should check once again them and if all are correct, he/she should click on "**SUBMIT**". If the applicant wants to make any changes, he/she should click on "**EDIT**".

- (v) After successfully submission of application form, the applicant cannot change/edit in the information given by him/her. After successfully submission, a Unique Registration Number (URN) will be generated and displayed on computer screen. The applicant should save this URN for further process. The URN and password will also be sent on email id and mobile no. provided by the applicant. After successfully applying, the candidate can download challan form (in triplicate) to deposit Examination/ Application fee. Applicant has to take a printout of the system generated fee payment Challan form and has to retain a copy of this challan for future reference.

9. **Mode of Payment :-** The applicant can deposit the fee only through e-Payment service of the post office. The list of identified e-payment service enabled post offices is available on the website. The applicant has to approach nearby post office out of them and has to deposit the required fee in cash (INR) only. In case of non-payment of fee, the application registered will not be considered for further process. The applicants are advised to keep a copy of fee challan, receipt issued by the post office and application, for future reference.

(i) **Fee structure for the various categories of applicants is defined as below :-**

Category of applicant	Application fee	Examination fee	TOTAL FEE
Candidates belonging to Un-reserved (UR) and OBC	Rs. 100/-	Rs. 400/-	Rs. 500/- (Rupees Five hundred only)
Candidates belonging to SC / ST / PH / Woman	Rs. 100/-	--- *(Exempted)	Rs. 100/- (Rupees One hundred only)

* Applicants belonging to SC/ ST/ PH/ Woman categories are exempted from payment of Examination Fee of Rs. 400/-. Such candidates have to deposit only Application Fee, i.e. Rs. 100/-.

(ii) After depositing the fee in listed post office, the applicant will receive one e-payment receipt from the post office. The candidate must check that the registration number shown in challan form is same as printed in e-payment receipt.

(iii) After 3 or 4 working days of depositing of fee, the applicant should check his/her status on the website by using URN and Password.

(iv) The applicant registered/applied on the closing date, may deposit the fee upto **27.10.2016**.

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

Note-II:- Fee paid through any mode other than e-payment in Post Office will not be accepted.

10. **Pattern & Syllabus of Examination :-** The Applicants shall be subjected to an Aptitude Test with a total 100 marks covering the following subjects/ topics. Aptitude Test will be comprising four parts [Part-A, Part-B, Part-C(i), Part-C(ii)]. The total duration of the Aptitude Test will be **2 hours (120 Minutes)**. *There is no negative marking.*

Part	Syllabus
A - General Knowledge (25 marks with 25 questions of 1 mark each)	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.
B - Mathematics (25 marks with 25 questions of 1 mark each)	Topics: Number Systems, Decimals & Fractions, Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work and Time & Distance.
C(i) - English (25 marks with 25 questions of 1 mark each)	Topics: Articles, Prepositions, Conjunctions, Tenses, Verbs, Synonyms & Antonyms, Vocabulary, Sentence Structure, Proverbs, Phrases and Questions from small unseen passage.
C(ii) - Regional Language (हिन्दी) (25 marks with 25 questions of 1 mark each)	Topics: मिश्र व संयुक्त वाक्य, वाक्यों का रूपान्तरण, स्वर-संधि, अलंकार, मुहावरे एवं लोकोक्तियां, अशुद्ध वाक्य शोधन, अपठित गद्यांश

11. Selection Process :-

(A) Minimum Qualifying Marks :-

The minimum Qualifying Marks to be obtained in each part of Aptitude Test :-

Category	Minimum Qualifying Marks
UR	10 marks in each part & 40 in aggregate
SC/ST	8 marks in each part & 33 in aggregate
OBC	9 marks in each part & 37 in aggregate

The selection will purely on merit basis which will be prepared on the basis of marks obtained in the Aptitude test separately for each category. 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 than it is clearly stated that the candidate senior in age will be considered for selection.

(B) Preparation of merit list :- A common merit list for the whole Rajasthan Postal Circle shall be prepared in respect of all categories of post put together. For the said purpose candidates shall indicate preferences of Administrative/Subordinate Units, while applying online. Thereafter the candidates will be allotted to the units/divisions as per their preference based on their position in the merit list and availability of vacancies.

Such candidate, who is not able to get the allocation in any of the Division/Unit as per preference because of his/her performance, such candidates might be allocated to the division/unit where the vacancy exists. The candidates who did not given preference of division/units during submission of form, it will be presumed that they have equal preference for all the units/divisions and may be allocated to the unit/division where vacancy exists at the discretion of the competent authority.

12. Examination Center :- The aptitude test will be held at Ajmer, Alwar, Bikaner, Jaipur, Jodhpur, Kota and Udaipur cities of Rajasthan. Applicants are required to indicate three preferences for Examination Center while applying online. Applicants are clearly informed that the allotment of Examination Center/City is the prerogative of the department and any request received for change in Examination City/Center/Venue will not be entertained under any circumstances. Examination Center/City will be allotted as per the preferences given by the applicant. However, depending upon number of the candidates, they may be allotted to other locations also.

13. Other Important Instructions :-

- (i) The posts of Multi Tasking Staff is categorized under 'General Central Service, Group C (Non Gazetted, Non Ministerial)'. The aptitude test for the post of Administrative Units and Sub Ordinate Units will be held at the same date & time.
- (ii) The applicant should fill all required details/inputs during applying online at the appropriate place very carefully. Before submission of application form, applicants are advised to verify correctness of data/information filled/given by him/her. Name of applicant, Father & Mother's name etc. should also be spelt correctly in the application, as it so appears in the matriculation certificate/mark sheet. No changes will be allowed after submission of online application form.
- (iii) The applicants may note that particulars mentioned in the online application will be considered as final and no change/ alteration/ modification will be allowed/ entertained after submission of application under any circumstances.
- (iv) The applicants are advised not to enclose/upload copies of any certificates/documents except images of his/her photograph and signature.
- (v) The application registered by the applicant will be treated as PROVISIONAL and the selection/appointment is subject to Verification of respective Original Certificates/ Documents.
- (vi) No TA/DA is admissible to any candidate for appearing in the Aptitude Test.
- (vii) The date of examination/aptitude test will be informed to eligible candidates later on. The Department has right to cancel the recruitment process or modify the selection process with the reasons recorded in writing at any stage.
- (viii) The applicants are advised to visit the website **www.rajpostexam.com** from time to time for further information regarding date of examination, admit card, result and other information.

14. **Last date for online application :-** The candidate can apply online **from 07.00 hrs on 24.09.2016 to 23.59 hrs on 24.10.2016**. The applicant, who applies on last day of application, can deposit the fee upto **27.10.2016**.
15. **Requirement to serve in the army Postal Service :-** Any person appointed to the posts specified in the said schedule shall be liable to serve in the Army Postal Service in India or aboard, as required.

Assistant Director (Recruitment)
For Chief Postmaster General
Rajasthan Circle, Jaipur-302007