

DEPARTMENT OF POSTS, INDIA  
OFFICE OF THE CHIEF POSTMASTER GENERAL,  
MAHARASHTRA CIRCLE, MUMBAI 400001.

Notification No. : Rectt/2-8/MTS/DR/2014 dated 24/01/2015

Direct Recruitment of Multi Tasking Staff (MTS) in Administrative offices/Postal Divisions/RMS Divisions

1. Applications are invited Online from eligible Indian nationals in [format](#) to fill up the posts of Multi Tasking Staff (MTS) in Administrative offices/ Postal Divisions / Railway Mail Service Divisions in Maharashtra Postal Circle in the pay scale of Rs.5200-20200 with Grade Pay Rs. 1800 + other admissible allowances as prescribed from time to time.
2. The registration for on-line application will commence by 16:00 hours on 24/01/2015 and close by 23:59 hours on 18/02/2015.
3. The details of category-wise vacancies in MTS cadre is furnished [Division-Wise](#). The vacancies earmarked for PH/Ex-Servicemen are included in the total vacancies notified for a particular division.
4. Candidates selected against vacancies earmarked for physically Handicapped/Ex-Servicemen quota will be adjusted against the vacancies of the respective category viz., UR/SC/ST/OBC as the case may be depending upon the community to which the selected Ex-Serviceman candidate belong to.
5. The vacancies notified are likely to vary/change without any prior intimation or assigning any reason. The department has the right to cancel the Recruitment Process or modify the selection process with reasons recorded in writing at any stage.
6. The candidate who claims to belong to a Scheduled Caste or a Scheduled Tribe or Other Backward Class will have to produce caste and caste validity certificates to the appointing authority/before appointment in support of his/her claim so as to make him/her eligible for reservation and various relaxations and concessions. The candidates belonging to SC/ST category will have to produce [Caste Certificate](#) in the form prescribed in MHA O.M.No.42/21/49-NGS dated 28/01/1952, as revised in Deptt. Of Personnel & A.R. letter No.36012/6/76-Estt(SCT) dated 29/10/1977. Similarly OBC candidates belonging to OBC category will have to produce [Caste Certificate](#) as prescribed vide G.I. Department of Personnel & Training O.M. No.36033/28/94-Estt(Res) dated 02/07/1997.
7. Scale of Pay: Rs.5200-20200 with Grade Pay of Rs. 1800 + other admissible allowances as prescribed from time to time

8. Age limit: 18 – 27 years.

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.
Scheduled Castes / Scheduled Tribes	5 years
Other Backward Classes (OBC)	3 years
Physically Handicapped	OC + PH 10 years SC/ST + PH 15 years OBC + PH 13 years
Ex-servicemen	3 years (eight years in the case of Ex-Servicemen belonging to SC/ST) after deduction of service rendered in military from the actual age as on the closing date for registration of application.
Government Servants (who have rendered not less than 3 years regular continuous service as on closing date for registration of application)	Upto 40 years of age (45 years for SC/ST and 43 for OBC).

The crucial date for determining the age limit shall be the closing date for online registration of applications i.e., 18/02/2015 for all categories.

For PH, Ex-servicemen/Govt. Servants candidates, instructions / guidelines issued by DOPT from time to time are applicable.

The age relaxation for reserved category applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who applied against. Posts meant for UR categories are not entitled to get age relaxation.

9. Reservation and Definition for Persons with Disability.

(A) Visually Impaired : Categories of Visually Impaired persons suitable for the posts:

1. Blind 2. Low Vision

The Blind 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, are suitable under this category.

(B) Hearing Impaired : Categories suitable for the posts :: The Deaf or those whom 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 have hearing loss more than 90 decibels (db) in the better ear (Profound impairment) or the total 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 an interference with the normal functioning of the bones, muscles and joints.

(D) The Applicants should produce valid [Disability Certificate](#) in the format prescribed in DOPT OM No.36035/3/2004-Estt(Res) dated 29/12/2005, issued by Competent Medical Authorities for the purpose of employment.

Categories of disabled suitable for job of Multi Tasking Staff.

#### MTS

- a. One Arm Affected
- b. One Leg Affected
- c. One arm and One Leg affected
- d. Both legs affected
- e. Blind
- f. Low Vision
- g. Hearing
- h. Communication

10. Educational Qualification :

(a) For MTS : Matriculation or ITI from a recognized board.

11. Probation period : Two years.

12. 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 the said posts

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.

13. Pattern and syllabus for the examination: The candidates shall be subjected to an Aptitude Test of the level of Matriculation covering the following subjects/topics.

Total Marks – 100

Revised Syllabus for Multi Tasking Staff (MTS) for Direct Recruitment Examination from open market:

Part	Syllabus
A - General Knowledge (25 marks with 25 questions of 1 mark each)	<u>Topics:</u> Indian Geography, Freedom Struggle, Culture & Sports, General Polity & Constitution of India, Indian Economy, General Science, Current Affairs and Reasoning & Analytical ability of 10 <sup>th</sup> Standard. (Examiner may set 2 to 3 questions from each topic)
B – Mathematics (25 marks with 25 questions of 1 mark each)	<u>Topics:</u> Number Systems, Decimals & Fractions, Percentages, Ratio & Proportion, Profit & Loss, Simple Intrest, Average, Discount, Partnership, Time & Work and Time & Distance. (Examiner may set 1 to 2 questions from each topic)
C (i) – English (25 marks with 25 questions of 1 mark each)	<u>Topics:</u> Articles, Prepositions, Conjunctions, tenses, verbs, synonyms & antonyms, vocabulary, sentence structure, Proverbs, Phrases and questions from a small unseen passage. (Examiner may set 5 questions from one unseen passage and 1 to 2 questions from each topics)
C (ii) – Regional Language (25 marks with 25 questions of 1 mark each)	<u>Topics (for Hindi):</u> Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Swar Sandhi, Alankar, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan, Apathit Gadyansh. (Examiner may set five questions from one apathit Gadyansh and 2 to 3 questions from remaining topics). These topics shall be replicated in Regional Languages.

Note:

- (i) The questions on General Knowledge and mathematics will also be supplied in the Regional Languages i.e. Marathi/Konkani in addition to English Language.

- (ii) The time allowed for answering 100 questions will be 120 minutes.
- (iii) Part C (ii) will be in Marathi for candidates from Maharashtra and in Konkani or Marathi for candidates from Goa State.
- (iv) One Blank page will be kept at the end of Question Paper Booklet for rough work by the candidates.
- (v) Qualifying Marks :-
  - (a) Parts A and B – Minimum 10 marks for OC, 08 marks for SC/ST and 9 marks for OBC candidates in each part.
  - (b) Part C (Two segments ) – Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each segment.
  - (c ) 40% marks for OC, 33 marks for SC/ST and 37 marks for OBC candidates in aggregate.

(vi) Selection will be made on the basis of merit position in the Aptitude test for Maharashtra circle (Maharashtra State & Goa State) as a whole.

14. Application Fee : Rs. 100/- mandatory for all categories of applicants who have registered.

15. Examination Fee :

<b>Category of candidates</b>	<b>Cost of Application</b>	<b>Examination Fee</b>
<b>OC and OBC Candidates</b>	<b>Rs. 100</b>	<b>Rs.400</b>
<b>SC/ST/Physically handicapped/ Women</b>	<b>Rs.100</b>	<b>Exempted</b>

16. How to Apply:

a) The applicant has to visit the website [www.dopmah.in](http://www.dopmah.in) through internet enabled workstation or personal computer or laptop.

b) The applicant has to read the [notification](#), [instructions to candidates](#), [vacancy position](#), [FAQ](#) carefully before filling up the application form.

c) The applicant shall submit only one application. The applicant can give maximum preferences of 10 Divisions (POSTAL/RMS/UNITS). Applicant can select the names of divisions as per their preferences in the space provided in the application form.

d) The applicant has to keep ready

(i) The scanned image of photograph and signature in format in specified file size as mentioned in the instructions.

(ii) Matriculation/ITI Mark List.

e) Applicants should fill details/input in the online application at the appropriate place very carefully and click on "submit button" at the end of registration of online application form. Before pressing the "submit button" applicants are advised to verify correctness of every field/ input mentioned in the application. Name of the applicant, name of his/her father etc should 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. Any changes/alteration found/detected later on may lead to his disqualification of candidature.

f) The applicant is further advised to fill in the on-line application form in one go and save the data. The applicant can edit the particulars needed before final submission of the application form. Once the application is filled completely, the applicant should submit the data.

g) 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 the online application under any circumstances.

h) After successful registration, a provisional unique registration number (URN) will be generated by the system and displayed on the screen. The applicants will be informed the registration number through SMS on the given mobile number in the application. The applicant has to generate the challan in triplicate to enable him to pay the fee format of challan. Applicant has to take printout of the system generated fee payment challan. The applicant has to retain a copy of this challan for future reference.

17. Mode of Payment: The fees are payable in cash through identified [Post Offices](#), having e-payment facility. The registered applicants should pay the required fee through system generated challan only, On or before 21<sup>st</sup> of February, 2015 fees. The applicants have to approach identified Post Offices having e-payment facility during working hours and to produce Fee Payment Challan printed by him & to pay the FEE in CASH (INR) only. Once the

fee has been paid, the candidate has to update the payment detail through website before 23:59 hours of 21<sup>st</sup> February, 2015 for completion of registration process and to take a print out of his/her application. 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.

18. Examination Centre:

(i) Examination will be conducted in [26 locations](#).

(ii) Applicant is required to indicate two preferences for examination centre.

(iii) Applicants are clearly informed that the allotment of Examination Centre/City is the prerogative of the Department and any request received for change in examination centre/venue will not be permitted under any circumstances. Examination Centre will be allotted as per the preferences given by the applicant. However depending upon volume of the candidates, the candidates will be allotted to other locations also.

(iv) The Department reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Department also reserves the right to divert candidates of any centre to some other Centre to take the examination.

19. The Applicants are advised not to enclose/upload copies of any certificates/documents. The application registered online will be treated as Provisional and the selection/appointment is subject to Verification of respective Original Certificates/Documents. The Applicant has to furnish a declaration to the effect that all statements/inputs furnished by him/her are true, complete and correct to best of his/he 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. It is mandatory for the applicant to Tick the Check Box about this DECLARATION at the time of registration of the Application form and before saving and uploading the application.

20. Closing Date for Registration of Application: The registration of on-line application will close by 23:59 hours on 18/02/2015.

21. The admit cards will be uploaded in the Departmental website [www.dopmah.in](http://www.dopmah.in). Candidates are advised to Keep in touch with website for further progress of recruitment process. The candidate will also be informed through SMS and E-mail.

22. Selection procedure: The Selection will be made on the basis of Merit list for MTS in the Aptitude test for Maharashtra circle (Maharashtra State & Goa State) as a whole. The allotment of selected candidates will be made as per their choice/ preferences of the Divisions (POSTAL/RMS/UNITS) & Merit Position. The applicants who do not mention preference of any divisions or in case of non availability of vacancies in the preferred Divisions, the applicant will be allotted to any other division where vacancy available, after allotment of candidate who have made clear option for the Divisions. The request of the selected candidates for change of allotment to the particular division will not be considered under any circumstances later on.

(a) 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.

(b) If two or more candidates secure equal marks in Aptitude Test and they are standing in the last position in the merit list & their ages are also the same, then candidates who secured higher percentage in the matriculation will be considered for selection.

23. 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 aboard, as required.

24. 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.

25. Savings: Nothing in this notification shall affect reservations, relaxation of age-limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, 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.

Chief Postmaster General,  
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