

**DEPARTMENT OF POSTS, INDIA**

<b>From</b> The Chief Postmaster General Tamilnadu Circle Chennai - 600 002	<b>To</b> The PMGs CCR/CR/WR/SR/M&BD, The GM, PA &F, Chennai-8, The Manager, RLO, Chennai-2. The Manager, MMS, Chennai- 600 006. The SRM, RMS 'M' Division, Chennai -08. The SRM, Chennai Sorting Division, Chennai-8 The SSRM, Air Mail Sorting Division, Chennai-16 The Officer-In-Charge, P & T Admin. Cell, APS Centre, Kamptee, PIN-900 746, C/o 56 APO
No.REP/ 83-1/GDS/2020	Dated at Chennai - 600 002, the 04.02.2020

**Sub:** Holding of the Competitive Examination limited to GDSs for recruitment to the cadre of MTS for the vacancies of the years 2018 (01.04.2018 to 31.12.18) and 2019 (01.01.2019 to 31.12.19) to be held on 15.03.2020 (Sunday) -Reg.

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In accordance to Directorate's letter No: A-34012/09/2019-DE dated 31.01.2020 , it is to inform that the Competitive Examination limited to GDSs for recruitment to the cadre of MTS for the vacancies of the years 2018 (01.04.2018 to 31.12.18) and 2019 (01.01.2019 to 31.12.19) is scheduled to be held on 15.03.2020 (Sunday).

**1. Eligibility Criteria:**

As per the Department of Posts' MTS (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018 and Department of Posts' MTS (Group 'C' post) Recruitment Rules, 2019 notified in GSR 850 (E) dated 15.11.2019 (**Annexure-I**). The following category of GDSs are eligible to appear in the examination:

- (a) Gramin Dak Sevaks (GDSs) who have worked regularly for three years in that capacity as on 01.04.2018 for the vacancy year 2018 and 01.01.2019 for the Vacancy year 2019.
- (b) **Educational Qualification:** No educational qualification is prescribed for Gramin Dak Sevak.
- (c) **Age limit:** There shall be no upper age limit for Gramin Dak Sevak.

**2. Vacancies for holding the examination:**

The Examination for filling up the posts of MTS will be conducted for the vacancies of the year 2018 (01.04.2018 to 31.12.2018) and 2019 (01.01.2019 to 31.12.19). The details of tentative vacancies for the year 2018 and 2019 is notified in **ANNEXURE-II**. The notified tentative vacancies are likely to vary as unfilled seniority quota vacancies are to be added.

### 3. Pattern & Syllabus for the examination:

The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019 under Annexure -'A' read with letter No. 17-08/2018-SPB-I dated 26.06.2019 & 23.07.2019. Details of Pattern and Syllabus are furnished in **Annexure-III**.

### 4. Venue of Examination:

The examination will be conducted in Chennai, Coimbatore, Madurai and Tiruchirappalli centers. APS candidates have to appear for the examination from the regional centre, to which they belong.

### 5. Application format & statement of recommendations:

- i. The specimen form of application with Order of preference is enclosed in **Annexure -IV**. The application should be submitted along with Order of preference
- ii. The last date for submission of duly filled applications by the eligible candidates to the Divisions / Units is **17.02.2020**. **Applications received after the last date will summarily be rejected. The applicants should enclose Two (2) passport size photos with their applications.** While forwarding the applications by Divisional office to Regional Office, one copy of the photo should be affixed in the application, duly attested and other one retained at Divisions/Units.
- iii. Application should be date stamped by the offices concerned on receipt. The eligibility of the applicants may be scrutinized and checked with reference to proper records. It should be ensured that the communities are verified with reference to entries in the relevant records.
- iv. The forwarding authorities should carefully check the application of each candidates with reference to Name, Date of engagement, Date of Birth, category, eligibility criteria, etc with the relevant Recruitment Rules and proper records concerned and forward the applications to the Regional PMGs (to C.O in respect of C.O. Units), with due recommendations or otherwise within the stipulated date. The Divisional heads will forward the Proforma - I (recommended cases), Proforma- II (not recommended cases) to their Regional office only in the given format on or before **24.02.2020**. **The Regional Office will finalise the permitting of the candidates to the above examination.** The Regional office will intimate the details of permitted candidates (division wise) in Proforma-I and not permitted candidates in Proforma - II (**Annexure -V** in excel format only) on or before **28.02.2020** to Circle office.
- v. The Army Postal Service authorities may kindly forward the applications received by them from the GDS serving in APS to the Civil Units concerned in time with statement of recommendations to the Divisions concerned.



- vi. The DO/ Head of Units will cause to issue the Hall permits to the permitted candidates on or before 02.03.2020. The format for Roll number will be intimated separately.

6. Schedule for the Examination:

The following is the time schedule for the above examination.

Schedule of activity	Date
Date of issue of Notification	04.02.2020
Last date for receipt of applications at Divisional Office from candidates.	17.02.2020.
Last date for receipt of applications at R.O by Divisional Office.	24.02.2020
Last date for sending copy of final permitted list of candidates to Circle Office by Regional Office	28.02.2020
Issue of Admit cards to permitted candidates by DO/Head of Units to eligible candidates	02.03.2020.
Date of Examination(date & time)*	15 <sup>th</sup> March 2020 (Sunday)
	Paper-I 1000 hrs to 1100 hrs
	Paper-II 1110 hrs to 1210 hrs

\* Exam will commence at 10:00 AM sharp and both the Paper-I & II will be conducted in continuity in one sitting from 1000hrs to 1210 hrs. There will be 10 minute's break in between Paper-I and Paper-II, but candidates cannot be allowed to leave his/her desk.


7. If **no application** received, a **NIL** report should be sent to the Circle office on due date specified.

8. This may be brought to the notice of all concerned officials including those on deputation, training, leave etc without any Omission.

9. The receipt of this communication may kindly be acknowledged.

Encl:

1. Annexure- I- Department of Posts' MTS (Group 'C' post) Recruitment Rules, 2018
2. Annexure- II-Details of tentative vacancies for 2018 and 2019.
3. Annexure III- Syllabus and Pattern of Examination
4. Annexure IV- Specimen Application form with Order of preference
5. Annexure V- Proforma I & II

  
Assistant Director (Recruitment),  
O/o Chief Postmaster General,  
Tamilnadu Circle, Chennai - 600002.

Copy to:

1. The Director, Postal Training Centre, Madurai - 625 022.
2. All recognized Service Unions/ Associations for information.

  
Assistant Director (Rectt)





# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (I)

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संचार मंत्रालय

(डाक विभाग)

बधिसूचना

नई दिल्ली, 16 अगस्त, 2018

**सा.का.नि. 781(अ).**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2015, को उन बातों के सिवाय अधिक्रांत करते हुए जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है, या करने का लोप किया गया है, डाक विभाग में बहुकार्य कर्मचारिवृंद के पद पर भर्ती की पद्धति के विनियमन हेतु निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. संक्षिप्त नाम और प्रारंभ—

(i) इन नियमों का संक्षिप्त नाम डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 है।

(ii) ये राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।

2. पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर— पदों की संख्या, उनका वर्गीकरण, और वेतन मैट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तम्भ (2) से (4) में विनिर्दिष्ट हैं।

3. भर्ती की पद्धति, आयु सीमा, अर्हताएं, आदि— भर्ती की पद्धति, आयु सीमा, अर्हताएं और उक्त पद से संबंधित अन्य बातें वे होंगी, जो उक्त अनुसूची के स्तम्भ (5) से स्तम्भ (13) में विनिर्दिष्ट हैं।

4. निरर्हताएं— वह व्यक्ति,—

(क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित होते हुए किसी अन्य व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा :





परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू रयीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. सेना डाक सेवा में सेवा करने की अपेक्षा.— उक्त अनुसूची में विनिर्दिष्ट पदों पर नियुक्त कोई व्यक्ति अपेक्षानुसार भारत में या भारत से बाहर सेना डाक सेवा में सेवा करने का दायी होगा।

6. विधिल करने की शक्ति.— जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां उसके लिए जो कारण हैं उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

7. व्यापृति.— इन नियमों की कोई बात, ऐसे आरक्षणों और उन रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व-सैनिकों, अन्य पिछड़े वर्गों, और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

### अनुसूची

भाग-1 प्रशासनिक कार्यालयों के पद (सर्कल कार्यालय और क्षेत्रीय कार्यालय)

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	घयन पद या अघयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
1	2	3	4	5	6	7
बहुकार्य कर्मचारियुद्ध	510* (2018)  *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित, अन्ननुसन्धिवीय	वेतन मैट्रिक्स में स्तर-1	लागू नहीं होता	18 से 25 वर्ष (केन्द्रीय सरकार द्वारा जारी किए गए अनुदेशों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों के लिए 5 वर्ष और अन्य पिछड़े वर्गों के अभ्यर्थियों के लिए 3 वर्ष तक शिथिल की जा सकती है।)  टिप्पणः 1. आयु-सीमा अवधारित करने के लिए निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी (त कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख खंड, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले के पांगी उपखंड, अंडमान और निकोबार द्वीपसमूह या लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है।)  2. रोजगार कार्यालय के माध्यम से आने वाले अभ्यर्थियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख, आगन्तित किए गए आवेदनों के लिए समाप्त होने वाली तारीख या वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है।  3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपरी आयु सीमा नहीं है।	(i) किसी मान्यताप्राप्त बोर्ड से दसवीं कक्षा पास।  (ii) संबंधित राज्य अध्याय संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अध्याय संघ राज्यक्षेत्र की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है।  (iii) नैमित्तिक श्रमिक की सीधी भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।

संशोधन विभाग के अधीन आने वाले व्यक्ति को संबंधित कार्य के लिए आवश्यक होने वाले संसाधन की सूची	9	10	11	12	13
यदि कोई भी व्यक्ति, जो इस सूची में शामिल है, भारत में निवास करता है, तो उसके संबंध में निम्नलिखित जानकारी देनी होगी—					
यदि कोई भी व्यक्ति, जो इस सूची में शामिल है, भारत में निवास करता है, तो उसके संबंध में निम्नलिखित जानकारी देनी होगी—					





पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	द्ययन पद अथवा गैर-द्ययन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
1	2	3	4	5	6	7
बहुकार्य कर्मचारिवृंद	37240* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित अननुसंधितीय	वेतन मैट्रिक्स में स्तर-1	लागू नहीं होता	खुली प्रतियोगिता के अभ्यर्थियों के लिए 18 से 25 वर्ष। (भारत सरकार द्वारा जारी अनुदेशों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जाति और अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्षों तक की छूट और अन्य पिछड़ा वर्ग के अभ्यर्थियों के लिए तीन वर्षों तक शिथिल की जा सकती है)। टिप्पण: 1. आयु-सीमा अवधारित करने के लिए निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तिथि होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख खंड, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले के पांगी उपखंड, अंडमान और निकोबार द्वीपसमूह या लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है।) 2. रोजगार कार्यालय के माध्यम से आने वाले अभ्यर्थियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है। 3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपरी आयु सीमा नहीं है।	(i) मान्यताप्राप्त बोर्ड से दसवीं कक्षा पास (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा बही होगी जो डाक विभाग द्वारा प्रकाशित की गई है। (iii) नैमित्तिक श्रमिक की सीधी भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।

सीधे भर्ती किए जाने वाले	परिीक्षा की अवधि,	भर्ती की पद्धति- भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आमेसन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने	प्रोन्नति / प्रतिनियुक्ति अथवा आमेसन	यदि विभागीय प्रोन्नति समिति मौजूद है, तो इसकी संरचना	भर्ती करने में किन परिस्थितियों
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व्यक्तियों के लिए विहित आयु सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं	यदि कोई हो	वाली रिक्तियों की प्रतिशतता	द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति अथवा आमेलन किया जाएगा।		में संघ लोक सेवा आयोग से परामर्श किया जाएगा
8	9	10	11	12	13
लागू नहीं होता	दो वर्ष तथा डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण पूरा किया हो।	<p>(i) भर्ती करने वाले प्रभाग के ग्रामीण डाक सेवकों* में से जिन्होंने रिक्तियों वाले वर्ष की पहली जनवरी को उस क्षमता में पांच वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-फिटनेस आधार पर सीधी भर्ती द्वारा 50%, जिसके न हो सकने पर रिक्तियों को निम्नलिखित (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) भर्ती करने वाले प्रभाग के उन ग्रामीण डाक सेवकों के लिए प्रतियोगी परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वर्ष की जनवरी के पहले दिन उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा 25%, जिसके न हो सकने पर;</p> <p>(ख) सर्कल के सभी डिवीजनों के केवल उन ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगिता परीक्षा द्वारा जिन्होंने रिक्ति वर्ष की पहली जनवरी को उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा, जिसके न हो सकने पर;</p> <p>(ग) डाक विभाग द्वारा समय-समय पर परिचालित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा,</p> <p>(iii) (क) 25% - अस्थायी प्रास्थिति वाले नैमित्तिक श्रमिकों की ज्येष्ठता-सह-फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ख) 1 सितम्बर, 1993 को या उससे पूर्व भर्ती करने वाले प्रभाग अथवा यूनिट के नियोजित नैमित्तिक श्रमिक जो एक दिन में पूरे आठ घंटे कार्य करते हों, की</p>	लागू नहीं होता	<p>विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए) -</p> <p>(i) सहायक महाडाकपाल अथवा एक वरिष्ठ अथवा कनिष्ठ समयमान अधिकारी - अध्यक्ष;</p> <p>(ii) एक समूह 'क' अथवा समूह 'ख' (राजपत्रित) डाक/रेल डाक सेवा अधिकारी - सदस्य;</p> <p>(iii) डाक सर्कल अथवा किसी अन्य केन्द्रीय सरकार के विभाग अथवा कार्यालय का एक समूह 'ख' (राजपत्रित) अधिकारी - सदस्य;</p>	लागू नहीं होता





	<p>ज्येष्ठता—सह—फिटनेस के आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ग) 1 सितम्बर, 1993 को अथवा उससे पूर्व भर्ती प्रभाग अथवा यूनिट के नियोजित अंशकालिक नैमित्तिक श्रमिकों की ज्येष्ठता—सह—फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर; रक्तियों की संख्या को उपर्युक्त (ii) के अनुसार भरी जाने वाली रक्तियों की संख्या में जोड़ दिया जाएगा।</p> <p><b>टिप्पण:</b></p> <p>1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय-समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2. * (ग्रामीण डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>			
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[फा.सं. 37-33/2009-एसपीबी-I]

जी. राजीव, निदेशक (एसपीएन)

## MINISTRY OF COMMUNICATIONS

(Department of Posts)

## NOTIFICATION

New Delhi, the 16th August, 2018

**G.S.R. 781(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2015, except as respect to things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Department of Posts, namely:-

- Short title and commencement.**— (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.  
(2) They shall come into force on the date of their publication in the Official Gazette.
- Number of posts, classification and Level in the Pay Matrix.**— The number of posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment, age limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
- Disqualification.**— No person,—  
(a) who has entered into or contracted a marriage with a person having a spouse living; or  
(b) who, having 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.

5. **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 abroad, as required.
6. **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.
7. **Saving.**— Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the 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.

#### SCHEDULE

##### PART - I - Post of Administrative Offices (Circle Office and Regional Office)

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	510*(2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-I in the Pay Matrix	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
Between 18 and 25 years, (Relaxable for Government servants upto 35 years, for candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by the Government of India).  <b>Note:</b> 1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).  2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.  3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.	(i) 10 <sup>th</sup> standard pass from a recognized Board.  (ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10 <sup>th</sup> standard. The local language of a State or Union territory shall be as published by the Department of Posts.  (iii) No educational qualification is prescribed for direct recruitment of Casual	Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.



	Labourer.		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation or absorption, grades from which promotion/ deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(10)	(11)	(12)	(13)
<p>(i) By appointment of Casual Labourers conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(ii) By appointment of Casual Labourers engaged on or before the 1<sup>st</sup> September, 1993 working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;</p> <p>(iii) By appointment of part-time Casual Labourers, engaged on or before the 1<sup>st</sup> September, 1993, on the basis of seniority-cum-fitness failing which;</p> <p>(iv) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks* of all Divisions of the Circle, who have worked regularly for three years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which;</p> <p>(v) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p> <p><b>Note:</b></p> <p>1. The afore-mentioned examinations shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>	Not applicable	<p><b>Departmental Promotion Committee (for considering confirmation) consisting of –</b></p> <p>(i) Assistant Postmaster General or a Senior or Junior Time Scale Officer-Chairperson</p> <p>(ii) One Group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer – Member.</p> <p>(iii) A Group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office-Member.</p>	Not applicable

## PART II – Posts of Subordinate Office

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)



Multi Tasking Staff	37240*(2018) *Subject to variation dependant on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix	Not applicable
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Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)
<p>Between 18 and 25 years for candidates from open market.</p> <p>(Relaxable for Government servants upto 35 years, for candidates belonging to Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)</p> <p><b>Note:</b></p> <p>1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangri Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual Labourer.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.	<p>(i) 50% by direct recruitment on the basis of seniority-cum-fitness, from amongst Gramin Dak Sevaks* of the recruiting Division, who have worked regularly for five years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;</p> <p>(ii) (a) 25% by direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of the recruiting Division, who have worked regularly for three years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p>



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		<p>(b) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevak of all other Divisions of the Circle, who have worked regularly for three years in that capacity as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p> <p>(c) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>(iii) (a) 25% by appointment of Casual Labourers of the recruiting Division or Unit, conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(b) By appointment of Casual Labourers of the recruiting Division or Unit, engaged on or before the 1<sup>st</sup> September 1993, working for eight full hours in a day, on the basis of seniority-cum-fitness, failing which by;</p> <p>(c) By appointment of part-time Casual Labourers engaged on or before the 1<sup>st</sup> September 1993, of the recruiting Division or Unit on the basis of selection-cum-seniority, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) above;</p> <p><b>Note:</b></p> <p>1. The afore-mentioned examination shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>
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In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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(5)

be made.		
(11)	(12)	(13)
Not applicable	<b>Departmental Promotion Committee (for considering confirmation) consisting of :-</b>  (i) Assistant Postmaster General or a Senior or Junior Time Scale Officer- Chairperson.  (ii) One group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer -Member.  (iii) One group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office- Member.	Not applicable

[F.No. 37-33/2009-SPB-I]

G. RAJEEV, Director (SPN)

**ALOK  
KUMAR**

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असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (I)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

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संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 15 नवम्बर, 2019

सा.का.नि. 850(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 में संशोधन करते हुए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. (1) इन नियमों का संक्षिप्त नाम डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती (संशोधन) नियम, 2019 है।  
(2) ये राजपत्र में उनके प्रकाशन की तारीख से प्रवृत्त होंगे।
2. डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 की अनुसूची में,—
  - (क) भाग-I में, स्तंभ (7) के अधीन प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात्:—
    - "(i) किसी मान्यताप्राप्त बोर्ड से दसवीं कक्षा उत्तीर्ण;
    - (ii) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा की जानकारी। अभ्यर्थी ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। डाक सर्कल अथवा प्रभाग की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है;
    - (iii) नैमित्तिक श्रमिक और ग्रामीण डाक सेवक की सीधी भर्ती के लिए कोई शैक्षिक अर्हता विहित नहीं की गई है; "
  - (ख) भाग-II में, स्तंभ (7) के अधीन प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात्:—
    - "(i) किसी मान्यताप्राप्त बोर्ड से दसवीं कक्षा उत्तीर्ण;
    - (ii) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा की जानकारी। अभ्यर्थी ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। डाक सर्कल अथवा प्रभाग की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है;



- (iii) नैमित्तिक श्रमिक और ग्रामीण डाक सेवक की सीधी भर्ती के लिए कोई शैक्षिक अर्हता विहित नहीं की गई है,"

India Post

[फा. सं. 37-33/2009-एसपीएन-1]

सत्य नारायण दास, निदेशक (एसपीएन)

टिप्पण: मूल अधिसूचना को भारत का राजपत्र, असाधारण, भाग-II, खंड 3, उप खंड (i) में सा.का.नि. 781 (अ) दिनांक 16.08.2018 के तहत प्रकाशित किया गया था।

## MINISTRY OF COMMUNICATIONS

(Department of Posts)

## NOTIFICATION

New Delhi, the 15th November, 2019

**G.S.R. 850(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, namely:—

1. (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2019.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, in the Schedule,—
  - (A) in PART-I, under column (7), for the entries, the following entries shall be substituted, namely:—
    - “(i) 10<sup>th</sup> standard pass from a recognised Board;
    - (ii) knowledge of local language of the concerned Postal Circle or Division. The candidate should have studied local language at least up to 10<sup>th</sup> standard. The local language of a Postal Circle or Division shall be as published by the Department of Posts;
    - (iii) no educational qualification is prescribed for direct recruitment of Casual Labourer and Gramin Dak Sevak.”;
  - (B) in PART-II, under column (7), for the entries, the following entries shall be substituted, namely:—
    - “(i) 10<sup>th</sup> standard pass from a recognised Board;
    - (ii) knowledge of local language of the concerned Postal Circle or Division. The candidate should have studied local language at least up to 10<sup>th</sup> standard. The local language of a Postal Circle or Division shall be as published by the Department of Posts;
    - (iii) no educational qualification is prescribed for direct recruitment of Casual Labourer and Gramin Dak Sevak.”

[F. No. 37-33/2009-SPN-1]

SATYA NARAYANA DASH, Director (SPN)

Footnote: The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), vide number G.S.R. 781 (E), dated the 16<sup>th</sup> August, 2018.





# ANNEXURE - II

\*Tentative VACANCIES of MTS cadre for the year 2018 (after adjustment of Rule-38 transfer) - Competitive Exam restricted to GDS for filling up the posts of MTS

भारतीय डाक

Competitive

Sl.No.	Name of the Division	CHENNAI CITY REGION						
		UR	SC	ST	OBC	EWS	PH	TOTAL
1	ARAKONAM	0	0	0	0	0		0
2	CHENGALPATTU	0	0	0	0	0		0
3	KANCHIPURAM	0	0	0	0	0		0
4	PONDICHERRY	1	0	0	0	0		1
5	TAMBARAM	2	1	0	0	1	1-VH	4
6	TIRUVANNAMALAI	1	0	0	1	0	1-HH	2
7	VELLORE	0	0	0	0	0		0
8	CHENNAI CITY (C)	4	1	1	2	1		9
9	CHENNAI CITY (N)	2	1	0	1	1		5
10	CHENNAI CITY (S)	2	0	0	0	1		3
11	ANNA ROAD HPO	1	0	0	0	1		2
12	CHENNAI GPO	3	1	0	1	0		5
	TOTAL	16	4	1	5	5	2	31

Sl.No.	Name of the Division	CENTRAL REGION						
		UR	SC	ST	OBC	EWS	PH	TOTAL
1	CUDDALORE	1	0	0	0	0		1
2	KARUR	1	0	0	0	0		1
3	KUMBAKONAM	0	0	0	0	0		0
4	MAYILADUTHURAI	0	0	0	0	0		0
5	NAGAPATTINAM	0	0	0	0	0		0
6	PATTUKOTTAI	0	0	0	0	0		0
7	PUDUKKOTTAI	1	0	0	0	0		1
8	SRIRANGAM	1	0	0	0	0		1
9	THANJAVUR	0	0	0	0	0		0
10	TIRUCHIRAPPALLI	2	1	0	0	1		4
11	VRIDHACHALAM	1	0	0	0	0		1
12	RMS 'T'	5	1	0	2	1	1-OH	9
	TOTAL	12	2	0	2	2	1	18

Sl.No.	Name of the Division	SOUTHERN REGION						
		UR	SC	ST	OBC	EWS	PH	TOTAL
1	DINDIGUL	0	0	0	0	0		0
2	KANNIYAKUMARI	0	1	0	1	0		2
3	KARAIKUDI	0	0	0	0	0		0
4	KOVILPATTI	0	0	0	0	0		0
5	MADURAI	0	1	0	0	0		1
6	RAMANATHAPURAM	1	0	0	1	0		2
7	SIVAGANGA	0	0	0	0	0		0
8	THENI	0	0	0	0	0		0
9	TIRUNELVELI	1	0	0	0	1		2
10	TUTICORIN	0	0	0	0	0		0
11	VIRUDHUNAGAR	1	0	0	1	0		2
12	RMS 'MA'	4	2	0	2	1	1-MD	9
13	MMS, MA	0	0	0	0	0		0
	TOTAL	7	4	0	5	2	1	18



Sl.No.	Name of the Division	WESTERN REGION						TOTAL
		UR	SC	ST	OBC	EWS	PH	
1	COIMBATORE	1	0	0	0	0		1
2	DHARMAPURI	0	0	0	0	0	1 VH	0
3	ERODE	1	0	0	0	0		1
4	KRISHNAGIRI	0	0	0	0	0		0
5	NAMAKKAL	0	0	0	0	0		1
6	NILGIRIS	1	0	0	0	0		0
7	POLLACHI	0	0	0	0	0		2
8	SALEM EAST	2	0	0	0	0		0
9	SALEM WEST	0	0	0	0	0		1
10	TIRUPATTUR	1	0	0	0	0		0
11	TIRUPUR	0	0	0	0	0		7
12	RMS'CB'	3	1	0	2	1		0
13	MMS CBE	0	0	0	0	0		0
	TOTAL	9	1	0	2	1	1	13

Sl.No.	Name of the Units	UR	SC	ST	OBC	EWS	PH	TOTAL
1	RLO	0	0	0	0	0		0
2	CCR, RO	0	0	0	0	0		0
3	CR, RO	0	0	0	0	0		0
4	SR, RO	0	0	0	0	0		0
5	WR, RO	0	0	0	0	0		2
6	PTC, MADURAI**	1	0	0	0	1		2
7	PSD, CHENNAI**	1	0	0	1	0		2
8	PSD, MADURAI**	2	0	0	0	0		1
9	PSD, TIRUNELVELI**	1	0	0	0	0		1
10	PSD, TRICHY**	1	0	0	0	0		2
11	PSD, COIMBATORE**	1	0	0	1	0		3
12	FOREIGN POST	2	0	0	1	0	1-OH	7
13	AIRMAIL SORTING	3	2	0	1	1	1-ID	11
14	CHENNAI SORTING	4	1	1	4	1		6
15	RMS 'M'	3	1	0	1	1		3
16	MMS, CHENNAI	2	0	0	0	1		3
	TOTAL	21	4	1	9	5	2	40

\* MTS Vacancies of the year 2018 are subject to vary as unfilled seniority quota vacancies will be added

\*\* In respect of PTC, Madurai and other PSD units, vacancies to be filled up are attached to respective postal divisions.

  
 Assistant Director (Rectt)  
 O/o. Chief Postmaster General  
 Tamil Nadu Circle,  
 Chennai-600 002.



# ANNEXURE - II

भारतीय डाक

\*Tentative VACANCIES of MTS cadre for the year 2019 (after adjustment of Rule-38 transfer) - Competitive Exam restricted to GDS for filling up the posts of MTS

Sl.No.	Name of the Division	CHENNAI CITY REGION						India Post
		UR	SC	ST	OBC	EWS	PH	
1	ARAKONAM	1	2	0	0	0		3
2	CHENGALPATTU	1	0	0	1	0		2
3	KANCHIPURAM	2	0	0	1	0		3
4	PONDICHERRY	1	0	0	0	0		1
5	TAMBARAM	1	1	0	0	1		3
6	TIRUVANNAMALAI	1	1	0	1	0		3
7	VELLORE	1	0	0	0	0		1
8	CHENNAI CITY (C)	7	3	1	7	1	1-OH	19
9	CHENNAI CITY (N)	1	0	0	1	0		2
10	CHENNAI CITY (S)	0	1	0	1	1		3
11	ANNA ROAD HPO	1	0	0	0	0		1
12	CHENNAI GPO	0	0	0	0	0		0
	<b>TOTAL</b>	<b>17</b>	<b>8</b>	<b>1</b>	<b>12</b>	<b>3</b>	<b>1</b>	<b>41</b>

Sl.No.	Name of the Division	CENTRAL REGION						TOTAL
		UR	SC	ST	OBC	EWS	PH	
1	CUDDALORE	1	1	0	0	0		2
2	KARUR	1	0	0	0	0		1
3	KUMBAKONAM	2	0	0	0	1		3
4	MAYILADUTHURAI	1	0	0	0	1		2
5	NAGAPATTINAM	2	0	0	0	1		3
6	PATTUKOTTAI	2	0	0	1	0		3
7	PUDUKKOTTAI	1	0	0	1	0		2
8	SRIRANGAM	1	1	0	0	0		2
9	THANJAVUR	3	0	0	1	0		4
10	TIRUCHIRAPPALLI	2	0	0	0	0		2
11	VRIDHACHALAM	1	0	0	1	0		2
12	RMS 'T'	5	1	0	0	1		7
	<b>TOTAL</b>	<b>22</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>33</b>

Sl.No.	Name of the Division	SOUTHERN REGION						TOTAL
		UR	SC	ST	OBC	EWS	PH	
1	DINDIGUL	1	0	0	0	0		1
2	KANNIYAKUMARI	1	0	0	1	1		3
3	KARAIKUDI	2	0	0	0	0		2
4	KOVILPATTI	1	1	0	1	0	1-HH	3
5	MADURAI	2	2	0	2	1	1-OH, 1-ID	7
6	RAMANATHAPURAM	1	0	0	1	1		3
7	SIVAGANGA	1	1	0	0	0		2
8	THENI	0	0	0	1	1		2
9	TIRUNELVELI	3	1	0	0	1		5
10	TUTICORIN	2	1	0	0	1	1-HH	4
11	VIRUDHUNAGAR	0	0	0	0	1	1-HH	1
12	RMS 'MA'	1	1	0	0	0	1-VH	2
13	MMS, MA	0	0	0	0	0		0
	<b>TOTAL</b>	<b>15</b>	<b>7</b>	<b>0</b>	<b>6</b>	<b>7</b>	<b>6</b>	<b>35</b>



Sl.No.	Name of the Division	WESTERN REGION						
		UR	SC	ST	OBC	EWS	PH	TOTAL
1	COIMBATORE	3	1	0	0	0		4
2	DHARMAPURI	1	0	0	0	0		1
3	ERODE	2	0	0	0	0		2
4	KRISHNAGIRI	1	0	0	0	0		1
5	NAMAKKAL	1	0	0	0	0	1-OH	1
6	NILGIRIS	3	1	0	1	0		5
7	POLLACHI	1	0	0	1	0		2
8	SALEM EAST	1	1	0	0	0		2
9	SALEM WEST	1	0	0	0	0		1
10	TIRUPATTUR	1	0	0	0	0		1
11	TIRUPUR	1	0	0	1	0		2
12	RMS'CB'	0	0	0	0	0		0
13	MMS CBE	0	0	0	0	0		0
	<b>TOTAL</b>	<b>16</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>22</b>

Sl.No.	Name of the Units							
		UR	SC	ST	OBC	EWS	PH	TOTAL
1	CR, RO	1	0	0	1	0		2
2	SR, RO	2	0	0	1	0		3
3	WR, RO	1	0	0	0	0		1
4	FOREIGN POST	1	0	0	1	0		2
5	AIRMAIL SORTING	1	0	0	1	1		3
6	CHENNAI SORTING	6	4	0	6	5	1-HH	21
7	RMS 'M'	1	1	0	0	0		2
	<b>TOTAL</b>	<b>13</b>	<b>5</b>	<b>0</b>	<b>10</b>	<b>6</b>	<b>1</b>	<b>34</b>

\* MTS Vacancies of the year 2019 are subject to vary as unfilled seniority quota vacancies will be added.  
Selection under seniority quota is under process

  
**Assistant Director (Rectt)**  
**O/o. Chief Postmaster General**  
**Tamil Nadu Circle,**  
**Chennai-600 002.**



No. 17-08/2018-SPB-I  
Government of India  
Ministry of Communications  
Department of Posts  
\*\*\*\*\*

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 16<sup>th</sup> May, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

I am directed to refer to letter No. 60-10/2011-SPB-I dated 10.03.2011 and letter No. 45-14/2012-SPB-I dated 17.01.2014 on the pattern and syllabus of examination(s) conducted for filling up of the vacancies of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant. The Competent Authority has approved to revise the pattern and syllabus of the examinations as under:-

- a) Annexure A: Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
  - b) Annexure B: Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
  - c) Annexure C: Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant,
  - d) Annexure D: Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.
2. All the examinations will be held without the aid of books.
  3. The syllabus of examination includes a component to test the knowledge of local language of a candidate. The list of local languages, Postal Circle-wise, is at Annexure E.

*[Signature]*  
17.05.2019





4. Revised pattern, syllabus and local language mentioned herein shall come into force from the date of issue of this communication and will be applicable to all examinations thereafter.

5. It is requested that the revised syllabus and pattern may be brought to the notice of all concerned.

Yours faithfully,

*(Signature)*  
10/05/2017

(Muthuraman C)

Assistant Director General (SPN)

Encl: As above

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
13. Guard File
14. Spare copies.

*(Signature)*

(Leena George)

Section Officer (SPN-I)



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Annexure A

Pattern and Syllabus of Competitive Examination  
limited to Gramin Dak Sewak (GDS) for Appointment as Multi Tasking Staff

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I. Pattern of Examination:

Sl No	Description	Paper-I	Paper-II
1	Competitive or Qualifying	Competitive	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective
3	Number of Questions	As per syllabus	As per syllabus
4	Maximum Marks	100 in 2 Parts	50
5	Duration	60 Minutes	60 Minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper
8	Minimum Qualifying Mark (Subject to reservation policy of Government.)	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper	

II. Criteria for Selection:-

- Examination for Paper I and Paper II will be conducted in continuity in one sitting.
- Only such candidates who qualify in each Paper, viz. Paper I and Paper-II separately, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II is only qualifying, marks secured in Paper-II shall not be added to marks secured in Paper-I to decide merit.
- After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
- In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of declining offer of appointment and no wait list or approved panel shall be maintained.

De/0 Law





## III. Syllabus:

PAPER-I (60 Minutes)		
<b>Part A</b>  Maximum marks – 60 [30 questions of 2 marks each]	<b>Post Office Guide Part I</b> a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services : Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	<b>Postal Manual Volume V</b> a) Definitions	7 questions
	<b>Part B</b>  Maximum marks – 40 [20 questions of 2 marks each]	
	<b>General Awareness/Knowledge</b> Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	<b>Basic Arithmetic</b> Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions

*Signature*



PAPER-II (60 Minutes)		
Maximum marks - 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

\*\*\*\*\*

Yolan





## Annexure E

Local Language of State/Union Territory for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant

\*\*\*\*\*

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
1	Andhra Pradesh	Andhra Pradesh and Yanam district of Puducherry	Telugu
2	Assam	Assam (excluding Three Districts of Barak Valley and Bodoland Territorial Council Areas)	Assamese
		Three Districts of Barak Valley	Bengali
		Bodoland Territorial Council Areas	Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra and Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	Jammu and Kashmir	Urdu
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala, Lakshadweep and Mahe district of Puducherry	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Konkani
15	North East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English

*Ref. No.*



S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Orissa	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (excluding Mahe and Yanam district)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Sikkim	Nepali
		Andaman and Nicobar Islands	Hindi / English

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Relohan



No. 17-08/2018-SPB-I  
Government of India  
Ministry of Communications  
Department of Posts



Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 26<sup>th</sup> June, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

In continuation of letter of even No. dated 10.05.2019 on the above mentioned subject, the Competent Authority has approved the following:


- (i) Relaxation of qualifying marks in respect of candidates belonging to PWD and EWS categories appearing in examination for appointment to the posts of MTS, Postman, Mail Guard, Postal Assistant, Sorting Assistant shall be as follows, subject to reservation policy of the Government:

Category	Qualifying marks in each paper except DEST
EWS	37%
PWD	33%

- (ii) Fixation of qualifying marks for computer based Data Entry Skill Test, subject to reservation policy of the Government:

Category	Qualifying marks for Data Entry Skill Test
Gen	75%
OBC/EWS	70%
SC/ST	65%
PWD (if not exempted for skill test)	65%

Yours faithfully,

  
26/06/2019  
(Muthuraman C)  
Assistant Director General (SPN)



No. 17-08/2018-SPB-I  
Government of India  
Ministry of Communications  
Department of Posts



Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Dated: 23 July, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. General Managers (Finance) / Directors Postal Accounts / DDAP

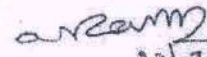
Subject:- Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir/ Madam,

I am directed to refer to letter of even no. dated 11.07.2019 on the above mentioned subject. It has now been decided that the examination for Paper-I will now be conducted as under:-

Paper-I	English, Hindi and respective local language, where Hindi is not a local language, as published vide letter of even number dated 10.05.2019.
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Yours faithfully,

  
23/07/2019  
(Muthuraman C)

Assistant Director General (SPN)

  
23/07/2019  
SE (NE)







### Annexure IV

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF MTS FROM ELIGIBLE GDS FOR THE VACANCIES OF THE YEAR 2018(01.04.2018 TO 31.12.2018) AND YEAR 2019 (01.01.2019 TO 31.12.2019)– TO BE HELD ON 15<sup>th</sup> MARCH 2020.

Affix recent  
passport sized  
photograph duly  
attested by  
Divisional  
Head/Unit Head.

Note: All Particulars shall be filled up in BLOCK letters.

Sl. No.	Particulars	Detail(s)
1	Name of the candidate	
2	Male / Female	
3	Designation	
4	Name of the Division /Unit	
5	Date of Birth (attach self-attested matriculation certificate/marks sheet)	
6	Age	YY/ MM / DD
7	Category (UR/OBC/SC/ST/EWS)	
8	Date of entry in the Department	
9	Date of appointment as GDS on regular basis	
10	Period of regular service rendered as GDS as on	YY/ MM / DD
	01.04.2018	
	01.01.2019.	
11	WHETHER PERSON WITH DISABILITY(ies)	YES <input type="checkbox"/> NO <input type="checkbox"/>
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/HH/VH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies)	
12	Whether working in APS (Yes/ No)	
13	Whether any penalty pending or contemplated (Yes/No) If yes, details thereof.	



**DECLARATION:**

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/Incorrect information found at any stage, my candidature/appointment will be summarily rejected/terminated and appropriate action would be taken against me.

DATE	
PLACE	

Signature of Candidate

I certify that I have verified the particulars of candidate from service record and found correct / incorrect. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED. In case NOT RECOMMENDED, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp



## PREFERENCE FOR THE YEAR 2018

### I PREFERENCE

#### Parent Division and Preferences for Administrative Offices

(a) Preference

To be  
Considered

☐

NOT TO BE  
CONSIDERED

☐

(Tick relevant option)

Parent Division or Unit:

Order of preference in Administrative Offices:

Name of the Unit/ Office	Preference No.
Circle Office	
Regional Office, Chennai	
Regional Office, Madurai	
Regional Office, Trichy	
Regional Office, Coimbatore	
O/o GM(PA &F)	

**Note:** If a candidate does not want to be considered for either the Parent unit or offices under Administrative offices, he/she shall tick in column "Not to be considered"

### II Preference: Other than Parent Division and Administrative Offices

Sl. No	Name of the Division	Preference No.	Sl. No.	Name of the Division	Preference No.
1	Arakkonam		31	Srirangam	
2	Chengalpattu		32	Thanjavur	
3	Kanchipuram		33	Trichy	
4	Pondicherry		34	Vriddhachalam	
5	Tambaram		35	Coimbatore	
6	Tiruvannamalai		36	Dharmapuri	
7	Vellore		37	Erode	
8	Chennai City Central		38	Krishnagiri	
9	Chennai City North		39	Namakkal	
10	Chennai City South		40	Nilgiris	
11	Anna Road HPO		41	Pollachi	
12	Chennai GPO		42	Salem East	
13	Dindigul		43	Salem West	
14	Kanniyakumari		44	Tiruppattur	
15	Karaikudi		45	Tirupur	
16	Kovilpatti		46	MMS, Chennai	
17	Madurai		47	MMS, Madurai	
18	Ramanathapuram		48	MMS, Coimbatore	
19	Sivaganga		49	Chennai Sorting Division	
20	Theni		50	Airmail Sorting Division	
21	Tirunelveli		51	RMS 'M' Division	





22	Tuticorin		52	RMS 'MA' Division	India Post
23	Virudhunagar		53	RMS 'CB' Division	
24	Cuddalore		54	RMS 'T' Division	
25	Karur		55	Foreign Post	
26	Kumbakonam				
27	Mayiladuthurai				
28	Nagapattinam				
29	Pattukottai				
30	Pudukottai				

**NOTE: 1)** The candidate should exercise preference for all recruiting Units for consideration. In case preference is exercised for a limited number of units and could not be allocated to one of those limited units as per merit vis a vis vacancy in the category to which he/she belongs to, he/she will not be considered for other recruiting units not preferred even though a candidate lower in rank to him/her is considered who has opted for that unit.

**2) OPTION ONCE EXERCISED IS FINAL AND SHALL NOT BE CHANGED.**

DATE	
PLACE	

Signature of Candidate
------------------------

I certify that the candidate is eligible for the vacancy year(s) and I have verified the list of Unit/Divisions preferred by the candidate in the order of preference (except parent Unit/Division) Where vacancies are notified and found correct.

DATE	
PLACE	

Signature of Divisional /Unit
-------------------------------



## PREFERENCE FOR THE YEAR 2019

### I PREFERENCE

#### Parent Division and Preferences for Administrative Offices

(a) Preference To be Considered ☐ NOT TO BE CONSIDERED ☐

(Tick relevant option)

Parent Division or Unit:

Order of preference in Administrative Offices:

Name of the Unit/ Office	Preference No.
Circle Office	
Regional Office, Chennai	
Regional Office, Madurai	
Regional Office, Trichy	
Regional Office, Coimbatore	
O/o GM(PA &F)	

**Note:** If a candidate does not want to be considered for either the Parent unit or offices under Administrative offices, he/she shall tick in column "Not to be considered"

### II Preference: Other than Parent Division and Administrative Offices

Sl. No	Name of the Division	Preference No.	Sl. No.	Name of the Division	Preference No.
1	Arakkonam		31	Srirangam	
2	Chengalpattu		32	Thanjavur	
3	Kanchipuram		33	Trichy	
4	Pondicherry		34	Vriddhachalam	
5	Tamparam		35	Coimbatore	
6	Tiruvannamalai		36	Dharmapuri	
7	Vellore		37	Erode	
8	Chennai City Central		38	Krishnagiri	
9	Chennai City North		39	Namakkal	
10	Chennai City South		40	Nilgiris	
11	Anna Road HPO		41	Pollachi	
12	Chennai GPO		42	Salem East	
13	Dindigul		43	Salem West	
14	Kanniyakumari		44	Tiruppattur	
15	Karaikudi		45	Tirupur	
16	Kovilpatti		46	MMS, Chennai	
17	Madurai		47	MMS, Madurai	
18	Ramanathapuram		48	MMS, Coimbatore	
19	Sivaganga		49	Chennai Sorting Division	
20	Theni		50	Airmail Sorting Division	
21	Tirunelveli		51	RMS 'M' Division	



22	Tuticorin		52	RMS 'MA' Division	India Post
23	Virudhunagar		53	RMS 'CB' Division	
24	Cuddalore		54	RMS 'T' Division	
25	Karur		55	Foreign Post	
26	Kumbakonam				
27	Mayiladuthurai				
28	Nagapattinam				
29	Pattukottai				
30	Pudukottai				

**NOTE: 1)** The candidate should exercise preference for all recruiting Units for consideration. In case preference is exercised for a limited number of units and could not be allocated to one of those limited units as per merit vis a vis vacancy in the category to which he/she belongs to, he/she will not be considered for other recruiting units not preferred even though a candidate lower in rank to him/her is considered who has opted for that unit.

**2) OPTION ONCE EXERCISED IS FINAL AND SHALL NOT BE CHANGED.**

DATE	
PLACE	

Signature of Candidate

I certify that the candidate is eligible for the vacancy year(s) and I have verified the list of Unit/Divisions preferred by the candidate in the order of preference (except parent Unit/Division) Where vacancies are notified and found correct.

DATE	
PLACE	

Signature of Divisional /Unit