# **PROSPECTUS**

# NOTIFICATION FOR THE RECRUITMENT OF POSTAL ASSISTANT/SORTING ASSISTANT, POSTMAN AND MTS CADRE

UNDER

SPORTS QUOTA (FROM OPEN MARKET)

IN

DELHI CIRCLE

(LAST DATE OF RECEIPT OF APPLICATION

IS 12.11.2021)



# GOVERNMENT OF INDIA DEPARTMENT OF POSTS OFFICE OF THE CHIEF POSTMASTER GENERAL, DELHI CIRCLE MEGHDOOT BHAWAN, NEW DELHI-110001

Notification No:-R&E/R-1/Rectt-Sports/2014/Pt.II

Dated: 01.10.2021

# DIRECT RECRUITMENT TO POSTAL ASSISTANT/SORTING ASSISTANT, POSTMAN AND MTS CADRE UNDER SPORTS QUOTA IN DELHI POSTAL CIRCLE

#### PROSPECTUS CUM APPLICATION FORM

Applications are invited from Indian Nationals in the proforma (Appendix-V) given for the Direct Recruitment for filling up the vacancies of POSTAL ASSISTANT/SORTING ASSISTANT, POSTMAN AND MTS CADRE UNDER SPORTS QUOTA for the vacancy year 2013 to 2020(PA/SA), 2011-12 to 2020(Postman) & 2009-14 to 2020 (MTS) IN DELHI POSTAL CIRCLE.

2. The recruitment process will be based on the guidelines issued by the DoP&T, Gol vide Memo No. 14034/01/2013-Estt.(D) dated 03-10-2013 and instructions issued thereto & amendments issued thereafter. The details in this prospectus are applicable to recruitment of meritorious sportspersons as per eligibility in the respective sporting discipline as follows:-

#### Sports Qualification (as on last date of receipt of application i.e. on 12.11.2021):-

The candidates with the following qualifications shall be considered meritorious for the purpose of recruitment under sports quota:

- a) Sportsmen who have represented a State or the country in the National or International competition in the sports/games shown in Para 10 below.
- b) Sportsmen who have represented their university in the inter university tournaments conducted by the Inter-University Sports Board in the sports/games shown in Para 10 below.
- c) Sportsmen who have represented the state schools team in the National Sports/ Games for schools conducted by the All India School Games Federation in the sports/games shown in Para 10 below.
- d) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.
- No such appointments will be made unless the candidate is, in all aspects, eligible for appointment to the post applied for and in particular with regard to age, educational or experience qualifications prescribed under the Recruitment Rules applicable to the post, except to the extent to which relaxations thereof have been permitted in respect of class/category of persons to which the candidate belongs.
- 3. <u>Posts</u>:- Recruitment of eligible sportsperson will be made to the following posts under the Sports Quota:
  - a) Postal /Sorting Assistant in Post Offices or Railway Mail Offices
  - b) Postman in Post Offices
  - c) MTS in Post Offices or Railway Mail Offices



# 4. <u>Vacancy Position</u>: - The details of cadre/post wise vacancy position are as follows:

SI. No.	Name of the Division	PA/ SA	Postman	MTS
1.	New Delhi Central Dn.	5	13	7
2.	New Delhi West Dn.	10	17	0
3.	Delhi East Dn.	7	10	1
4.	New Delhi South Dn.	9	15	1
5.	Delhi North Dn.	4	16	4
6.	New Delhi South West Dn.	4	11	3
7.	Delhi GPO	1	3	2
8.	New Delhi HO	2	5	3
9.	Airmail Sorting Dn.	10	. 0	12
10.	New Delhi Sorting Dn.	7	0	7
11.	Delhi Sorting Dn.	4	0	13
12.	Circle Office	3	0	0
13.	SBCO	2	0	0
14.	Foreign Post	4	0	3
15.	MMS	0	0	3
	Total Vacancies	72	90	59

Note: The CPMG Delhi Circle reserves all the right to post the selected candidates to any of the division mentioned above depending upon the category of post and also the discipline for which selected.

#### Scale of Pay

(a)	Postal/Sorting Assistant	Level 4 in the Pay Matrix (Rs. 25,500-81,100)
(b)	Postman	Level 3 in the Pay Matrix (Rs. 21,700-69,100)
(c)	MTS	Level 1 in the Pay Matrix (Rs. 18,000-56,900)

#### 6. Probation and Training

- (a) **Probation**: The candidates selected will be appointed and will be on probation as per rules.
- (b) <u>Training</u>: The training will be imparted to the selected candidate as prescribed.

#### 7. Age limit: As on 12.11.2021 (last date of receipt of application)

POSTAL ASSISTANT/SORTING ASSISTANT/POSTMAN: BETWEEN 18-27 YEARS (Relaxable by 3 years for OBC, 5 years for SC & ST and for Government Servants of different category in accordance with the instructions issued by the Central Government from time to time).

MTS: BETWEEN 18-25 YEARS (Relaxable by 3 years for OBC, 5 years for SC & ST and for Government Servants of different category in accordance with the instructions issued by the Central Government from time to time).



Note: In addition, a special relaxation of upper age limit up to a maximum of 5 years for all categories will be admissible. This concession will be admissible only to those sports persons who satisfy all other eligibility conditions related to educational qualifications etc. and furnish a certificate in the prescribed form issued by an authority as mentioned in Para no. 11.

# Educational and other Qualification required:

#### i). For Postal/Sorting Assistant:-

- a) The candidates must have passed 12th Standard or equivalent examination from a recognized Board/University.
- b) In case of the candidate possessing equivalent educational qualification, such candidates shall also produce relevant equivalence certificate from the concerned authorities at the time of submission of the documents. However, the final decision regarding selection of such candidates will be taken by the concerned User Departments/Appointing Authorities.
- c) The candidates of higher qualifications will also be considered but they have to fulfill the above conditions. There are no bonus marks for higher education.
- d) The candidates will be required to furnish certificate of Basic Computer Training from a recognized Computer training institute before issuance of appointment letter. Computer Training Certificates from Central Government/State Government/University/Boards etc. will also be acceptable for the purpose. This requirement of Basic Computer Knowledge Certificate is relaxable in cases where a candidate has studied computer as a subject in Matriculation or Class XII or Higher educational qualification and in such cases a separate certificate will not be insisted upon.

#### e) Sports Qualification- as per Para 2 above.

#### ii). For Postman:-

- a) 12th standard pass from a recognized Board.
- b) Knowledge of local language (i.e. Hindi). The candidate should have studied local language (i.e. Hindi) at least up to 10th standard.
- c) The person appointed to the post of Postman shall acquire a valid driving license to drive two wheeler or three wheeler or light motor vehicles within a period of two years from the date of his appointment. However, the person with disability shall be exempted from the requirement of driving license.
- d) A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.
- e) The candidates will be required to furnish certificate of Basic Computer Training from a recognized Computer training institute before issuance of appointment letter. Computer Training Certificates from Central Government/State Government/University/Boards etc. will also be acceptable for the purpose. This requirement of Basic Computer Knowledge Certificate is relaxable in cases where a candidate has studied computer as a subject in Matriculation or Class XII or Higher educational qualification and in such cases a separate certificate will not be insisted upon.



- f) Candidates with higher education are also eligible but they have to fulfill the requirements mentioned in sub Para (a) above. There are no bonus marks for higher education.
- g) Sports Qualification- as per Para 2 above.

#### iii). For MTS:-

- a) 10th standard pass from a recognized Board.
- b) Knowledge of local language (i.e. Hindi). The candidate should have studied local language (i.e. Hindi) at least up to 10th standard.
- c) Candidates with higher education are also eligible but they have to fulfill the requirements mentioned in sub Para (a) above. There are no bonus marks for higher education.
- d) Sports Qualification- as per Para 2 above.

#### \* Note: -

- (i) As per Ministry of Human Resource Development dated 10.06.2015 published in Gazette of India, all the degrees/diplomas/certificates awarded through Open and Distance Learning mode of education by the universities established under Section 3 of the Universities Grants Commission Act, 1956 and Institutions of National Importance declared under an Act of Parliament stand automatically recognized for the purpose of employment to Posts and Services under the Central Government provided they have been approved by the Distance Education Bureau, University Grants Commission.
- (ii) In case of the candidates possessing equivalent education qualification, such candidates shall also attach relevant equivalence certificate from the concerned authorities. <u>The CPMG</u>, <u>Delhi Circle reserves the right to take the final decision in respect of eligibility of such candidates</u>.
- (iii) The Candidates should note that only the Date of birth as recorded in the Matriculation /Secondary Examination Certificate as on the date of submission of applications will be accepted and no subsequent request for change will be allowed.
- (iv) The CPMG, Delhi Circle reserves the right to revise or cancel the vacancies. The CPMG, Delhi Circle reserves the right to post the selected candidates to any of the Division / Unit /office as mentioned in Para 4 above depending upon the category of post.
- 9. Last date of receipt of application is 12.11.2021.



#### 10. <u>List of sports which qualify for appointment of meritorious sportspersons:</u>

S. No	Name of the Sport	S. No	Name of the Sport	S. No	Name of the Sport
1.	Archery	23.	Handball	45.	Rowing
2.	Athletics	24.	Hockey	46.	Rugby
3.	Atya - Patya	25.	Ice-Hockey	47.	Sepak Takraw
4.	Badminton	26.	Ice-Skating	48.	Soft Ball
5.	Ball-Badminton	27.	Ice-Skiing	49.	Soft Tennis
6.	Baseball	28.	Judo	50.	Squash
7.	Basketball	29.	Kabaddi	51.	Swimming
8.	Billiards and Snookers	30.	Karate	52.	Table Tennis
9.	Body-Building	31.	Kayaking and Canoeing	53.	Taekwondo
10.	Boxing	32.	Kho-kho	54.	Tenni-Koit
11.	Bridge	33.	Kudo	55.	Tennis
12.	Carrom	34.	Mallakhamb	56.	Tennis Ball Cricket
13.	Chess	35.	Motor Sports	57.	Tenpin Bowling
14.	Cricket	36.	Net Ball	58.	Triathlon
15.	Cycling	37.	Para Sports (for sports discipline included in para Olympics and Para Asian Games)	59.	Tug-of-war
16.	Cycle Polo	38.	Pencak Silat	60.	Volleyball
17.	Deaf Sports	39.	Polo	61.	Weightlifting
18.	Equestrian	40.	Powerlifting	62.	Wushu
19.	Fencing	41.	Shooting	63.	Wrestling
20.	Football	42.	Shooting Ball	64.	Yachting
21.	Golf	43.	Roll Ball		
22.	Gymnastics	44.	Roller Skating		

11. The details of the competent authority for awarding certificate are as under:Only Certificates awarded by the authorities hereunder will be taken into account as evidence in support of having participated in any of the above Sports / games while considering eligibility of the candidate as per DoPT OM No. 14015/1/76-Estt.(D) dated 04.08.1980. A candidate who cannot produce self-attested copies of at least one certificate issued by one of the authorities mentioned here under alongwith application need not apply.

SI. Competition Auti		Authority awarding Certificate	Form in which certificate is to be awarded	
1	International Competition	Secretary of the National Federation of the Game concerned	1	
2	National Competition	Secretary of the National Federation or Secretary of the State Association of the Game concerned	2	
3	Inter-University Tournaments	Dean of Sports or other Officer in overall charge of sports of the university concerned	3	
4	National/sports/ Games for Schools	Director or Additional/Joint or Deputy Director in overall charge of sports/games for schools in the Directorate of Public Instructions/Education of the State	4	
5	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare Government of India	5	

Note: - Specimens of the prescribed certificates/forms 1, 2, 3, 4 and 5 of Appendix –I referred to above are attached.



#### 12. Method of Selection / Order of preferences:-

Selection of candidates will be made on the basis of educational and sports qualification subject to fulfillment of other prescribed conditions.

Meritorious Sportspersons will be selected for appointment based on the instructions contained in the Department of Personnel & Training OM No. 14015/1/76-Estt. (D) dated 04-08-1980 and as amended from time to time and consolidated instructions issued by DoP&T vide OM No. 14034/01/2013-Estt.(D) dated 03.10.2013. Various instructions for filling up of vacancies under Sports Quota and clarifications thereof issued vide Postal Directorate letter no. 17-07/2017-SPN-I dated 28.09.2020 and of even no. dated 06.01.2021 & 24.08.2021 will be adhered to while making appointment of candidates under Sports Quota.

- First preference to those candidates, who have represented the country in an International Competition with the clearance of the Department of Youth Affairs & Sports.
- ii. Next preference may be given to those candidates, who have represented a State/UT in the Senior or Junior Level National Championships organized by the National Sports Federations recognized by Department of Youth Affairs and Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.
- iii. Next preference will be given to those candidates, who have represented a University in an Inter-University Competition conducted by Association of Indian Universities/Inter University Sports Board and have won medals or positions up to 3rd place in finals.
- iv. Next preference will be given to those candidates, who have represented the State Schools in the national Sports/Games for Schools conducted by the All India School Games Federation and have won medals or positions up to 3rd place.
- v. Next preference will be given to those candidates, who have been awarded National Award in Physical Efficiency under National Physical Efficiency Drive.
- vi. Next preference will be given to those candidates, who represented a State/Union Territory/University/State School Teams at the level mentioned in categories (ii) to (iv) but could not win a medal or position, in the same order of preference.

Note 1: Only in the event of tie, , where the number of candidates have similar level of certificates/achievement, following criteria has to be followed:

- a) Those who have secured a higher position or won more than one medal will be given the preference,
- b) In case of tie after applying (a) above, date of birth of the candidate (older in age), will be given preference).
- c) In case of even tie in the date of birth of the candidate, the name of the candidate in the alphabetical order criteria has to be followed.

Note 2: Participation in individual and team event/item will be given the same preference.

Note 3: No preference will be given for winning more than one medal/position except in case of tie as mentioned in Para a) of Note 1.

Note 4: In case of any doubt about the status of tournament, the matter will be decided by the Department of Personnel & Training in consultation with Department of Sports and Youth Affairs.

Note 5: Decision of competent authority i.e. Chief Postmaster General, DELHI Circle will be binding on all.



- 13. Order of preference for Division/ Unit allotment: The criterion for allocation of cadre and Division/ Unit is as under:
  - a) A candidate will be allocated the Cadre and Division/Unit on the basis of her/his merit, order of preference of Division/Unit and vacancies available in Division/Unit at her/his turn.
  - b) Person with disability (PWD) candidates irrespectively of their ranks will be given first preference. Cadre & Division will be allocated to PWD candidates first in the manner as mentioned in (a) above.
  - c) After allocation of Cadres and Divisions to PWD candidates, remaining candidates will be allocated Cadres and Divisions in the manner mentioned in (a) above.
  - d) All such candidates who do not give any order of preference or could not be adjusted in any of the Division/Unit mentioned in the given preferences will be allocated Cadre and Division/Unit subject to availability of vacancy in the Division/Unit, after allocation of posts to all other candidates who have given preference.

#### 14. Application Fee:

All the candidates have to pay an application fee of Rs 100/- (Rupees One hundred only) through e-payment in National e-Biller Id No 70115 in any computerized Post office in India through Challan form latest by 02.11.2021 till working hours of the Post Offices (last date of receipt of application fee).

The application fee paid through any other mode i.e., cheque/ Demand Draft/ UCR or any other mode will not be accepted and all such applications will be summarily rejected.

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

#### i) Procedure for payment of application fee:

- a) Candidates first to visit <u>Recruitment Section</u> on the India Post website i.e. www.indiapost.gov.in and print the challan available with the Notification.
- b) After taking printout, the candidates have to fill all the required fields in Challan and to go to any computerized Post Office in India and pay the required fee i.e. Rs. 100/- (Rs. One Hundred only) through e-Payment.
- c) After depositing the fee in Post Office, candidate will get CPMG, Delhi Postal Circle, New Delhi's copy and candidate's copy. The candidate is required to keep the candidate's copy with him/herself and send the CPMG, Delhi Postal Circle, New Delhi's copy of challan meant for CPMG, Delhi Postal Circle, New Delhi along with application form.
- d) Original receipt generated by Post Office, where fee credited, be pasted on application form (against the column no. 17 of the application form / Appendix-V).

#### 15. Disqualification: No person,-

- a) No person who has entered into or contracted a marriage with a person having spouse living; or
- b) No person who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to service. Provided that 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) If it is proved at any stage that the candidate has forwarded incorrect or false information in this regard.



#### 16. Disclaimer:

The vacancies notified are subject to change without assigning any reason and the Department of Posts reserves all the right to cancel this recruitment/ recruitment process without assigning any reason.

#### 17. SPECIAL INSTRUCTIONS TO THE CANDIDATES:-

#### ALL THE APPLICATIONS ARE TREATED AS PROVISIONAL

- (a) Original certificates should not be submitted.
- (b) The candidate should fill up all the fields of the Application form.
- (c) One envelope should contain one application only.
- (d) Application received by the means other than Speed Post/Registered Post shall be rejected straightway.
- (e) Application without fees is liable to be rejected straightway.
- (f) Application received without original copy of challan meant for CPMG, Delhi Postal Circle, New Delhi will be rejected straight way.
- (g) Copies of all the required documents and certificates duly self attested or attested by Gazetted Officer should be sent along with the application form. The documents/marks list/certificates submitted at a later date will not be entertained.
- (h) The candidate should have educational certificate issued on or before the last date of receipt of application and he/she have to produce the original documents such as mark sheet, provisional certificates, Basic Computer Training certificate, etc. as proof of having acquired the minimum educational qualification at the time of submission of the documents in Department failing which the candidature of such candidates will be cancelled by the Department.
- (i) Application received without proof of date of birth will be rejected straightway.
- (j) Do not staple photograph on application, paste recent one self attested passport size photograph on application at the prescribed space & sign across the photograph in such a way that the half of the signature should be on application form and half on pasted photograph. Applications without photograph, without acrossed signature will be summarily rejected.
- (k) Unsigned applications will be rejected straightway.
- (I) Community certificate for SC/ST/OBC/EWS in the prescribed form (Appendix- II to IV) issued from the competent authority is to be submitted. Certificate submitted in any other form or from authorities not competent to issue such certificate will not be accepted. In case of SC/ST/OBC/EWS candidates, application received without SC/ST/OBC/EWS certificate will be straightway rejected.
- (m) Applications received after due date will be rejected straightway, whatever may be the reason for delay.
- (n) All mandatory fields of application must be duly filled up otherwise the applications will be rejected summarily. No intimation will be sent in this regard and no request for revival will be considered.
- (o) The Department reserves the right to cancel/modify the recruitment, if so warranted and the Department will not be liable to return the fee or any other compensation to the candidate.
- (p) No correspondence in person, e-mail, telephone etc. will be entertained.
- (q) The selected candidates shall be posted anywhere in Delhi Circle.
- (r) The date of application received in this office will be reckoned as date of application submitted by the candidate.



- (s) The prospectus along with application form must be downloaded from <u>Recruitment Section</u> on the India Post website, i.e., <u>www.indiapost.gov.in</u>. Applications purchased from outside vendors will not be accepted and summarily rejected without assigning any reason.
- (t) If a candidate has changed his/her name or dropped/added part of his name after matriculation/ 10+2 or he/she has changed name after matriculation etc, proof for the change in name such as affidavit, Gazette notification etc should be enclosed.
- (u) The candidate should give an undertaking that he/she will serve the Department for a minimum period of three years, if selected, in the proforma given.
- (v) Candidates applying for more than one game/event shall submit separate application with complete documents for each game/even in separate cover. However, higher level of achievement in any sports will be preferred.
- (w) Candidates who are already in service have to produce NOC before appointment. An undertaking should be given by the candidate in this regard.
- (x) Ex servicemen can also apply. However, they will not be given any special preference.

#### 18. DETAILS OF ENCLOSURES:

# (List of self-attested photo copies of Certificates and documents to be sent).

(a)	All marks-sheets of Educational qualification.
(b)	Proof in respect of Sports qualification (make)
(c)	Proof in respect of Sports qualification/achievements (Form - 1 to Form - 5 of Appendix - I).  Proof for Date of birth (as recorded in the Marking Life (Form - 1 to Form - 5 of Appendix - I).
(d)	Proof for Date of birth (as recorded in the Matriculation/Secondary Examination Certificate).  Latest Caste/Community Certificate in the prescribed form for SC, ST, OBC and EWS Candidates issued by competent authorities (Please see Appendix II, III and IV).
(e)	One latest Pass Port Size Photograph (to be pasted on the application with name and address written on the reverse)
(f)	Duly filled Application Form itself with signed undertaking form
(g)	If a candidate has changed his/ her name or dropped/added part of his /her name after Matriculation /Hr. Secondary/ SSC or he/she has changed his /her name after matriculation etc. Proof for the change in name such as Affidavit, Gazette Notification etc. Should be enclosed.
(h)	Application fee challan form.
(i)	Certificate of disability in case of PWD candidates or any other supporting document.

#### 19. HOW TO APPLY:

- (i) The eligible candidates may send their applications in the format as per **Appendix -V**. The application form must only be downloaded from **Recruitment Section** on India Post website i.e. <a href="https://www.indiapost.gov.in">www.indiapost.gov.in</a>.
- (ii) Duly filled in applications with all attested copies of certificates and enclosures is to be sent to the following address:

"Assistant Director (R&E), O/o the Chief Postmaster General, Delhi Circle, Meghdoot Bhawan, New Delhi-110001"

By Speed Post or Registered Post only so as to reach the office on or before the last date fixed for the receipt of application i.e.12.11.2021. Application received after due date are liable to be rejected

- (iv) Candidate should ensure that the Application Fee must be submitted latest by <u>02.11.2021</u>. Application with prescribed Fee receipt must reached to this office latest by <u>12.11.2021</u> as the last date of receipt of application is <u>12.11.2021</u>. No request will be entertained for depositing the application fee and receipt of application after <u>02.11.2021</u> & <u>12.11.2021</u> respectively.



#### 20. INSTRUCTIONS RELATING TO SUBMISSION OF APPLICATION:-

a)	Write the required information in English and in Block letters					
b)	One envelope should contain application of one candidate only.					
c)	The envelope containing the application must be super-scribed in bold letters as "APPLICATION FOR THE POST OF POSTAL/SORTING ASSISTANT/ POSTMAN / MTS IN DELHI POSTAL CIRCLE UNDER SPORTS QUOTA".					
d)	An application will be rejected at any stage of recruitment process for not having been submitted in the official format/having incomplete information / wrong information / misrepresentation of facts / unsigned / without photograph /without prescribed application fee/ not accompanied by self attested copies of required educational qualification, sports qualification (Form - 1 to Form - 5 of Appendix - I), computer training & caste certificates.					
e)	If a candidate has changed his name or dropped / added part of his name after Matriculation/Hr. Secondary, proof for the change of name such as Affidavit, Gazette Notification, etc., should be enclosed.					
cor	<u>TE</u> : Only certificates issued by the competent authorities, for example, the Universities / neerned Boards would be accepted as proof for having possessed the minimum educational diffications or date of birth. Only the certificates issued by the competent authorities and in prescribed form would be considered (Form - 1 to Form - 5 of Appendix - 1).					

22. **CHECK LIST**: Before submission of application, the following points may be checked carefully and be ensured that the corresponding columns are filled correctly.

i)	Check whether you have firmly pasted your recent passport size Photograph (5 cm x 7 cm) in the prescribed place in the application form.
ii)	Check whether you have filled in all the columns of the application form correctly.
iii)	Check your Eligibility carefully.
iv)	No column has been left blank.
v)	Check whether you have filled in your COMMUNITY / CATEGORY STATUS correctly in the relevant column.
vi)	Check whether you have enclosed the original application fee payment receipt of prescribed amount for application fee with the duly filled application form.
vii)	Check whether application form has been signed in full by you.
viii)	Check whether you have enclosed self attested copies of all certificates. i.e., Age proof, education, sports (Form - 1 to Form - 5 of Appendix - I) & Discipline, computer training and community certificate.
ix)	Check whether you have enclosed the signed undertaking form.
x)	Check whether the envelope containing the application form is super-scribed in bold letters as "APPLICATION FOR THE POST OF POSTAL/SORTING ASSISTANT/ POSTMAN / MTS IN DELHI POSTAL CIRCLE UNDER SPORTS QUOTA".

Note: Please confirm that your sports qualification certificate must be in the prescribed format as per the specimen forms attached as Form 1, 2, 3, 4 and 5 of Appendix - 1.

Assistant Director Postal Services (Recruitment)
For Chief Postmaster General
Delhi Postal Circle, New Delhi-110001.

Enclosures/Appendix:

- Specimen in which sports certificate is to be awarded/attached (Appendix I).
- 2) Format of SC/ST/OBC/EWS Certificate (Appendix –II to IV)
- 3) Application Form (Appendix-V)
- 4) Fee Challan Form (Appendix-VI)

#### Specimen forms (APPENDIX -I)

#### FORM 1

(For representing India in an international Competition in or	ne of the recognized Games/
Sports.)	
NATIONAL FEDERATION/NATIONAL ASSOCIATION OF	
Certificate to meritorious sportsman for employment to Gro	up C services under the
Central Government.	
Certified that Shri/Smt./Kumari	_son/wife/daughter of Shri
and resident of	
(Complete address) represented the country in the game	e/event ofin
competition/tournament held at	fromto
The position obtained by the individual/te	am in the above said
Competition/Tournament was	
The Certificate is being given on the basis of reco	ord available in the office of
National Federation/National Association of	
	•
Place	Signature
Date	Name
	Designation
	- 7
	Name of the Federation/ National Association

Note: - This Certificate will be valid only when signed personally by the Secretary National Federation/ National Association.

Address

Seal\_\_

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO. 14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)



#### FORM -2 (APPENDIX -I)

(For representing a State in India in a National Competition in one of the recognized Games/Sports). STATE ASSOCIATION OF \_\_\_\_\_\_ IN THE GAME\_\_\_\_\_OF\_\_\_\_ Certificate to a meritorious sportsman for employment to a Group C services under the Central Government. Certified that Shri/Smt./Kumari\_\_\_\_son/wife/daughter of Shri \_\_\_\_and resident of \_\_\_\_\_(Complete address represent the state of)\_\_\_\_\_in the game/event of\_\_\_\_\_in the National Competition/Tournament held at\_\_\_\_\_ from\_\_\_\_\_to\_\_\_\_\_. The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_\_ The certificate is being given on the basis of record available in the office of State Association of \_\_\_\_\_\_. Signature\_\_\_\_\_ Place\_\_\_\_\_ Date \_\_\_\_\_ Designation\_\_\_\_\_ Name of the State Association\_\_\_\_\_ Address\_\_\_\_\_ Seal\_\_\_\_\_ Note: - This Certificate will be valid only when signed personally by the Secretary of the State Association. (Annexure -B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4th August 1980)



#### FORM 3 (APPENDIX -I)

(For representing a University in the Inter-University Competition in one of the recognized Games/Sports.) UNIVERSITY OF Certificate to a meritorious sportsman for employment to a Group C services under the Central Government. Certified that Shri/Smt./Kumari\_\_\_\_\_son/wife/daughter of Shri \_\_\_\_\_and resident of \_\_\_\_student of \_\_\_\_student of \_\_\_\_ \_\_\_\_\_represented the University of\_\_\_\_\_\_in the game/event of in Inter-University Competition/ Tournament held at from\_\_\_\_\_to\_\_\_\_. The position obtained by the individual/team in the above said Competition/Tournament was . . . The Certificate is being given on the basis of records available in the office of Dean of Sports or Officer in overall charge of sports in the University of Place Signature\_\_\_\_ Date\_\_\_\_\_ Name\_\_\_\_\_ Designation\_\_\_\_\_ Name of the University\_\_\_\_ Address\_\_\_\_

Note: - This Certificate will be valid only when signed personally by the Dean /Director or other officer in overall charge of sports in the University.

Seal\_\_\_\_\_

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)



#### FORM 4 (APPENDIX -I)

(For representing a state school team in the National Games for School in one of the recognized Games/Sports.) DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF\_\_\_\_\_ Certificate to a meritorious sportsman for employment to a Group C services under the Central Government. Certified that Shri/Smt./Kumari\_\_\_\_son/wife/daughter of Shri \_\_\_\_and resident of \_\_\_\_(Complete address) student of\_\_\_\_\_ represented the\_\_\_\_\_State School Team in the game/event of\_\_\_\_\_in the National Games for school held at\_\_\_\_\_from to\_\_\_\_\_ The position obtained by the individual/team in the above said Competition/Tournament was \_\_\_\_\_ The Certificate is being given on the basis of record available in the office of Directorate of Public Instructions/Education of \_\_\_\_\_\_. Signature\_\_\_\_\_ Place Date\_\_\_\_\_ Name Designation\_\_\_\_\_ Address\_\_\_\_\_

Note: - This Certificate will be valid only when signed personally by the Director or Additional/Joint or Deputy Director in overall charge of sports /games/for Schools in the Directorate of Public Instructions/Education of the State.

Seal\_\_\_\_

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4th August 1980)



#### FORM -5 (APPENDIX -I)

(For the awardees in Physical Efficiency performances conducted by the Ministry of Education and Social Welfare)

## GOVERNMENT OF INDIA/MINISTRY OF EDUCAITON AND SOCIAL WELFARE

<u>Certificate to a meritorious sportsman for employment to a Group C services under the Central Government.</u>

Certified that Shri/Smt./Kumari	son/wife/daughter of Shri		
resident of	(Complete		
address) represented the	School Team in the game/event		
ofin the National Competition	held atfrom		
to			
The Certificate is being given on the basis of re Education and Social Welfare.	ecord available in the Ministry of		
Place	Signature		
Date	Name		
	Designation		
	Address		
	Seal		

Note: - This Certificate will be valid only when signed personally by the Secretary or other officer in overall charge of Physical Efficiency in the Ministry of Education and Social Welfare.

(Annexure B of the Department of Personnel and Administrative Reforms O.M. NO.14015/1/78-Estt (D) dated 4<sup>th</sup> August 1980)



#### APPENDIX -II

Form of Caste Certificate as prescribed in M.H.A. O.M. No. 42/21/49/N.G.S. dated 28-1-1952, as revised in Dept. of Personnel & Administrative Reforms Letter No. 36012/6/76-Est. (S.C.T.) dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

#### FORM OF CASTE CERTIFICATE

This is to certify that Sri/Srimali*/Kumari*_ of village/town` in District/Division* the	son/daughter* of
of village/town` in District/Division*	of the State/Union Territory/* belongs to
the caste/tribe* which is recognized as a Schedu	lled Caste/ Scheduled Tribe* under
* The Constitution (Scheduled Castes) Order, 1950.	
* The Constitution (Scheduled Tribes) Order, 1950.	
* The Constitution (Scheduled Costes) (Maior Torritoria	1001 -1001
* The Constitution (Scheduled Castes) (Union Territorie	s) Order, 1951.
* The Constitution (Scheduled Tribes) (Union Territories)	Order, 1951.
As amended by the Scheduled Castes and Sched Reorganization Act, 1960, the Punjab Reorganization Act, 1965 Eastern Areas (Reorganization) Act, 1971 and the Scheduled 1976.	duled Tribes Lists (Modification Order) 1956, the Bombay 66, The State of Himachal Pradesh Act, 1970. the North- Castes and Scheduled Tribes Orders (Amendment) Act,
* The Constitution / James and Karls and Call and Call	
* The Constitution (Jammu and Kashmir) Scheduled C	astes Order, 1956.
Coston and Sahadula dilatina Onlanda Nicobar Islands) Scr	heduled Tribes Order, 1959 as amended by the Scheduled
Castes and Scheduled Tribes Orders (Amendment)	ACI 1976.
*The Constitution (Dadra and Nagar Haveli) Schedule	d Castes Order, 1962.
*The Constitution (Dadra and Nagar Haveli) Schedule	d Iribes Order, 1962.
*The Constitution (Pondicherry) Scheduled Castes Ord	Jer, 1964.
*The Constitution (Uttar Pradesh) Scheduled Tribes Ord	der, 1967.
*The Constitution (Goa, Daman and Diu) Scheduled C	Lastes Order, 1968.
*The Constitution (Goa, Daman and Diu) Scheduled I	
*The Constitution (Nagaland) Scheduled Tribes Order,	
*The Constitution (Sikkim) Scheduled Castes Order, 19:	
*The Constitution (Sikkim) Scheduled Tribes Order, 1978	
*The Constitution (Jammu & Kashmir) Scheduled Tribe. *The Constitution (Scheduled Castes) Orders (Amende	
<ul><li>*The Constitution (Scheduled Castes) Orders (Amendr</li><li>*The Constitution (Scheduled Tribes) Order Amendme</li></ul>	
*The Constitution (Scheduled Tribes) Order Second An	
The Constitution (scheduled indes) Order second An	hendment ACI, 1991.
2. This certificate is issued on the basis of the Schedul	ed Castes/Scheduled Tribes Certificate issued to Sri/
Srimati* father/ mother of Sri	i/Srimati/Kumari* of village/town
&* in District/Division* of I	the State/Union Territory* who Reland to the
Caste/Tribe* which is recognized as a Scheduled Cast	ste/Scheduled Tribe* in the State/Union
Territory*issued by the	Dated
3. Sri / Srimati / Kumari* and/or* his/her* family	ordinasily spridately in village the
District/Division* of the State/Union Territory* of	ordinarily reside(s) in village/flown of
Place	Signature:
Date	Designation
State/Union Territory	(With seal of office)
sidio/orion remary	(with sect of office)
Note The term "ordinarily resides" used here will have the same	e meaning as in Section

#### The under-mentioned authorities have been empowered to issue Caste Certificates of verification

20 of the Representation of the peoples act, 1950. \*Please delete the words which are not applicable.

- District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/Deputy Collector/Tst Class Stipendlary Magistrate/Sub Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner.
- 2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
- 3. Revenue Officer not below the rank of Tahasildar.
- 4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.



#### APPENDIX - III

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC) APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA (Government of India, Dept. of Personnel and Training, O.M. No. 36033/28/94. Estt.(Res.), dated 2-7-1997)

1	Th	is is to certify that Sri/Srimati/Kumari*sc	on/			
Da	ughte	of village District/Division* in t	the			
7 - W.C. 201.0		State belongs to the community which	is			
rec	ogniz	ed as a Backward Class under:-				
*	i)	Government of India, Ministry of Welfare, Resolution No. 12011/68/93-BCC(C dated the 10th September, 1993, published in the Gazette of India, Extraordinary, Part-1, Section I, No. 186, dated the 13th September 1993.	:),			
*	ii)	Government of India, Ministry of Welfare, Resolution No. 12011/9/94-BCC, dated the 19th October, 1994, published in the Gazette of India, Extraordinary, Part-1, Section 1, No. 163, dated the 20th October 1994.				
*	* iii) Government of India, Ministry of Welfare, Resolution No. 12011/7/95-BCC, dated the 24th May, 1995, published in the Gazette of India, Extraordinary, Part-1, Section 1, No. 88, dated the 25th May, 1995.					
*	iv)	Government of India, Ministry of Welfare, Resolution No. 12011/44/96-BCC, dated the 6th December, 1996, published in the Gazette of India, Extraordinary, Part-1, Section 1, No. 210, dated the 11th December, 1996.				
cert in C	tify the	Srimati/Kumari* and/or his family ordinarily reside(s) in District/ Division* of the State. This is also the state and the she does not belong to the persons/sections (Creamy Layer) mentioned as of the Schedule to the Government of India, Department of Personnel and D.M. No. 36012/22/93-Estt- (SCT), dated 8-9-1993.	0			
Plac Date		Signature of District Magistrate Seal Deputy Commissioner, etc.	€,			
* Str	ike ou	t whichever is not applicable.				

Note: (a) The term 'ordinarily' used here will have the same meaning as in Section 20 of the Representation of the People's Act, 1950.

- (b) The authorities competent to issue caste certificates are indicated below:
  - i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/Deputy Collector/1st Class Stipendiary Magistrate /Sub Divisional Magistrate/Taluk Magistrate/Executive Magistrate/Extra Assistant Commissioner (not below the rank of First -Class Stipendiary Magistrate).
  - ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/
    Presidency Magistrate.
  - iii) Revenue Officer not below the rank of Tahasildar; and
  - iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.



#### APPENDIX - IV

	Gover	nment of		
	ne & Address of the			
INCOME & ASSEST CE Certificate No		WEAKER SECTIONS		
	VALID FOR	THE YEAR		
This is to certify that				son/daughter/wife of
permanent	resi	dent	of	
Village/Street State/ Union Territory	_PostOffice	Pin Codo	_District	n the
belongs to Economically Wea Rs. 8 Lakh (Rupees Eight La possess any of the following	aker Sections, sind kh only) for the	ce the gross anr	nual income* of l	nis/ her 'family'** is below
II. Residential flat o	tural land and about 1000 sq. ft. and of 100 sq. yards and of 200 sq. yards and	above; nd above in not	100	es; notified municipalities.
Shri/Smt./Kumari recognized as a Scheduled Ca				
	Signa	ture with seal o	of Office	
		Name_		
[Type a quote from the docui	ment or the sumn	nary of an inter	esting point. You	can position the text box
anywhere in the document. L	Jse the Text Box T	ools tab to cha	nge the formatti	ng of the pull quote text
box.]				
			Designation	
Passport size				
attested photograph				
of the candidate				

<sup>\*\*\*</sup>Note 3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status. Page 52 of 63 Annexure-



<sup>\*</sup>Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

<sup>\*\*</sup> Note 2: The term 'Family' for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

# APPLICATION FOR RECRUITMENT OF MERITORIOUS SPORTSPERSONS AS POSTAL/SORTING ASSISTANT, POSTMAN AND MTS UNDER SPORTS QUOTA IN DELHI POSTAL CIRCLE

Post wise preference		Candidate should clearly indicate preference no. as 1, 2, 3 & 4 against the name of post			APPENDIX -V		
a)	Postal Assistant		211131 THE 11	unic or posi	Paste recent passport size photograph of candidate (Do not staple) Please sign		
b)	Sorting Assistant	1			across, sign should overlap on photo and form		
c)	Postman		1	3	Cross Signature		
d)	MTS	1 1					
1	Name in full (IN B	LOCK LETTERS)			x		
2	Gender						
3	Father's/ Husban	d's Name					
4	Nationality			il.			
5.	Permanent Addre	ess					
6.	figures and weatriculation/F	(DD/MM/YY form words as recorded as record	ed in ecord.				
	(Last date of receipt		30	Years	Months Days		
	c) Whether seeking	ng age relaxation			(Yes/No)		
7.	Present Address// communication						
8.	Adhar No.						
9.	Contact No.						
10.	e-mail id, if any			110			
11.	& attach self-attest	y competent author					



	<u>11. Ed</u>	ucational (	Qualification	IS	
SI. No.	Examination passed	Year of passing	Marks Obtained / Grade	% of Marks	Name of the Board/ University
i)	Matriculation/ 10th	1	7. 7		
ii)	10+2 or 12th Class		000 100	1)	
iii)	Sports qualification (attach self-attested copies)	L			
iv)	Any other relevant information				200 4

- 12. Whether studied Hindi as a subject upto Matriculation:.....(Yes/No)
- 13 (i). Whether Basic Computer Training Certificate is attached: .....(Yes/No)
  - (ii) If Not, whether studied Computer as a subject in Matriculation or Class XII or Higher educational qualification: ......(Yes/No)

#### 14. Sports Qualification

(Attach self-attested photocopies of relevant certificates (Form - 1 to Form - 5 of Appendix-I) issued by the competent authority in the prescribed proforma as mentioned in prospectus)

#### i. Discipline applied for (Tick against the discipline – only one)

S.	Name of the Sport	S. No	Name of the Sport	S. No	Name of the Sport
No I.	Archery	23.	Handball	45.	Rowing
2.	Athletics	24.	Hockey	46.	Rugby
3.	Atya - Patya	25.	Ice-Hockey	47.	Sepak Takraw
<u>4.</u>	Badminton	26.	Ice- Skating	48.	Soft Ball
5.	Ball-Badminton	27.	Ice- Skiing	49.	Soft Tennis
6.	Baseball	28.	Judo	50.	Squash
7.	Basketball	29.	Kabaddi	51.	Swimming
8.	Billiards and Snookers	30.	Karate	52.	Table Tennis
9.	Body-Building	31.	Kayaking and Canoeing	53.	Taekwondo
10.	Boxing	32.	Kho-kho	54.	Tenni-Koit .
11.	Bridge	33.	Kudo	55.	Tennis
12.	Carrom	34.	Mallakhamb	56.	Tennis Ball Cricket
13.	Chess	35,	Motor Sports	57.	Tenpin Bowling
14.	Cricket	36.	Net Ball	58.	Triathlon
15.	Cycling	37.	Para Sports	59.	Tug-of-war
16.	Cycle Polo	38.	Pencak Silat	60.	Volleyball
17.	Deaf Sports	39.	Polo	61.	Weightlifting
18.	Equestrian	40.	Powerlifting	<u> </u>	Wushu
19.	Fencing	41.	Shooting	63.	Wrestling
20.	Football	42.	Shooting Ball	64.	Yachting
21.	Golf	43.	Roll Ball		
22.	Gymnastics	44.	Roller Skating		



ii. Sports Qualification (Refer Para no. 2, 10 & 11 of notification):

SI. No.	Competitions in which participated	Where, when and by whom conducted	Medal won if any	Position secured if any	Authority who awarded Medal/Certificate	Form attached (Form 1 to 5 of Appendix-I)
				10/1		
	, ,					

## 15. Division wise preference (Refer Para no. 4 & 13 of notification):

Preference Number	Name of Division	Preference Number	Name of Division	Preference Number	Name of Division
1.		6.		11.	
2.		7.		12.	
3.		8.		13.	
4.		9.		14.	
5.		10.	187 189	15.	

## 16. List of documents attached (Self attested/attested by the Gazetted Officer):-

SI. No.	Details of enclosures	Attached or not
1.	X Certificate	Yes/No
2.	XII Certificate	Yes/No
3.	Form 1/Form 2/Form 3/Form 4/Form 5	Yes/No
4.	Application Fee Receipt	Yes/No
5.	Photo	Yes/No
6.	Caste Certificate	Yes/No
7.		Yes/No
8.		Yes/No
<u> </u>		Yes/No

#### 17. Particulars of fee paid:

Details of application fee paid, name of the Post Office, Receipt No. & date	Paste original receipt here
1. Fee Paid:(Yes/No)	
2. Name of the Post Office:	
3. Receipt No.:	
4. Date of payment:	



#### **DECLARATION NO. 1 (Mandatory for all candidates)**

91	
,	hereby
declare that all the information/statements m	nade in this application are true
and correct to the best of my knowledge	and belief Nothing has been
concealed therefrom. I understand that in the	event of suppression of material
facts, misinformation, concealment of any	information of found following
incorrect or inclinible at a later stars.	information or found raise or
incorrect or ineligible at a later stage, I a	am liable to be punished; my
appointment will be terminated and my confident	claim for recruitment will stand
forfeited. I also understand that in the event	of any failure to complete pre-
appointment formalities / training for whatsoe	ver reasons, my selection is liable
to be cancelled. I also understand that in the	event of contravention of extant
Rules, my application will be rejected sum	nmarily by the Department.
undertake that I have not submitted any other	application for this post.
	=141===================================
Place:	Signature of candidate
Date:	
<b>DECLARATION NO. 2 (Mandatory only for S</b>	C/ST/OBC/EWS candidates)
I,	being a
candidate of SC/ST/OBC/EWS community under	erstand that my selection is liable
to be cancelled, if it is found later on that I d	o not belong to SC/ST/OBC/EWS
community.	in Afficial T
Place:	Signature of candidate
Date:	

#### **IMPORTANT**

- All mandatory fields of application and Declaration 1 & 2 as applicable
  must be duly filled up otherwise the application will be rejected
  summarily. No intimation will be sent in this regard and no request for
  revival will be considered.
- 2. Applications should be sent by Registered Post or Speed Post only. Those sent through other means or by hand will not be accepted
- In case of unsigned Declaration no. 1, 2 and Form of Undertaking, application will be rejected summarily.



# FORM OF UNDERTAKING

On my appointment in the Postal Department in relaxation of the normal rules of recruitment, I hereby undertake and bind myself that I shall serve the Department atleast for a period of three years and shall also faithfully take part in sports events for which I may be selected, by the appropriate authority and that I shall also represent the Department of Posts in National Games when called upon to do so.

Date:	Signature
	9

Place: Name of the candidate



Signature of PA

Stamp of Post

Challan for application fee for recruitment of meritorious sportspersons in Delhi Circle

National e-Biller ID: 70115

Signature of Candidate

with

e-Biller Name : CPMG DELHI CIRCLE SPORTS

0	etails of the Candidate (to be filled by the candidate)
N	ame of the candidate:
+ %	
F	ather's Name:
**	
٨	Nother's Name:
+ L	
N	ame of Post Office along with State name:

Copy to be sent to Chief PMG, Delhi Postal Circle, New Delhi alongwith application

e-Payment



Signature of PA with

Stamp of Post Office

Challan for application fee for recruitment of meritorious sportspersons in Delhi Circle

National e-Biller ID: 70115

e-Biller Name: CPMG DELHI CIRCLE SPORTS

Details of the Candidate (to be filled by the car	ndidate)
Name of the candidate:	
Father's Name:	
Mother's Name:	
Fee pald: Rs. 100/-(Rs. One Hundred only)	
Date of Deposit:	
Receipt No	
Name of Post Office	
oste Receipt here:-	

Page 25 of 25

Signature of Candidate

#### Copy to be retained by the candidate

#### e-Payment

Challan for application fee for recruitment of meritorious sportspersons in Delhi Circle

National e-Biller ID: 70115

e-Biller Name: CPMG DELHI CIRCLE SPORTS

ı	Details of the Candidate (to be filled by the candidate)
ľ	Name of the candidate:
· V	
F	Father's Name:
٠	
١	Mother's Name:
١	Name of Post Office along with State name:
20	

Signature of Candidate

Signature of PA with Stamp of Post Office