

**No. R&E/34-3/2015-2019/Sports Quota  
Government of India  
Ministry of Communications  
Department of Posts  
Office of the Chief Postmaster General  
Haryana Circle  
107, Mall Road, Ambala Cantt-133001**

Dated at Ambala the 03.08.2020

**Detailed Notification for appointment of Meritorious Sports persons in the Department of Posts in the cadre of Postal Assistant/Sorting Assistant, Postman/Mail Guard and Multi Tasking Staff**

Applications in the prescribed format are invited from meritorious sports persons for the post of Postal Assistant, Postman/Mail Guard and Multi Tasking Staff under sports quota for the vacancy years 2015-16, 2016-17, 2017-18, 2018 and 2019 in Haryana Postal Circle.

2. **Vacancies:** Number of vacancies available under Recruiting Division/Unit wise is furnished as under. These vacancies are likely to vary/change without any prior intimation.

Sr. No.	Name of Division/Unit	Vacancies to be filled up		
		Postal Assistant/Sorting Assistant	Postman/Mail Guard	Multi Tasking Staff
1.	Ambala	04	03	04
2.	Faridabad	01	02	-
3.	Gurgaon	-	03	-
4.	Hisar	04	02	02
5.	Karnal	03	02	02
6.	Kurukshetra	04	-	-
7.	Rohtak	01	02	01
8.	'HR' Dn.	04	-	05
9.	'D' Dn.	03	-	04
10.	Circle Office	-	-	01
11.	SBCO	01	-	-
	<b>Total</b>	<b>25</b>	<b>14</b>	<b>19</b>

3. **Last date of receipt of applications is 02.09.2020** and for those in Remote areas (Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu & Kashmir State, Lahaul and Spiti District and Pangi Sub Division of Chamba District of Himachal Pradesh, Andaman & Nicobar Islands of Lakshadweep) is **08.09.2020**.

4. **Age Limit (As on last date of receipt of application):**

For the post of Postal Assistant/Sorting Assistant and Postman/Mail Guard	For the post of Multi Tasking Staff
18-27 years as on the last date prescribed for receipt of applications with relaxation of upper age limit up to a maximum of 5 years and as relaxed by Govt. of India for different categories	18-25 years as on the last date prescribed for receipt of applications with relaxation of upper age limit up to a maximum of 5 years and as relaxed by Govt. of India for different categories

4.1 Date of Birth filled by the candidate in the application form and the same recorded in the Matriculation/ Secondary Examination Certificate will be accepted by the Department for determining the age and no subsequent request for change will be considered or granted.

5. **Pay Scale:**

(a)	Postal Assistant/Sorting Assistant	Level 4 in the Pay Matrix (Rs. 25500-81100)
(b)	Postman/Mail Guard	Level 3 in the Pay Matrix (Rs. 21700-69100)
(c)	Multi Tasking Staff	Level 1 in the Pay Matrix (Rs. 18000-56900)

6. **Educational and other Qualifications (as on last date of receipt of application ):**

6.1 **Postal Assistant/Sorting Assistant:**

- a) The candidates must have passed 12<sup>th</sup> Standard or equivalent examination from a recognized university or Board of School Education or Board of Secondary Education.
- 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 fulfil 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.

6.2 **Postman:**

- a) 12<sup>th</sup> standard pass from a recognised Board.
- b) Knowledge of local language (i.e. Hindi). The candidate should have studied local language (i.e. Hindi) at least up to 10<sup>th</sup> standard.
- c) The person appointed to the post of Postman shall acquire a 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.

6.3 **Mail Guard:**

- a) 12<sup>th</sup> standard pass from a recognised Board.
- b) Knowledge of local language (i.e. Hindi). The candidate should have studied local language (i.e. Hindi) at least upto 10<sup>th</sup> standard.
- c) 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.

6.4 **Multi Tasking Staff:**

- a) 10<sup>th</sup> standard pass from a recognised Board.
- b) Knowledge of local language (i.e. Hindi). The candidate should have studied local language (i.e. Hindi) at least up to 10<sup>th</sup> standard.

7. **Sports Eligibilities (as on the last date of receipt of application):** Appointments will be made of sportspersons considered meritorious with reference to the following criteria:

- Sportsmen who have represented a State or the country in the National or International competition in any of the games/sports.
- Sportsmen who have represented their university in the Inter-university Tournaments conducted by the Inter-University Sports Boards in any of the sports/games.
- Sportsmen who have represented the State School Teams in the National Sports/games for schools conducted by the All India School Games Federation in games/sports.
- Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

7.1 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 applicant belongs.

8. **List of sports which qualify for appointment of meritorious sportspersons:**

S. No	Name of the Sport	S. No	Name of the Sport
1.	Archery	2.	Athletics (including Track and Field Events)
3.	Atya-Patya	4.	Badminton
5.	Ball-Badminton	6.	Basketball
7.	Billiards and Snooker	8.	Boxing
9.	Bridge	10.	Carrom
11.	Chess	12.	Cricket
13.	Cycling	14.	Equestrian Sports
15.	Football	16.	Golf
17.	Gymnastics (including Body Building)	18.	Handball
19.	Hockey	20.	Ice-Skiing
21.	Ice-Hockey	22.	Ice-Skating
23.	Judo	24.	Kabaddi
25.	Karate-DO	26.	Kayaking and Canoeing
27.	Kho-kho	28.	Polo
29.	Powerlifting	30.	Rifle Shooting
31.	Roller Skating	32.	Rowing
33.	Soft Ball	34.	Squash
35.	Swimming	36.	Table Tennis
37.	Taekwondo	38.	Tenni-Koit
39.	Tennis	40.	Volleyball
41.	Weightlifting	42.	Wrestling
43.	Yatching		

9. **List of authorities competent to award certificates on eligibility for recruitment of sportspersons:**

Only Certificates awarded by the authorities mentioned here under will be taken into account as evidence in support of having participated in competitions in any of the above Sports/games while considering eligibility of the applicant. A candidate who cannot produce self attested copies of at least one certificate issued by one of the authorities mentioned here under along with application need not apply.

S. No.	Competition	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 of 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 Educations & Social Welfare Government of India	5
<b>Note: Specimens of the forms 1,2,3,4 and 5 referred to above are given in Annexure 'A'</b>			

10. **Order of preferences:**

- First preference to those candidates who have represented the country in an International Competition with the clearance of the Department of Youth Affairs and Sports.
- Next preference may be given to those who have represented a State/U.T. in the Senior or Junior level national Championships, organized by the National Sports Federations recognized by Department of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championships will be given preference.
- Next preference will be given to those, 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 3<sup>rd</sup> place in finals.
- Next preference will be given to those who have represented the State Schools in the National sports/games for School conducted by the All India School Games Federation and have won medals or positions up to 3<sup>rd</sup> place.
- Next preference will be given to those, who have been awarded National award in physical efficiency under National Physical Efficiency Drive.
- Next preference will be given to those who represented a State/Union Territory/University/State Schools Teams at the level mentioned in categories (b) to (d) but could not win a medal or position, in the same order of preference.

Note 1: In the event of tie, those who have secured a higher position or won more than one medal will be given the preference.

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.

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

11. **Division/unit allotment criteria:** The criterion for allocation of cadre and Division/unit is as under:

- A candidate will be allocated the cadre and Division/unit on the basis of her/his merit, order of preference of Division/unit and vacancy available in Division/unit at her/his turn.
- Person with disability (PWD) candidates irrespectively of their ranks will be allocated first followed by the candidates of other category as per the vacancy available.
- After allocation of cadres and divisions to PWD candidates, remaining candidates will be allocated cadres and divisions in the manner mentioned in (a) above.
- All such candidates who do not give any order of preference or is not allocated to any of the Division/unit mentioned in the limited 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.

12. **Probation and Training:**

- Probation: The candidates selected will be appointed and will be on probation for two years.
- Training: The training will be imparted to the selected candidate as prescribed by the Department.

13. **Application fee:**

The candidates shall have to pay Application fee of Rs. 100/- (Rs. One Hundred only) through e-payment in the name of CPMG Staff Haryana (Biller ID 70004) at any of the computerized post office in India using Challan Form by 26.08.2020. *Fee once paid shall not be refunded.* Fee paid through any other mode will not be accepted and such application will be summarily rejected.

14. **Procedure for payment of application fee:**

- a) Candidates first to visit the site [www.indiapost.gov.in](http://www.indiapost.gov.in) or [www.haryanapost.gov.in](http://www.haryanapost.gov.in) and print the Challan available with the Notification.
- b) Next, candidates to fill all the required fields in Challan and to go to any Post Office in India and pay the required fee i.e. Rs. 100/- (Rs. One Hundred only) through e-Payment.
- c) After deposition of fees in Post Offices, candidates will get CPMG, Haryana Circle, Ambala's copy and candidate's copy. The candidate is required to keep the candidate's copy with him/herself and send original copy of challan meant for CPMG, Haryana Circle, Ambala along with application form.
- d) Original receipt generated by Post Office, where fee credited, be pasted on application form.

15. **How to apply:** The candidates who satisfy the above conditions may send their application in the prescribed format as in Annexure B affixing their recent passport size photograph, duly filled in along with enclosures to **the Assistant Director (Staff), O/o the Chief Postmaster General, 107 Mall Road, Haryana Circle, Ambala Cantt-133001 with superscription as "Application for Sports Quota Recruitment 2015-2019, Haryana Circle"** so as to reach on or before the last date fixed for receipt of application either by speed post or registered post only. The application form can be downloaded from [www.indiapost.gov.in](http://www.indiapost.gov.in) and [www.haryanapost.gov.in](http://www.haryanapost.gov.in).

16. The copies of the educational qualification certificates, Certificate of Basic Computer Training, Proof of date of birth, Community certificate in respect of SC/ST/OBC/EWS/PH, Proof in respect of Sports qualification/achievement, copy of Driving License of two wheeler or Light motor vehicle in case of Postman cadre and any other document required for the recruitment, duly self attested or attested by the Gazetted Officer and original challan should be sent along with the filled application.

16-A **ORIGINAL CERTIFICATES SHOULD NOT BE SENT.**

17. **Special Instructions to the Applicants:**

- a) The candidate should fill up all the fields of the Application form.
- b) One envelope should contain one application only.
- c) Application received by the means other than Speed Post/Registered Post shall be rejected straightway.
- d) Application without fees is liable to be rejected straightway.
- e) Application received without original copy of challan meant for CPMG, Haryana Circle, Ambala will be rejected straight way.
- f) Original certificates should not be submitted. 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.
- g) 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 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.
- h) Application received without proof of date of birth will be rejected straightway.
- i) Do not staple photograph on application, paste one recent 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 across signatures will be summarily rejected.

- j) Unsigned applications will be rejected straightway.
- k) Community certificate for SC/ST/OBC/EWS in the prescribed form 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 EWS candidates, application received without EWS certificate will be straightway rejected.
- l) Applications received after due date will be rejected straightway, whatever may be the reason for delay.
- m) 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.
- n) The Department reserves the right to cancel the recruitment, if so warranted and the Department will not be liable to return the fee or any other compensation to the applicant.
- o) No correspondence in person, e-mail, telephone etc. will be entertained.
- p) The selected candidates shall be posted anywhere in Haryana Circle.
- q) The date of application received in this office will be reckoned as date of application submitted by the candidate.

18. **Nationality/Citizenship:** A candidate for appointment to the instant recruitment must have Nationality/Citizenship as per G.I., D.P & A.R, Resolution No. 15014/3 (S)/76-Estt. (B) dated 01.03.1977.

19. **Disqualification:**

- i. Person who has entered into or contracted a marriage with a person having a spouse living; or
- ii. Person who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment to the said posts provided that:

The Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

Enclosure: Annexure A & B along with Fee Challan



**For Chief Postmaster General  
Haryana Circle, Ambala-133001**

**ANNEXURE 'A'**

**Specimen forms referred to in column 3 of the Table in Para 9 of notification**

**FORM 1**

(for representing India in an International Competition in one of the recognized Games/Sports)

**NATIONAL FEDERATION/NATIONAL ASSOCIATION OF \_\_\_\_\_**

**Certificate to meritorious sportsmen for employment to Group C & D Service 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/event of \_\_\_\_\_ in \_\_\_\_\_  
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 National  
Federation/National Association of \_\_\_\_\_.

Place: \_\_\_\_\_ Signature \_\_\_\_\_  
Date: \_\_\_\_\_ Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Name of the Federation/National  
Association \_\_\_\_\_  
Address \_\_\_\_\_  
Seal \_\_\_\_\_

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

**(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**

(for representing a State in India in a Nation Competition in one of the recognized Games/Sports)

STATE ASSOCIATION OF \_\_\_\_\_ IN THE GAME \_\_\_\_\_ OF \_\_\_\_\_

**Certificate to a meritorious sportsmen for employment to Group C & D Service under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter of  
Shri \_\_\_\_\_ and resident of (complete address) \_\_\_\_\_  
represented the State of \_\_\_\_\_ in the game/event of \_\_\_\_\_ in  
\_\_\_\_\_ 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  
\_\_\_\_\_.

Place:

Signature \_\_\_\_\_

Date:

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of 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 4<sup>th</sup> August, 1980)**



**FORM 3**

(for representing a University in the Inter-University Competition in one of the recognized Games/Sports)

**UNIVERSITY OF \_\_\_\_\_**

**Certificate to a meritorious sportsmen for employment to Group C & D Service under the Central Government**

Certified that Shri/Smt./Kumari \_\_\_\_\_ Son/Wife/Daughter of Shri \_\_\_\_\_ and resident of (complete address) \_\_\_\_\_ student of \_\_\_\_\_ represented the University of \_\_\_\_\_ in the Inter 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 record 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 University \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

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 of \_\_\_\_\_.

**(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**

**DIRECTORATE OF PUBLIC INSTRUCTIONS/EDUCATION OF THE STATE OF \_\_\_\_\_**

**Certificate to a meritorious sportsmen for employment to Group C & D Service under the Central Government**

Certified that Shri/Kumari \_\_\_\_\_ Son/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 Schools 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 \_\_\_\_\_.

Place: \_\_\_\_\_ Signature \_\_\_\_\_

Date: \_\_\_\_\_ Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Seal \_\_\_\_\_

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.

**(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 5**

(for the awardees in Physical Efficiency Performances conducted by the Ministry of Education and School Welfare)

**GOVERNMENT OF INDIA/DEPARTMENT OF YOUTH AFFAIRS AND SPORTS**

**Certificate to a meritorious sportsmen for employment to Group C & D Service under the Central Government**

Certified that Shri/Kumari \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ and resident of (complete address) \_\_\_\_\_ represented the \_\_\_\_\_ School Team in the game/event of \_\_\_\_\_ in at the National Competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the office of Ministry of Education and Social Welfare.

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)**