

# PROSPECTUS

NOTIFICATION  
FOR THE RECRUITMENT OF POSTAL ASSISTANT,  
POSTMAN AND MTS CADRE UNDER

**SPORTS QUOTA**  
**(FROM OPEN MARKET)**

IN

**NORTH EAST CIRCLE**

(LAST DATE OF RECEIPT OF APPLICATION IS  
03.12.2021)

GOVERNMENT OF INDIA  
DEPARTMENT OF POSTS  
OFFICE OF THE CHIEF POSTMASTER GENERAL N.E. CIRCLE, SHILLONG-793001

No. /Staff/Rectt/Sports Quota/Notification/2021

Dated at Shillong, 25-10-2021

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DIRECT RECRUITMENT OF MERITORIOUS SPORTSPERSONS TO POSTAL ASSISTANT, POSTMAN  
AND MTS (Erstwhile Group'D') CADRE UNDER SPORTS QUOTA IN NORTH EAST POSTAL  
CIRCLE

PROSPECTUS CUM APPLICATION FORM

Applications are invited in the proforma given (Annexure-4 ) for the Direct Recruitment of meritorious sportspersons from open market UNDER SPORTS QUOTA for filling up the vacancies of POSTAL ASSISTANT, POSTMAN AND MTS CADRE UNDER SPORTS QUOTA IN NORTH EAST POSTAL CIRCLE.

The recruitment process will be based on the guidelines issued by the Department of Personnel and Training, Government of India vide Memo No. 14034/01/2013-Estt. (D) dated 03.10.2013 and amendments issued thereafter.

2. **Vacancy Position** : The details of vacancies are given in the **Annexure-1**.

Note: (i) The Chief Postmaster General, North East Circle reserves the right to revise/cancel the vacancies. The Chief Postmaster General, North East Circle reserves the right to post the selected candidates to any of the Division/unit mentioned in the Annexure- 1, depending upon the category of post.

(ii) 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.

(iii) Person with disability (PWD) candidates irrespectively of their merit will be allocated first followed by candidates of other category as per the vacancy available.

(iv) After allocation of cadres and Divisions to PWD candidates, remaining candidates will be allocated cadres and Divisions in the manner mentioned in (ii) above.

(v) All such candidates who do not give any order of preference or is not allocated to any of 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.

4425/10/21  
सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
मुख्य महाडाकपाल  
For Chief Postmaster General  
N. E. Circle, Shillong - 793001

3. **Scale of Pay :**

(a)	Postal Assistant	Rs. 25,500/- to Rs. 81,000/- in Level 4 as per Pay Matrix specified in Part A of Schedule of Central Civil Service (Revised Pay) Rules, 2016 plus admissible allowances.
(b)	Postman	Rs. 21,700/- to Rs. 69,100/- in Level 3 as per Pay Matrix specified in Part A of Schedule of Central Civil Service (Revised Pay) Rules , 2016 plus admissible allowances.
(c)	Multitasking Staff	Rs. 18,000/- to Rs. 56,900/- in Level 1 as per Pay Matrix specified in Part A of Schedule of Central Civil Service (Revised Pay) Rules ,2016 plus admissible allowances.

4. **Probation and Training:**

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

5. **Age limit :** As on **01.01.2021**

S. No.	Post	Age Limit
1.	POSTAL ASSISTANT /POSTMAN	Between 18-27 years (Candidates born not before 02.01.1994 and not later than 01.01.2003) <b>(Relaxable by 3 years for OBC and 5 years for SC/ST)</b>  <b>Further relaxable upto a maximum of 05 years as per Note (i) below.</b>
2.	MTS	Between 18-25 years (Candidates born not before 02.01.1996 and not later than 01.01.2003 ) <b>(Relaxable by 3 years for OBC and 5 years for SC/ST)</b>  <b>Further relaxable upto a maximum of 05 years as per Note (i) below.</b>

**Note:**

(i) The categories of the Sportspersons as per para 8 below will be granted special relaxation in upper age limit upto a maximum of 5 years. This concession will be admissible only to those sports persons, who satisfy all other eligibility conditions relating to educational qualifications etc. and furnish a certificate in the prescribed

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सहायक महाडाकपाल (कर्मचारी/सलकता)  
Postmaster General (Staff / Vig.)  
मुख्य महाडाकपाल  
Postmaster General  
विलेज - 793001  
793001

form issued by an authority as mentioned in item no. 9 [Form 1 to 5 are enclosed as Annexure-2] of this notification.

(ii) Reservation is only for claiming age relaxation. Such candidates should necessarily submit proof of age i.e. SSC certificate and Category (OBC/SC/ST) Certificate for claiming age relaxation.

**6. Educational and other qualification required:**

**(i) For Postal Assistant :-**

(a) Must have passed 12th Standard or equivalent examination from a recognized Board or University. 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.

(b) The candidates will be required to furnish Basic Computer Training Certificate from a recognised computer training institute before issuance of appointment letter. Computer Training Certificates from Central Government/State Government/University/Boards etc. will also be acceptable for this purpose. This requirement of Basic Computer Knowledge Certificate shall be 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.

(c) Sports Qualification – as per Para 8 below.

**Note:** As per Ministry of Human Resource Development Notification 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 by an Act of Parliament or State Legislature, Institutions Deemed to be Universities under Section 3 of the University 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. Accordingly, unless such degrees are recognized for the relevant period when the candidates acquired the qualification, they will not be accepted for the purpose of Educational Qualification. In case of the candidates possessing equivalent educational qualification, such candidates shall also produce relevant Equivalence Certificate from the concerned authorities at the time of Document Verification. However, final decision regarding selection of such candidates will be taken by the concerned User Departments/Appointing Authorities.

6/11/2015  
सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
कुले मुख्या महाडाकपाल  
For Chief Postmaster General  
N. E. Circle, Shillong - 793001  
N. E. Circle, Shillong - 793001



(ii) For Postman :-

- (a) 12<sup>th</sup> standard pass from a recognized Board.
- (b) Knowledge of Local Language-The candidate should have studied local language applicable for the posts of the concerned states as mentioned below at least upto 10<sup>th</sup> standard: -

Sl. No.	Post of Division applied	Mandatory knowledge of language required
1.	Dharmanagar Division	Bengali
2.	Manipur Division	Manipuri
3.	Meghalaya Division	English/Hindi

- (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 this purpose. This requirement of Basic Computer Knowledge 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.
- (d) The person appointed to the post of Postman shall acquire a driving licence to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving licence.
- (e) 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 the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.
- (f) Sports Qualification – as per Para 8 below.

(iii) For Multitasking Staff :-

- (a) 10<sup>th</sup> standard pass from a recognized Board.
- (b) Knowledge of Local Language- The candidate should have studied local language applicable for the posts of the concerned states as mentioned below at least upto 10<sup>th</sup> standard.

Sl. No.	Post of Division applied	Mandatory knowledge of language required
1.	Agartala Division	Bengali
2.	Arunachal Pradesh Division	Hindi/English
3.	Dharmanagar Division	Bengali
4.	Manipur Division	Manipuri
5.	Meghalaya Division	Hindi/English
6.	Mizoram Division	Mizo

(c) Sports Qualification – as per Para 8 below.

**Note:**

- (i) Candidates with higher education are not entitled for any weightage in the process.
- (ii) Candidates who have not yet acquired but will acquire the educational qualification and produce documentary evidence from the Board/University in **support thereof as on last date of receipt of the application will also be eligible.**

7. **Last date of receipt of application is 03.12.2021**

8. **Sports Qualification (Eligibility Criteria):**

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 any of the games/sports listed in Annexure-3 of this notification.
- (b) Sportsmen who have represented their University in the inter University tournaments conducted by the Inter-University Sports Boards in any of the games/sports listed in Annexure-3 of this notification.
- (c) Sportsmen who have represented the State Schools Teams in the National games/sports for schools conducted by the All India School Games Federation in any of the games/sports listed in Annexure-3 of this notification.
- (d) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

9. **List of Authorities competent to award certificates on eligibility for recruitment of sports persons [G.I. deptt of Per. & Trg., OM No.14015/1/76-Estt.(D) Dated 04-08-1980].**

4425/10/21  
 सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
 Asst. Postmaster General (Staff / Vig.)  
 कुले मुख्य महाडाकपाल  
 For Chief Postmaster General  
 P. B. भवन, दिल्ली - 733001  
 L. B. भवन, दिल्ली - 733001

SL. No	Competition	Authority awarding Certificate	Form No. in which certificate is to be awarded (attached)
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 & Social Welfare, Government of India.	5

Note : Specimens of the forms 1,2,3,4 and 5 referred to above are given in Annexure-2.

#### 10. Method of Selection:

- (a) Selection of candidates will be made on the basis of Sports Qualification subject to fulfilment of other prescribed conditions.

Meritorious Sports Candidates will be selected for appointment based on the instructions contained in the Department of Personnel & Training OM no.14015/1/76-ESTI.(D) dated 04-08-1980 as amended from time to time and consolidated instructions issued by DOPT 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 number dated 06.01.2021 and 24.08.2021 will be adhered to while making appointment of candidates under Sports Quota.

- (b) The order of the preference is as under –

- (i) **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) **Second preference** will be given to those who have represented a State/U.T. in the Senior or Junior level National Championship organized by the National Sports Federations recognized by Department of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have

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 सहायक महासंचालक (कर्मचारी/सहायक)  
 Asst. Postmaster General (Staff / Vign)  
 कोषी मुख्या महासंचालक  
 Chief Postmaster General  
 कोषी - 753001  
 Phone - 232004

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 Championship should be given preference.

- (iii) **Third 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 upto 3<sup>rd</sup> place in finals.
- (iv) **Fourth preference** will be given to those, 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 position upto 3<sup>rd</sup> place.
- (v) **Fifth preference** will be given to those, who have been awarded National Award in Physical Efficiency under National Physical Efficiency Drive.
- (vi) **Sixth preference** will be given to those, who represented a State/Union Territory/University/State School Teams at the level mentioned in categories (ii) to (iv) above but could not win a medal or position, in the same order of preference.

Note 1 : In the event of tie i.e., in case there are candidates with same level of achievement the following criteria will be followed:-

- (i) Those who have secured a higher position or won more than one medal will be given the preference.
- (ii) In case of tie after applying (i) above, date of birth of applicant.
- (iii) In case of tie after applying (i) & (ii), first name of the applicant alphabetical order.

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 a tie as mentioned in para (i) 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, North East Circle will be binding on all.

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सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
कुले मुख्य महाडाकपाल  
For Chief Postmaster General  
P. B. परिमल, शिवांग - 793001  
N. E. Circle, Shillong - 793001

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**11. Disqualification: No person,-**

- (a) who, has entered into or contracted a marriage with a person having spouse living; or
- (b) who, has a spouse living, has entered into or contracted a marriage with any person;  
shall be eligible for appointment to the said posts.  
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 that 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.

**12. Disclaimer:**

- (a) In case suitable candidates are not available in any of the above Games/Sports, the Chief PMG, North East Circle, Shillong will reserve his right not to consider such games/sports.
- (b) The Chief PMG, North East Circle, Shillong reserves the right to cancel this recruitment process without assigning any reason.
- (c) The vacancies notified are subject to change without assigning any reason.

**13. SPECIAL INSTRUCTIONS TO THE APPLICANTS :-**

**ALL THE APPLICATIONS ARE TREATED AS PROVISIONAL.**

- (a) Candidate must be a citizen of India.
- (b) **The candidates willing to be appointed under Sports Quota may prefer application for one of the identified Sports Discipline. However, in the event of receipt of more than one application from a single candidate for different Sports Disciplines, the application with higher level of sports achievement in the order of preference set out in para 10 (b) above will be considered for appointment and his/her other application(s) will be rejected summarily. Similarly, a sportsperson who represented/secured position in particular sport discipline at more than one level may also prefer a single application while mentioning all the sports achievements and enclosing supporting certificates. However, in the event of receipt of more than one application in respect of a single candidate for the same Sports Discipline, the application with higher level of Sports achievement in the order of preference set out at para 10 (b) above will be considered for appointment and his/her other applications will be rejected summarily.**
- (c) **Original certificates should not be submitted.** (The candidates will be required to produce relevant original certificates at the time of verification/appointment).
- (d) Self-attested copies of all the required documents and certificates should be sent along with the application. The documents/marks lists/certificates submitted at a later date will not be entertained.
- (e) If the prescribed/required documents are not submitted along with the application, the application form will be rejected and no request for revival will be considered.

4425/2012  
सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
कृते मुख्य महाडाकपाल  
For Chief Postmaster General  
भारत, शिल्लोङ - 793001  
भारत, शिल्लोङ - 793001

- (f) Applications submitted prior to this notification will not be considered.
- (g) Category certificate for SC/ST/OBC/EWS in the prescribed form (Prescribed for appointment under Government of India) from the Competent Authorities as in Appendix I to III respectively are to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will be ignored.
- (h) Certificates submitted in any other form other than those provided in Annexures and Appendices or from authorities not competent to issue the same will be rejected.
- (i) The applications should be sent through **Speed Post/Registered Post only. Those sent through other means will not be accepted in any case.**
- (j) The candidates on appointment shall be liable for posting at any place in North East Circle and they are required to submit an undertaking to that effect before joining.
- (k) Selected candidates shall be required to give an undertaking to the effect that they shall not apply for inter change transfer before rendering regular service for a minimum period of **two years.**
- (l) Self-attested copies of all documents, viz. the date of birth as entered in the Matriculation or Secondary School Leaving Certificates or in a certificate recognized by an Indian University as equivalent to Matriculation or in an extract from a Registrar of Matriculates maintained by a University, (ii) educational qualifications, (iii) sports eligibility certificates (iv) Best performance proof, (v) Latest performance (vi) category certificate, if any etc should invariably accompany the signed application form. Further, self-attested latest coloured passport size photograph, shall also be pasted on the application form in the space provided for the purpose. **Additional Photo to be pinned to the Application form.**
- (m) Applications received after due date will not be entertained under any circumstances.
- (n) 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 photographs/without prescribed application fee/not accompanied by self-attested copies of required certificates. No correspondence in the matter will be made with the applicant.
- (o) The Chief PMG, North East Circle, Shillong reserves the right either to revise the number of vacancies or to cancel the recruitment, if so warranted and the Chief PMG, North East Circle, Shillong will not be liable to return the application fee or pay any compensation on the applicant's application.**
- (p) Applications received complete in all respect will only be considered.**
- (q) Failure to comply with the instructions/conditions prescribed in the notification, the application will be rejected and no intimation will be served. No communication in this regard will be entertained.**
- (r) The prospectus along with application form can be downloaded from India Post website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in). Applications purchased from outside vendors will not be accepted and summarily rejected without assigning any reasons.
- (s) Before submitting the application, the candidate must carefully read the eligibility conditions and satisfy himself/herself that he/she fulfils all the eligibility conditions for the post for which he/she has applied.
- (t) One envelope should contain application of one candidate only.
- (u) Selection of candidates will be made in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts and DoPT from time to time.

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सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff Page)  
कृते मुख्य महाडाकपाल  
For Chief Postmaster General  
B. परिसर, शिल्लोन्ग - 793001  
Shillong - 793001

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- (v) Candidate applying for more than one game/event shall submit separate application with complete documents for each game/event in separate cover. Applications for more than one event or more than one candidate received in one cover will be summarily rejected.
- (w) If a candidate has changed his/her name or dropped/added part of his name after matriculation/10+2 or he has changed name after matriculation etc, proof for the change in name such as affidavit, Gazette notification etc should be enclosed.
- (x) Candidates who are already in service have to produce NOC before appointment. An undertaking should be given by the candidate in this regard.**
- (y) Ex-servicemen can also apply. However, they will not be given any special preference.

#### **14. How to Apply:**

- (i) The eligible candidates may send their applications in the format as per **Annexure-4**. The application form can be downloaded from the website <https://www.indiapost.gov.in/> under the link:-  
**"Recruitment of meritorious sportspersons in the cadre of Postal Assistant, Postman and MTS (Erstwhile Group 'D') in North East Circle"**
- (ii) Duly filled in applications with all attested copies of certificates and enclosures is to be sent to the following address:

The Assistant Postmaster General (Staff)  
O/o the Chief Postmaster General  
North East Circle, Shillong-793001

**By Speed Post or Registered Post only so as to reach the office on or before 03.12.2021.**

- (iii) Application's Envelope/cover to be superscribed as-  
"APPLICATION FOR THE POST OF POSTAL ASSISTANT/POSTMAN/MTS IN NORTH EAST CIRCLE UNDER SPORTS QUOTA  
Post(s) Applied For-.....  
Sports discipline-..... "

#### **15. Payment of Fees**

- a. The candidate has to **credit Rs 100 (One hundred only)** through e-payment at any of the computerised post office in India using Challan Form provided along with this notification specifying "DIRECT RECRUITMENT OF MERITORIOUS SPORTSPERSONS TO POSTAL ASSISTANT, POSTMAN AND MTS (Erstwhile Group'D') CADRE UNDER SPORTS QUOTA IN NORTH EAST POSTAL CIRCLE"
- b. Challan for payment of fees at Post Office is appended as Appendix IV to application form which may be filled up and handed over to Post Office for generating fee paid receipt.

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सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
कुले मुख्य महाडाकपाल  
For Chief Postmaster General  
श. व. परिसर, शिल्लोण - 793001  
North East Circle, Shillong - 793001

- c. The original receipt thereof should be attached/pasted to the application. (as against Column 13)
- d. The application fee paid through any other mode or with lesser amount will not be accepted & all such application will be summarily rejected.
- e. **The last date for payment of application fee at any Post Office is 03.12.2021 and the last date of receipt of application is 03.12.2021.**
- f. **The National e-biller ID created by this office for payment of application fee at Post Office is 16826.**
- g. Fee once paid shall not be refunded under any circumstances.

**16. Details of Enclosures:**

(List of self-attested photo copies of Certificates and documents to be sent along with duly filled/signed application form)

(a)	All Marks Lists/certificates of Educational Qualifications.
(b)	Certificate of Basic Computer Training.
(c)	Proof in respect of Sports Qualification/achievements.
(d)	Proof for Date of birth.
(d)	Latest Category Certificate in the prescribed form for SC, ST, OBC and EWS Candidates issued by competent authorities (Please see Appendix – I , II and III.
(e)	2 latest identical Pass Port Size Photographs (one to be pasted on the application and the other sent pinned to the application form with name and address written on the reverse).
(f)	Duly filled in Application Form itself with signed declaration.
(g)	If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/Higher Secondary/SSC or he/she has changed his/her name after matriculation etc. proof for the change in name such Affidavit. Gazette Notification etc. should be enclosed.
(h)	Certificate of disability in case of PWD candidates.

**NOTE: ORIGINAL CERTIFICATES SHOULD NOT BE SENT IN ANY CASE.**

**17.** The application form attached with this prospectus, completed in all respect may be sent to Assistant Postmaster General (Staff) O/o the Chief Postmaster General, N.E. Circle, Shillong-793001. **The application along with attested copies of requisite certificates should reach on or before 03.12.2021. Applications received after due date are liable to be rejected.**

**18. 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 <b>"APPLICATION FOR THE POST OF POSTAL ASSISTANT/ POSTMAN/ MTS IN N.E. CIRCLE UNDER SPORTS QUOTA"</b> .
(d)	Sports Discipline application will be rejected at any stage of recruitment process for not having been submitted in the official format/having incomplete

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सहायक महाडकपाल (कर्मचारी/सतकपाल)  
Asst. Postmaster General (Staff / Vig.)  
कुते मुख्य महाडकपाल  
For Chief Postmaster General  
B. परिमंडल, शिलांग - 793001  
N.E. Circle, Shillong - 793001

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	information/wrong information/ misrepresentation of facts/unsigned/without photographs/without prescribed application fee/not accompanied by self-attested copies of required certificates.
(e)	If a candidate has changed his name or dropped/added part of his name after Matriculation/Higher Secondary, proof for the change of name such as Affidavit, Gazette Notification, etc., should be enclosed.
<b>NOTE: Only certificates issued by the competent authorities, for example, the Universities/concerned Boards would be accepted as proof for having possessed the minimum educational qualifications or date of birth. Only the certificates issued by the competent authorities mentioned at para 9 and in the prescribed form in Annexure-2 would be considered.</b>	

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

(a)	Check whether you have firmly pasted your recent passport size Photographs (5cmx7cm) in the prescribed place in the application form and one additional identical photograph attached with application.
(b)	Check whether you have filled in all the columns of the application form correctly.
(c)	Check your Eligibility carefully.
(d)	No column should be left blank.
(e)	Check whether you have filled in your CATEGORY STATUS correctly in the relevant column.
(f)	Check whether you have pasted, original e-payment receipt in the Application Form.
(g)	Check whether application form has been signed in full by you.
(h)	Check whether you have enclosed self-attested copies of all certificates i.e. Age proof, education, Computer certificate, Sports Discipline and category certificate.
(i)	Check whether you have enclosed the signed declaration.
(j)	Check whether the Envelope/Cover of Application Form has been superscribed correctly as mentioned.

44 25/10/20  
 Assistant Postmaster General (Staff)  
 O/o the Chief Postmaster General,  
 N.E. Circle, Shillong-793001

## Annexure-1

## Details of the vacancies

Sl. No.	Name of the Division/Unit	Sports Quota Vacancies			Total
		Postal Assistant	Postman	MTS	
1.	Agartala	2	0	2	4
2.	Arunachal Pradesh	1	0	1	2
3.	Dharmanagar	0	1	1	2
4.	Manipur	1	2	1	4
5.	Meghalaya	3	1	4	8
6.	Mizoram	0	0	2	2
7.	Circle Office	1	0	0	1
	<b>Total</b>	<b>8</b>	<b>4</b>	<b>11</b>	<b>23</b>

47 25/10/24  
 सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
 Asst. Postmaster General (Staff / Vig.)  
 कृते मुख्य महाडाकपाल  
 For Chief Postmaster General  
 न. ई. वृत्तिका, शिल्लाम - 793001  
 N. E. Circle, Shillong - 793001

Specimen formsFORM 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 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/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)**

44/25/10/20  
सहायक महाडाकपाल (कर्मचारी/सतकला)  
Asst. Postmaster General (Staff / No)  
कुते मुख महाडाकपाल  
Chief Postmaster General  
चिठडा, शिरांग - 793001  
Chittda - 793001

FORM -2

(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 & D services 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 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 \_\_\_\_\_.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

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 4<sup>th</sup> August 1980)

25/10/21  
 सहायक महासूचना (कर्मचारी/सतर्कता)  
 Asst. Postmaster General (Staff / Vig.)  
 कुते मुख्य महासूचना  
 For Chief Postmaster General  
 3. 4. पश्चिम बंगाल - 753001  
 6. Date, Shillong - 793001

**FORM-3**

(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 & D services 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 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 \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Name of the 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.**

(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)

44 25/10/21  
 सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
 Asst. Postmaster General (Staff / Vig.)  
 कुले मुख्य महाडाकपाल  
 Chief Postmaster General  
 डाकघर, भुवनेश्वर - 753001  
 डाकघर, भुवनेश्वर - 753001

FORM 4

(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 sportsmen for employment to a Group C & D 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 \_\_\_\_\_.

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)**

49/257/1980  
 सहायक महाडाकपाल (कागजी/सतकला)  
 Asst. Postmaster General, (Kagzi/Satkalta)  
 पोस्टमैस्टर महाडाकपाल  
 For Chief Postmaster General  
 ए. डी. परिसर, शिलांग - 793001  
 P. Circle, Shillong - 793001

FORM -5

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

**GOVERNMENT OF INDIA/MINISTRY OF EDUCATION AND SOCIAL WELFARE****Certificate to a meritorious sportsmen for employment to a Group C & D posts/services under the Central Government.**

Certified that Shri/Smt./Kumari \_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_ resident of \_\_\_\_\_ (Complete address) represented the \_\_\_\_\_ School Team in the game/event of \_\_\_\_\_ in the National Competition held at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

The Certificate is being given on the basis of record available in the 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)

44  
7/25/10/21  
सहायक महाडाकपाल (कर्मचारी/सतकला)  
Asst. Postmaster General (Staff / Vig.)  
कृते मुख्य महाडाकपाल  
For Chief Postmaster General  
B. D. परमेश्वर, बिराज - 793001  
N. E. Circle, Shillong - 793001  
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## LIST OF SPORTS DISCIPLINE

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

44 25/10/20

सहायक महानिरीक्षक (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
मुख्य महानिरीक्षक  
Chief Postmaster General  
पो. प्र. विभाग, इंदौर - 493001  
Phone: 793001  
Mobile: 98261 793001



**APPLICATION FOR RECRUITMENT OF POSTAL ASSISTANT, POSTMAN  
AND MTS UNDER SPORTS QUOTA IN NORTH EAST POSTAL CIRCLE**

Paste recent passport size photograph of applicant (Do not staple) Please sign across, sign should overlap on photo and form

(CROSS SIGNATURE)

**All Columns to be filled in BLOCK LETTERS. ALL FIELDS ARE MANDATORY.**

1.	Name in full	
2.	Gender	MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> TRANSGENDER <input type="checkbox"/>
3.	Father's/Husband's Name	
4.	Nationality	
5.	(a) Date of Birth as recorded in SSCLC/HSC/Cumulative Record. <b>(Attach Attested copy of releveant certificates )</b>  (b) Age as on 01.01.2021	<div style="display: flex; justify-content: space-around;"> <span><input type="text"/></span><span><input type="text"/></span> <span><input type="text"/></span><span><input type="text"/></span> <span><input type="text"/></span><span><input type="text"/></span> <span><input type="text"/></span><span><input type="text"/></span> </div> <p align="center">(DD/MM/YYYY)</p> <p align="center">.....Years.....Months.....Days</p>
6.	Whether seeking Age Relaxation	YES <input type="checkbox"/> NO <input type="checkbox"/>
7.	Category <b>(Attach proof of attested copy of Certificate in case of OBC/SC/ST/EWS issued by competent authority in the prescribed format)</b>	UR <input type="checkbox"/> OBC <input type="checkbox"/> SC <input type="checkbox"/> ST <input type="checkbox"/> EWS <input type="checkbox"/> (Tick the relevant category)
8.	(a) Whether you belong to PWD Category (Attach attested copy of relevant certificates)  (b) If Yes, the type of PWD category you belong to:-	YES <input type="checkbox"/> NO <input type="checkbox"/>  PH-I <input type="checkbox"/> PH-II <input type="checkbox"/> PH-III <input type="checkbox"/>  PH-IV & V <input type="checkbox"/>

9.	Present Address	
10.	Address for Communication	
11.	Contact Number	
12.	e-mail id	
13.	<p>Details of application fee paid, name of the post office, Receipt No. &amp; date</p> <p>(i) Amount Deposited:.....</p> <p>(ii) Name of the Post Office: .....</p> <p>(iii) Receipt No.....</p> <p>(iv) Date of Payment:.....</p>	PASTE ORIGINAL RECEIPTS HERE

**Educational Qualifications (Attach proof of attested copies)**

S.No.	Examination passed	Year of passing	Marks obtained/ Grade	% of Marks	Name of the Board/University
14.	Matriculation/SSLC				
15.	10+2 or 12 <sup>th</sup> Class (Excluding vocational stream)				
16.	Bachelor Degree (if studied, not mandatory)				
17.	Any other relevant information (Self attested copies of all Marks list/certificates to be attached.)				

4725/12  
 सहायक महासंचालक (कर्मचारी/सचकता)  
 Asst. Postmaster General (Staff / Vig.)  
 कर्तव्य मुख्य महासंचालक  
 for Chief Postmaster General  
 अफिस, शिलांग - 793001  
 Shillong - 793001

18.	State if you have studied mandatory language for the state, post in which applied for upto 10 <sup>th</sup> Standard  (only for Postman/MTS cadre)	YES <input type="checkbox"/> NO <input type="checkbox"/>
19.	(a) Whether Computer Training certificate attached.	YES <input type="checkbox"/> NO <input type="checkbox"/>
	(b) If not, whether studied computer as a subject in matriculation or Class XII or Higher educational qualification.	YES <input type="checkbox"/> NO <input type="checkbox"/>

**Note: Self attested copies of Marks Lists/certificates of Educational qualifications must be enclosed**

**20. Sports Qualification**  
(Attach self attested photo copies of relevant Certificates issued by the competent authority in the prescribed proforma as mentioned in prospectus)

(i)	Name of the Sports/Discipline for which application sent.	
(ii)	Name of the position, Weight Category* for which application sent (Please refer sports disciplines mentioned in Annexure-3) clearly indicate discipline & Position. (*indicate only if weight category applicable in the sports discipline)	
a)	Whether you have represented the country in an International Competition with the clearance of the Department of Youth Affairs and Sports, Government of India.  (If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured).	
b)	Whether you have represented a State/Union Territory in the Senior or junior level National Championship organized by the National Sports Federation recognized by Department of Youth Affairs and Sports or National	

Asst. Postmaster General (Staff - VI)  
Page 29 of 31

For Chief Postmaster General  
उ. प्र. परिपत्रक, विलांग - 793001  
Jharkhand Circle, Shillong - 793001

<p>Games organized by Indian Olympics Association and has won medals or position upto 3<sup>rd</sup> place. Between the candidates participating in Senior and Junior National Championship/games, the candidates having participated and won medals in Senior National Championship will be given preference represented university tournament conducted by the interuniversity Sports Board in the sports/games shown above. (If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured).</p>	
<p>c) Whether you have represented a University in an Inter University Competition conducted by Association of Indian Universities /Inter University Sports Board and have won medal or position upto 3<sup>rd</sup> p ace in finals.  (If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured).</p>	
<p>d) Whether you 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 position upto 3<sup>rd</sup> place in final.  (If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured).</p>	
<p>e) Whether you have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.  (If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured).</p>	
<p>f) Whether you have represented a State/Union Territory/University/State School Teams at the level mentioned (b) to (d) above but could not win a medal or position.  (If 'Yes', please mention the details of such competition like name of the event, date/place/conducting authority and position secured).</p>	

Note-

Attach self-attested photo copies of relevant certificates issued by the Competent Authority in the prescribed proforma as mentioned in the notification (Annexure 2- Form 1 to 5)



**Declaration:**

I,.....Son/Daughter/Wife  
of.....resident  
of.....

hereby declare that all the information/Statements given in this application are true , complete and correct to the best of my Knowledge and belief. I understand that in the event of my information being false or incorrect or ineligibility being detected before or after the selection, my candidature/appointment is liable to be cancelled/terminated and my claim for the recruitment stand forfeited. If any mistake in my application is detected after my selection, my service is liable to be terminated. I also understand that in the event of any failure to complete the pre-appointment formalities/training for whatsoever reasons, my selection is liable to be cancelled. I have not submitted any other application for this post. I am aware that if I contravene this Rule, my application will be rejected summarily by the Chief PMG, NE Circle, Shillong.

Place:

Signature of candidate

Date:

**IMPORTANT**

1. APPLICATIONS AND THE ENVELOPES SHOULD BE CLEARLY SUPERSCRIBED INDICATING THE DISCIPLINE AND POST FOR WHICH APPLIED
2. APPLICATIONS SHOULD BE SENT BY REGISTERED POST OR SPEED POST ONLY. THOSE SENT THROUGH OTHER MEANS OR BY HAND WILL NOT BE ACCEPTED.

4429/0/21  
मुख्य महाडाकणल (कर्मचारी/सहायक)  
Postmaster General (Staff / Vig.)  
मुख्य महाडाकणल  
Chief Postmaster General  
शिल्लॉंग, शिल्लॉंग - 793001  
Shillong - 793001

**APPENDIX -I**

**The form of certificate to be produced by a candidate belonging to a Scheduled Castes and Scheduled Tribes in support of his claim.**

This is to certify that Sri/Srimati\*/Kumari\* \_\_\_\_\_ son/daughter\* of \_\_\_\_\_ of village/town` \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ belongs to the \_\_\_\_\_ caste/tribe\* which is recognized as a Scheduled Caste/ Scheduled Tribe\* under

- @The Constitution (Scheduled Castes) Order, 1950.
- @The Constitution (Scheduled Tribes) Order, 1950.
- @The Constitution (Scheduled Castes) Union Territories Order, 1951.
- @The Constitution (Scheduled Tribes) Union Territories Order, 1951.

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification Order) 1956, the Bombay Reorganization Act, 1960, the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Area (Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956.
- @The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 1976.
- @The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962.
- @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962.
- @The Constitution (Pondicherry) Scheduled Castes Order, 1964.
- @The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967.
- @The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968.
- @The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968.
- @The Constitution (Nagaland) Scheduled Tribes Order, 1970.
- @The Constitution (Sikkim) Scheduled Castes Order, 1978.
- @The Constitution (Sikkim) Scheduled Tribes Order, 1978.
- @The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989.
- @The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990.
- @The Constitution (Scheduled Tribes) Order (Amendment) Ordinance, 1991.
- @The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.
- @The Scheduled Castes and Scheduled Tribes Orders Amendment Act, 2002.
- @The Constitution (Scheduled Castes) Orders (Amendment) Act, 2002.
- @The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002.
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002.

%2 This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to \_\_\_\_\_ Sri/Srimati\* \_\_\_\_\_ father/ mother of Sri/Srimati/Kumari\* \_\_\_\_\_ of village/town \_\_\_\_\_

44257012  
मायक महाडाकाल (अधीनस्थ)  
Postmaster General (Staff / Vign.)  
Page 27 of 31  
Dist. Postmaster General  
District - \_\_\_\_\_  
Pincode - 751001

\_\_\_\_\_ &\* in District/Division\*\_\_\_\_\_ of the State/Union Territory\*\_\_\_\_\_ who belong to the Caste/Tribe\* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\*of \_\_\_\_\_ issued by the .....Dated.....

%3. Sri / Srimati / Kumari\*\_\_\_\_\_ and/or\* his/her\* family ordinarily reside(s) in village/town\*\_\_\_\_\_ of District/Division\* of the State/Union Territory\* of \_\_\_\_\_

Place  
Date

Signature:  
Designation  
(With seal of office)  
State/Union Territory\*

\*Please delete the words which are not applicable.

@Please quote specific presidential order

%Delete the paragraph which is not applicable.

Note. - The term "ordinarily reside(s)" used here will have the same meaning as in Section 20 of the Representation of the peoples Act, 1950.

#### List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates

1. 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 of the rank of 1<sup>st</sup> class Stipendiary Magistrate).
2. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
5. Administrator/Secretary to the Administrator/Development Officer (Lakshwadeep).

49 25/10/21  
सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
कृते मुख्य महाडाकपाल  
For Chief Postmaster General  
उ. ई. पारमंडल, शिलांग - 793001  
N. E. Circle, Shillong - 793001



APPENDIX – II

FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES (OBC)  
APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri/Srimati/Kumari\* \_\_\_\_\_ son/  
Daughter\* of \_\_\_\_\_ of village/town \_\_\_\_\_ in  
District/Division\* \_\_\_\_\_ in the \_\_\_\_\_ State belongs to  
the \_\_\_\_\_ community which is recognized as a Backward Class under  
the Government of India, Ministry of Social Justice and Empowerment's Resolution  
No. ....dated .....

Sri/Srimati/Kumari\* \_\_\_\_\_ and/or his/her family ordinarily reside(s) in  
the \_\_\_\_\_ District/ Division\* of the \_\_\_\_\_ State/Union  
Territory. This is also to certify that he/she does not belong to the persons/sections  
(Creamy Layer) mentioned in Column 3 of the Schedule to the Government of  
India, Department of Personnel and Training, O.M. No. 36012/22/93-Estt- (SCT),  
dated 8-9-1993, OM No. 36033/3/2004-Estt. (Res) dated 9<sup>th</sup> March, 2004, OM No.  
36033/3/2004-Estt. (Res) dated 14<sup>th</sup> October, 2008 and OM No. 36033/1/2013-Estt.  
(Res) dated 27<sup>th</sup> May, 2013\*\*.

Signature.....

Designation.....\$

Dated:

Seal

\*- The authority issuing the certificate may have to mention the details of Resolution  
of Government of India, in which the caste of the candidate's is mentioned as OBC

\*\*- As amended from time to time.

\$-List of Authorities empowered to issue Other Backward Classes Certificate will be  
the same as those empowered to issue Scheduled Caste/Scheduled Tribe  
Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20  
of the Representation of the People Act, 1950.

44/25710/2  
सहायक महाडाकपाल (कर्मचारी/सतर्कता)  
Asst. Postmaster General (Staff / Vig.)  
श्री मुख्य महाडाकपाल  
Chief Postmaster General  
महाडाकपाल, शिलांग - 793001  
Shillong - 793001

APPENDIX – III

Government of.....  
(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

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

**VALID FOR THE YEAR**

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_

Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the State/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her 'family' \*\* is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_ His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List)

Passport size recent  
photograph of  
applicant

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_



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

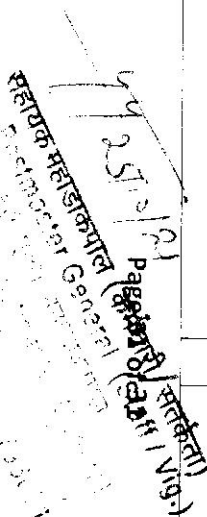
\*\*Note 2: The term "Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

\*\*\*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.

7425/10/21  
सहायक महाडाकपाल (कर्मचारी/सतकेता)  
Asst. Postmaster General (Staff / Vig.)  
कृते मुख्य महाडाकपाल  
for Chief Postmaster General  
परिमंडल, शिल्लोम - 793001  
Shillong - 793001

Appendix -IV

 <p><b>E PAYMENT CHALLAN-CANDIDATE'S COPY</b></p> <p><b>OFFICE OF THE CHIEF POSTMASTER GENERAL NORTH EAST POSTAL CIRCLE SHILLONG</b></p> <p>NOTIFICATION: Staff/Recft/Sports Quota/Notification/2021 dated 25.10.2021</p> <p><b>NATIONAL BILLER ID : 16826</b></p> <p>APPLICANT MOBILE NO: _____</p> <p>APPLICANT NAME : _____</p> <p><b>APPLICATION FEES : Rs 100/- (RUPEES ONE HUNDRED ONLY)</b></p> <p>SIGNATURE OF APPLICANT/REMITTER: _____</p> <p style="text-align: center;"><u>FOR OFFICE USE</u></p> <p><b>DATE&amp; SEAL</b>                      <b>SIGNATURE OF COUNTER ASSISTANT</b></p> <p>NOTE: 1. ACCEPTED AT ALL COMPUTERISED POST OFFICES 2. LAST DATE OF PAYMENT: _____</p>	 <p><b>E PAYMENT CHALLAN-POST OFFICE COPY</b></p> <p><b>OFFICE OF THE CHIEF POSTMASTER GENERAL NORTH EAST POSTAL CIRCLE SHILLONG</b></p> <p>NOTIFICATION: Staff/Recft/Sports Quota/Notification/2021 dated 25.10.2021</p> <p><b>NATIONAL BILLER ID : 16826</b></p> <p>APPLICANT MOBILE NO: _____</p> <p>APPLICANT NAME : _____</p> <p><b>APPLICATION FEES : Rs 100/- (RUPEES ONE HUNDRED ONLY)</b></p> <p>SIGNATURE OF APPLICANT/REMITTER: _____</p> <p style="text-align: center;"><u>FOR OFFICE USE</u></p> <p><b>DATE&amp; SEAL</b>                      <b>SIGNATURE OF COUNTER ASSISTANT</b></p> <p>NOTE: 1. ACCEPTED AT ALL COMPUTERISED POST OFFICES 2. LAST DATE OF PAYMENT: _____</p>
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 25/10/21  
 Page No. 8/Staff (No.)  
 Chief Postmaster General  
 North East Postal Circle Shillong