

DEPARTMENT OF POSTS, INDIA
Office of the Chief Postmaster General, West Bengal Circle, Kolkata – 700012

NOTIFICATION

No. Rectt/R-8/PA-SA/DQ(Sports)/2021

dated at Kol-700012, the 15.11.2021

**NOTIFICATION FOR RECRUITMENT OF MERITORIOUS SPORTS PERSONS IN THE
CADRE OF POSTAL ASSISTANT/SORTING ASSISTANT AND POSTMAN IN WEST
BENGAL POSTAL CIRCLE**

PROSPECTUS CUM APPLICATION FORM

1. Applications are invited from Indian Nationals in the prescribed Proforma (Annexure I) for Direct Recruitment of meritorious Sports persons from open market under **SPORTS QUOTA** for filling up the vacancies upto 2020 to the following Group 'C' posts in West Bengal Postal Circle.
- (i) Postal Assistant (PA) in Post Offices/ Savings Bank Control Organization/ Circle Office & Regional Offices
 - (ii) Sorting Assistant (SA) in Railway Mail Service
 - (iii) Postman in Post Offices.

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 instructions issued thereto.

2. SCALE OF PAY

a	Postal Assistant / Sorting Assistant	Rs 25,500/-to Rs.81,100/-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.



3. AGE: The crucial date for determining the age-limit shall be 24-12-2021 i.e, the closing date for receipt of applications from candidates.

Sl No	Post	Age Limit
1	Postal Assistant/ Sorting Assistant	Between 18-27 years(Relaxable by 3years for OBC and 5 years for SC/ST) up to 40 years for Government Servant as per extant instructions of Govt. of India.
2	Postman	Between 18-27 years (Relaxable by 3 years for OBC and 5years for SC/ST) up to 40 years for Government Servant as per extant instructions of Govt. of India.

Note: Relaxation in upper age limit up to the maximum of 5 years will be admissible. This concession will be admissible only to those sports persons who satisfy all other eligibility conditions relating to educational qualifications etc & furnish a certificate in the prescribed form issued by an authority as mentioned in Para no. 9 (Form 1 to 5 enclosed as Annexure 2).

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.

4. VACANCY POSITION:- The details of cadre wise vacancy position are as follows:

Sl. No.	Name of the Dn./Unit	Name of the Post		
		Postal Assistant	Sorting Assistant	Postman
1	PACO	4	-	-
2	PA(SBCO)	6	-	-
3	RLO	1	-	-
4	A&N Islands	1	-	-
5	Kolkata GPO	4	-	3
6	Central Kolkata	1	-	2
7	East Kolkata	3	-	6
8	South Kolkata	2	-	10
9	North Kolkata	-	-	6
10	North Presidency	4	-	4
11	South Presidency	-	-	2
12	Birbhum	1	-	-
13	Barasat	3	-	2
14	Nadia North	2	-	1
15	Nadia South	1	-	1
16	Murshidabad	4	-	2
17	South Presidency	2	-	-
18	Kolkata RMS	-	11	-
19	Kol. A.P. Sorting	-	6	-
20	RMS 'H'	-	2	-
21	RMS 'SB'	-	2	-
22	RMS 'WB'	-	4	-
23	Foreign Post	1	-	-
24	Asansol	2	-	3
25	Contai	1	-	-

26	Howrah	1	-	-
27	Midnapore	2	-	1
28	Tamluk	2	-	-
29	Bankura	-	-	1
30	Darjeeling	1	-	1
31	Jalpaiguri	2	-	-
32	Coochbehar	-	-	2
33	Dinajpur	-	-	1
Circle Total		51	25	48

Note 1: The Department of Posts reserves the right to revise/cancel the vacancies. The Department of Posts reserves the right to post the selected candidates to any of the division/unit/office in West Bengal Circle depending upon the category of post.

Note 2: Options will be obtained from the selected candidate only. Allocation of unit will be decided as per merit and preference of the candidate subject to availability of vacancies as mentioned above.

5. 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 candidates as prescribed.

6. EDUCATIONAL AND OTHER QUALIFICATION REQUIRED

(i) For Postal/ Sorting Assistant:-

- The candidates having passed minimum either 12th standard or equivalent qualification from a recognized board or university.
- The candidates will be required to furnish at least 60 days duration basic computer training certificate 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 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.
- Sports qualification as per para 7 of the notification.

(ii) For Postman:-

- Minimum 12th standard pass from a recognized board or university.
- Knowledge of **LOCAL LANGUAGE** i.e, **BENGALI IN RESEPECT OF WEST BENGAL STATE(BENGALI OR NEPALI IN RESPECT OF DARJEELING AND JALPAIGURI DIVISION), NEPALI IN RESPECT OF SIKKIM STATE AND ENGLISH/HINDI IN RESEPECT OF A&N ISLANDS**. The candidate should have passed a paper of local language at least upto 10th standard.
- The candidates will be required to furnish at least 60 days duration basic computer training certificate 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. The requirement of basic computer knowledge certificate shall be relaxable in cases where a candidate has studies 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) Candidates should have a valid license of two wheeler or Light Motor Vehicle. This is applicable only to candidates applying for the post of Postman.
- e) Sports qualification — as per Para 7 below.

Note:

- (i) 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 Grant 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 educational qualification, such candidates shall also attach relevant equivalent certificate from the concerned authorities. **The Department of Posts reserves the right for the final decision in respect of selection of such candidates.**

7. SPORTS ELIGIBILITY FOR THE POST OF POSTAL ASSISTANT/SORTING ASSISTANT, POSTMAN

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 Sports/ games listed at Para 8.
- b) Sportsmen who have represented their University in the Inter University Tournaments conducted by the Inter University Sports Board in the Sports / Games listed at Para 8.
- c) Sportsmen who have represented the State School teams in the National Sports/ Games for schools conducted by the All India School Games Federation in the Sports / Games listed at Para 8.
- d) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.

8. THE LIST OF SPORTS WHICH QUALIFY FOR APPOINTMENT OF MERITORIOUS SPORTS PERSONS IS FURNISHED BELOW

SI. No.	Name of the Sports/Game	SI. No.	Name of Sports/ Game
1	Archery	2	Athletics (including Track and field events)
3	Atya- Patya	4	Badminton
5	Ball- badminton	6	Base ball
7	Basketball	8	Billiards and Snooker
9	Body Building	10	Boxing
11	Bridge	12	Carrom
13	Chess	14	Cricket
15	Cycling	16	Cycle Polo
17	Deaf Sports	18	Equestrian Sports
19	Fencing	20	Football
21	Golf	22	Gymnastics
23	Handball	24	Hockey
25	Ice-Hockey	26	Ice-Skating

27	Ice-Skiing	28	Judo
29	Kabaddi	30	Karate
31	Kayaking and 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	40	Power lifting
41	Shooting	42	Shooting Ball
43	Roll Ball	44	Roller Skating
45	Rowing	46	Rugby
47	Sepak Takraw	48	Soft Ball
49	Soft Tennis	50	Squash
51	Swimming	52	Table Tennis
53	Taekwondo	54	Tenni-Koit
55	Tennis	56	Tennis Ball Cricket
57	Tenpin Bowling	58	Triathlon
59	Tug-of-war	60	Volley Ball
61	Weightlifting	62	Wushu
63	Wrestling	64	Yachting

Note: Candidates applying for the Sports Discipline as mentioned in the list of Sports i.e, Sl. No. 17 “Deaf Sports” and Sl. No. 37 “Para Sports” will have to submit their certificate of disability.

9. The details of the competent authority for awarding certificate are as under:-
[GI Dept of Per. &Trg., OM No 14015/1/76/-Estt(O) dated 04.08.1980]

Only certificates awarded by the authorities mentioned 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 applicant. **A candidate who cannot produce attested copies of at least one certificate issued by one of the authorities mentioned here under along with application need not apply.**

Sl.	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 the 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 forms 1,2,3,4 and 5 referred to above are given in Annexure 2

10. METHOD OF SELECTION-

Selection of candidates will be made on the educational and sports qualification subject to the fulfillment of other prescribed qualifications and successful verification of all documents /certificates by concerned competent authority, failing which candidature will be rejected unconditionally. Meritorious Sports persons will be selected for appointment based on the instructions contained in the Department of Personnel and Training OM No. 14015/1/76-Estt.(D) dated 04.08.1980 as amended from time to time and consolidated instructions issued by DOPT vide OM No. 14034/01/2013-Estt.(D) dated 03.10.2013 and Department of Posts, Postal Directorate, New Delhi Lr. No. 17-07/2017-SPN-I(Pt.) dated 06.01.2021. The order of preference is as under:

- i. **First Preference:** Candidates who have represented the country in an **INTERNATIONAL COMPETITION** with the clearance of the Department of Youth Affairs & Sports.
- ii. **Second Preference:** Candidates who have represented a State/ UT in the **SENIOR OR JUNIOR LEVEL NATIONAL CHAMPIONSHIPS** organized by the National Sports Federation recognized by the 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. **Third Preference:** 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 the 3rd place in finals.
- iv. **Fourth Preference:** 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 position up to the 3rd place in finals.
- v. **Fifth Preference:** Candidates who have been awarded **National Award in physical Efficiency** under National Physical Efficiency Drive.
- vi. **Sixth Preference:** 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 those who have secured a higher position or won more than one medal may be given in preference, or as per the prevailing rules.
- Note 2: Participation in individual and team event / item may 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 tournament, the matter will be decided by the Department of Personnel & Training in consultation with the Department of Sports and Youth Affairs.
- Note 5: Decision of the competent authority i e. The Chief Postmaster General, West Bengal Circle, Kolkata will be final and binding on all.

11. DISQUALIFICATION

- a) i. No person— who has entered into or contracted a marriage with a person having spouse living; or
- ii. No person — who having a spouse living has entered into a 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 doing, exempt any person from the operation of this rule.
- b) Misrepresentation of facts or information/ unsigned or incomplete application / form/ without photographs/ without prescribed application fee (if applicable)/ not accompanied by attested copies of required certificates/received after due date. No correspondence will be done in this

regard.

- c) **If it is proved at any stage that the candidate has forwarded incorrect or false information in this regard, it will be summarily rejected. No intimation will be sent to the applicant.**
- d) Application wrongly addressed or received after due date will be summarily rejected, whatever may be reason for delay. No intimation will be sent in this regard.
- e) **DULY FILLED APPLICATIONS SHOULD BE SENT BY REGISTERED OR SPEED POST ONLY. THOSE SENT THROUGH ANY OTHER MEANS i.e. ORDINARY POST, PRIVATE COURIERS AND GIVEN 'BY HAND' SHALL NOT BE ENTERTAINED.**
- f) If a candidate desires to apply for more than one post/sport discipline, he/ she may do so by submitting separate applications for each post/sport by additionally remitting requisite fee (if applicable) for each application. Applications for more than one post /sport or more than one candidate received in one cover will be **SUMMARILY REJECTED**.
- g) Candidate applying for more than one game / event shall submit separate application form along with requisite fee (if applicable) and with complete documents for each game / event in separate envelope/ cover and all such applications are also to be sent through Speed post/ Registered post separately.
- h) One envelope should contain application form of one candidate for single sports discipline and one post only. Application forms of any candidate for more than one sports discipline/ post submitted in a single envelope/ cover or application form of more than one candidate received in a single envelope/ cover will be summarily rejected. In case more than one application form of (single candidate or multiple candidates) are received in any single envelope, all such application forms will be rejected.
- i) Name should be mentioned same as per matriculation mark sheet. If a candidate has changed his or 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 closed.
- j) No correspondence in person, email, telephone etc. will be entertained.
- k) The candidate should give an undertaking that he will serve the department for a minimum period of three years, if selected, in the prescribed proforma at part 17 of the application form.

12. SPECIAL INSTRUCTIONS TO THE APPLICANTS:-

- a) Before submitting the application, the candidates must carefully read the detailed notification containing eligibility conditions and satisfy himself / herself that he/she fulfills all the eligibility conditions for the post for which he / she has applied.
- b) **ORIGINAL CERTIFICATES SHOULD NOT BE SENT IN ANY CASE.** The candidates should produce relevant original certificates only on demand.
- c) Attested copies of all the required documents and certificates should be sent along with the application. The documents / marks sheets / certificates submitted on later date will not be entertained. Application with unnecessary documents / mark sheet / certificate will be summarily rejected.
- d) If the prescribed/ required documents are not submitted along-with the application, applications received after due date will be rejected and no request for revival will be considered.
- e) Incomplete or unsigned (on all pages) applications or applications without photographs will be

rejected.

- f) An application will be rejected at any stage of recruitment process if it is not in the prescribed format/ having incomplete information / wrong information / misinterpretation of facts / without prescribed application fee (if applicable)/ not accompanied by attested copies of required certificates. Candidates should take utmost care to furnish the correct details while filling in the application.
- g) The prospectus along with application form can be downloaded from India post website i.e. www.indiapost.gov.in . Applications purchased from outside vendors will not be accepted and summarily rejected without assigning any reason.
- h) The vacancies notified are subject to change without assigning any reason and Department reserves the right to cancel the recruitment if so warranted and the Department will not be liable to return the fee or pay any compensation on the applicant's application. The Department reserves the right to restrict the selection up to the number of players.
- i) Community certificates for SC/ST/OBC/EWS in the prescribed form issued by the competent authorities as in Annexure III, IV & V only is to be submitted. Certificates submitted in any other form or from authorities not competent to issue the same will be ignored.
- j) The selected candidates of all posts are liable to serve anywhere in West Bengal circle as and when required at the sole discretion of the appointing authority.
- k) Once appointed, request for transfer will be entertained as per existing rule.
- l) Selection of candidates will be made in accordance with the relevant recruitment rules and administrative instructions issued by the Department of Posts from time to time. Attachment of unnecessary documents/mark sheets other than prescribed in Para-17 of this notification will lead to rejection of application without assigning any reason.
- m) 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 of change in name such as affidavit, gazette notification etc. should be enclosed.
- n) The selected candidate may be appointed against any of the identified vacancies as mentioned in para 4 of this notification.

13. DISCLAIMER:

- (i) In case suitable candidates are not available in any of the above Games/Sports, the Department of Posts will reserve its right not to consider such games/sports.
- (ii) The Department of Posts reserves the right to cancel this recruitment process without any reason.
- (iii) The vacancies notified are subject to change without assigning any reason and Department reserves the right to cancel the recruitment.

14. APPLICATION FEE

1. The candidates shall have to credit Application fee of Rs. 100/- (Rupees One Hundred only) through e-payment (using Challan Form) in the name of **CPMG WB CIRCLE SPORTS (National E-BILLER ID No. 0000070146)** at any of the computerized Post Offices in India.
2. The last date for receipt of application at O/o Chief Postmaster General, West Bengal Circle, Kolkata-700012 is **24.12.2021**.



3. Challan form available with the notification may be downloaded (Annexure VI), fill in completely and fees (if applicable) be paid at any Post Office through e-payment. The post office shall retain one copy of Challan form & Candidate will get Chief PMG, WB Circle, Kolkata's copy & Candidate's copy.
4. Original receipt of fee issued by Post Office should be pasted on the Chief PMG, WB Circle, Kolkata's copy and must be submitted along with application form, while candidate may retain candidate's copy for future reference.
5. Fee once paid will not be refunded in any case; neither shall be held reserved for any other recruitment nor selection process in future. Also fee paid through any other mode will not be accepted and such application will be summarily rejected.

Note : Women/SC/ST/PwD candidates are exempted from payment of application fee.

15. SUBMISSION OF APPLICATION

Applications to be super scribed as "APPLICATION FOR THE POST OFIN WEST BENGAL CIRCLE UNDER SPORTS QUOTA FORSPORT" and to be sent through Registered/ Speed post to:

The Assistant Director of Postal Services (Recruitment),
Office of the Chief Postmaster General,
West Bengal Circle, P-36, C. R. Avenue, Yogayog
Bhawan, Kolkata-700012

16. **LAST DATE OF RECEIPT OF APPLICATION THROUGH REGISTERED / SPEED POST IS 24.12.2021 till 18.00 hrs. Applications received through any other means i.e, Ordinary Post/ Private Couriers and given "by hand" shall not be entertained.**

17. **Detail of Enclosures (List of attached-photo copies of certificate and documents to be sent)**

(a)	Duly filled application form itself along-with signed undertaking form
(b)	Certificate, mark sheets of education qualification for SSC/HSC or 10+2 equivalent
(c)	Computer certificate
(d)	Proof in respect of Sports qualification/achievement(in form 1 to 5 as per Annexure-2)
(e)	Proof of date of birth: Birth Certificate / School leaving certificate / Matriculation Mark Sheet
(f)	Latest caste/community certificate in prescribed form for SC/ST/OBC/EWS candidates issued by competent authority (Please see Annexure III,IV &V)
(g)	2 latest identical pass port size photograph (5 cm x 7 cm) one to be pasted on the application and the other sent loose with name and address written reverse.)
(h)	Fee payment receipt, if applicable
(i)	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.

Assistant Director of Postal Services (Recruitment),
Office of the Chief Postmaster General,
WB Circle, Kolkata-700012

