

India Post Payments Bank Limited

(A wholly owned undertaking of the Department of Posts, Govt. of India)

Post Box No: 760, Speed Post Centre, Market Road, Bhai Veer Singh Marg, New Delhi – 110 001

Recruitment of Scale I Officers

India Post has received in-principle approval from RBI and approval from Cabinet for setting up India Post Payments Bank Limited.

India Post Payments Bank Limited (IPPB) invites online applications from qualified candidates who will be appointed in JMG Scale I. Candidates will be selected through a selection process specified in this advertisement.

Interested candidates who fulfill the eligibility criteria may apply online by visiting our website <http://www.indiapost.gov.in/> between 4th October, 2016 to 25th October, 2016 and no other mode of application will be accepted.

The important dates are as follows:

Activities	Dates
On-line registration including Edit/Modification of Application by candidates	4 th October 2016 to 25 th October 2016
Online Payment of Application Fees	4 th October 2016 to 25 th October 2016
Download of call letters for online examination	1 week before Online Examination date
Date of Online Examination (Tentative)	December, 2016/ January, 2017

Before applying candidates are advised to ensure that they fulfill the stipulated eligibility criteria. Candidates are advised to fill in the particulars of themselves correctly in the online application form.

This advertisement contains the following details:

Section	Section Title	Details in Section
A	Post	Name and grade of post for which recruitment is desired, along with category-wise vacancy
B	Eligibility Criteria	Details on the eligibility criteria such as age, educational qualification and experience have been provided. Relaxation for reservations have also been provided.
C	Emoluments (As on 01.09.2016) and Relevant Policies	Details of the pay-scale, emoluments and relevant service rules have been provided.
D	Selection Procedure	Brief on Selection Procedure that shall be followed for recruitment of the posts in Section A
E	Application Guidelines	Guidelines on application submission, application fees and other general instructions.

A. POSTS

#	Function	Post	Grade	Scale	Category Wise Vacancy							
					GEN	OBC	SC	ST	Total	OC	HI	VI
1	Branches	Assistant Manager (Territory)	JMGS-I	I	327	176	98	49	650	7	7	7

Notes:

1. The number of vacancies and also the number of reserved vacancies is provisional and may vary according to actual requirement of IPPB.
2. Candidates willing to serve anywhere in India need to apply.
3. Candidates can submit only one application. Multiple applications will be summarily rejected.
4. As the reservation for VI/HI/OC candidates is on horizontal basis, the selected candidates will be placed in the appropriate category to which the candidate belongs. The definitions of the categories of disability shall be as per Govt. of India guidelines. It is clarified that it may not be possible to employ physically challenged candidates at all offices/branches of the IPPB and they will have to work in the posts identified by the IPPB as suitable for them.
5. Abbreviations used:
 - JMGS: Junior Management Grade/ Scale.
 - SC: Scheduled Caste
 - ST: Scheduled Tribe
 - OBC: Other Backward Classes
 - GEN: General Category
 - PWD: Persons With Disability
 - OC: Orthopedically Challenged
 - VI: Visually Impaired
 - HI: Hearing Impaired

India Post

B. ELIGIBILITY CRITERIA

1. NATIONALITY/ CITIZENSHIP

A candidate must be either

- i. a citizen of India or
- ii. a subject of Nepal or
- iii. a subject of Bhutan or
- iv. a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India or
- v. a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India

Provided that a candidate belonging to categories (ii), (iii), (iv) and (v) above shall be a person in whose favor a certificate of eligibility has been issued by the Government of India.

A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination/ interview conducted by the IPPB, may be provisionally selected, but on final selection, the offer of appointment may be given only after the necessary eligibility certificate has been issued to him by the Government of India.

Please note that the eligibility criteria specified herein are the basic criteria for applying for the post. Candidates must necessarily produce the relevant documents pertaining to category, nationality, age, educational qualifications etc. in original along with a photocopy thereof in support of their identity and eligibility as indicated in the online application form. Please note that no change of category will be permitted at any stage after registration of the online application and the result will be processed considering the category which has been indicated in the online application, subject to guidelines of the Government of India in this regard.

Merely applying for / being shortlisted / appearing for the interview and/or subsequent processes do not imply that a candidate will necessarily be offered employment in the IPPB. No request for considering the candidature under any category other than in which applied will be entertained.

2. JOB SPECIFICATIONS

The Age, Qualification and Experience as on 01.09.2016 required for the post specified in Section A are prescribed as under:

#	Function	Post	Grade	Scale	Job Specification (Age, Qualification and Experience as on 01.09.2016)
1	Branches	Assistant Manager (Territory)	JMGS-I	I	Age Limit: 20 to 30 years Note: The candidate should be born not before 02.09.1986 and not later than 01.09.1996 (both dates inclusive). Minimum Educational Qualification: Graduate from University/ Institution/ Board recognized by the Government of India (or) approved by a Government Regulatory Body. Note: Candidates who fulfill the minimum education qualification and with postal services or sales of financial products/ rural banking/ with experience as Business Correspondent for banks are also eligible.

Notes:

1. Age Criteria and Age Relaxation:

- The candidates must meet the requisite age criteria as on 01.09.2016.

- ii. Maximum age indicated is for General category candidates. The SC, the ST, OBC, PWD and Ex-Servicemen applicants would be eligible for age relaxation as per the Government of India guidelines, as under:

Category	Age Relaxation
Scheduled Caste and Scheduled Tribe	5 years
Other Backward Class	3 years
Person With Disability	10 years
Ex-servicemen	Ex-service Commissioned Officers, including ECOs/SSCOs, who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date for receipt of applications) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or on account of physical disability attributable to military service or on invalidment - 5 years
Persons ordinarily domiciled in the State of Jammu & Kashmir during the period 1-1-80 to 31-12-89	5 years
Persons affected by 1984 riots	5 years

- iii. In case of a candidate who is eligible for relaxation under more than one of the above age relaxation categories, the age relaxation will be available on cumulative basis with only one of the remaining categories for which relaxation is permitted as mentioned above. This cumulative age relaxation is available to SC/ST/OBC candidates.
- iv. Candidates seeking age relaxation will be required to submit copies of necessary certificate(s) at the time of Interview and at any subsequent stage of the recruitment process as required by the IPPB.
- v. An Ex-servicemen who has once joined a Government job on civil side after availing of the benefits given to him/her as an Ex-servicemen for his/her re-employment, his/her Ex-Servicemen status for the purpose of re-employment in Government jobs ceases.
- vi. There is no reservation for Ex-servicemen in Officers' Cadre.

2. Educational Qualifications:

- i. The candidate must possess the requisite educational qualification as on 01.09.2016.
- ii. Degrees obtained from the recognised Universities or Institutes recognised by the Govt. of India only will be considered.
- iii. Candidates who are awaiting their results of the qualifying examination OR who have not passed the qualifying examination on or before 01.09.2016 are not eligible.
- iv. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. Where CGPA / OGPA is awarded,

the same should be converted into percentage and indicate the same in online application.

- v. **Calculation of Percentage:** The percentage marks shall be arrived at by dividing the marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only.
- vi. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- vii. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document / certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.
- viii. Proper document from Board / University for having declared the result on or before 01.09.2016 has to be submitted at the time of interview. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate in original issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process.

3. RESERVATIONS

- i. Vacancies are reserved for Disabled (Physically Challenged) Persons under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996) as per government guidelines. Candidates with following disabilities are eligible to apply as per the definitions given in the above act: a) Orthopedically Challenged, b) Visually Impaired, c) Hearing Impaired.
- ii. A person (OC/VI/HI) who suffer from not less than 40% of relevant disability and wants to avail the benefit of reservation will have to submit a Disability Certificate issued by the Medical Board duly constituted by Central or State Government. The certificate should be dated on or before last date of registration of application.
- iii. Candidates belonging to OBC category but coming in the 'creamy layer' are not entitled to OBC reservation and age relaxation. They should indicate their category as 'GENERAL' or GENERAL (OC/HI/VI), as applicable.
- iv. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.

a. Orthopedically Challenged (OC)

Orthopedically Challenged (OC) person is one having a minimum of 40% physical defect or deformity which causes interference with the normal functioning of the bones, muscles and joints and is so certified by a Medical Board appointed by the State Government. Only those who fall in the following categories are eligible to apply: BL - Both Legs Affected but not Arms; OA - One Arm Affected (Right or Left) - (a) Impaired Reach; (b) Weakness of Grip; (c) Ataxia; OL - One Leg Affected (Right or Left); MW - Muscular Weakness & Limited Physical Endurance.

b. Visually Impaired (VI)

Persons who suffer from either of the following conditions:

- Total absence of sight,
- Visual Acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses, or
- Limitation of the field of vision subtending an angle of 20 degrees or worse and so certified by a Medical Board appointed by the State Government.

A person with Low Vision means one with impairment of visual functioning even after treatment of standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

c. Deaf & Hearing Impaired (HI)

Deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life, i.e. with total loss of hearing in both ears. They do not hear and understand sounds at all - even with amplified speech.

Hearing impairment means loss of more than 60 decibels in the better ear in the conversational range of frequencies.

d. Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon. Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

C. EMOLUMENTS (AS ON 01.09.2016) AND RELEVANT POLICIES

1. PAY-SCALE, ALLOWANCES AND PERQUISITES

Pay Scale, Allowances and Perquisites as applicable		
Scale	Pay Scale	Approximate Total Monthly CTC#
JMGS - I	23,700 - 42,020	65,000

(#) - Approximate monthly CTC calculated at the start of the scale inclusive of Dearness Allowance, City Compensatory Allowance & other allowances at "A" Category cities.

In addition to the above, the Officer would be entitled to a Performance Pay as per criteria defined by the IPPB from time to time.

The Officers are also entitled to retirement and terminal benefits as per the policy defined by the IPPB.

2. PROBATION PERIOD

The Probationary Officers will be on probation of two years during which they will be given intensive training. Towards the end of their probation/training period, they will be subjected to a screening process for confirmation.

3. POSTING, TRANSFER AND JOB ROTATION

The selected candidates will be posted/ transferred/ moved to other roles at discretion of IPPB to various offices of IPPB from time to time and on such terms and conditions as may be decided by IPPB.

4. LEAVE, TRAVEL ALLOWANCE

The leave and travel allowance will be as per Service Rules of IPPB applicable at the time of appointment.

D. SELECTION PROCEDURE

Selection will consist of the following steps: (i) Preliminary Examination (ii) Main Examination (iii) Interview. The final selection shall be made on the basis of interview. Merely satisfying the eligibility norms do not entitle a candidate to be called for Examination / Group Discussion / Interview.

Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the IPPB's website. Final select list will be published on the IPPB's website.

E. APPLICATION GUIDELINES

The candidates can apply only for one post. Candidates can apply online only from **4th October 2016 to 25th October 2016** and no other mode of application will be accepted.

1. PRE-REQUISITES FOR APPLYING ONLINE

Before applying online, candidates should:

- i. Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as mentioned in this advertisement at Annexure-I.
- ii. Keep the necessary details/documents for Online Payment of the requisite application fee/ intimation charges ready.
- iii. Have a valid personal email ID which should be kept active till the completion of this recruitment process. IPPB may send call letters for the Interview etc. through the registered e-mail ID. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

IPPB Transaction charges for Online Payment of application fees/ intimation charges will have to be borne by the candidate.

2. PROCEDURE FOR APPLYING ONLINE

- i. Candidates are first required to go to the IPPB's authorised website <http://www.indiapost.gov.in/> and click the option "Click here to apply online for Assistant Manager (Territory) Posts"" to open the online Application Form.
- ii. To register their application candidates will be entering their basic information in the online application form. After that a provisional registration number and password will be generated by the system and displayed on the screen. Candidate should note down the provisional registration number and password. An Email & SMS indicating the Provisional Registration Number and Password will also be sent.

- iii. Candidates are required to upload their photograph and signature as per the specifications given in the Annexure I of this form.
- iv. Candidates are advised to carefully fill the online application themselves as no change in any of the data filled in the online application will be possible / entertained.
- v. Prior to submission of the online application, candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required. No change is permitted after clicking on FINAL SUBMIT button. Visually Impaired candidates are responsible for carefully verifying the details filled in the online application form and ensuring that the same are correct prior to submission, as no change is possible after submission.
- vi. **Application Fee / Intimation Charges (Non-Refundable)**

Category of Applicant	Application Fee
SC/ST/PWD (Only Intimation charges)	INR 150.00 (Rupees One Hundred and Fifty Only)
For all others	INR 700.00 (Rupees Seven Hundred Only)

- vii. Candidates should ensure their eligibility before paying the fees/applying online.
- viii. Application once made will not be allowed to be withdrawn and fee once paid will NOT be refunded under any circumstances nor can it be held in reserve for any other future selection process.

3. MODE OF PAYMENT

- i. Candidates have to make the payment of requisite fees / intimation charges through ONLINE mode only.
- ii. Candidates should carefully fill the details in the online Application at the appropriate places very carefully and click on the "FINAL SUBMIT" button at the end of the Online Application format. Before pressing the "FINAL SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate and his /her father/husband etc. should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- iii. In case the candidate is unable to fill the application form in one go, he/ she can save the data already entered.
- iv. Once the application is filled in completely, candidate should submit the final data.
- v. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
 - The payment can be made by using Debit Cards (RuPay/ Visa/ MasterCard/ Maestro), Credit Cards, Internet banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
 - After Final Submission, an additional page of the application form is displayed wherein candidates may follow the instructions and fill the requisite details.
 - If the online transaction has not been successfully completed then candidates are advised to login again with their provisional registration number and password and pay the Application Fees/ Intimation Charges online.

- On successful completion of the transaction, an e-receipt will be generated.
 - Candidates are required to take a printout of the e-receipt and online application form containing fee details. Please note that if the same cannot be generated online transaction may not have been successful.
 - Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, Candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
 - There is a facility to print the application form containing fee details post payment of fees.
- vi. After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press back or refresh button in order to avoid double charge.
- vii. For Credit Card users: All charges are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- viii. To ensure the security of your data, please close the browser window once your transaction is completed.
- ix. After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. **THEY SHOULD NOT SEND THIS PRINTOUT TO IPPB.**
- x. Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Post Applied for, Address, Mobile Number, Email ID, Centre of Examination (for future use) etc. will be considered as final and no change/modifications will be allowed after submission of the online application form.
- xi. Candidates are hence requested to fill the online application form with the utmost care as no correspondence regarding change of details will be entertained. IPPB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.
- xii. An email / SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.
- xiii. An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form / unsuccessful fee payment will not be considered as valid.
- xiv. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to log onto IPPB's authorized website on account of heavy load on internet / website jam.
- xv. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of IPPB.

Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such

applications would be rejected. Any information submitted by an applicant in his / her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him/her are found to be false at a later stage.

Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. IPPB will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form

4. EXAMINATION CENTERS (TENTATIVE LIST)

- i. The examination will be conducted online at venues across many centers in India. The tentative list of examination centers for the Preliminary Exams is available in Annexure II.
- ii. No request for change of center/venue for examination shall be entertained.
- iii. IPPB, however, reserves the right to cancel any of the examination centers and/or add some other centers, at its discretion, depending upon the response, administrative feasibility, etc.
- iv. IPPB also reserves the right to allot the candidate to any center other than the one he/she has opted for.
- v. Candidate will appear for the examination at an examination center at his/her own risk and expenses and IPPB will not be responsible for any injury or losses etc. of any nature.
- vi. Any unruly behaviour/ misbehaviour in the examination hall may result in cancellation of candidature/disqualification from future exams conducted by IPPB.
- vii. The centres for the Main Examination will be limited.

5. ONLINE EXAMINATION

- I. The structure of the examinations which will be conducted online are as follows:

A) Preliminary Examination

#	Name of Test	No of Qs	Maximum Marks	Duration
1.	English Language	30	30	Composite time of 1 hour
2.	Reasoning Ability	35	35	
3.	Quantitative Aptitude	35	35	
	Total	100	100	1 hour

Candidates have to qualify in each of the three tests by securing cut-off marks to be decided by IPPB. Adequate number of candidates in each category as decided by IPPB depending upon requirements will be shortlisted for the Online Main Examination.

B) Main Examination

#	Name of Tests (Not by sequence)	No of Questions	Maximum Marks	Medium of Exam	Time allotted for each test
1	Reasoning	50	50	English & Hindi	40 minutes
2	English Language	40	40	English	30 minutes
3	Computer Knowledge	20	20	English & Hindi	10 minutes
4	General Awareness (with special reference to Banking)	40	40	English & Hindi	20 minutes
5	Quantitative Aptitude	50	50	English & Hindi	40 minutes
Total		200	200		140 minutes

IPPB reserves the right to modify the structure of the examination which will be intimated through its authorized website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the authorized IPPB website.

Please note that candidates will not be permitted to appear for the IPPB (Preliminary as well as Main Examination) without the following documents:

1. Valid Call Letter for the respective date and session of Examination
2. Photo-identity proof (as specified) in original bearing the same name as it appears on the call letter/ application form and
3. Photocopy of photo-identity proof (as mentioned in (2) above)

Candidates reporting late i.e. after the reporting time specified on the call letter of the examination will not be permitted to take the examination.

The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the Preliminary Examination is 1 hour and candidates may be required to be at the venue for about 2 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

For the main examination the duration of the examination is 2 hours 20 minutes, candidates may be required to be at the venue for about 3 hours or more including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions etc.

II. Penalty for Wrong Answers (Applicable to both – Preliminary and Main examination)

There will be penalty for wrong answers marked in the Objective Tests. For each question for which a wrong answer has been given by the candidate one fourth or 0.25 of the marks assigned to that question will be deducted as penalty to arrive at corrected score. If a question is left blank, i.e. no answer is marked by the candidate, there will be no penalty for that question.

III. Scores

- i. The corrected scores obtained by each of the candidates in different sessions (if held) will be normalized using equi-percentile method.
- ii. Scores up to two decimal points shall be taken for the purpose of calculations

IV. Cut-off Score (Online main examination)

Each candidate will be required to obtain a minimum score in each test of Online Main examination and also a minimum total score to be considered to be shortlisted for interview. Depending on the number of vacancies available, cut-offs will be decided and candidates will be shortlisted for interview. Prior to the completion of the interview process, scores obtained in the online Main examination will not be shared with the candidates shortlisted for interview.

V. Process for Arriving at Scores

The Scores of Online Examination are obtained by adopting the following procedure:

- i. Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.
- ii. The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*
* Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.
- iii. Testwise scores and scores on total is reported with decimal point upto two digits.

Note: Cutoffs are applied in two stages:

- i. on scores in individual tests
- ii. on Total Score

MARKS OBTAINED IN THE MAIN EXAMINATION ONLY WILL BE CONSIDERED FOR SHORTLISTING FOR INTERVIEW AND ALSO FOR FINAL MERIT LISTING

6. INTERVIEW

Candidates who have been shortlisted in the main examination for IPPB will subsequently be called for an Interview to be conducted by IPPB. Interviews will be conducted at select centres. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from the authorised IPPB website. Please note that any request regarding change in date, centre etc. of interview will not be entertained.

The total marks allotted for Interview are 100. The minimum qualifying marks in interview will not be less than 40% (35% for SC/ST/OBC/PWD candidates). The weightage (ratio) of Main exam and interview will be 80:20 respectively. The combined final score of candidates shall be arrived at on the basis of scores obtained by the candidates in the Main Examination and Interview. Interview score of the candidates failing to secure minimum qualifying marks or otherwise barred from the interview or further process shall not be disclosed.

A candidate should qualify both in the Main Examination and interview and be sufficiently high in the merit to be shortlisted for subsequent provisional allotment process, details of which will be made available subsequently on IPPB website.

While appearing for the Interview, the candidate should produce valid prescribed documents given below.

In the absence of documents candidature of the candidates shall be cancelled. IPPB shall take no responsibility to receive/ collect any certificate/remittance/ document sent separately

List of Documents to be produced at the time of interview (as applicable)

The following documents in original and self-attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of interview failing which the candidate may not be permitted to appear for the interview. **Non-submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.**

- (i) Printout of the valid Interview Call Letter
- (ii) Valid system generated printout of the online application form
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB)
- (iv) Photo Identify Proof as indicated in Point 8 of the advertisement
- (v) Mark-sheets & certificates for Graduation or equivalent qualification etc. Proper document from Board / University for having declared the result on or before 13.08.2016 has to be submitted.
- (vi) Work Experience: If declared in the application form, all the documents such as experience Certificate from the past and current employers or Offer Letters, Relieving Letters, Pay or Salary Slips clearly indicating the date of joining and date of relieving for each of the past or previous employer(s). The experience certificate or testimonials produced by the candidates should indicate the date of joining and relieving, designation at the time of joining, date of promotion with designation, if any. Any adverse remark from the previous employer(s) or any act of misconduct/ wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.
- (vii) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- (viii) Caste Certificate issued by the competent authority as stipulated by Government of India in the case of SC / ST / OBC category candidates.

Candidates belonging to OBC category but coming under creamy layer and/ or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.

- (ix) Disability certificate issued by the District Medical Board in case of Persons With Disability category
- (x) If the candidate has used the services of a Scribe at the time of examination, the duly filled in details of the scribe in the prescribed format (Annexure III)
- (xi) An Ex-serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of interview. Those who are still in defence service should submit a certificate

from a competent authority that they will be relieved from defence services, on or before 12.08.2017.

- (xii) Candidates serving in Government / quasi Government offices/ Public Sector Undertakings (including Nationalised banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of interview, in the absence of which their candidature will not be considered and travelling expenses, if any, otherwise admissible, will not be paid. The No Objection Certificate should be issued for appearing in interview for selection to IPPB.
- (xiii) Persons eligible for age relaxation under Section B (Notes) must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- (xiv) Persons eligible for age relaxation under Section B (Notes) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept. of Financial Services communication No.F.No.9/21/2006-IR dated 27.07.2007.
- (xv) Experience certificates, if any
- (xvi) Persons falling in categories for age relaxation under Point B should produce a certificate of eligibility issued by the Govt. Of India
- (xvii) Any other relevant documents in support of eligibility

Note:- Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above.

No documents shall be directly sent to IPPB by candidates before or after the interview.

The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH DISABILITIES is as under (as notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub-Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar (iv) Sub-divisional officer of the Area where the candidate and or his family normally resides.

For Persons with Disabilities: Authorised certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub-Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon.

Candidates belonging to SC, ST, OBC, PWD categories have to submit certificates in support of it at the time of interview.

Prescribed Formats of SC, ST, OBC, PWD certificates as applicable to be submitted at the time of interview can be found in Annexure IV, V & VI of this advertisement.

7. OTHER CONDITIONS

Vacancies given in this advertisement are indicative. No change in the data already registered by the candidate in the online application form is possible. A candidate belonging to SC/ST/OBC category, who is selected on the same standard as applied to General category candidates will be treated as own merit candidates. Department of Personnel and Training vide O.M. No. 36011/1/98-Estt. (Res) dated 1-7-1998 clarifies that only such SC/ST/OBC candidates who are selected on the same standard as applied to general candidates shall not be adjusted against reserved vacancies. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience qualification, permitted number of chances in examination, extended zone of consideration larger than what is provided for general category candidates etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed as unavailable for consideration against unreserved vacancies. Own merit candidates of reserved category will be adjusted against the vacancies of unreserved category and will be given provisional allotment first treating them notionally as reserved category candidates. Please note that such a candidate will not be adjusted against a reserved post. However his/her provisional allotment shall be done by treating him/her as if he/she is a reserved category candidate.

Merely securing combined scores higher than the last allotted unreserved category candidate does not entitle a reserved category candidate for provisional allotment under unreserved category. Even though the candidate had not availed any relaxation applicable for reserved category, such candidate will be required to obtain a minimum score in each test and a minimum total score prescribed for unreserved category candidate for the online test and combined score higher than last allotted unreserved category candidate.

In the event of two or more candidates having obtained the same score, merit order is decided as per date of birth (the candidate senior in age is placed before/ above the candidate junior in age), as per the prevailing practice.

Issuance of offer of appointment including terms and conditions, formalities for verification, joining etc. is solely the decision of IPPB and shall be final and binding. A reserve list to the extent of approximately 10 percent of the vacancies under each category may be kept, subject to the availability of candidates. This does not guarantee recruitment by IPPB. However, if no vacancy is furnished by IPPB owing to exigencies or otherwise during the validity period, the candidates under the reserve list will not be considered. The reserve list will expire automatically on 31.03.2018 without any notice. Candidates who are not in the reserve list will not be considered for any further vacancies at IPPB for 2017-18.

IPPB reserves the right to cancel, reallocate roles/ change the process depending upon exigencies or otherwise.

8. IDENTITY VERIFICATION

(i) DOCUMENTS TO BE PRODUCED

In the examination hall as well as at the time of interview, the call letter along with a photocopy of the candidate's photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card/ Passport/ e-aadhaar card/ Driving Licence/ Voter's Card/ bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer/ People's Representative along with a photograph / Identity Card issued by a recognised college/ university/ Aadhar card with a photograph/ Employee ID should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. **If identity of the candidate**

is in doubt the candidate may not be allowed to appear for the Examination/ interview.

Ration Card will not be accepted as valid id proof for this process.

In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

Note: Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form/ call letter and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview.

(ii) BIOMETRIC DATA – Capturing and Verification

It has been decided to capture the biometric data (left thumb impression or otherwise) and the photograph of the candidates on the day of the Main Examination for the candidates who qualify after the preliminary examinations and appear for the main examination.

The biometric data and photograph will be verified on two occasions - On the day of interview of qualifying candidates and at the time of joining of candidates. Decision of the Biometric data verification authority with regard to its status (matched or mismatched) shall be final and binding upon the candidates.

Candidates are requested to take care of the following points in order to ensure a smooth process

- If fingers are coated (stamped ink/mehndi/coloured...etc), ensure to thoroughly wash them so that coating is completely removed before the exam / interview / joining day.
- If fingers are dirty or dusty, ensure to wash them and dry them before the finger print (biometric) is captured.
- Ensure fingers of both hands are dry. If fingers are moist, wipe each finger to dry them.
- If the primary finger (left thumb) to be captured is injured/damaged, immediately notify the concerned authority in the test centre. In such cases impression of other fingers, toes etc may be captured.

9. CALL LETTERS FOR EXAMINATION

The candidates should download their call letter and an "information handout" booklet by entering their registration number and password / date of birth from IPPB's authorized website. NO HARD COPY OF THE CALL LETTER / INFORMATION HANDOUT WILL BE SENT BY POST.

10. USE OF SCRIBE & COMPENSATORY TIME:

In the event of an examination being a part of the selection process, the facility of scribe would be allowed to a person who has disability of 40% or more if so desired by the person and is meant for only those persons with disability who have physical limitation to write including that of speed. In all such cases where a scribe is used, the following rules will apply:

- i. Candidates eligible for and who wish to use the services of scribe in the examination should carefully indicate the same in the online application form.
- ii. The candidate will have to give a suitable undertaking, in the prescribed format at the time of online examination
- iii. Such candidates who are eligible for use of a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination whether availing the facility of scribe or not.
- iv. The candidate will have to arrange his/her own scribe at his/her own cost.
- v. The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi and clarification issued by Government of India, Ministry of Financial, Deptt. of Financial Services vide letter No. F.No.3/2/2013-Welfare dated 26.04.2013.
- vi. Same scribe should not be used by more than one candidate.
- vii. The scribe may be from any academic stream.

11. GUIDELINES FOR APPLICANTS WITH LOCOMOTOR DISABILITY AND CEREBRAL PALSY:

If any applicant has locomotor disability and cerebral palsy, where dominant (Writing) extremity is effected to the extent of slowing the performance of function (Minimum of 40% impairment), he / she may be given compensatory time of 20 minutes for every hour of examination. However, no scribe shall be permitted to such applicants.

12. GUIDELINES FOR VISUALLY IMPAIRED APPLICANTS:

Visually Impaired applicants (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. This facility will not be available to visually impaired applicants, who use the services of a scribe for the examination. Compensatory time of 20 minutes for every one hour of the examination will be available to visually impaired using magnified font.

13. ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars/details/information or make statements that are false, incorrect, tampered, fabricated and should not conceal or suppress any material information while filling up the application form and submitting the attested copies of testimonials. In case it is detected at any time that the candidate has indulged in any of the above mentioned activities, he/she will not only be disqualified but he / she will be liable to be dismissed from the services of the IPPB at any time, even after being selected and after joining the IPPB's service.

At the time of Examination / Interview, if a candidate is (or has been) found guilty of:

- i. Using unfair means during the selection process, or
- ii. Impersonating or procuring impersonation by any person, or
- iii. Misbehaving in the Personal Interview, or
- iv. obtaining support for his/ her candidature by unfair means, or
- v. carrying mobile phones or similar electronic devices of communication in the examination/ interview hall, or

- vi. Resorting to any irregular or improper means in connection with his/her candidature, including resorting to canvassing for his candidature, or obtaining support for his/her candidature, by any means, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, shall also be liable:
- To be disqualified from the selection process for which he / she is a candidate;
 - To be debarred, either permanently or for a specified period, from any examination or recruitment conducted by the IPPB.

Following items are not allowed inside the examination centre:-

- vii. Any stationary item like textual material (printed or written), bits of papers, Geometry/Pencil Box, Plastic Pouch, Calculator, Scale, Writing Pad, Pen Drives, Log Table, Electronic Pen/Scanner etc.
- viii. Any communication device like Mobile Phone, Bluetooth, Earphones, Microphone, Pager, Health Band etc.
- ix. Other items like Goggles, Handbags, Hair-pin, Hair-band, Belt, Cap, etc.
- x. All ornament like Ring, Earrings, Nose-pin, Chain/Necklace, Pendants, Badge, brooch etc. should be thoroughly checked.
- xi. Any watch/Wrist Watch, Camera, etc.
- xii. Any metallic item
- xiii. Any eatable item opened or packed, water bottle etc.
- xiv. Any other item which could be used for unfair means for hiding communication devices like camera, blue tooth devices etc.

Any infringement of these instructions shall entail cancellation of candidature and disciplinary action including ban from future examinations.

Candidates are advised in their own interest not to bring any of the banned items to the venue of the examination, as arrangement for their safekeeping cannot be assured. Any agency engaged with conduct of the online examination shall not take any responsibility for loss of any of the items. Responsibility of safekeeping of the same shall rest with the candidates at cost or no cost.

14. GENERAL ELIGIBILITY

Medical Fitness, Character and caste (wherever applicable) verification of selected candidates: The appointment of selected candidates will be subject to their being declared medically Fit by a Doctor or a panel of Doctors approved by the IPPB and upon satisfactory verification of their character, antecedents and caste certificates (wherever applicable). Till such time, their appointment will be provisional.

15. GENERAL INSTRUCTIONS

- i. Candidates are advised to take a printout of their system generated online application form after submitting the application.
- ii. Candidates should satisfy themselves about their eligibility for the post applied for. The IPPB would admit to the test all the candidates applying for the posts with the requisite fee on the basis of the information furnished in the online application and shall determine their eligibility only at the time of interview.

- iii. Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection / inability / failure to log on to the website on account of heavy load on internet or website jam.
- iv. IPPB does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of aforesaid reasons or for any other reason beyond the control of IPPB.
- v. Not more than one application should be submitted by a candidate. In case of multiple applications, only the last valid (completed) application will be retained and the application fee / intimation charges paid for the other registrations will stand forfeited. Multiple attendance/ appearance by a candidate in examination and / or interview will be summarily rejected/ candidature cancelled.
- vi. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any center or for any candidate
- vii. Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalised banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.
- viii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- ix. Caste certificate issued by Competent Authority on format prescribed by the Government of India will have to be submitted by the SC/ST candidates, if called for interview.
- x. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the Non-creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification.
- xi. Candidates are advised to keep their e-mail ID alive for receiving advices, viz. call letters/ interview advices etc.
- xii. Appointment of selected candidates is subject to his /her being declared medically fit as per the requirement of the IPPB.
- xiii. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in New Delhi and courts/tribunals/forums at New Delhi only shall have sole and exclusive jurisdiction to try any cause/dispute.
- xiv. Candidates will have to invariably produce and submit the requisite documents such as valid call letter, a photocopy of photo-identity proof bearing the same name as it appears on the online submitted application form etc. at the time of examinations (Preliminary & Main) and interview respectively.
- xv. Before applying for the post, the candidate should ensure that he/she fulfils the eligibility and other norms mentioned in this advertisement. Candidates are therefore advised to carefully read this advertisement and follow all the instructions given for submitting online application.

- xvi. A Candidate's admission to the examination/ shortlisting for interview/ and subsequent processes is strictly provisional. The mere fact that the call letter(s)/ provisional allotment has been issued to the candidate does not imply that his/ her candidature has been finally cleared by IPPB. IPPB would be free to reject any application, at any stage of the process, cancel the candidature of the candidate in case it is detected at any stage that a candidate does not fulfill the eligibility norms and/or that he/she has furnished any incorrect/false information/certificate/documents or has suppressed any material fact(s). If candidature of any candidate is rejected for any reason according to the terms and conditions of this advertisement, no further representation in this regard will be entertained. If any of these shortcomings is/are detected after appointment in IPPB, his/her services are liable to be summarily terminated.
- xvii. Decision of IPPB in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, qualifications and other eligibility norms, the documents to be produced for the purpose of the conduct of Examination, interview, verification etc. and any other matter relating to the process will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by IPPB in this behalf.
- xviii. Not more than one application should be submitted by any candidate. In case of multiple Applications only the latest valid (completed) application will be retained and the application fee/ intimation charges paid for the other multiple registration(s) will stand forfeited. The scribe arranged by the candidate should not be a candidate for the examination. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
- xix. Online applications once registered will not be allowed to be withdrawn and/or the application fee/ intimation charges once paid will not be refunded nor be held in reserve for any other examination.
- xx. Any resulting dispute arising out of this advertisement including the recruitment process shall be subject to the sole jurisdiction of the Courts situated at Delhi.
- xxi. Any canvassing or creating influence for undue advantage shall lead to disqualification from the process.
- xxii. Any request for change of address, details mentioned in the online application form will not be entertained.
- xxiii. Any request for change of date, time and venue for online examination and interview will not be entertained.
- xxiv. In case any dispute arises on account of interpretation of clauses in any version of this advertisement other than English, the English version available on the authorized website shall prevail.
- xxv. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet etc. and in all correspondence with IPPB in future should be identical and there should be no variation of any kind.
- xxvi. A recent, recognizable photograph (4.5cm × 3.5cm) should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process or doubt about identity at any stage could lead to disqualification.
- xxvii. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test delivery

and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in test. Conduct of a reexam is at the absolute discretion of IPPB. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.

xxviii. Candidates will have to appear for the interview at their own expense.

However, eligible outstation SC/ST/Persons with Disabilities category candidates called for interview will be paid II class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route from the place of their residence to the place of interview on production of proof of travel (rail/ bus ticket etc.). The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.

xxix. IPPB shall not be responsible for any application made/ wrong information provided by an unauthorized person / institution. Candidates are advised not to share/ mention their application details with/to anyone.

xxx. Appointment of provisionally allotted candidates is subject to his/her being declared medically fit, as per any other requirements of IPPB and subject to service and conduct rules of IPPB. Decision of IPPB to which candidates are provisionally allotted will be final and binding on candidates.

xxxi. IPPB reserves the right to change (cancel/ modify/ add) any of the criteria, method of selection and provisional allotment etc.

xxxii. Intimations will be sent by email and/ or SMS only to the email ID and mobile number registered in the online application form

xxxiii. IPPB shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of IPPB and candidates are advised to keep a close watch on the authorised website for latest updates.

Important: IPPB would be analysing the responses (answers) of individual candidates with other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by IPPB in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, IPPB reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

16. ANNOUNCEMENTS

All further announcements/ details pertaining to this process will only be published/ provided on IPPB authorised website <http://www.indiapost.gov.in/> from time to time

17. DISCLAIMER

In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after appointment, his /her services are liable to be terminated. Decisions of IPPB in all matters regarding eligibility, conduct of written

examination, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by the IPPB in this regard.

Sd/-
Director - IPPB
Speed Post Centre, Market Road
Bhai Veer Singh Marg,
New Delhi – 110 001

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ANNEXURE I: GUIDELINES FOR SCANNING AND UPLOAD OF PHOTOGRAPH (4.5 CM X 3.5 CM) & SIGNATURE

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- i. Photograph must be a recent passport style colour picture.
- ii. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- iii. Look straight at the camera with a relaxed face.
- iv. If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- v. If you have to use flash, ensure there's no "red-eye".
- vi. If you wear glasses, make sure that there are no reflections and your eyes can be clearly seen.
- vii. Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
- viii. Dimensions 200 x 230 pixels (preferred).
- ix. Size of file should be between 20kb–50kb.
- x. Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc. during the process of scanning.

Signature Image:

- i. The applicant has to sign on white paper with Black Ink pen.
- ii. The signature must be signed only by the applicant and not by any other person.
- iii. The signature will be used to put on the Call Letter and wherever necessary.
- iv. If the Applicant's signature on the answer script at the time of the examination does not match the signature on the Call Letter, the applicant will be disqualified.
- v. Dimensions 140 x 60 pixels (preferred).
- vi. Size of file should be between 10kb – 20kb.
- vii. Ensure that the size of the scanned image is not more than 20kb.
- viii. Signature in CAPITAL LETTERS shall NOT be accepted.

Scanning the photograph & signature:

- i. Set the scanner resolution to a minimum of 200 dpi (dots per inch).
- ii. Set Color to True Color.
- iii. File Size as specified above.
- iv. Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
- v. The image file should be JPG or JPEG format. An example file name is - image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
- vi. Candidates using MS Windows/MsOffice can easily obtain photo and signature in

- vii. .jpeg format not exceeding 50kb & 20kb respectively by using MSPaint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50kb (photograph) & 20 kb (signature) by using crop and then resize option (please see above for the pixel size) in the 'Image' menu. Similar options are available in other photo editor also.
- viii. If the file size and format are not as prescribed, an error message will be displayed.
- ix. While filling in the Online Application Form the candidate will be provided with a link to upload his/her photograph and signature.

Procedure for Uploading the Photograph and Signature:

- i. There will be two separate links for uploading Photograph and Signature.
- ii. Click on the respective link "Upload Photograph / Signature".
- iii. Browse and Select the location where the Scanned Photograph / Signature file has been saved.
- iv. Select the file by clicking on it.
- v. Click the 'Open/Upload' button.
- vi. Your Online Application will not be registered unless you upload your photograph and signature as specified.

Notes:

- i. In case the face in the photograph or signature is unclear, the candidate's application may be rejected. After uploading the photograph / signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/her application and re-upload his/her photograph or signature, prior to submitting the form.
- ii. After registering online, the candidate is advised to take a printout of their system generated online application form.

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Sd/-
Director - IPPB
Speed Post Centre, Market Road
Bhai Veer Singh Marg,
New Delhi – 110 001

ANNEXURE II: LIST OF EXAMINATION CENTRES (TENTATIVE)

The examination may be held at the following centres and the address of the venue will be advised in the call letters. IPPB, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. IPPB also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

State Code	State /UT / NCR	Centre
11	Andaman & Nicobar	Port Blair
12	Andhra Pradesh	Chirala Chittoor Guntur Hyderabad Kakinada Kurnool Nellore Ongole Puttur Rajahmundry Srikakulam Tirupati Vijaywada Vishakhapatnam Vizianagaram
13	Arunachal Pradesh	Itanagar Naharlagun
14	Assam	Dibrugarh Guwahati Jorhat Kokrajhar Silchar Tezpur
15	Bihar	Arrah Aurangabad Bhagalpur Bihar Sharif Darbhanga Gaya Hajipur Muzzafarpur Patna Purnea Samastipur Siwan
16	Chandigarh	Chandigarh
17	Chhattisgarh	Bhilai Bilaspur Raipur
18	Dadra & Nagar Haveli	Surat
19	Daman & Diu	Jamnagar

State Code	State /UT / NCR	Centre
20	Delhi	Bahadurgarh Delhi Faridabad Ghaziabad Greater Noida Gurgaon
21	Goa	Panaji /Verna
22	Gujarat	Ahmedabad Anand Gandhinagar Himatnagar Jamnagar Mehsana Rajkot Surat Vadodara
23	Haryana	Ambala Hissar Karnal Kurukshetra Palwal Panipat Sonipat Yamuna Nagar
24	Himachal Pradesh	Baddi Bilaspur Dharamshala Hamirpur Kangra Kullu Mandi Shimla Sirmaur Solan Una
25	Jammu & Kashmir	Jammu Kathua Samba
26	Jharkhand	Bokaro Dhanbad Hazaribagh Jamshedpur Ranchi

State Code	State /UT / NCR	Centre
27	Karnataka	Belgaum Bengaluru Bidar Gulbarga Hubli Mangalore Mysore Shimoga Udipi
28	Kerala	Alappuzha Kannur Kochi Kollam Kottayam Kozhikode Malappuram Palakkad Thiruvananthapuram Thrurur
29	Lakshwadeep	Kavaratti
30	Madhya Pradesh	Bhopal Gwalior Indore Jabalpur Sagar Satna Ujjain
31	Maharashtra	Amaravati Aurangabad Chandrapur Dhule Jalgaon Kolhapur Latur Mumbai/Thane/Navi Mumbai Nagpur Nanded Nasik Pune Ratnagiri Sangli Satara
32	Manipur	Imphal
33	Meghalaya	Ri-Bhoi Shillong
34	Mizoram	Aizawl
35	Nagaland	Kohima
36	Odisha	Angul Balasore Bargarh Baripada Berhampur(Ganjam) Bhubaneswar

State Code	State /UT / NCR	Centre
		Cuttack Dhenkanal Jharsuguda Rourkela Sambalpur
37	Puducherry	Puducherry
38	Punjab	Amritsar Bhatinda Fategarh Sahib Jalandhar Ludhiana Mohali Pathankot Patiala Phagwara Sangrur
39	Rajasthan	Ajmer Alwar Bhilwara Bikaner Jaipur Jodhpur Kota Sikar Udaipur
40	Sikkim	Gangtok
41	Tamilnadu	Chennai Coimbatore Dindigul Krishnagiri Madurai Nagercoil Namakkal Perambalur Salem Thanjavur Thiruchirapalli Thoothukodi Tirunelveli Vellore
42	Telangana	Hyderabad Karimnagar Khammam Warangal
43	Tripura	Agartala
44	Uttar Pradesh	Agra Aligarh Allahabad Bareilly Bulandhshaher Gorakhpur Jhansi Kanpur Lucknow

State Code	State /UT / NCR	Centre
		Mathura Meerut Moradabad Muzaffarnagar Unnao Varanasi
45	Uttarakhand	Dehradun Haldwani Haridwar Roorkee
46	West Bengal	Asansol Bardhaman Berhampur Durgapur Greater Kolkata Hooghly Howrah Kalyani Kolkata Siliguri

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India Post

ANNEXURE III: SCRIBE DECLARATION FORM

GUIDELINES REGARDING PERSONS WITH DISABILITIES

- I. Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:
 - a. Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
 - b. The candidate will have to arrange his own scribe at his own cost
 - c. The scribe can be from any academic discipline.
 - d. Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- II. Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination (Visually impaired candidates who do not use scribe will also be eligible).
- III. Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Quantitative Aptitude. The candidates will be awarded marks for such Section based on the overall average in other Sections of the respective test.
- IV. Please fill up the DECLARATION and submit along with the call letter.

DECLARATION

We, the undersigned, Shri/Smt/Kum.

_____ eligible candidate for the
_____ examination and
Shri/Smt/Kum. _____ eligible writer (scribe) for the
eligible candidate, do hereby declare that:

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision or affected by cerebral palsy with loco-motor impairment and his/her writing speed is affected and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the

Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph '1' above.

4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination . Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.

5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

Given under our signature:-

Signature of the Scribe

Signature of the Candidate

Registration No. :

Roll No.:

Postal address: Postal address:

STD Code: Phone No..... STD Code:..... Phone No.....

[Cell No., if any] [Cell No., if any]

Signature of Invigilator

India Post

Photograph of the Scribe

ANNEXURE IV - SC/ST Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY A CANDIDATE BELONGING TO SCHEDULED CASTE OR SCHEDULED TRIBE IN SUPPORT OF HIS / HER CLAIM

This is to certify that Sri / Smt/ Kum* _____, 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* as under:

* The Constitution (Scheduled Castes) Order, 1950;

* The Constitution (Scheduled Tribes) Order, 1950;

* The Constitution (Scheduled Castes) (Union Territories) Orders, 1951;

* The Constitution (Scheduled Tribes) (Union Territories) Order, 1951;

*[as amended by the Scheduled Castes and Scheduled Tribes lists Modification Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act 1966, the State of Himachal Pradesh Act, 1970, the North-Eastern Areas (Reorganisation) Act, 1971, the Constitution (Scheduled Castes and Scheduled Tribes) Order (Amendment) Act, 1976, The State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganization) 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 and Kashmir) Scheduled Tribes Order, 1989;

* The Constitution (Scheduled Castes) Orders (Amendment) Act, 1990;

* The Constitution (ST) Orders (Amendment) Ordinance, 1991;

* The Constitution (ST) Orders (Second Amendment) Act, 1991;

* The Constitution (ST) Orders (Amendment) Ordinance, 1996;

* The Scheduled Caste and Scheduled Tribes Orders (Amendment) Act 2002;

* The Constitution (Scheduled Castes) Order (Amendment) Act, 2002;

* Order (Amendment) Act, 2002;

* The Constitution (Scheduled Caste) Order (Second Amendment) Act, 2002]

2. Applicable in the case of Scheduled Castes / Scheduled Tribes persons , who have migrated from one State / Union Territory Administration.

This certificate is issued on the basis of the Scheduled Castes / Scheduled Tribes* Certificate issued to Shri / Smt / Kumari*

_____ Father /Mother* of Sri / Smt /
Kumari* _____ of village/
town* _____ 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* issued by the
_____ [Name of the authority] vide their order
No. _____ dated _____.

3. Shri/Smt/Kumari* _____ and/or*
his/her* family ordinarily reside(s) in village/town* _____
of _____ District / Division* of the State / Union Territory* of
_____.

Signature _____

Designation _____

Place: _____ [With seal of Office]

Date : _____
State/Union Territory: _____

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

* Please delete the words which are not applicable.
Delete the paragraph which is not applicable.

List of authorities empowered to issue Caste / Tribe Certificates:

1. District Magistrate / Additional District Magistrate / Collector / Deputy
Commissioner / Additional Deputy Commissioner / Deputy Collector/I Class
Stipendiary Magistrate / Sub-Divisional Magistrate / Extra-Asst. Commissioner /
Taluka Magistrate / Executive Magistrate.
2. Chief Presidency Magistrate/ Additional Chief Presidency Magistrate / presidency
Magistrate.
3. Revenue Officer not below the rank of Tehsildar.
4. Sub-Divisional Officers of the area where the candidate and / or his family normally
resides.

Note: The Certificate is subject to amendment/modification of Scheduled Castes and
Scheduled Tribes lists from time to time.

ANNEXURE V: OBC Certificate Format

FORM OF CERTIFICATE TO BE PRODUCED BY
OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT
TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Sri / Smt/ Kum* _____, son / daughter*
of _____ of village / town* _____ in District /
Division* _____ of the _____ State / _____ Union
Territory* _____ 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
_____.
*.

Shri/Smt./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 & Training OM No.36012/22/93- Estt.[SCT], dated 8-9-1993
**.

Dated :

District Magistrate
Deputy Commissioner etc.

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 is mentioned as OBC.

** As amended from time to time.

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

The Prescribed proforma shall be subject to amendment from time to time as per
Government of India Guidelines.

ANNEXURE VI: PWD Certificate Format

FORM-I

Disability Certificate

(In cases of amputation or complete permanent paralysis of limbs and in cases of blindness)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph (showing face only) of the person with disability
--

Certificate No. :

Date:

This is to certify that I have carefully examined Shri/Smt./Kum.

son/wife/daughter of Shri

_____ Date of Birth (DD /
MM / YY) _____ Age _____ years, male/female Registration No.

_____ permanent resident of House

No. _____ Ward/Village/Street _____

_____ Post Office _____ District

_____ State _____, whose photograph is affixed above, and am
satisfied that :

(A) he/she is a case of:

- locomotor disability
- blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(A) He/ She has _____ % (in figure)
percent (in words) permanent physical impairment/blindness in relation to
his/her _____ (part of body) as per guidelines (to be specified)

2. The applicant has submitted the following documents as proof of residence:-

Nature of document	Date of issue	Details of authority issuing certificate

(Signature and Seal of Authorised Signatory of notified Medical Authority)

(Signature / thumb impression of the person in whose favour the disability certificate
is issued)

Recruitment Advertisements for India Post Payment IPPB (IPPB)

FORM - II

Disability Certificate

(In case of multiple disabilities)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph (showing face only) of the person with disability
--

Certificate No. :

Date :

This is to certify that we have carefully examined

Shri/Smt./Kum. _____

son/ wife/ daughter of Shri

_____ Date of Birth (DD /
MM / YY) _____ Age _____ years, male/female _____ Registration No.

_____ permanent resident of House

No. _____

Ward/Village/Street _____ Post Office

_____ District _____ State _____,

whose photograph is affixed above, and are satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below :

Sr. No.	Disability	Affected Part of Body		Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@			
2	Low vision	#			
3	Blindness	Both Eyes			
4	Hearing impairment	£			
5	Mental retardation	X			
6	Mental-illness	X			

(A) In the light of the above, his/her over all permanent physical impairment as per guidelines (to be specified), is as follows:

In figures: _____ percent

In words:

percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

4. The applicant has submitted the following documents as proof of residence:

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and Seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of Chairperson

(Signature / thumb impression of the person in whose favour the disability certificate is issued)

FORM - III

Disability Certificate

(In cases other than those mentioned in Form I and II)

(Prescribed proforma subject to amendment from time to time)

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Recent PP size attested photograph (showing face only) of the person with disability
--

Certificate No. :

Date:

This is to certify that we have carefully examined

Shri/Smt./Kum. _____

son/ wife/ daughter of Shri

_____ Date of Birth (DD /
MM / YY) _____ Age _____ years, male/female _____ Registration No.

_____ permanent resident of House

No. _____

Ward/Village/Street _____ Post Office

_____ District _____ State _____,

whose photograph is affixed above, and are satisfied that he/she is a Case of

_____ disability. His/her extent of percentage physical

impairment/ disability has been evaluated as per guidelines (to be specified) and is

shown against the relevant disability in the table below:

Sr. No.	Disability	Affected Part of Body	Diagnosis	Permanent physical impairment/ mental disability (in %)
1	Locomotor disability	@		
2	Low vision	#		
3	Blindness	Both Eyes		
4	Hearing impairment	£		
5	Mental retardation	X		
6	Mental-illness	X		

(Please strike out the disabilities which are not applicable.)

1. The above condition is progressive/non-progressive/likely to improve/not likely to improve.

2. Reassessment of disability is :

(i) not necessary,

Or

(ii) is recommended / after _____ years _____ months, and therefore this certificate shall be valid till (DD / MM / YY) _____.

@ - e.g. Left/Right/both arms/legs

- e.g. Single eye / both eyes

£ - e.g. Left / Right / both ears

3. The applicant has submitted the following documents as proof of residence :-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and Seal)

Countersigned

{Countersignature and seal of the CMO/Medical Superintendent/Head of Government Hospital, in case the certificate is issued by a medical authority who is not a government servant (with seal)}

(Signature / thumb impression of the person in whose favour the disability certificate is issued)