

GUIDELINES/ INFORMATION BROCHURE

The applicant has to use an Internet enabled work station, personal computer / laptop and should open the website <http://cpmgwbrecruit.in/recmtssep18> for Registration of On-line Application:-

1. For registration, following steps to be completed. Click to “Basic Info”.

- Type First Name & confirm.
- Type Middle Name & confirm (if any)
- Type Last Name & confirm.
- Type Full Name.
- Type Mobile No. & confirm.
- Type E-Mail ID & confirm.

2. Photo & signature.

- Upload Scanned photograph of the candidate (**Max 50kb, Min 20kb, .JPG format**) and scanned signature of the candidate (**Up to 20kb , .JPG format**)

3. Details (Basic Details & educational qualification)

➤ Basic Details

- ◆ Select Postal/RMS division applied for (only 01(one) division/unit is to be selected in which he/she is applying for. Refer list of divisions/units. The applicants are cautioned that they have to choose the divisions/units from the list in the portal only).
- ◆ Select category (General/SC/ST/OBC)
- ◆ Are you a person with disability (Yes/No)? (If scribe is required, the applicant should download the scribe form and the same should be completed in all respect and handed over to the supervising officer of the Examination centre.)
- ◆ If yes, select the nature of disability.
- ◆ Are you an ex-serviceman (Yes/No)? (If yes, he/she should mention the period of service rendered in months)
- ◆ Are you a govt. employee? (If he/she should mention the period of service rendered in months)
- ◆ Select regional language (Hindi/Nepali/Bengali) for Part CII of exam paper.
- ◆ Select Examination city from scroll list (Preference 1).
- ◆ Select Examination city from scroll list (Preference 2).

- ◆ Date of Birth (DD/MM/YYYY), Gender (Male/Female), Type Father's & Mother's Name, Type address (Correspondence & Permanent).

➤ **Educational Qualification**

- ◆ Name of the recognized board/university from where matriculation passed, Year of passing & percentage of marks in matriculation should be mentioned.

4. Preview

Applicant can see the Preview of the filled Application. Then save and submit.

- **Note:** Applicant's credentials & eligibility shall be verified for its correctness / genuineness with respect to his/her appearance and presentation of original documents later in the recruitment process. On detecting information as False or Incorrect at any stage can lead to disqualification / termination of candidature / appointment without assigning any reason, besides legal action.
- **After successful submission, candidate should take application print and challan print.**

5. Payment

- **Go to ePayment Post Office to pay fee:** - Applicant is required to carry hard copy printout of FEE CHALLAN as per format to one of the ePayment Post Office and pay FEE in CASH. List of ePayment Post Office in West Bengal Circle is given in the system. The sheet contains two copies of challan. One copies will be collected by the Counter and applicant can retain one copy for future reference. On payment of FEE in CASH Applicant will get a paper RECEIPT which is also to be retained for future reference. Before leaving counter, Applicant is required to match Registration details printed on the RECEIPT with FEE CHALLAN for its correctness.
- **NOTE:** FEE collection at Post Offices will CLOSE after two working days of the closing date of Registration i.e.; 08/10/2018.
- **LOGIN & CHECK PAYMENT STATUS:**
- For checking the "payment Status" Applicant is to LOGIN after 7 days of fee payment. If his/her payment till then has not been reflected in the Registration System, to do enquiry applicant can send a query on the email ID:
EMAIL : mtsexam2018@gmail.com

➤ . **IMPORTANT INFORMATION:**

1. The Chief Postmaster General, West Bengal Circle, Kolkata - 700012 reserves the right either to cancel the recruitment fully or partially, if any irregularity in Conduct of Examination / Selection is noticed. Decision of the Chief Postmaster General, West Bengal Circle, Kolkata - 700012 in respect of all matters pertaining to this recruitment test would be final and binding on all the Applicants / candidates. The vacancies notified are likely to vary / change.
2. REGISTRATION by an Applicant is invalid unless or otherwise fee as prescribed is not paid. Only after scrutiny of his / her application, his / her educational qualification and other eligibility conditions, his / her eligibility as an eligible candidate shall be decided as per the requirement notified in the notification advertised. **If candidate is found ineligible at a later date of the selection process his/her candidature will be summarily rejected and Fee paid shall not be refunded. Mere Registration of on-line application OR Appearing OR Qualifying in the test does not confer any right for selection / appointment.**
3. Applicant must visit the web site on regular basis till the end of recruitment process, so that he/she should get last minute updates, if any, in schedule of examination/eligibility status / venue status / Admit Card Status/ Other information related to the recruitment process.
4. Allocation of the successful candidates: - A common merit list for each Postal/RMS Division / Unit shall be prepared. For the said purpose, the candidates shall indicate only the name of one Division (Postal / RMS)/ Unit in the online application. Thereafter, the candidates will be allotted to the Postal/RMS Division / Unit as per their position in the merit list and availability of vacancy. Such candidates who are not able to get the allocation in the Division / Unit applied for because of his/her performance; such candidates will not be allocated to the Postal/RMS Division / Unit due to non availability of vacancies. The candidates are given to understand that in the event of his / her not getting the post in the Postal/RMS Division / Unit applied for by him / her, he / she will not be eligible for appointment in any other Postal/RMS Division / Unit. The candidates who do not indicate the name of Postal/RMS Division / Unit applied for, his / her candidature will be cancelled.