

## **GUIDELINES/ INFORMATION BROCHURE**

The applicant has to use an Internet enabled work station, personal computer / laptop and should open the website <http://pmgwbrecruit.in/wbpmgjune18/> 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 three copies of challan. Two 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 three days of the closing date of Registration i.e.; 20-07-2018.
- **LOGIN & CHECK PAYMENT STATUS:**
- For checking the "payment Status" Applicant is to LOGIN after 3 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 [postmanmailguard.enquiry@gmail.com](mailto:postmanmailguard.enquiry@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.

**CODE LIST - 1.0 (List of Divisions/Units and examination city Code):**

**Division / Unit Codes:****Codes**

Barasat (3201),  
Birbhum (3202),  
Kolkata Central (3203),  
Kolkata East (3204),  
Kolkata North (3205),  
Kolkata South (3206),  
North Presidency (3207),  
South Presidency (3208),  
Murshidabad (3209),  
Nadia North (3210),  
Andaman & Nicobar Islands (3212),  
Cooch Behar (3213),  
Darjeeling (3214),  
Jalpaiguri (3215),  
Malda (3216),  
Sikkim (3217),  
Dinajpur (3218),  
Asansol (3219),  
Bankura (3220),  
Burdwan (3221),  
Contai (3222),  
Hooghly North (3223),  
Hooghly South (3224),  
Howrah (3225),  
Midnapore (3226),  
Purulia (3227),  
Tamluk (3228),  
RMS Airport Sorting Division, Kolkata (3229),  
RMS H Division Kolkata (3230),  
RMS Kolkata Division (3231),  
RMS SG Division Siliguri (3234),  
Kolkata GPO (3235),  
Alipore HO (3236),

**Examination City**

Examination City	Code
Kolkata	001
Siliguri	002
Gangtok	003
Port Blair	004
Midnapore	005
Howrah	006
Burdwan	007
Berhampore(WB)	008

**Unfilled Vacancies of Departmental Quota in Postman  
Cadre & Mailguard vacancies to be filled up from Open  
Market for the year 2016-17**

<b>Name of the Circle</b>	<b>WEST BENGAL</b>
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Postman / Mailguard
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Serial no.	Name of the Division	Vacancy	COMMUNITY WISE BREAK UP OF VACANCIES				VACANCIES WHICH ARE TO BE ADJUSTED HORIZONTALLY	
			OC	OBC	SC	ST	PH	EX SERVICEMEN
<b>POSTMAN VACANCIES</b>								
1.	Kolkata GPO	<b>04</b>	03	0	01	0	0	<b>0</b>
2.	Alipore	<b>01</b>	01	0	0	0	0	<b>0</b>
3.	Central Kolkata	<b>07</b>	05	0	01	01	0	<b>01</b>
4.	East Kolkata	<b>16</b>	14	0	01	01	01(PH-I)	<b>02</b>
5.	North Kolkata	<b>15</b>	08	0	05	02	01(PH-I)	<b>01</b>
6.	South Kolkata	<b>23</b>	17	0	04	02	02(PH-II & PH-III)	<b>02</b>
7.	North Presidency	<b>06</b>	03	0	02	01	0	<b>01</b>
8.	Birbhum	<b>07</b>	04	0	02	01	0	<b>01</b>
9.	Barasat	<b>05</b>	03	0	01	01	0	<b>01</b>
10.	Nadia North	<b>02</b>	02	0	0	0	0	<b>0</b>
11.	Murshidabad	<b>04</b>	02	0	01	01	0	<b>0</b>
12.	South Presidency	<b>11</b>	06	0	03	02	0	<b>01</b>
13.	Asansol	<b>10</b>	05	0	03	02	0	<b>02</b>
14.	Burdwan	<b>03</b>	01	0	01	01	0	<b>0</b>
15.	Bankura	<b>02</b>	01	0	0	01	0	<b>0</b>

16.	Contai	<b>01</b>	01	0	0	0	0	<b>0</b>
17.	Howrah	<b>06</b>	04	0	02	0	0	<b>01</b>
18.	Midnapore	<b>11</b>	09	0	02	0	01(Ph-III)	<b>01</b>
19.	North Hooghly	<b>06</b>	03	0	02	01	0	<b>01</b>
20.	South Hooghly	<b>09</b>	05	0	03	01	0	<b>01</b>
21.	Purulia	<b>02</b>	01	0	01	0	0	<b>0</b>
22.	Tamluk	<b>02</b>	01	0	01	0	0	<b>0</b>
23.	Malda	<b>11</b>	06	0	03	02	01(Ph-III)	<b>01</b>
24.	Jalpaiguri	<b>07</b>	04	0	02	01	0	<b>01</b>
25.	Coochbehar	<b>21</b>	11	0	06	04	01(Ph-III)	<b>02</b>
26.	Darjeeling	<b>14</b>	10	0	03	01	01(Ph-II)	<b>01</b>
27.	Sikkim	<b>03</b>	02	0	0	01	0	<b>0</b>
28.	Dinajpur	<b>13</b>	07	0	03	03	01(Ph-V)	<b>02</b>
29.	A&N Islands	<b>02</b>	02	0	0	0	0	<b>0</b>
	<b>TOTAL</b>	<b>224</b>	<b>141</b>	<b>0</b>	<b>53</b>	<b>30</b>	<b>09</b>	<b>23</b>
<b>MAILGUARD VACANCIES</b>								
1	Kolkata RMS	<b>01</b>	01	0	0	0	<b>0</b>	<b>0</b>
2	RMS SG	<b>12</b>	06	02	03	01	01 (Ph-II)	<b>02</b>
3	Kolkata AP Sorting	<b>01</b>	01	0	0	0	<b>0</b>	<b>0</b>
4	RMS 'H'Dn.	<b>01</b>	01	0	0	0	<b>0</b>	<b>0</b>
	<b>TOTAL</b>	<b>15</b>	<b>9</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>01</b>	<b>02</b>
<b>GRAND TOTAL</b>		<b>239</b>	<b>150</b>	<b>02</b>	<b>56</b>	<b>31</b>	<b>10</b>	<b>25</b>

### **E-payment Post Offices list in respect of West Bengal Circle**

SL NO	Name of Post Office (HO /SO)	PIN Code	Postal Division/Unit
1	Post Blair HO	744101	A & N Island
2	Gangtok HO	737101	Sikkim State
3	Barasat HO	700124	Barasat
4	Basirhat HO	743411	
5	Bongaon	743235	
6	Habra	743263	
7	Bolpur	731235	
8	Nalhati	731220	
9	Rampurhat HO	731224	
10	Sainthia	731234	
11	Suri HO	731101	
12	Sarat Bose Road	700029	South Kolkata
13	Jadavpur University	700032	
14	Tollygunge HO	700033	
15	Ballygunge MDG	700019	
16	New Alipore	700053	
17	Thakurpukur	700063	
18	Alipore	700027	
19	Barisha	700008	South Kolkata
20	Barabazar HO	700007	North Kolkata
21	Bowbazar	700012	Central Kolkata
22	Kolkata GPO	700001	Kolkata GPO
23	Park Steet HO	700016	Central Kolkata
24	Esplanade	700069	Central Kolkata
25	Entally	700014	East Kolkata
26	Belegkata HO	700010	
27	Sech Bhawan	700091	
28	Cossipore HO	700002	North Kolkata
29	Dum Dum MGD	700028	
30	Shyambazar	700004	
31	Ultadanga Main Road	700067	
32	Berhampore HO	742101	
33	Raghunathganj HO	742225	
34	Kandi HO	742137	
35	Azimganj	742122	
36	Jangipur	742213	
37	Farakka Barrage	742212	
38	Krishnanagar HO	741101	Nadia North

39	Debagram	741137	Nadia North
40	Nabadwip HO	741302	
41	Tehatta	741160	
42	Kalyani HO	741235	Nadia South
43	Ranaghat HO	741201	North Presidency
44	Barrackpore HO	700120	
45	Belghoria HO	700056	
46	Kanchrapara	743145	South Presidency
47	Baruipur HO	700144	
48	Diamond Harbour HO	743331	
49	Canning Town	743329	
50	Budge Budge	700137	
51	Bishnupur (South 24 PGS)	743503	
52	Kakdwip	743347	
53	Joynagar Majilpur	743337	
54	Mathurapur	743354	
55	Sonarpur	700150	
56	CoochBehar HO	736101	Coochbehar
57	Dinhata	736135	
58	Alipurduar Court	736122	
59	Darjeeling HO	734101	Darjeeling
60	Siliguri HO	734001	
61	Kalimpong MDG	73431	
62	Kurseong	734203	
63	Jalpaiguri HO	735101	Jalpaiguri
64	Mal HO	735221	
65	Malda HO	732101	Malda
66	Samsi	732139	
67	Gajol	732124	
68	Kaliachak	732201	
69	Balurghat HO	733101	Dinajpur
70	Islampur	733203	
71	Raiganj	733134	
72	Kaliaganj	733129	
73	Asansol HO	713301	Asansol
74	Durgapur HO	713203	
75	Raniganj HO	713347	
76	Bankura HO	722101	Bankura
77	Sonamukhi	722207	
78	Simlapal	722151	Bankura
79	Bishnupur (Bankura)	722122	



80	Khatra	722140	
81	Burdwan HO	713101	Burdwan
82	Katwa HO	713130	
83	Kalna	713409	
84	Guskara	713128	Burdwan
85	Bhatar	713125	
86	Memari	713146	
87	Midnapore HO	721101	Midnapore
88	Jhargram HO	721507	
89	Kharagpur	721301	
90	Ghatal	721212	
91	Garbeta	721127	
92	Balichak	721124	
93	Belda	721424	
94	Contai HO	721401	Contai
95	Egra	721429	
96	Digha	721428	
97	Tamluk HO	721636	Tamluk
98	Haldia	721606	
99	Mahishadal	721628	
100	Panskura	721129	
101	Math Chandipur	721659	
102	Chinsurah HO	712101	North Hooghly
103	Arambagh HO	712601	
104	Guraph	712303	
105	Hooghly MDG	712103	
106	Dankuni	712311	South Hooghly
107	Serampore HO	712201	
108	Chandannagar	712136	
109	Tarakeswar	712110	
110	Singur	712409	
111	Howrah HO	711101	Howrah
112	Salkia HO	711106	
113	Amta	711401	
114	Uluberia	711315	
115	Shyampur	711314	
116	Bagnan	711303	
117	Purulia HO	723101	Purulia
118	Adra	723121	
119	Manbazar	723131	
120	Jhalda	723202	

