The applicant has to use an internet enabled work station, personal computer/laptop and should open the website www.dopmah.in  to find the link "CLICK HERE TO APPLY" on the home page for Registration of On-line Application. Before starting feeding of inputs the applicant should be ready with the Percentage of marks scored in qualifying Matriculation exam up to two decimals and Year of passing, Date of birth, soft copies of passport size photo (in size of 10 KB to 20 KB in .jpg/jpeg format) and scanned Signature (in size of 5 KB to 10 KB in .jpg/.jpeg format) which are required to be uploaded after filling up of the inputs and uploading the application on-line.

In the Registration process you have to do following steps:

| 1-17 | Fill up Application form | 24 | PRINT CHALLAN TO PAY FEE |
|------|--------------------------|----|--------------------------|
| 18, 19 | UPLOAD PHOTO, SIGNATURE | 25 | Go to E-Payment Post office to Pay required Fee |
| 21 | Save Details | 26 | LOGIN & CHECK PAYMENT STATUS after 3 working days from payment |
| 22 | SUBMIT | 27 | PRINT REGISTRATION SLIP |
| 23 | LOGIN USING REGISTRATION No & PASSWORD | | |

** Please also read Important Information given at the end of registration Process in this document**

START – click the link "CLICK HERE TO APPLY".

Fill up the Application Form: Enter following details one-by-one in the relevant fields using TAB or Mouse cursor:

1.  NAME OF APPLICANT: Enter Full name i.e. First name, Middle Name, Surname in textbox. (As mentioned in the Matriculation certificate issued by a recognized university/board).

2.  NAME OF FATHER's/ HUSBAND: Enter Father's/Husband name is textbox (as mentioned in the Matriculation certificate issued by a recognized university/board).

3.  GENDER: Select appropriate Gender (Male/Female).

4.  DATE OF BIRTH: Select the Date of Birth in DDMMYYY format (as mentioned in the Matriculation certificate.)

    Note: The prescribed Age limits and relaxations available are indicated in Para No 8 of the Notification. The applicant is advised to refer the same before filling this input & for claiming any relaxation in age.

5. CATEGORY: Select the relevant CATEGORY given in application form. (The applicant should be in possession of Original Caste Certificate issued by competent authority in prescribed format if he/she claiming reservation as SC/ST/OBC).

6. APPLICANT SUB CATEGORY: Select the relevant sub category given in application form. I.e. 01- PH I – VISUALLY IMPAIRED, 02-PH II- HEARING IMPAIRED, 03- PH III – ORTHOPEDICALLY HANDICAPPED.

   FOR ILLUSTRATION: A Hearing Impaired applicant belonging to SC community should select SC CATEGORY in No 4 and PH-II in No 5.

   NOTE: The Applicant is to avail relaxation only for the PREDOMINANAT disability. The applicant should be in possession of Original Medical certificate for the same issued by competent medical authorities in the prescribed format at the time of Online Registration, and should be able to produce as & when demanded/required.

   EX-SERVICEMEN should possess the original discharge certificate issued by the competent armed force authorities. They should indicate the length of service rendered in the Armed Forces in number of Years, Months & Days in YY, MM, and DD format in the given column which should be as per discharge certificate. If applicant belonging to ex-serviceman fails to indicate the length of service rendered, process will not allow the applicant proceed further.

7. SERVING GOVERMENT EMPLOYEE (WITH MINIMUM THREE YEARS OF SERVICE):
   Select the (YES/NO) given in application form. The applicant should inform his/her employer before registering online.

8. YEAR OF PASSING MATRICULATION EXAM: Select Year of passing the Qualifying Examination of Matriculation from a Recognized Board / University.

9. PERCENTAGE OF MATRICULATION EXAM: Enter the percentage of Matriculation up to two decimal places (For Example 78.40)

10. NAME OF RECOGNIZED BOARD/UNIVERSITY FROM WHERE MATRICULATION HAS BEEN PASSED: Enter name of Recognized Board.

11. NATIONALITY (INDIAN): Select the Nationality (Indian) given in application form. INDIAN is mandatory for eligibility.

12. MOBILE NUMBER: Enter only in DIGITS. Applicant to have a valid & working Mobile Number which should be kept working till the declaration of results to enable to receive any communication.

13. EMAIL ID: Enter VALID and ACTIVE EMAIL ID. Applicant to have valid, active and personal email id, which should be kept active till the declaration of results. It may be used for communication, In case applicant does not have a valid personal email ID, he/she should create his/her new e-mail id before applying on-line and must maintain that email account.

14. NAME OF THE POST APPLIED FOR:  The applicant can opt for the post of Postman or Mail guard or both as per the option available in application form.

15. PREFERENCES OF POSTAL/RMS DIVISIONS: Names of the division are available in application form. The applicant can give maximum preferences of 10 postal divisions if applying for post of Postman and 4 preferences for RMS divisions if applying for post of Mail Guard. Applicant can select the names of division as per their preferences in the space provided in the application form

16. EXAM CITY/CENTER:  Select two preferences for examination centre from list.

17. NAME OF APPLICANT WITH COMPLETE ADDRES FOR CORRESPOMDANCE: Enter COMPLETE ADDDRESS IN FOUR ADDRESS LINES, CITY/TOWN, PINCODE, and STATE. It shall be used for all future correspondence with the applicant.

18. UPLOAD PHOTO: On Pressing "Upload Photo" button, applicant sees a page where he/she can upload the Photo. More help is given in the FAQ page.

    PHOTO: A recent and sharp photo of applicant in color of passport size is to be uploaded. Do not sign on the photograph and do not get the photograph attested. A soft/ scan copy of photo is to be uploaded in jpg/jpeg format of size not more than 20 KB. Applicant's photo shall be used for the official record and during the examination process. In case there is a variation in the photograph at the time of examination in paper, Candidate will not be allowed to take the examination.

19. UPLOAD SIGNATURE: On Pressing "Signature" button, applicant sees a page where he/she can upload the Signature. More help is given in the FAQ page.

    SIGNATURE: A sharp scanned copy of recent signature is to be uploaded in jpg/jpeg format of size    not more than 10 KB. The Applicant's signature shall be used for the official record and during the examination process. In case there is a variation in Signature at the time of examination in paper, candidate will not be allowed to take the examination.

20. DECLARATION TO BE FURNISHED: Selection of the Check Box (√) is mandatory for the eligibility. Applicant shall carefully read the Declaration and select the Check box (√). Selection of check box (√) indicates the Acceptance of all Terms & Conditions mentioned in the Declaration.

21. SAVE DETAILS:  Applicant can see the preview of filled Application. If he/she wants to Change, he can go back and make required changes and save once again. he/she Can once again see Preview and only after he/she is satisfied can finally press SUBMIT button. It is mandatory for the applicant to see that his/her PHOTO & SIGNATURE are seen with good clarity and fits into the boxes given in the PREVIEW. If PHOTO/SIGNATURE are found to be blurred or smaller/ bigger than the box at the later stage its application & his/her candidature will be cancelled without any communication and no FEE will be refunded.

22. SUBMIT: This button finally saves the application. Please note that no changes in the Application data will be permitted after this stage. Applicant is prompted with the message "Registration has been done successfully" and (a Unique) Registration Number is generated

for the application. This registration Number along with a Password is sent to applicant's email ID and also through a SMS on Applicant's Mobile Number for future login and references. If applicant is not getting email, please check the Junk email/ SPAM too in the email account.

23. USING REGISTRATION NO & PASSWORD: Applicant can use the Registration Number & Password to LOGIN for further information. On successful LOGIN he/she finds the link PRINT CHALLAN TO PAY FEE, CHECK PAYMENT STATUS & PRINT REGISTRATION SLIP.

24. PRINT CHALLAN TO PAY FEE: On clicking link for "PRINT CHALLAN TO PAY FEE" applicant generates FEE Challan needed to pay FEE. It has to be printed using LaserJet or Inkjet printer only on an A4 size sheet.

25. GO TO E-PAYMENT POST OFFICE TO PAY FEE: Applicant is required to carry hardcopy printout of FEE CHALLAN (Three copies one A4 sheet) to one of the E-Payment post offices and pay FEE in CASH. List of E-Payment Post Office in Maharashtra circle is given in a link. The sheet contains three copies of Challan. Two copies will be collected by the counter and applicant can retain Applicant's 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 3 days of the closing days of Registration.

26. LOGIN & CHECK PAYMENT STATUS: For checking the "Payment Status" Applicant is to LOGIN after 3 days. It is mandatory to enter the receipt no after login. If your payment till then has not been reflected in the Registration System, to do enquiry applicant can send a query on the email id hitech.dopmh@gmail.com. If payment status is "PAID" you may proceed to next for Printing of Registration slip.

27. PRINT REGISTRATION SLIP: On getting status of "You have PAID the FEE", applicant is required to print RRGISTRATION SLIP for future reference.

28. WITH THIS REGISTRATION PROCESS COMPLETES: Applicant is to visit website on regular basis for getting further information.

## IMPORTANT INFORMATION

1. The Chief Post Master General, Maharashtra Circle, Mumbai reserves the right either to cancel the recruitment fully or partially, if any irregularity in Conduct of Examination/Selection is noticed. Decision of Chief Post Master General, Maharashtra Circle, Mumbai in respect of all matters pertaining to this recruitment would be final and binding on all the Applicants/Candidates. The Vacancies notified are likely to vary/change.

2. REGISTRATION by an Applicant is purely Provisional. Only after scrutiny of your application, your educational qualification and other eligibility conditions, your 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 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 www.dopmah.in on regular basis till the end of recruitment process. So that he or she should get last minutes updates, if any in schedule of exam/ eligibility status/ venue status/ Admit card status/ other information related to the recruitment process.

4. Frequently Asked Questions (FAQ) – For any query / clarification applicant shall refer to list of FAQs link on the main page.