

Officers to initiate necessary action to start the process of PA/SA Direct Recruitment Examination as per notification dated 11-08-2012 issued by Circle for the said examination and maintain close cooperation with M/s CMC Ltd., New Delhi.

Advertisement for PAs/SAs Direct Recruitment Examination to be issued by each Circle in leading Regional Newspapers in English and Hindi.

Apart from the above, the Roles and responsibilities of the Nodal Officer will be as under:-

- ❖ Handling examination activities and responsibilities of Department of Posts and maintaining liaison with M/s CMC authorities in the Circle in respect of PA/SA Direct Recruitment examination to be conducted as per new system of examinations.
- ❖ The Nodal Officer will place the indent to M/s CMC Ltd. under intimation to the Directorate for Application Form Kit (AFKs) for PA/SA Direct Recruitment Examination containing Application Form, Instruction Sheet and Envelopes as mentioned above. The Nodal officer will place the indent on M/s CMC Ltd. for the Application Form Kits under intimation to Directorate and CMC will supply the AFKs to the Nodal Officer of the Circle concerned as per indent.
- ❖ A status report of sale of Application Forms is required to be submitted after every 7 days as per the enclosed Annexure-I. After 15 days of sale of AFKs, the further requirement of AFKs will be sent to M/s CMC Ltd under intimation to Directorate.
- ❖ Sale of the Application Forms will commence from 11<sup>th</sup> August 2012 and closes by 25-09-2012 There will not be any sale of OMR AFK after 25-09-2012.
- ❖ Accordingly, the issue of ACG 67/UCR receipt towards payment of examination fee for Rs. 200 will also be stopped along with the last date fixed for sale of OMR AFK. In no circumstances, the issue of receipt towards payment of examination fee and sale of OMR AFK will be permitted after 25-09-2012.
- ❖ Indent for the Application Forms is required to be submitted 10 days in advance to M/s CMC Ltd. to enable them to assess the actual requirement. Further Applications Forms will be replenished after assessment of the requirement, if any.
- ❖ An orange colour OMR Answer Sheet for PA/SA Direct Recruitment Examination will be used during the Examination.
- ❖ On receipt of Application Form Kits by the Nodal Officer from M/s CMC, the AFKs will be checked whether the kits are in proper condition and CMC informed of damages, if any. The Application Form Kits will be packed in bundles of 100 in damage proof packing inside corrugated boxes.
- ❖ Despatch of Application Form Kits by the Circle Nodal Officer to the identified Post Offices as per their requirement.