

No. W-03/4/2024-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg  
New Delhi-110001

Dated: 10<sup>th</sup> September, 2024

To.  
All Chief Postmasters General

Subject: Revised eligibility criteria for Mail Overseer - reg.

Madam/Sir,

I am directed to refer the above-mentioned subject and to say that the eligibility criteria and selection process for posting as Mail Overseer have been reviewed and following have been approved by the Competent Authority: -

1. **Eligibility Criteria:** Postman with a minimum of 03 year of service in the cadre who have successfully completed probation period and mandatory training prescribed by the Department of Posts
2. **Selection Process:**
  - At the beginning of each calendar year, Division/ Unit Head shall seek willingness of eligible Postman for preparation of a panel for posting as Mail Overseer.
  - Approved panel shall be put in place by 31<sup>st</sup> march of each year which shall be valid for next 03 years.
  - In subsequent years, willingness shall be called for addition of officials to existing panel carried forward from previous year.
  - Name included in the panel shall be valid for 03 years.
  - An official who has been included in the panel will have to give willingness once again after inclusion in the panel for 03 years.
  - Posting as Mail Overseer shall be done in order of seniority from the officials included in the valid panel.
  - In case sufficient number of eligible/ willing official is not available in a Division/ Unit, Head of Circle can relax the eligibility condition from 03 years to 02 years for which Division/ Unit Head shall send proposal to Circle Office.
3. **Tenure:** Mail Overseer shall have a tenure of three years from the date of his/her joining as Mail Overseer. There shall be a mandatory cooling off period of one year before he/she can be posted again as Mail Overseer.

*v. rajad*

4. **Mandatory Training:** As provided in letter Q-25/14/2023-PE-I-DOP (pt) dated 12.10.2023, all Mail Overseers shall be required to complete the below mentioned training programs from i-GOT Karmayogi Portal / Dak Karmayogi within a month of their joining/issue of this order and submit the completion certificate to Sub Divisional head.

- (i) Eight major categories of courses in Finacle workflow available on Dak Karmayogi portal and i-GOT Karmayogi portal.
- (ii) Major courses available for DARPAN mobile android devices, IPVS and SAP and major courses along with the latest updated courses on Dak Karmayogi portal
- (iii) Bima Deep courses in McCamish workflow at Dak Karmayogi portal and i-GOT Karmayogi portal.

5. These instructions become effective immediately and shall be applicable henceforth. These guidelines shall replace all the previous guidelines issued on the subject.

Yours faithfully,

*V. Prasad*  
10/9/24

(Vangara Prasad)  
Assistant Director General (SPN)