

F. No. BD-25/2/2024-BDMD-DOP
Government of India
Ministry of Communications
Department of Posts
Business Development Directorate
Dak Bhawan, New Delhi-110001

Dated: 09/11/2024

To

1. All Chief Postmasters General/ Postmasters General
2. Chief General Manager, Parcel Dte/PLI Dte

Subject:- Sponsoring names for the post of Office Assistant in BD Directorate on attachment basis.

Madam/ Sir,

With reference to the subject mentioned above and it is stated that posts of Office Assistant are required to be filled up in Business Development Directorate on attachment basis for a period of one year.

2. It is requested to circulate this order amongst official eligible and names of eligible and willing Postal/ Sorting Assistant may kindly be forwarded in the prescribed Annexure (copy enclosed) alongwith vigilance clearance to this office through proper channel latest by 06.12.2024.

Encl:- As above.


(Dr. Amanpreet Singh)
Addl. General Manager (BD)

Copy to:

1. ADG (SPN), Dak Bhawan : It is requested to forward the copy of applications duly recommended by HoC received for posting in Directorate.

Annexure

Application for posting in BD Directorate on Attachment Basis

To,
Chief General Manager (BD)
Business Development Directorate
Dak Bhawan, New Delhi-01

1. Name of the Applicant	
2. Employee ID	
3. Present Cadre (Regular Appointment)	
4. Date of Regular Appointment in the Present Cadre	
5. Date of Entry in the Government Service	
6. Name of the Post held in Department of Posts	
7. Total Service in the Department of Posts	
8. Duties / responsibilities	
9. Educational Qualification	
10. Technical Qualification (Preference will be given)	
11. Proficiency in working on computers (MS Word, Excel, Power point etc.)	
12. Special performance in the service career, which the official would like to highlight	
13. Role of the official in the special performance mentioned above	
14. Any specific reason for working in Directorate which the official would like to highlight	
15. APAR Gradings if available	
16. Email ID / Mobile Number	
17. Contact number of Controlling Officer	
18. Recommendation of HoC	

Declaration: I _____ hereby declare that the information provided above is correct to the best of my knowledge.

Date:.....

P l a c e :

(Signature)

(Name of candidate)

CERTIFICATE

(To be given by the Office of the applicant)

1. It is certified that the particulars furnished by the applicant are correct.
2. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
3. The records of the service of the applicant has been carefully scrutinized and it is certified that there is no doubt on his/her integrity.

Date:

Name of the officer/Designation

with Official Seal