NOTIFICATION

F. No. Rectt/1-1/GDS/2025 dated 04.06.2025

भारत सरकार, संचार मंत्रालय,
Government of India, Ministry of Communications,
भारतीय डाक विभाग / Department of Posts,
कार्यालय मुख्य पोस्टमास्टर जनरल ,राजस्थान परिमण्डल,
Office of the Chief Postmaster General, Rajasthan Circle,
सरदार पटेल मार्ग, सी-स्कीम, जयपुर-302007
Sardar Patel Marg, C-Scheme, Jaipur-302007

Subject : **Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) for the vacancy year 2025 (01.01.2025 to 31.12.2025) in Rajasthan Circle.**

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Applications are invited in the format enclosed (**Annexure-I)** from the willing and eligible candidates of Rajasthan Circle, who fulfill the eligibility criteria as given in subsequent paras, for appearing in Competitive Examination (CE) for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancies of Postal Assistant and Sorting Assistant for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities for the examination are as under: -

Sl. No.	Activity	Schedule
1.	Date of Notification.	04.06.2025 (Wednesday)
2.	Last Date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	02.07.2025 (Wednesday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office /Controlling Unit along with duly verified Annexure-IV.	07.07.2025 (Monday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO along with duly verified Annexure-IV.	10.07.2025 (Thursday)
5.	Issue of Admit Card by Divisional Office to the eligible candidates.	14.07.2025 (Monday)
6.	Date of examination (date & time).	20.07.2025 (Sunday)*

***Exam will commence exactly at 10:00 AM.**

2. **Vacancies:** The vacancies will be filled up through GDS, only if, there are unfilled vacancies of promotion quota of eligible officials through Limited Departmental Competitive Examination (LDCE) to the post of Postal Assistant and Sorting Assistant (PA/SA).

3. **Eligibility Criteria:** As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified in GSR 459 (E) dated 17.06.2022 as amended vide Department of Posts (Postal Assistant and Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21 (E) dated 13.01.2023 and (Amendment) Rules 2024, notified vide G.S.R. 470(E) dated 01.08.2024, following conditions are to be fulfilled: -

(i) **Educational Qualification:**
- (a) 10+2 standard pass from a recognized Board, and
- (b) Knowledge of working on Computer.

Continued to Page No. 2.....

(ii) **Age:** Should be within forty (40) years of age (relaxable for different categories as notified by the Government of India from time to time) as on first day of January (As per Recruitment Rules) of the vacancy year.

(iii) **Service Eligibility:**

(a) Gramin Dak Sevaks those who have joined on or before 17.06.2022 - Five (05) years of regular engagement.

(b) Gramin Dak Sevaks those who have joined after 17.06.2022 - Eight (08) years of regular engagement.

Note 1: The crucial date of eligibility for reckoning the eligibility conditions as above shall be **01.01.2025**.

Note-2: (a) The crucial date, for submitting income and asset certificate by the EWS candidate, may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise (As per para 5.3 of DOPT OM No. 36039/1/2019-Estt (Res) dated 31.01.2019).

(b) Person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2025-26 issued on the basis of Income for the financial year 2024-25 in accordance with the para 4.1 of DoP&T's OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

4. Pattern & Syllabus of Examination. The examination will be conducted as per the revised pattern and syllabus circulated by the Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019 under Annexure-C which shall be read with letter No. 17-08/2018-SPB-I(pt.) dated 10.06.2019 and 17-08/2018-SPB-I dated 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019, letter no 17-08/2018-SPN-I dated 09.09.2021, letter No. 17-08/2018-SPN-I(pt.) dated 21.11.2022, letter no. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 29.05.2024 enclosed as **Annexure- II.**

Note: (i) The component of local language test (Paper-II) has been removed vide letter No. 17-08/2018-SPN-I dated 29.05.2024.

Note: (ii) The Data Entry Skill Test (DEST) will be conducted subsequently as per the instructions on the subject mentioned in Directorate's letter No. 17-08/2018-SPN-I dated 19.12.2022.

5. Preference/Option: Applicants are required to indicate the order of preference for Cadre and then give order of preference for Division/Unit as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023 (copy attached). The proforma for order of preference is attached as **Annexure-III.** Allotment of Cadre/Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

6. Centres of Examination: The examination will be conducted at all Circle / Regional Headquarters only. The candidates will have to appear from the respective centres of their Region/Circle only and under no circumstances, they will be permitted to appear from other Region/Circle Centres. The venue of the examination will be intimated in due course.

7. The guidelines issued vide letter No. 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled persons shall be followed in letter and spirit.

Continued to Page No. 3.....

8. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022 and dated 21.09.2023 and 13.01.2025 is to be followed in the conduct of the examination at every stage.

9. The competent authority reserves the right to cancel this notification or change or modify in the vacancies, schedule, pattern & syllabus of the examination partially or completely at any point of time.

10. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.

11. This notification may be given wide publicity amongst all GDSs working in Divisions/Units.

12. The information contained in Annexure – IV must be shared in both hard copy and Soft Copy (through email) for preparation of consolidated data of candidates. Both Regional Offices are requested to furnish the consolidate information of Divisions under their jurisdiction in Annexure IV duly verified. Further, it is also requested to intimate approximate number of candidates through email on 03.07.2025 positively.

13. This notification is also available on the Departmental website i.e. **www.indiapost.gov.in.**

14. This issues with the approval of the Competent Authority.

Enclosures :- As stated above

(Meenu Pareek)
Assistant Director (Recruitment)
O/o Chief Postmaster General,
Rajasthan Circle, Jaipur-302007

Copy forwarded for information and necessary action to:-

Registered
1. The Assistant Director General (DE) Department of Posts, Dak Bhawan, Sansad Marg, New Delhi-110001 with reference to F. No. DE-12/1/2025-DE-DOP dated 30.05.2025.

By Email
2. The Postmaster General, Rajasthan Southern Region, Ajmer.
3. The Postmaster General Rajasthan Western Region, Jodhpur.
4. All SSPOs/SPOs/SSRM/SRMs in Rajasthan Circle.
5. The Director, CEPT, Mysore/Hyderabad – With a request to upload the notification on the India Post Website.
6. The AD (Staff), O/o the Chief PMG, Rajasthan Circle, Jaipur-302007.

Registered
7. The Officer In-Charge P & T Administration Cell, APS Centre, C/O 56 APO
8. Office copy /Notice Board

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTAL ASSISTANTS AND SORTING ASSISTANTS FROM GRAMIN DAK SEVAKS (GDS) FOR THE UNFILLED LDCE VACANCY OF POSTAL ASSISTANT AND SORTING ASSISTANT OF THE YEAR 2025 (01/01/2025 TO 31/12/2025) TO BE HELD ON 20.07.2025

Affix recent passport sized photograph duly attested by Divisional Head/Unit Head

Note: All particulars shall be filled up in BLOCK letters.

S. No.	Particulars	Detail (s)		
1.	NAME OF CANDIDATE(IN CAPITALS)			
2.	GENDER(MALE/ FEMALE/ TRANSGENDER)			
3.	CATEGORY (BPM/ABPM/DAK-SEWAK)			
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)			
5.	COMMUNITY (UR/SC/ST/OBC/EWS)			
6.	WHETHER BELONGS TO PERSON WITH BENCHMARK DISABILITY, IF SO, DETAILS THEREOF ALONG WITH SUPPORTING DOCUMENTS.			
7.	EDUCTIONAL QUALIFICATION (Attach self-attested copies of marks sheet)			
8.	OFFICE WHERE PRESENTALY ATTACHED			
9.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT			
10.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 1ST JANUARY 2025 (YY/MM/DD)	Year	Month	Day
11.	AGE AS ON 01/01/2025 (YY/MM/DD)	Year	Month	Day

Continued to Page No. 2.....

12.	WHETHER ANY PENALTY PENDING IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING, IF YES, DETAILS THEREOF.	

DECLARATION

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case False/ Incorrect information found at any stage, my candidature/appointment will be summarily rejected / terminated and appropriate action would be taken against me.

DATE:		
PLACE		**Signature of Candidate**

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED, In case, NOT RECOMMENDED reasons therefore.

DATE:		
PLACE		**Signature of Divisional / Unit Head with designation stamp**

Annexure – III of Notification No. Rectt/1-1/GDS/2025 dated 04.06.2025

Name: _____ **Category:** _____
Designation: _____ **Parent Division:** _____

ORDER OF PREFERENCE FOR CADRE

Cadre associated with Division/Unit	Orders of preference (1/2/3)
(A) Postal Assistant (Circle Office and Regional Offices)	
(B) Postal Assistant (Post Office)	
(C) Sorting Assistant (Railway Mail Service)	

ORDER OF PREFERENCE FOR DIVISION/UNIT

The candidates shall indicate the order of preference of all Divisions/ Units including parent Division in below table and submit it along with the application form. List of all Postal/RMS Divisions in Rajasthan Circle is attached herewith for ready reference.

Postal Assistant (Post Office)

Preference No.	Name of Division /Unit	Preference No.	Name of Division /Unit
1.		14.	
2.		15.	
3.		16.	
4.		17.	
5.		18.	
6.		19.	
7.		20.	
8.		21.	
9.		22.	
10.		23.	
11.		24.	
12.		25.	
13.		26.	

Sorting Assistant (Railway Mail Service)

Preference No.	Name of Division /Unit
1	
2	
3	

Note : Allotment of Division/ Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

DATE :

PLACE :

Signature of Candidate

I certify that the candidate is eligible for the vacancy year and I have verified the list of Unit /Divisions preferred by the candidate in the order of preference.

DATE :

PLACE

Signature of Divisional /Unit Head with designation stamp

Attachment of Annexure – III of Notification
No. Rectt/1-1/GDS/2025 dated 04.06.2025

List of Divisions/Units

List of Divisions/Units for Postal Assistant (Post Office)

Sl.No.	Name of Division/Unit
1.	Alwar
2.	Bharatpur
3.	Dholpur
4.	Jaipur City
5.	Jaipur Mfl.
6.	Jhunjhunu
7.	Sawaimadhopur
8.	Sikar
9.	Ajmer
10.	Beawar
11.	Bhilwara
12.	Chittorgarh
13.	Dungarpur
14.	Jhalawar
15.	Kota
16.	Tonk
17.	Udaipur
18.	Barmer
19.	Bikaner
20.	Churu
21.	Jaisalmer
22.	Jodhpur
23.	Nagaur
24.	Pali
25.	Sirohi
26.	Sriganganagar

List of Divisions/Units for Sorting Assistant (Railway Mail Service)

Sl. No.	Name of Divisions/Unit
1.	RMS 'JP' Division, Jaipur
2.	RMS 'J' Division, Ajmer
3.	RMS 'ST' Division, Jodhpur

Annexure-IV

Annexure showing details of GDS who have applied for Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants for the unfilled Limited Departmental Competitive Examination vacancy of Postal Assistant and Sorting Assistant of the year 2025 (01/01/2025 to 31/12/2025).

Sl. No.	Name of Division	Roll No.	Name of Candidate	Father's Name	Designation (BPM/ABPM/Dak Sevak)	Office Name	Date of Birth (DD-MM-YYYY)	Gender (Male /Female / Tansgender)	Cate-gory (UR/SC/ ST/OBC/ EWS)	Sub Cat (VH/OH/HH/Others/ Not applicable)	Whether 10+2 passed from a recognised Board (Yes/ No)	Date from which working /engagement in GDS (DD-MM-YYYY)	Period of service rendered as on crucial date i.e. as on 01.01.2025 (YYYY-MM-DD)	Whether the candidate qualify the eligibility criteria as on crucials date i.e. as on 01.01.2025 as per Para 3 (i), (ii) & (iii) of Notification (Yes/No)	Whether any Disc. action is pending or contemplated as on crucial date i.e. as on 01.01.2025 (Yes/No)	Whether any punishment is current as on crucial date i.e. as on 01.01.2025 (Yes/No)	Recommendations (Recommended/ Provisionally Recommended/ Not recommeded)	Remarks
	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r
1																		
2																		

Certified that, the particulars of the applicants have been verified and found correct.

Signature of Divisional Heads

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts
*****

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 16th May, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: **Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding**

Sir,

I am directed to refer to letter No. 60-10/2011-SPB-I dated 10.03.2011 and letter No. 45-14/2012-SPB-I dated 17.01.2014 on the pattern and syllabus of examination(s) conducted for filling up of the vacancies of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant. The Competent Authority has approved to revise the pattern and syllabus of the examinations as under:-

a) **Annexure A**: Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
b) **Annexure B**: Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
c) **Annexure C**: Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant,
d) **Annexure D**: Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.

2. All the examinations will be held without the aid of books.

3. The syllabus of examination includes a component to test the knowledge of local language of a candidate. The list of local languages, Postal Circle-wise, is at Annexure E.

16/05/2019

4. Revised pattern, syllabus and local language mentioned herein shall come into force from the date of issue of this communication and will be applicable to all examinations thereafter.

5. It is requested that the revised syllabus and pattern may be brought to the notice of all concerned.

Yours faithfully,

10/05/2019

(Muthuraman C)
Assistant Director General (SPN)

Encl: As above

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
13. Guard File
14. Spare copies.

(Leena George)
Section Officer (SPN-I)

Annexure A

Pattern and Syllabus of Competitive Examination
limited to Gramin Dak Sewak (GDS) for Appointment as Multi Tasking Staff
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I. **Pattern of Examination:**

Sl No	Description	Paper-I	Paper-II
1	Competitive or Qualifying	Competitive	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective
3	Number of Questions	As per syllabus	As per syllabus
4	Maximum Marks	100 in 2 Parts	50
5	Duration	60 Minutes	60 Minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper
8	Minimum Qualifying Mark *(Subject to reservation policy of Government.)*	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others -40% in each Paper	

II. Criteria for Selection:-

a) Examination for Paper I and Paper II will be conducted in continuity in one sitting.

b) Only such candidates who qualify in each Paper, *viz.* Paper I and Paper-II separately, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II is only qualifying, marks secured in Paper-II shall not be added to marks secured in Paper-I to decide merit.

c) After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.

d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of declining offer of appointment and no wait list or approved panel shall be maintained.

III. Syllabus:

PAPER-I (60 Minutes)		
Part-A Maximum marks – 60 [30 questions of 2 marks each]	**Post Office Guide Part I** a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services : Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	Postal Manual Volume V a) Definitions	7 questions
Part-B Maximum marks – 40 [20 questions of 2 marks each]	General Awareness/Knowledge Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	Basic Arithmetic Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions

PAPER-II (60 Minutes)		
Maximum marks – 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

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Dr Mohan

Annexure B

Pattern and Syllabus for Appointment as Postman and Mail Guard through Competitive Examination limited to MTS and GDS

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I. **Pattern of Examination:**

Sl No	Description	Paper-I	Paper-II	Paper-III
1	Competitive or Qualifying	Competitive	Qualifying	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective	On Computer
3	Number of Questions	As per syllabus	As per syllabus	
4	Maximum Marks	150 in 2 Parts	50	25
5	Duration	90 Minutes	60 minutes	15 minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)		
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper	
8	Minimum Qualifying Mark *(Subject to reservation policy of Government.)*	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others -40% in each Paper		

II. **Criteria for Selection:-**

a) Examination for Paper-I and Paper-II will be conducted in continuity in one sitting. Thereafter Paper-III, i.e. Data Entry Skill Test (DEST), will be conducted separately on the same day.

b) Only such candidates who qualify in each Paper, viz. Paper-I, Paper-II and Paper-III, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II and Paper-III are only qualifying, marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide merit.

c) After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.

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d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

III. Syllabus:

<table>
<tr><th colspan="3">Paper-I (90 Minutes)</th></tr>
<tr><td>Part-A

Maximum marks – 100

[50 questions of 2 marks each]</td><td colspan="2"><table>
<tr><td><u>Post Office Guide Part I</u>
a) Organization of the Department
b) Type of Post Offices
c) Business Hours
d) Payment of postage, stamps and stationery
e) General rules as to packing, sealing and posting, manner of affixing postage stamps
f) Methods of address
g) Post boxes and Post bags
h) Delivery of mails
i) Refusal of article
j) Payment of eMoney Order
k) Redirection
l) Instruction regarding address change
m) Articles addressed to deceased person
n) Liability to detention to certain mails
o) Facilities provided by Postmen in rural areas
p) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post Website) Official Postal Articles
q) Prohibited articles</td><td>30 questions</td></tr>
<tr><td><u>Postal Manual Volume V</u>
a) Definitions- Head, Sub and Branch Office, Mail Bag, Face and Facing, Beat, Camp Correspondence, Late letters and too late letters, Mis-sent and Mis-directed articles</td><td>10 questions</td></tr>
<tr><td><u>Postal Manual Volume VI – Part III</u>
a) Head Postman
b) Knowledge of Postal Business
c) Supply of forms to be carried out
d) Sale of stamps
e) Postman's Book
f) Address to be noted on Postal Articles
g) Damaged articles to be noticed
h) Receipts for articles issued for delivery</td><td>5 questions</td></tr>
</table></td></tr>
</table>

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	i) Book of receipts for intimations and notices delivery j) Instruction for delivery k) Realization of postage before delivery l) Receipts of addresses for registered m) Delivery to illiterate addressees, Pardanashin women n) Delivery of insured articles addressed to minors o) Payment of e-Money Orders p) e-Money Orders addressed to minors q) Payment of e-MO and delivery of registered letters to lunatics r) Duties of Village Postman	
	Postal Manual Vol. VII a) Stamps and Seals b) Portfolio and its contents c) Stationery d) Preparation of daily report e) Mail Abstract f) Exchange of Mails g) Cage TB h) Disposal of Mails addressed to a section or a mail office i) Closing of transit bags j) Duties and responsibilities of Mail Guard/Agent k) Final duties before quitting Van or office l) 'A' order and 'B' order	5 questions
Part-B Maximum marks – 50 [25 questions of 2 marks each]		
	General Awareness/Knowledge Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	Basic Arithmetic Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss	10 questions

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	d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	
	Reasoning and Analytical Ability (Non Verbal / Pictorial)	5 questions

PAPER-II (60 Minutes)		
Maximum marks – 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

PAPER-III (15 Minutes)		
Maximum marks – 25 [Data Entry Skill Test (DEST)]	**Skill test of data entry for 15 minutes on computer on the same day.** [Data entry of 1000 key depressions (±5%)]	25 marks

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Annexure C

Pattern and Syllabus of Competitive Examination limited to Postman / Mail Guard / MTS / GDS for Appointment as Postal Assistant and Sorting Assistant

****

I. **Pattern of Examination:**

Sl No	Description	Paper-I	Paper-II	Paper-III
1	Competitive or Qualifying	Competitive	Qualifying	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective	On Computer
3	Number of Questions	As per syllabus	As per syllabus	
4	Maximum Marks	100 in 2 Parts	50	25
5	Duration	120 Minutes	45 minutes	15 minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)		
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper	
8	Minimum Qualifying Mark *(Subject to reservation policy of Government.)*	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others -40% in each Paper		

II. **Criteria for Selection:-**

a) Examination for Paper I and Paper II will be conducted in continuity. Thereafter, Paper III, i.e. Data Entry Skill Test (DEST), will be conducted separately on the same day.

b) Only such candidates who qualify in each Paper, viz. Paper-I, Paper-II and Paper-III, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II and Paper-III are only qualifying, marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide merit.

c) After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.

d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

III. **Syllabus for Postal Assistant /Sorting Assistant Limited Departmental Competitive Examination:**

Paper-I (120 Minutes)		
Part-A Maximum marks –50 [50 questions of 1 mark each]	**Post Office Guide Part I** (except Telegraphic Money Order)	10 questions
	Post Office Guide Part II (except British and Irish Postal order)	10 questions
	Basic terminologies related to IT Modernisation project of Department of Posts	10 questions
	Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post Website)	10 questions
	a) **Postal Manual Volume VI – Part I** b) **Postal Manual Volume VI – Part III** (chapter I and II) c) **Updated SB Orders issued by Directorate** till 31st December of the preceding year in which exam is being conducted	5 questions
	a) Postal Manual Volume VII b) Foreign Post Manual	5 questions
Part-B Maximum marks – 50 [50 questions of 1 mark each]	**General Awareness / Knowledge** Topics to be covered (2 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	Basic Arithmetic Topics to be covered (2 to 3 questions from	20 questions

Kalyan

	each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	
	Reasoning and Analytical Ability (Non Verbal / Pictorial)	20 questions

PAPER-II (45 Minutes)		
Maximum marks –50	Translation from English to local language Multiple choice questions (10 English words closest meanings in local language to be identified)	15 questions of 1 mark each
	Translation from local language to English Multiple choice questions (10 local language words closest meaning in English words to be identified	15 questions of 1 mark each
	Letter writing in local language (1 to be attempted out of 3 options)	10 marks
	Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options)	10 marks

PAPER-III (15 Minutes)		
Maximum marks – 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 1200 key depressions (± 5%)]	25 marks

******

Annexure D

Pattern and Syllabus of Examination for Direct Recruitment from Open Market

****

I. Pattern of Examination:

Sl No	Description	Paper-I	Paper-II	Paper-III
1	Competitive or Qualifying	Competitive	Qualifying	Qualifying
2	Type of Question	Multiple Choice Questions	Subjective	On Computer
3	Number of Questions	As per syllabus	As per syllabus	
4	Maximum Marks	100	60	40
5	Duration	90 Minutes	45 minutes	30 minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)		
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper	
8	Minimum Qualifying Mark *(Subject to reservation policy of Government.)*	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others -40% in each Paper		

II. Criteria for Selection:-

a) Examination for Paper I will be conducted for all candidates.

b) Candidates will be shortlisted on the basis of performance in Paper I for appearing in Paper II and Paper III. Depending upon the number of vacancies, number of candidates to be shortlisted will be between 3 to 5 times the number of vacancies.

c) Only such candidates who qualify in Paper I, Paper II and Paper III separately shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I only since Paper II and Paper III are only qualifying in nature.

d) The final number of selected candidates shall be equal to the number of vacancy in each category.

R Mohan

e) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of declining offer of appointment and no wait list or approved panel shall be maintained.

II. Syllabus:

PAPER-I (90 Minutes) (Maximum Marks – 100)	
A. General Awareness/Knowledge Topics to be covered (4 to 8 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	30 Questions
B. Basic Arithmetic Topics to be covered (4to 8 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest / compound interest e) Average f) Time and work g) Time and distance h) Unitary method	40 Questions
C. Reasoning and Analytical Ability (Both verbal and non-verbal types) (Non verbal/ pictorial reasoning and analytical ability testing is preferred as question paper has to be bilingual)	30 Questions

PAPER-II (45 Minutes) (Maximum marks – 60)	
Translation from English to local language	Translation from English to local language
Translation from local language to English	Translation from local language to English
Letter writing in local language (1 to be attempted out of 3 options)	Letter writing in local language (1 to be attempted out of 3 options)
Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options)	Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options)

PAPER-III (20 Minutes) (Maximum marks – 40)	
Skill test of data entry for 20 minutes on computer on the same day. [Data entry of 2000 key depressions (± 5%)]	40 marks

*****

Annexure E

Local Language of State/Union Territory for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant

*****

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
1	Andhra Pradesh	Andhra Pradesh and Yanam district of Puducherry	Telugu
2	Assam	Assam (excluding Three Districts of Barak Valley and Bodoland Territorial Council Areas)	Assamese
		Three Districts of Barak Valley	Bengali
		Bodoland Territorial Council Areas	Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra and Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	Jammu and Kashmir	Urdu
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala, Lakshadweep and Mahe district of Puducherry	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Konkani
15	North-East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English

RMoLan

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Orissa	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (excluding Mahe and Yanam district)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Sikkim	Nepali
		Andaman and Nicobar Islands	Hindi / English

******

R Mohan

Centre for Excellence in Postal Technology, Mysore-570 010
12 JUN 2019
G.M. | A.D. (T) | A.D. (A)

No. 17-08/2018-SPB-I(pt.)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 10th June, 2019

To

All Chief Postmasters General

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

Kindly refer to letter No. 17-08/2018-SPB-I of even No. dated 10.05.2019 on the above mentioned subject vide which revised syllabus and pattern of following examinations was circulated as under :-

(i) Annexure A: Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
(ii) Annexure B: Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
(iii) Annexure C: Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant,
(iv) Annexure D: Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.

2. In this regard, following corrections have been carried out:-

Corrections carried out in	Earlier Entry	Revised Entry
Part III in Annexure-C	"Syllabus for Postal Assistant /Sorting Assistant Limited Departmental Competitive Examination:"	"Syllabus:"
S.No. 5 for Paper-III under "Pattern of Examination" in Annexure-D	30 minutes	20 Minutes

4. All other contents of the aforesaid letter dated 10.05.2019 remain the same.

Yours faithfully,

10/06/2019
(Muthuraman C)
Assistant Director General (SPN)

Copy to:-

1. GM, CEPT for uploading the order on the India Post website.

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated the 20th June, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: **Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding**

Sir,

In continuation of letter of even number dated 10.05.2019, read with letter of even number dated 10.06.2019, on the above mentioned subject, the Competent Authority has approved further modifications in Annexure-B, Annexure-C and Annexure-D of the letter dated 10.05.2019 as specified below:-

I. Point No. II of both Annexure-B and Annexure-C, relating to criteria for selection, shall be replaced with the following:-

(i) Examination for Paper I and Paper II will be conducted in continuity.

(ii) Out of the candidates who secure qualifying marks in both Paper-I and Paper-II separately, the number of candidates to be shortlisted for appearing in Paper-III shall be 3 to 5 times the number of vacancies.

(iii) Candidates who qualify in Paper-III shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II and Paper-III are only qualifying, marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide merit.

(iv) After arranging the candidates in order of merit as at (iii) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.

(v) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

II. In Annexure-C, Table for Paper-II under the caption 'Syllabus' shall be replaced with the following:-

PAPER-II (45 Minutes)		
Maximum marks –50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 80 to 100 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 80 to 100 words (1 question to be attempted out of 3 options)	10 marks

III. In Annexure-D, Table for Paper-II under the caption 'Syllabus' shall be replaced with the following:-

PAPER-II (45 Minutes) (Maximum marks – 60)	
Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
Letter writing in local language in 80 to 100 words (1 question to be attempted out of 3 options)	15 marks
Paragraph / short essay in local language of 80 to 100 words (1 question to be attempted out of 3 options)	15 marks

3. Letter of even number dated 10.05.2019 stands modified to the extent stated above.

Yours faithfully,

(Satya Narayana Dash)
Director (SPN)

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
13. Guard File
14. Spare copies.

(Leena George)
Section Officer (SPN-I)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 26th June, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: **Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding**

Sir,

In continuation of letter of even No. dated 10.05.2019 on the above mentioned subject, the Competent Authority has approved the following:

(i) Relaxation of qualifying marks in respect of candidates belonging to PWD and EWS categories appearing in examination for appointment to the posts of MTS, Postman, Mail Guard, Postal Assistant, Sorting Assistant shall be as follows, subject to reservation policy of the Government:

Category	Qualifying marks in each paper except DEST
EWS	37%
PWD	33%

(ii) Fixation of qualifying marks for computer based Data Entry Skill Test, subject to reservation policy of the Government:

Category	Qualifying marks for Data Entry Skill Test
Gen	75%
OBC/EWS	70%
SC/ST	65%
PWD (if not exempted for skill test)	65%

Yours faithfully,

26/06/2019
(Muthuraman C)
Assistant Director General (SPN)

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
13. Guard File
14. Spare copies.

(Leena George)
Section Officer (SPN-I)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 28th June, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

Subject: **Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding**

Sir,

I am directed to refer to this office's letter of even number dated 10.05.2019, read with letters of even number dated 10.06.2019 and 20.06.2019, on the above mentioned subject and to say that Paper-II for all examinations consists of translation from English to local language and vice-versa. Local language(s) of Postal Circles were also communicated vide said letter 10.05.2019, Annexure-E *ibid.*

2. The Competent Authority has now approved modification in the syllabus of Paper-II of following examinations conducted in the States of Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle:-

a. Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff (Annexure A of letter dated 10.05.2019),

b. Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard(Annexure B of letter dated 10.05.2019),

c. Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant (Annexure C of letter dated 10.05.2019).

3. Modified syllabus of Paper-II referred to in Para 2 above shall be as under:-

Maximum Marks: 50	Comprehension passage in English with Multiple Choice Questions	10 questions of 2 marks each
	Letter writing in English (1 question to be attempted out of 3 options)	15 marks
	Paragraph / short essay in local language (1 question to be attempted out of 3 options)	15 marks

4. Further, Syllabus of Paper-II of Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant (Annexure D of letter dated 10.05.2019) for the candidates appearing in Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle shall be as under:-

Maximum Marks: 60	Comprehension passage in English with Multiple Choice Questions	10 questions of 2 marks each
	Letter writing in English (1 question to be attempted out of 3 options)	20 marks
	Paragraph / short essay in local language (1 question to be attempted out of 3 options)	20 marks

5. Further, it is clarified that Hindi shall be the local language in Postal Divisions covering geographical region of Chandigarh.

6. Letter of even number dated 10.05.2019 stands modified to the extent stated above.

Yours faithfully,

25/06/2019

(Muthuraman C)
Assistant Director General (SPN)

Copy forwarded to:-

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Director General, P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Director (DE), Postal Directorate
8. All Sections of Postal Directorate
9. All recognized Federations / Unions / Associations
10. GM, CEPT for uploading the order on the India Post website.
11. Guard File
12. Spare copies.

(Leena George)
Section Officer (SPN-I)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 11th July, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir/ Madam,

I am directed to refer to this office's letter of even number dated 10.05.2019, read with modifications thereof on the above mentioned subject and to say that the Competent Authority has approved further modifications in **Part- I, Sr. No. 6** of Annexure- A, Annexure-B, Annexure-C and Annexure-D of the letter dated 10.05.2019 as specified below:-

Existing Provision for Paper I	Revised Provision for Paper I
Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	Bilingual i.e. Hindi and English

Existing Provision for Paper II	Revised Provision for Paper II
Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	English to Local Language (as defined in Annexure E of letter of even number dated 10.05.2019) and vice versa

2. The provisions of Paper II in respect of North East Circle will be governed by this office letter of even number dated 28.06.2019.

3. Letter of even number dated 10.05.2019 stands modified to the extent stated above. This will be retrospectively effective from 10.5.2019.

Yours faithfully,

11/07/2019

(Muthuraman C)
Assistant Director General (SPN)

Copy forwarded to:-

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
5. Director General, P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Chief Engineer (Civil), Postal Directorate
8. Director (DE), Postal Directorate
9. All Sections of Postal Directorate
10. All recognized Federations / Unions / Associations
11. GM, CEPT for uploading the order on the India Post website.
12. Guard File
13. Spare copies.

(Leena George)
Section Officer (SPN-I)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts
Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 23rd July, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. General Managers (Finance) / Directors Postal Accounts / DDAP

Subject:- Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir/ Madam,

I am directed to refer to letter of even no. dated 11.07.2019 on the above mentioned subject. It has now been decided that the examination for Paper-I will now be conducted as under:-

Paper-I	English, Hindi and respective local language, where Hindi is not a local language, as published vide letter of even number dated 10.05.2019.

Yours faithfully,

23/07/2019
(Muthuraman C)
Assistant Director General (SPN)

24/07/2019
SO(DE)

F.No.17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi,
Dated 09th September, 2021

To,

All Chief Postmasters General / Postmasters General

Subject: Revision of Pattern, Syllabus and Qualifying marks of Paper-III viz. Data Entry Skill Test (DEST), of competitive examinations conducted by Department of Posts for appointment to the posts of Postman, Mail Guard, Postal Assistant and Sorting Assistant.

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 11.12.2019 wherein revised parameters of Paper-III – Data Entry Skill Test for recruitment to the posts of Postman, Mail Guard, Postal Assistant and Sorting Assistant were communicated. Subsequently, the parameters communicated vide said letter dated 11.12.2019 were also made applicable for examinations conducted for 2020 vacancy year. It was also communicated that the parameters communicated vide said letter of 11.12.2019 would be reviewed for the examinations for the vacancy year 2021 onwards.

2. Accordingly, the matter has been reviewed and the Competent Authority has approved following parameters of Data Entry Skill Test:

(i) Competitive Examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment as Postman and Mail Guard -

<table>
<tr><td colspan="3">PAPER-III (15 Minutes)</td></tr>
<tr><td>Maximum marks – 25 [Data Entry Skill Test (DEST)]</td><td>Skill test of data entry for 15 minutes on computer on the same day.

[Data entry of 600 key depressions (±5%)]</td><td>25 marks</td></tr>
<tr><td colspan="2">Minimum Qualifying Marks for Paper-III viz. Data Entry</td><td>(a) For Gen – 60%
(b) For OBC/EWS – 60%</td></tr>
</table>

37 17/C

Skill Test (DEST) *(Subject to reservation policy of Government.)*	(c) For SC/ST – 50% (d) For PWD (if not exempted for skill test) – 50%

(ii) Competitive examination limited to Postman/Mail Guard/Multi Tasking Staff/Gramin Dak Sevak for appointment as Postal Assistant and Sorting Assistant·

PAPER-III (15 Minutes)		
Maximum marks – 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 800 key depressions (± 5%)]	25 marks
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) *(Subject to reservation policy of Government.)*	(a) For Gen – 60% (b) For OBC/EWS – 60% (c) For SC/ST – 50% (d) For PWD (if not exempted for skill test) – 50%	

3. Above parameters of DEST shall be applicable for the examination conducted for 2021 vacancy year. This will be further reviewed for subsequent vacancy year in due course.

Yours faithfully,

09/09/2021

(Muthuraman C)
Assistant Director General (SPN)

83

No. 17-08/2018-SPN-I(pt.)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 21st November, 2022

To,

The Chief Postmaster General
All Circles

Subject:-Clarification regarding exemption to appear in Data Entry Skill Test (DEST) for Visually Handicapped (VH) candidates – reg.

Madam/Sir,

Reference is invited to above stated subject and Department of Personnel and Training's (DoP&T) instructions regarding grant of exemption to physically handicapped candidates to appear in Data Entry Skill Test (DEST) ***[DOPT OM No. 14020/1/2014-Estt.(D) dated 22.04.2015]***:

(i) If a physically handicapped candidate is otherwise qualified to hold the said post and is certified by the competent Medical Authority i.e. the Civil Surgeon of a Government Health Care Institution that he is permanently unfit for the Typing Test (DEST) because of a physical disability, may be exempted from passing the DEST.

(ii) The term 'physically handicapped' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing."

2. Earlier, vide letter No.17-08/2018-SPN-I dated 19.09.2022, U.P. Circle was advised to take appropriate action based on the abovementioned instructions of DoP&T. However, keeping in view the practical difficulties for VH candidates and principle of natural justice, the matter was re-examined and it was decided that VH candidates shall be exempted from appearing in DEST. These instructions were communicated to all Postal Circles vide letter of even number dated 11.10.2022.

3. In continuation of above letter dated 11.10.2022, it may further be noted that exemption granted to VH candidates for appearing in DEST shall be made applicable to all VH candidates, from recruitment year 2022 onwards. In cases where Data Entry Skill Test (DEST) has already been held for recruitment year 2022, VH candidates who have appeared for DEST shall be taken as qualified for the said examination.

Yours faithfully,

21/11/2022

(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:- CPMG, Delhi Circle w.r.t. their email dated 21.10.2022 on the above subject.

O/C
Issued
22/11/2022

No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts
*****

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 19th December, 2022

To,
The Chief Postmaster General
All Circles

Subject:- Revision of parameters in Data Entry Skill Test (DEST) for appointment to the post of Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Madam/Sir,

I am directed to refer to the subject cited above and say that vide Directorate's letter of No. 17-08/2018-SPN-I dated 09.09.2021 parameters of Paper-III i.e. Data Entry Skill Test (DEST) for recruitment to the post of Postal Assistant, Sorting Assistant, Postman and Mail Guard were circulated. It was stipulated that the parameters of DEST communicated vide said letter of 09.09.2021 shall be applicable for the examination conducted for 2021 vacancy year. Para 3 of the said letter provided that the parameters of DEST shall be further reviewed for subsequent vacancy year in due course. Subsequently, similar pattern, syllabus and qualifying marks of Paper-III for the year 2022 was circulated vide letter No. 17-08/2018-SPN-I dated 22.07.2022.

2. The matter has been reviewed and Competent Authority has approved following parameters of DEST:-

(i) Competitive examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment to the post of for appointment to the post of Postman and Mail Guard:-

PAPER-IV (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions (± 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) *(Subject to reservation policy of Government)*	(a) For Gen/ OBC/EWS – 75% (b) For SC/ST/PWD (if not exempted for skill test) – 60%

19/12/2022

(ii) Competitive examination limited to Postman / Mail Guard / Multi Tasking Staff / Gramin Dak Sevak for appointment to the post of Postal Assistant / Sorting Assistant:-

PAPER-III (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 1000 key depressions (± 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) *(Subject to reservation policy of Government)*	(a) For Gen/OBC/EWS – 75% (c) For SC/ST/PWD (if not exempted for skill test) – 60%

2. Further, it has been decided that the number of candidates to be shortlisted for DEST shall be kept as three times of the number of vacancies declared at the time of notification. In case vacancy is revised upward/downward before publication of results (Paper-I &II), the revised vacancy position shall be notified and short listing shall be done three times of the revised vacancy. Revision in vacancy position after declaration of results shall not be allowed except in exceptional circumstances with prior approval of DGPS and in such cases revised vacancy shall be notified and list of candidates to be called for DEST shall also be revised accordingly.

3. These instructions shall be applicable for all examinations to be notified on or after 01.01.2023.

Yours faithfully,

(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:- Director (DE), Dak Bhawan.

o/c
Issued
20/12/2022

4

No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated:- 24th April, 2023

To,

The Chief Postmaster General
North East Circle

Subject:– Review of issue regarding local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle-reg.

Sir,

I am directed to refer to your Office's D.O. letter No. Staff/18-130/2022 dated 22.03.2023 on the subject cited above *vide* which a proposal has been sent to the Directorate for reviewing local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle.

2. As per Annexure-II of letter No. 17-08/2018-SPB-I dated 05.04.2022 (Pattern and Syllabus for appointment as Postman/ Mail Guard/ MTS) and Annexure-E of letter No. 17-08/2018-SPB-I dated 10.05.2019 (Pattern and Syllabus for appointment as Postal Assistant/ Sorting Assistant), local language for North East Postal Circle is as under:-

Sl. No.	**Geographical areas of State covered under North East Postal Circle**	**Local Language of Postal Divisions**
1.	Arunachal Pradesh	Hindi/English
2.	Meghalaya	
3.	Nagaland	
4.	Manipur	Manipuri
5.	Mizoram	Mizo
6.	Tripura	Bengali

3. Competent Authority has approved that local language for the entire North East Postal Circle shall be Hindi / English / Manipuri / Mizo / Bengali.

4. Accordingly, North East Postal Circle may give an option to the candidates to choose any one of the prescribed local language of the Circle, viz. Hindi / English / Manipuri / Mizo / Bengali, for local language test, while applying for the aforesaid posts on the basis of examination.

Yours faithfully,

24/4/2023

(Dileep Singh Sengar)
Assistant Director General (SPN-I)

Copy to:- Director (DE), Dak Bhawan for information.

OIC
issued
24/04/2023

F.No.17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi, dated 29.05.2024

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate/Parcel Directorate/ PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DAP

Subject: Revision of Syllabus and Pattern of examinations conducted by Department of Posts for appointment to the posts of Postal Assistant/Sorting Assistant.

Madam / Sir,

The Competent Authority has reviewed the Syllabus and Pattern of the examinations conducted for appointment to the posts of Postal Assistant and Sorting Assistant and has decided that the component of local language test (Paper-II) shall be removed. Annexure 'C' of letter no. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time stands modified accordingly.

2. Circles are requested to bring this to the notice of all concerned.

Yours faithfully,

V. Prasad 29/5/24

(Vangara Prasad)
Assistant Director General (SPN)

Copy to:-

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
5. Director General, P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Chief Engineer (Civil), Postal Directorate
8. Director (DE), Postal Directorate
9. All Sections of Postal Directorate
10. All recognized Federations / Unions / Associations
11. GM, CEPT for uploading the order on the India Post website.
12. Guard File
13. Spare copies

F.No. 04-05/2015-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi- 110 001.
Dated 20.06.2022

To,

1. All Chief Postmasters General / All Postmasters General
2. Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA)
3. All Directors of Postal Training Centres

Subject: Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules, 2022- reg

Madam/Sir,

I am directed to forward herewith a copy of Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules, 2022 notified in the Official Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i) vide GSR No. 459(E) on 17.06.2022.

2. It is requested that the provisions of aforesaid Recruitment Rules may be brought to the notice of all concerned.

Yours faithfully,

Encl: As above

(Satya Narayana Dash)
Assistant Director General (SPN)

Copy for information to:

1. Sr. PPS to Secretary (Posts)
2. Sr. PPS to Director General Postal Services
3. All Members of the Postal Service Board
4. Secretary (PSB)
5. CGM (BD) / CGM (MB) / CGM (PLI)
6. All Deputy Directors General
7. SPN-II Section / DE Section / GDS Section
8. All recognised Service Associations / Federations
9. GM (CEPT), Mysore for uploading the letter along with the copy of Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules, 2022 on India Post website.

रजिस्ट्री सं. डी.एल.- 33004/99 REGD. No. D. L.-33004/99

भारत का राजपत्र
The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 438] नई दिल्ली, शुक्रवार, जून 17, 2022/ज्येष्ठ 27, 1944
No. 438] NEW DELHI, FRIDAY, JUNE 17, 2022/JYAISHTHA 27, 1944

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 17 जून, 2022

सा.का.नि. 459(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (डाक सहायक और छंटाई सहायक समूह 'ग' अराजपत्रित) भर्ती नियम, 2015 को, उन बातों के सिवाय, अधिक्रांत करते हुए, जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है या करने का लोप किया गया है, संचार मंत्रालय, डाक विभाग में डाक सहायक (सर्किल कार्यालय तथा क्षेत्रीय कार्यालय), डाक सहायक (चेन्नई, दिल्ली, कोलकाता तथा मुंबई स्थित विदेश डाक संगठनों में), डाक सहायक (बचत बैंक नियंत्रण तथा आंतरिक जांच संगठन), डाक सहायक (डाकघर) और छंटाई सहायक (रेल डाक सेवा) के पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. **संक्षिप्त नाम और प्रारंभ** – (1) इन नियमों का संक्षिप्त नाम डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती नियम, 2022 है।

   (2) ये राजपत्र में इनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. **पदों की संख्या, उनका वर्गीकरण और वेतन मेट्रिक्स में स्तर** : पदों की संख्या, उनका वर्गीकरण और इनसे संलग्न वेतन मेट्रिक्स में स्तर वे होंगे, जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।

3. **भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि** : उक्त पदों पर भर्ती की पद्धति, आयु-सीमा, अर्हताएं और इनसे संबंधित अन्य बातें वे होंगी, जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

4. **निरर्हताएं** : वह व्यक्ति,–

   (क) जिसने ऐसे व्यक्ति से जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है या विवाह की संविदा की है; या

(ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है या विवाह की संविदा की है, उक्त पदों पर नियुक्ति का पात्र नहीं होगा;

परन्तु यदि केंद्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं, तो वह, किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. **सेवा की अपेक्षा** : उक्त अनुसूची में विनिर्दिष्ट पदों पर नियुक्त कोई भी व्यक्ति भारत में कहीं भी, जिसके अंतर्गत सेना डाक सेवा भी है, सेवा करने के लिए बाध्य होगा।

6. **शिथिल करने की शक्ति :** जहां केंद्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है; वहां वह, उसके लिए जो कारण हैं उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध को, किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

7. **व्यावृत्ति** : इन नियमों की कोई बात ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केंद्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, पूर्व सैनिकों, अन्य पिछड़े वर्गों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पद का नाम	**पदों की संख्या**	**वर्गीकरण**	**वेतन मेट्रिक्स में स्तर**	**चयन अथवा अचयन पद**
(1)	(2)	(3)	(4)	(5)
1. डाक सहायक (सर्किल कार्यालय तथा क्षेत्रीय कार्यालय)	2738* (2022) *कार्यभार के आधार पर परिवर्तन किया जा सकता है। टिप्पण : इन पदों को 23 डाक सर्किलों में वितरित किया गया है।	साधारण केंद्रीय सेवा, समूह 'ग', अराजपत्रित, अनुसचिवीय	वेतन मेट्रिक्स में स्तर 4 (25500-81100 रु.)	चयन

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा	**सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं**	**सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होंगी या नहीं**	**परिवीक्षा की अवधि, यदि कोई हो,**
(6)	(7)	(8)	(9)
(i) 18 से 27 वर्ष के बीच (केंद्रीय सरकार द्वारा समय-समय पर जारी किए गए अनुदशों के अनुसार अनुसूचित जाति या अनुसूचित जनजाति या अन्य पिछड़ा वर्ग के अभ्यर्थियों और विभिन्न श्रेणियों के सरकारी सेवकों के लिए शिथिल की जा सकती है)। टिप्पण 1 : कर्मचारी चयन आयोग के माध्यम से की जाने वाली भर्ती की दशा में, आयु-सीमा अवधारित करने के लिए	(i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से बैचलर डिग्री; और (ii) कंप्यूटर पर कार्य	नहीं	डाक प्रशिक्षण केंद्र द्वारा आयोजित 'डाक सहायकों (सर्किल कार्यालय तथा क्षेत्रीय कार्यालय) के लिए प्रेरक

निर्णायक तारीख वह होगी जो कर्मचारी चयन आयोग द्वारा विज्ञापित की जाए। टिप्पण 2 : कर्मचारी चयन आयोग के माध्यम से भिन्न किसी अन्य माध्यम से की जाने वाली भर्ती की दशा में, आयु-सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी, न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नगालैंड, त्रिपुरा, सिक्किम, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले का पांगी उप खंड, अंदमान और निकोबार द्वीप, लद्दाख अथवा लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है। (ii) ग्रामीण डाक सेवकों* के लिए ऊपरी आयु सीमा, उस वर्ष की 01 जनवरी को, जिसमें रिक्ति हुई हैं चालीस वर्ष होगी या केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शक सिद्धांत के अनुसार होगी। (सीधे भर्ती किए जाने वाले अनुसूचित जाति या अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्ष तक तथा अन्य पिछड़े वर्गों से संबंधित अभ्यर्थियों के लिए तीन वर्ष तक शिथिल की जा सकती है।) *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी।	करने का ज्ञान। टिप्पण : ऐसे व्यक्तियों के लिए शैक्षिक अर्हता जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पद धारण किए हुए हैं, किसी मान्यता प्राप्त बोर्ड से 10+2 उत्तीर्ण ही रहेगी।		प्रशिक्षण' को सफलतापूर्वक पूरा करने के अधीन रहते हुए सीधे भर्ती किए जाने वाले व्यक्तियों के लिए दो वर्ष।

भर्ती की पद्धति : भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति या आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जानी वाली रिक्तियों की प्रतिशतता	**प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां, जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा।**	**यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना**	**भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श करना आवश्यक है।**
(10)	(11)	(12)	(13)
(i) चालीस प्रतिशत, डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (अ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा, जिसके न हो सकने पर :-	सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति : भाग (अ) :- (1) वेतन मेट्रिक्स के स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर तीन वर्ष नियमित	पुष्टि के संबंध में विचार करने के लिए विभागीय प्रोन्नति समिति जो निम्नलिखित से मिलकर बनेगी :- (1) सहायक महाडाकपाल या	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

(क) डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (आ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति, जिसके न हो सकने पर :- (ख) सर्किल के ग्रामीण डाक सेवकों* की सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती जिन्होंने उस वर्ष के 01 जनवरी को, जिसमें रिक्ति हुई हैं या पात्रता की निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांतों के अनुसार उस हैसियत में आठ वर्ष नियमित कार्य किया हो, जिसके न हो सकने पर :- (ग) खुली प्रतियोगिता के माध्यम से अगले वर्ष की सीधी भर्ती। (ii) साठ प्रतिशत, डाक विभाग द्वारा समय-समय पर अनुमोदित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा। टिप्पण 1 : ग्रामीण डाक सेवकों के लिए सीमित विभागीय प्रतियोगिता परीक्षा तथा प्रतियोगिता परीक्षा स्कीम, डाक विभाग द्वारा समय-समय पर जारी शासकीय अनुदेशों द्वारा नियंत्रित होगी। टिप्पण 2 : *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी । टिप्पण 3 : ऐसे व्यक्ति के लिए पात्रता सेवा जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पदधारण किए हुए हैं, पांच वर्ष ही रहेगी।	सेवा की है या वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 के पदों पर पांच वर्ष सम्मिलित नियमित सेवा की है; (2) वेतन मेट्रिक्स के स्तर 2 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष की नियमित सेवा की है जिसके अंतर्गत वेतन मेट्रिक्स के स्तर 1 के पदों पर की गई नियमित सेवा भी है; (3) वेतन मेट्रिक्स के स्तर 1 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष नियमित सेवा की है। भाग (आ) :- वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने कुल आठ वर्ष नियमित सेवा की है जिसके अंतर्गत ग्रामीण डाक सेवकों के रूप में नियमित रूप से की गई सेवा भी है। टिप्पण 1 : सेवा शर्त की पात्रता, उस वर्ष की 1 जनवरी को होगी जिसमें रिक्ति हुई है या पात्रता के लिए निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांत के अनुसार होगी। टिप्पण 2 : यह प्रोन्नति, प्रोन्नति पद पर नियुक्ति की तारीख से दो वर्ष के भीतर, डाक प्रशिक्षण केंद्र द्वारा आयोजित 'डाक सहायकों (सर्किल कार्यालय तथा क्षेत्रीय कार्यालय) के लिए प्रेरक प्रशिक्षण' को पूरा करने के अध्यधीन होगी। परन्तु यह कि ऐसे व्यक्तियों को जो दो वर्ष के भीतर सेवानिवृत्त होने वाले हैं, ऐसे प्रशिक्षण से छूट प्राप्त होगी। टिप्पण 3 : जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष से, इनमें से जो भी कम हो, से कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो।	सहायक निदेशक – अध्यक्ष (2) दो सहायक निदेशक या सहायक डाक अधीक्षक - सदस्य	

	यह शर्त, ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है। टिप्पण 4 : किसी पदधारी की पात्रता, अधिष्ठापी रूप से धारित पद से और वेतन मेट्रिक्स में उस पद के सुसंगत वेतन स्तर से अवधारित की जाएगी, न कि उस स्तर से जिसमें उस पदधारी की पात्रता की निर्णायक तारीख को टाइम बाउंड वन प्रमोशन, बाइनियल कैडर रिव्यू या मॉडिफाइड एशोर्ड करियर प्रोग्रेशन के अधीन प्राप्त वित्तीय उन्नयन के आधार पर, वेतन प्राप्त कर रहा है।		

(1)	(2)	(3)	(4)	(5)
2. डाक सहायक (चेन्नई, दिल्ली, कोलकाता तथा मुंबई स्थित विदेश डाक संगठनों में)	457* (2022) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केंद्रीय सेवा, समूह 'ग', अराजपत्रित, अनुसचिवीय	वेतन मेट्रिक्स में स्तर 4 (25500-81100 रु.)	चयन

(6)	(7)	(8)	(9)
(i) 18 से 27 वर्ष के बीच (केंद्रीय सरकार द्वारा समय-समय पर जारी किए गए अनुदशों के अनुसार अनुसूचित जाति या अनुसूचित जनजाति या अन्य पिछड़ा वर्ग के अभ्यर्थियों और विभिन्न श्रेणियों के सरकारी सेवकों के लिए शिथिल की जा सकती है)। टिप्पण 1 : कर्मचारी चयन आयोग के माध्यम से की जाने वाली भर्ती की दशा में, आयु-सीमा अवधारित करने के लिए निर्णायक तारीख वह होगी जो कर्मचारी चयन आयोग द्वारा विज्ञापित की जाए। टिप्पण 2 : कर्मचारी चयन आयोग के माध्यम से भिन्न किसी अन्य माध्यम से की जाने वाली भर्ती की दशा में, आयु सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी, न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नगालैंड, त्रिपुरा, सिक्किम, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले का पांगी उप-खंड, अंदमान और निकोबार द्वीप, लद्दाख अथवा लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है। (ii) ग्रामीण डाक सेवकों* के लिए ऊपरी आयु-सीमा, उस वर्ष	(i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से बैचलर डिग्री; और (ii) कंप्यूटर पर कार्य करने का ज्ञान। टिप्पण : ऐसे व्यक्तियों के लिए शैक्षिक अर्हता जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पद धारण किए हुए हैं, किसी मान्यता प्राप्त बोर्ड से 10+2 उत्तीर्ण ही रहेगी।	नहीं	डाक प्रशिक्षण केंद्र द्वारा आयोजित 'डाक सहायकों (विदेश डाक संगठन) के लिए प्रेरक प्रशिक्षण' को सफलतापूर्वक पूरा करने के अधीन रहते हुए सीधे भर्ती किए जाने वाले व्यक्तियों के लिए दो वर्ष।

की 01 जनवरी को, जिसमें रिक्ति हुई हैं चालीस वर्ष होगी या केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शक सिद्धांत के अनुसार होगी। (सीधे भर्ती किए जाने वाले अनुसूचित जाति या अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्ष तक तथा अन्य पिछड़े वर्गों से संबंधित अभ्यर्थियों के लिए तीन वर्ष तक शिथिल की जा सकती है।) *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी।			

(10)	(11)	(12)	(13)
(i) चालीस प्रतिशत, डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (अ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा, जिसके न हो सकने पर :- (क) डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (आ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति, जिसके न हो सकने पर :- (ख) सर्किल के ग्रामीण डाक सेवकों* की सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती जिन्होंने उस वर्ष के 01 जनवरी को, जिसमें रिक्ति हुई हैं या पात्रता की निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांतों के अनुसार उस हैसियत में आठ वर्ष नियमित कार्य किया हो, जिसके न हो सकने पर :- (ग) खुली प्रतियोगिता के माध्यम से अगले वर्ष की सीधी भर्ती। (ii) साठ प्रतिशत, डाक विभाग द्वारा समय-समय पर अनुमोदित	सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति : भाग (अ) :- (1) वेतन मेट्रिक्स के स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर तीन वर्ष नियमित सेवा की है या वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 के पदों पर पांच वर्ष सम्मिलित नियमित सेवा की है; (2) वेतन मेट्रिक्स के स्तर 2 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष की नियमित सेवा की है जिसके अंतर्गत वेतन मेट्रिक्स के स्तर 1 के पदों पर की गई नियमित सेवा भी है; (3) वेतन मेट्रिक्स के स्तर 1 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष नियमित सेवा की है। भाग (आ) :- वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने कुल आठ वर्ष नियमित सेवा की है जिसके अंतर्गत ग्रामीण डाक सेवकों के रूप में नियमित रूप से की गई सेवा भी है। टिप्पण 1 : सेवा शर्त की पात्रता, उस वर्ष की 1 जनवरी को होगी जिसमें रिक्ति हुई है या पात्रता के लिए निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांत के अनुसार होगी। टिप्पण 2 : यह प्रोन्नति, प्रोन्नति पद पर नियुक्ति की तारीख से दो वर्ष के भीतर, डाक प्रशिक्षण केंद्र	पुष्टि के संबंध में विचार करने के लिए विभागीय प्रोन्नति समिति जो निम्नलिखित से मिलकर बनेगी :- (1) ज्येष्ठ डाकघर अधीक्षक या डाकघर अधीक्षक या सहायक निदेशक – अध्यक्ष (2) दो डाकघर अधीक्षक या सहायक निदेशक या सहायक डाक अधीक्षक - सदस्य	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा। टिप्पण 1 : ग्रामीण डाक सेवकों के लिए सीमित विभागीय प्रतियोगिता परीक्षा तथा प्रतियोगिता परीक्षा स्कीम, डाक विभाग द्वारा समय-समय पर जारी शासकीय अनुदेशों द्वारा नियंत्रित होगी। टिप्पण 2 : *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी। टिप्पण 3 : ऐसे व्यक्ति के लिए पात्रता सेवा जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पदधारण किए हुए हैं, पांच वर्ष ही रहेगी।	द्वारा आयोजित 'डाक सहायकों (विदेश डाक संगठन) के लिए प्रेरक प्रशिक्षण' को पूरा करने के अध्यधीन होगी। परन्तु यह कि ऐसे व्यक्तियों को जो दो वर्ष के भीतर सेवानिवृत्त होने वाले हैं, ऐसे प्रशिक्षण से छूट प्राप्त होगी। टिप्पण 3 : जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष से, इनमें से जो भी कम हो, से कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो। यह शर्त, ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है। टिप्पण 4 : किसी पदधारी की पात्रता, अधिष्ठापी रूप से धारित पद से और वेतन मेट्रिक्स में उस पद के सुसंगत वेतन स्तर से अवधारित की जाएगी, न कि उस स्तर से जिसमें उस पदधारी की पात्रता की निर्णायक तारीख को टाइम बाउंड वन प्रमोशन, बाइनियल कैडर रिव्यू या मॉडिफाइड एशोर्ड करियर प्रोग्रेशन के अधीन प्राप्त वित्तीय उन्नयन के आधार पर, वेतन प्राप्त कर रहा है।		

(1)	(2)	(3)	(4)	(5)
3. डाक सहायक (बचत बैंक नियंत्रण तथा आंतरिक जांच संगठन)	3265* (2022) *कार्यभार के आधार पर परिवर्तन किया जा सकता है। टिप्पण : इन पदों को 23 डाक सर्किलों में वितरित किया गया है।	साधारण केंद्रीय सेवा, समूह 'ग', अराजपत्रित, अनुसचिवीय	वेतन मेट्रिक्स में स्तर 4 (25500-81100 रु.)	चयन

(6)	(7)	(8)	(9)
(i) 18 से 27 वर्ष के बीच	(i) किसी मान्यता प्राप्त विश्वविद्यालय या	नहीं	डाक प्रशिक्षण केंद्र द्वारा आयोजित

(केंद्रीय सरकार द्वारा समय-समय पर जारी किए गए अनुदशों के अनुसार अनुसूचित जाति या अनुसूचित जनजाति या अन्य पिछड़ा वर्ग के अभ्यर्थियों और विभिन्न श्रेणियों के सरकारी सेवकों के लिए शिथिल की जा सकती है)। टिप्पण 1 : कर्मचारी चयन आयोग के माध्यम से की जाने वाली भर्ती की दशा में, आयु सीमा अवधारित करने के लिए निर्णायक तारीख वह होगी जो कर्मचारी चयन आयोग द्वारा विज्ञापित की जाए। टिप्पण 2 : कर्मचारी चयन आयोग के माध्यम से भिन्न किसी अन्य माध्यम से की जाने वाली भर्ती की दशा में, आयु-सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी, न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नगालैंड, त्रिपुरा, सिक्किम, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले का पांगी उप खंड, अंदमान और निकोबार द्वीप, लद्दाख अथवा लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है। (ii) ग्रामीण डाक सेवकों* के लिए ऊपरी आयु सीमा, उस वर्ष की 01 जनवरी को, जिसमें रिक्ति हुई हैं चालीस वर्ष होगी या केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शक सिद्धांत के अनुसार होगी। (सीधे भर्ती किए जाने वाले अनुसूचित जाति या अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्ष तक तथा अन्य पिछड़े वर्गों से संबंधित अभ्यर्थियों के लिए तीन वर्ष तक शिथिल की जा सकती है।) *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी।	संस्थान से बैचलर डिग्री; और (ii) कंप्यूटर पर कार्य करने का ज्ञान। टिप्पण : ऐसे व्यक्तियों के लिए शैक्षिक अर्हता जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पद धारण किए हुए हैं, किसी मान्यता प्राप्त बोर्ड से 10+2 उत्तीर्ण ही रहेगी।		'डाक सहायकों (बचत बैंक नियंत्रण तथा आंतरिक जांच संगठन) के लिए प्रेरक प्रशिक्षण' को सफलतापूर्वक पूरा करने के अधीन रहते हुए सीधे भर्ती किए जाने वाले व्यक्तियों के लिए दो वर्ष।

(10)	(11)	(12)	(13)
(i) चालीस प्रतिशत, डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (अ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा, जिसके न हो सकने पर :- (क) डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (आ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति, जिसके न हो सकने पर :-	सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति : भाग (अ) :- (1) वेतन मेट्रिक्स के स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर तीन वर्ष नियमित सेवा की है या वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 के पदों पर पांच वर्ष सम्मिलित नियमित सेवा की है; (2) वेतन मेट्रिक्स के स्तर 2 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष की नियमित सेवा की है जिसके अंतर्गत वेतन मेट्रिक्स के स्तर 1 के पदों पर की गई नियमित सेवा भी है; (3) वेतन मेट्रिक्स के स्तर 1 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष	पुष्टि के संबंध में विचार करने के लिए विभागीय प्रोन्नति समिति जो निम्नलिखित से मिलकर बनेगी :- (1) सहायक महाडाकपाल या सहायक निदेशक – अध्यक्ष (2) दो सहायक निदेशक या सहायक डाक अधीक्षक - सदस्य	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

(ख) सर्किल के ग्रामीण डाक सेवकों* की सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती जिन्होंने उस वर्ष के 01 जनवरी को, जिसमें रिक्ति हुई हैं या पात्रता की निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांतों के अनुसार उस हैसियत में आठ वर्ष नियमित कार्य किया हो, जिसके न हो सकने पर :- (ग) खुली प्रतियोगिता के माध्यम से अगले वर्ष की सीधी भर्ती। (ii) साठ प्रतिशत, डाक विभाग द्वारा समय-समय पर अनुमोदित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा। टिप्पण 1 : ग्रामीण डाक सेवकों के लिए सीमित विभागीय प्रतियोगिता परीक्षा तथा प्रतियोगिता परीक्षा स्कीम, डाक विभाग द्वारा समय-समय पर जारी शासकीय अनुदेशों द्वारा नियंत्रित होगी। टिप्पण 2 : *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी। टिप्पण 3 : ऐसे व्यक्ति के लिए पात्रता सेवा जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पदधारण किए हुए हैं, पांच वर्ष ही रहेगी।	नियमित सेवा की है। भाग (आ) :- वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने कुल आठ वर्ष नियमित सेवा की है जिसके अंतर्गत ग्रामीण डाक सेवकों के रूप में नियमित रूप से की गई सेवा भी है। टिप्पण 1 : सेवा शर्त की पात्रता, उस वर्ष की 1 जनवरी को होगी जिसमें रिक्ति हुई है या पात्रता के लिए निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांत के अनुसार होगी। टिप्पण 2 : यह प्रोन्नति, प्रोन्नति पद पर नियुक्ति की तारीख से दो वर्ष के भीतर, डाक प्रशिक्षण केंद्र द्वारा आयोजित 'डाक सहायकों (बचत बैंक नियंत्रण तथा आंतरिक जांच संगठन) के लिए प्रेरक प्रशिक्षण' को पूरा करने के अध्यधीन होगी। परन्तु यह कि ऐसे व्यक्तियों को जो दो वर्ष के भीतर सेवानिवृत्त होने वाले हैं, ऐसे प्रशिक्षण से छूट प्राप्त होगी। टिप्पण 3 : जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष से, इनमें से जो भी कम हो, से कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो। यह शर्त, ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है। टिप्पण 4 : किसी पदधारी की पात्रता, अधिष्ठापी रूप से धारित पद से और वेतन मेट्रिक्स में उस पद के सुसंगत वेतन स्तर से अवधारित की जाएगी, न कि उस स्तर से जिसमें उस पदधारी की पात्रता की निर्णायक तारीख को टाइम बाउंड वन प्रमोशन, बाइनियल कैडर रिव्यू या मॉडिफाइड एशोर्ड		

	करियर प्रोग्रेशन के अधीन प्राप्त वित्तीय उन्नयन के आधार पर, वेतन प्राप्त कर रहा है।		

(1)	(2)	(3)	(4)	(5)
4. डाक सहायक (डाकघर)	69996* (2022) *कार्यभार के आधार पर परिवर्तन किया जा सकता है। टिप्पण : इन पदों को 23 डाक सर्किलों में वितरित किया गया है।	साधारण केंद्रीय सेवा, समूह 'ग', अराजपत्रित, अनुसचिवीय	वेतन मेट्रिक्स में स्तर 4 (25500-81100 रु.)	चयन

(6)	(7)	(8)	(9)
(i) 18 से 27 वर्ष के बीच (केंद्रीय सरकार द्वारा समय-समय पर जारी किए गए अनुदशों के अनुसार अनुसूचित जाति या अनुसूचित जनजाति या अन्य पिछड़ा वर्ग के अभ्यर्थियों और विभिन्न श्रेणियों के सरकारी सेवकों के लिए शिथिल की जा सकती है)। टिप्पण 1 : कर्मचारी चयन आयोग के माध्यम से की जाने वाली भर्ती की दशा में, आयु सीमा अवधारित करने के लिए निर्णायक तारीख वह होगी जो कर्मचारी चयन आयोग द्वारा विज्ञापित की जाए। टिप्पण 2 : कर्मचारी चयन आयोग के माध्यम से भिन्न किसी अन्य माध्यम से की जाने वाली भर्ती की दशा में, आयु-सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी, न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नगालैंड, त्रिपुरा, सिक्किम, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले का पांगी उप खंड, अंदमान और निकोबार द्वीप, लद्दाख अथवा लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है। (ii) ग्रामीण डाक सेवकों* के लिए ऊपरी आयु सीमा, उस वर्ष की 01 जनवरी को, जिसमें रिक्ति हुई हैं चालीस वर्ष होगी या केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शक सिद्धांत के अनुसार होगी। (सीधे भर्ती किए जाने वाले अनुसूचित जाति या अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्ष तक तथा अन्य पिछड़े वर्गों से संबंधित अभ्यर्थियों के लिए तीन वर्ष तक शिथिल की जा सकती है।) *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी।	(i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से बैचलर डिग्री; और (ii) कंप्यूटर पर कार्य करने का ज्ञान। टिप्पण : ऐसे व्यक्तियों के लिए शैक्षिक अर्हता जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पद धारण किए हुए हैं, किसी मान्यता प्राप्त बोर्ड से 10+2 उत्तीर्ण ही रहेगी।	नहीं	डाक प्रशिक्षण केंद्र द्वारा आयोजित 'डाक सहायकों (डाकघर) के लिए प्रेरक प्रशिक्षण' को सफलतापूर्वक पूरा करने के अधीन रहते हुए सीधे भर्ती किए जाने वाले व्यक्तियों के लिए दो वर्ष।

(10)	(11)	(12)	(13)
(i) चालीस प्रतिशत, डाक लेखा	सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से	पुष्टि के संबंध में	संघ लोक सेवा

कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (अ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा, जिसके न हो सकने पर :- (क) डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (आ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति, जिसके न हो सकने पर :- (ख) सर्किल के ग्रामीण डाक सेवकों* की सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती जिन्होंने उस वर्ष के 01 जनवरी को, जिसमें रिक्ति हुई हैं या पात्रता की निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांतों के अनुसार उस हैसियत में आठ वर्ष नियमित कार्य किया हो, जिसके न हो सकने पर :- (ग) खुली प्रतियोगिता के माध्यम से अगले वर्ष की सीधी भर्ती। (ii) साठ प्रतिशत, डाक विभाग द्वारा समय-समय पर अनुमोदित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा। टिप्पण 1 : ग्रामीण डाक सेवकों के लिए सीमित विभागीय प्रतियोगिता परीक्षा तथा प्रतियोगिता परीक्षा स्कीम, डाक विभाग द्वारा समय-समय पर जारी शासकीय अनुदेशों द्वारा नियंत्रित होगी। टिप्पण 2 : *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी।	प्रोन्नति : भाग (अ) :- (1) वेतन मेट्रिक्स के स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर तीन वर्ष नियमित सेवा की है या वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 के पदों पर पांच वर्ष सम्मिलित नियमित सेवा की है; (2) वेतन मेट्रिक्स के स्तर 2 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष की नियमित सेवा की है जिसके अंतर्गत वेतन मेट्रिक्स के स्तर 1 के पदों पर की गई नियमित सेवा भी है; (3) वेतन मेट्रिक्स के स्तर 1 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष नियमित सेवा की है। भाग (आ) :- वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने कुल आठ वर्ष नियमित सेवा की है जिसके अंतर्गत ग्रामीण डाक सेवकों के रूप में नियमित रूप से की गई सेवा भी है। टिप्पण 1 : सेवा शर्त की पात्रता, उस वर्ष की 1 जनवरी को होगी जिसमें रिक्ति हुई है या पात्रता के लिए निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांत के अनुसार होगी। टिप्पण 2 : यह प्रोन्नति, प्रोन्नति पद पर नियुक्ति की तारीख से दो वर्ष के भीतर, डाक प्रशिक्षण केंद्र द्वारा आयोजित 'डाक सहायकों (डाकघर) के लिए प्रेरक प्रशिक्षण' को पूरा करने के अध्यधीन होगी। परन्तु यह कि ऐसे व्यक्तियों को जो दो वर्ष के भीतर सेवानिवृत्त होने वाले हैं, ऐसे प्रशिक्षण से छूट प्राप्त होगी। टिप्पण 3 : जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष से, इनमें से जो भी कम हो, से कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी	विचार करने के लिए विभागीय प्रोन्नति समिति जो निम्नलिखित से मिलकर बनेगी :- (1) ज्येष्ठ डाकघर अधीक्षक या डाकघर अधीक्षक – अध्यक्ष (2) दो सहायक डाक अधीक्षक - सदस्य	आयोग से परामर्श करना आवश्यक नहीं है।

टिप्पण 3 : ऐसे व्यक्ति के लिए पात्रता सेवा जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पदधारण किए हुए हैं, पांच वर्ष ही रहेगी।	अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो। यह शर्त, ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है। टिप्पण 4 : किसी पदधारी की पात्रता, अधिष्ठापी रूप से धारित पद से और वेतन मेट्रिक्स में उस पद के सुसंगत वेतन स्तर से अवधारित की जाएगी, न कि उस स्तर से जिसमें उस पदधारी की पात्रता की निर्णायक तारीख को टाइम बाउंड वन प्रमोशन, बाइनियल कैडर रिव्यू या मॉडिफाइड एशोर्ड करियर प्रोग्रेशन के अधीन प्राप्त वित्तीय उन्नयन के आधार पर, वेतन प्राप्त कर रहा है।		

(1)	(2)	(3)	(4)	(5)
5. छंटाई सहायक (रेल डाक सेवा)	17694* (2022) *कार्यभार के आधार पर परिवर्तन किया जा सकता है। टिप्पण : इन पदों को 23 डाक सर्किलों में वितरित किया गया है।	साधारण केंद्रीय सेवा, समूह 'ग', अराजपत्रित, अनुसचिवीय	वेतन मेट्रिक्स में स्तर 4 (25500-81100 रु.)	चयन

(6)	(7)	(8)	(9)
(i) 18 से 27 वर्ष के बीच (केंद्रीय सरकार द्वारा समय-समय पर जारी किए गए अनुदशों के अनुसार अनुसूचित जाति या अनुसूचित जनजाति या अन्य पिछड़ा वर्ग के अभ्यर्थियों और विभिन्न श्रेणियों के सरकारी सेवकों के लिए शिथिल की जा सकती है)। टिप्पण 1 : कर्मचारी चयन आयोग के माध्यम से की जाने वाली भर्ती की दशा में, आयु सीमा अवधारित करने के लिए निर्णायक तारीख वह होगी जो कर्मचारी चयन आयोग द्वारा विज्ञापित की जाए। टिप्पण 2 : कर्मचारी चयन आयोग के माध्यम से भिन्न किसी अन्य माध्यम से की जाने वाली भर्ती की दशा में, आयु सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी, न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नगालैंड, त्रिपुरा, सिक्किम, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले का पांगी उप-खंड, अंदमान और निकोबार द्वीप, लद्दाख अथवा लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है।	(i) किसी मान्यता प्राप्त विश्वविद्यालय या संस्थान से बैचलर डिग्री; और (ii) कंप्यूटर पर कार्य करने का ज्ञान। टिप्पण : ऐसे व्यक्तियों के लिए शैक्षिक अर्हता जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पद धारण किए हुए हैं, किसी मान्यता प्राप्त	नहीं	डाक प्रशिक्षण केंद्र द्वारा आयोजित 'छंटाई सहायकों के लिए प्रेरक प्रशिक्षण' को सफलतापूर्वक पूरा करने के अधीन रहते हुए सीधे भर्ती किए जाने वाले व्यक्तियों के लिए दो वर्ष।

(ii) ग्रामीण डाक सेवकों* के लिए ऊपरी आयु सीमा, उस वर्ष की 01 जनवरी को, जिसमें रिक्ति हुई हैं चालीस वर्ष होगी या केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शक सिद्धांत के अनुसार होगी। (सीधे भर्ती किए जाने वाले अनुसूचित जाति या अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्ष तक तथा अन्य पिछड़े वर्गों से संबंधित अभ्यर्थियों के लिए तीन वर्ष तक शिथिल की जा सकती है।) *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी।	बोर्ड से 10+2 उत्तीर्ण ही रहेगी।		

(10)	(11)	(12)	(13)
(i) चालीस प्रतिशत, डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (अ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा, जिसके न हो सकने पर :- (क) डाक लेखा कार्यालय या विंग के पदधारियों को छोड़कर स्तंभ (11) के अधीन की प्रविष्टि के भाग (आ) पर उल्लिखित सर्किल के पात्र पदधारियों की सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति, जिसके न हो सकने पर :- (ख) सर्किल के ग्रामीण डाक सेवकों* की सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती जिन्होंने उस वर्ष के 01 जनवरी को, जिसमें रिक्ति हुई हैं या पात्रता की निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांतों के अनुसार उस हैसियत में आठ वर्ष नियमित कार्य किया हो, जिसके न हो सकने पर :- (ग) खुली प्रतियोगिता के माध्यम से अगले वर्ष की सीधी भर्ती। (ii) साठ प्रतिशत, डाक विभाग द्वारा समय-समय पर अनुमोदित स्कीम के अनुसार खुली प्रतियोगिता	सीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति : भाग (अ) :- (1) वेतन मेट्रिक्स के स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर तीन वर्ष नियमित सेवा की है या वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 के पदों पर पांच वर्ष सम्मिलित नियमित सेवा की है; (2) वेतन मेट्रिक्स के स्तर 2 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष की नियमित सेवा की है जिसके अंतर्गत वेतन मेट्रिक्स के स्तर 1 के पदों पर की गई नियमित सेवा भी है; (3) वेतन मेट्रिक्स के स्तर 1 में पदधारण करने वाले ऐसे पदधारी जिन्होंने ऐसे पद पर पांच वर्ष नियमित सेवा की है। भाग (आ) :- वेतन मेट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने कुल आठ वर्ष नियमित सेवा की है जिसके अंतर्गत ग्रामीण डाक सेवकों के रूप में नियमित रूप से की गई सेवा भी है। टिप्पण 1 : सेवा शर्त की पात्रता, उस वर्ष की 1 जनवरी को होगी जिसमें रिक्ति हुई है या पात्रता के लिए निर्णायक तारीख के संबंध में केंद्रीय सरकार द्वारा समय-समय पर जारी मार्गदर्शन सिद्धांत के अनुसार होगी। टिप्पण 2 : यह प्रोन्नति, प्रोन्नति पद पर नियुक्ति की तारीख से दो वर्ष के भीतर, डाक प्रशिक्षण केंद्र द्वारा आयोजित 'छंटाई सहायकों के लिए प्रेरक	पुष्टि के संबंध में विचार करने के लिए विभागीय प्रोन्नति समिति जो निम्नलिखित से मिलकर बनेगी :- (1) ज्येष्ठ रेल डाक सेवा अधीक्षक या रेल डाक सेवा अधीक्षक – अध्यक्ष (2) दो सहायक डाक अधीक्षक - सदस्य	संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।

के माध्यम से सीधी भर्ती द्वारा। टिप्पण 1 : ग्रामीण डाक सेवकों के लिए सीमित विभागीय प्रतियोगिता परीक्षा तथा प्रतियोगिता परीक्षा स्कीम, डाक विभाग द्वारा समय-समय पर जारी शासकीय अनुदेशों द्वारा नियंत्रित होगी। टिप्पण 2 : *ग्रामीण डाक सेवक सिविल पदधारी हैं किंतु उन्हें नियमित सिविल सेवा के दायरे से बाहर के होने के कारण उनकी नियुक्ति, सीधी भर्ती के रूप में मानी जाएगी। टिप्पण 3 : ऐसे व्यक्ति के लिए पात्रता सेवा जो इन नियमों की अधिसूचना की तारीख को नियमित आधार पर ग्रामीण डाक सेवकों का पदधारण किए हुए हैं, पांच वर्ष ही रहेगी।	प्रशिक्षण' को पूरा करने के अध्यधीन होगी। परन्तु यह कि ऐसे व्यक्तियों को जो दो वर्ष के भीतर सेवानिवृत्त होने वाले हैं, ऐसे प्रशिक्षण से छूट प्राप्त होगी। टिप्पण 3 : जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष से, इनमें से जो भी कम हो, से कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो। यह शर्त, ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है। टिप्पण 4 : किसी पदधारी की पात्रता, अधिष्ठापी रूप से धारित पद से और वेतन मेट्रिक्स में उस पद के सुसंगत वेतन स्तर से अवधारित की जाएगी, न कि उस स्तर से जिसमें उस पदधारी की पात्रता की निर्णायक तारीख को टाइम बाउंड वन प्रमोशन, बाइनियल कैडर रिव्यू या मॉडिफाइड एशोर्ड करियर प्रोग्रेशन के अधीन प्राप्त वित्तीय उन्नयन के आधार पर, वेतन प्राप्त कर रहा है।		

[फा. सं. 04-05/2015-एसपीएन-I]

सत्य नारायण दास, निदेशक (एसपीएन)

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 17th June, 2022

G.S.R. 459(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postal Assistant and Sorting Assistant Group 'C' Non-Gazetted) Recruitment Rules, 2015, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (In the Foreign Post Organisations in Chennai, Delhi, Kolkata and Mumbai),

Postal Assistant (Savings Bank Control and Internal Check Organisations), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) in the Ministry of Communications, Department of Posts, namely:-

1. **Short title and Commencement**. – (1) These rules may be called the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules, 2022.

(2) They shall come into force on the date of their publication in the official Gazette.

2. **Number of posts, their classification and level in the pay matrix**. – The number of posts, their classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications etc**.– The method of recruitment, age-limit, qualifications and other matters relating to the said posts shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualification**. – No person, -

(a) who, has entered into or contracted a marriage with a person having a spouse; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Requirement to serve.** – Any person appointed to the posts specified in the said Schedule shall be liable to serve anywhere in India including in Army Postal Services.

6. **Power to Relax**. – Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Saving.** – Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Serviceman, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post.	Number of posts.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Postal Assistant (Circle Office and Regional Offices).	2738* (2022). * Subject to variation dependent on workload. Note: The posts are distributed amongst 23 postal circles.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs. 25500-81100).	Selection.

Age-limit for direct recruits.	Educational and other qualifications	Whether age and educational qualification	Period of probation, if any.

	required for direct recruits.	prescribed for direct recruits will apply in the case of promotees.	
(6)	(7)	(8)	(9)
(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time-to-time). **Note 1**: In case of recruitment made through Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. **Note 2**: In case of recruitment made through mode other than through Staff Selection Commission, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands, Ladakh or Lakshadweep. (ii) Upper age-limit for Gramin Dak Sevaks* shall be forty years as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government, from time-to-time. (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to Other Backward Classes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.	(i) Bachelor's Degree from a recognised University or Institute; and (ii) knowledge of working on Computer. **Note**: Educational qualification shall continue to be 10+2 pass from a recognised Board for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	No.	Two years for direct recruits subject to successful completion of 'Induction Training for Postal Assistant (Circle Office and Regional Offices)', conducted by the Postal Training Centre.

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made.	If a Departmental Promotion Committee exists, its composition.	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(10)	(11)	(12)	(13)

(i) Forty per cent, by promotion of eligible officials of the Circle, mentioned at Part-(A) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (a) promotion of eligible officials of the Circle, mentioned at Part-(B) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (b) direct recruitment on the basis of competitive examination limited to Gramin Dak Sevaks* of the Circle, who have worked regularly for eight years in that capacity, as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility, failing which by: - (c) direct recruitment of next year through open competition. (ii) Sixty per cent, by direct recruitment through open competition as per the scheme approved by the Department of Posts from time-to-time. **Note 1:** The scheme for Limited Departmental Competitive Examinations and Competitive Examination	Promotion through Limited Departmental Competitive Examination: Part- (A): - (1) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix; (2) officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix; (3) officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post. Part - (B): - Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks. **Note 1**: Eligibility of service condition shall be as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility. **Note 2**: Promotion shall be subject to completion of 'Induction Training for Postal Assistant (Circle Office and Regional Offices)', conducted by the Postal Training Centre, within two years from the date of appointment to the promotional post: Provided that persons who are due to retire within two years shall be exempted from such training. **Note 3**: Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would	Departmental Promotion Committee for considering confirmation consisting of: — (1) Assistant Post Master General or Assistant Director — Chairman (2) Two Assistant Director or Assistant Superintendent of Posts — Members	Consultation with Union Public Service Commission is not necessary.

for Gramin Dak Sevaks shall be governed by the administrative instructions issued by the Department of Posts from time-to- time. **Note 2:** *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment. **Note 3:** The eligibility service shall continue to be five years for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along-with their juniors who have already completed such qualifying or eligibility service. This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV. **Note 4:** Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression.		

(1)	(2)	(3)	(4)	(5)
2. Postal Assistant (In the Foreign Post Organisations in Chennai, Delhi, Kolkata and Mumbai).	457* (2022). * Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs. 25500-81100).	Selection.

(6)	(7)	(8)	(9)
(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time-to-time). **Note 1:** In case of recruitment made through Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. **Note 2:** In case of recruitment made through mode other than through Staff Selection Commission, the crucial date for determining the age-limit shall be the closing date for	(i) Bachelor's Degree from a recognised University or Institute; and (ii) Knowledge of working on Computer. **Note:** Educational qualification shall continue to be 10+2 pass from a recognised Board for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	No.	Two years for direct recruits subject to successful completion of 'Induction Training for Postal Assistant (Foreign Post Organisation)', conducted by the Postal Training Centre.

receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands, Ladakh or Lakshadweep. (ii) Upper age-limit for Gramin Dak Sevaks* shall be forty years as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time-to-time. (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to Other Backward Classes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.			

(10)	(11)	(12)	(13)
(i) Forty per cent, by promotion of eligible officials of the Circle, mentioned at Part-(A) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (a) promotion of eligible officials of the Circle, mentioned at Part-(B) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (b) direct recruitment on the basis of competitive examination limited to Gramin Dak Sevaks* of the Circle,	Promotion through Limited Departmental Competitive Examination: Part- (A): - (1) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix; (2) officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix; (3) officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post. Part - (B): - Officials holding post in Level 1, Level 2	Departmental Promotion Committee for considering confirmation consisting of: – (1) Senior Superintendent of Post Offices or Superintendent of Post Offices or Assistant Director — Chairman (2) Two Superintendent of Post Offices or Assistant Director or Assistant Superintendent of Posts — Member	Consultation with Union Public Service Commission is not necessary.

who have worked regularly for eight years in that capacity, as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility, failing which by: - (c) direct recruitment of next year through open competition. (ii) Sixty per cent, by direct recruitment through open competition as per the scheme approved by the Department of Posts from time to time. **Note 1:** The scheme for Limited Departmental Competitive Examinations and Competitive Examination for Gramin Dak Sevaks shall be governed by the administrative instructions issued by the Department of Posts from time-to-time. **Note 2:** *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment. **Note 3:** The eligibility service shall continue to be five years for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks. **Note 1:** Eligibility of service condition shall be as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility. **Note 2:** Promotion shall be subject to completion of 'Induction Training for Postal Assistant (Foreign Post Organisation)', conducted by the Postal Training Centre, within two years from the date of appointment to the promotional post: Provided that persons who are due to retire within two years shall be exempted from such training. **Note 3:** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along-with their juniors who have already completed such qualifying or eligibility service. This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV. **Note 4:** Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression.		

(1)	(2)	(3)	(4)	(5)
3. Postal Assistant (Savings Bank Control and Internal Check Organisations).	3265* (2022). * Subject to variation dependent on workload. **Note:** The posts are distributed amongst 23 postal circles.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs. 25500-81100).	Selection.

(6)	(7)	(8)	(9)
(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time-to-time). **Note 1:** In case of recruitment made through Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. **Note 2:** In case of recruitment made through mode other than through Staff Selection Commission, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands, Ladakh or Lakshadweep. (ii) Upper age limit for Gramin Dak Sevaks* shall be forty years as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time-to-time. (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Classes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as	(i) Bachelor's Degree from a recognised University or Institute; and (ii) Knowledge of working on Computer. **Note:** Educational qualification shall continue to be 10+2 pass from a recognised Board for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	No.	Two years for direct recruits subject to successful completion of 'Induction Training for Postal Assistant (Savings Bank Control and Internal Check Organisations)', conducted by the Postal Training Centre.

direct recruitment.			

(10)	(11)	(12)	(13)
(i) Forty per cent, by promotion of eligible officials of the Circle, mentioned at Part-(A) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (a) promotion of eligible officials of the Circle, mentioned at Part-(B) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (b) direct recruitment on the basis of competitive examination limited to Gramin Dak Sevaks* of the Circle, who have worked regularly for eight years in that capacity, as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time-to-time regarding crucial date of eligibility, failing which by: - (c) direct recruitment of next year through open competition. (ii) Sixty per cent, by direct recruitment through open competition as per the scheme approved by the Department of Posts from time-to-time. **Note 1:** The scheme for Limited Departmental Competitive Examinations and Competitive Examination for Gramin Dak Sevaks shall be governed by the administrative instructions	Promotion through Limited Departmental Competitive Examination: Part- (A): - (1) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix; (2) officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix; (3) officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post. Part - (B): - Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks. **Note 1:** Eligibility of service condition shall be as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility. **Note 2:** Promotion shall be subject to completion of 'Induction Training for Postal Assistant (Savings Bank Control and Internal Check Organisations)', conducted by the Postal Training Centre, within two years from the date of appointment to the promotional post: Provided that persons who are due to retire within two years shall be exempted from such training.	Departmental Promotion Committee for considering confirmation consisting of: – (1) Assistant Post Master General or Assistant Director — Chairman. (2) Two Assistant Director or Assistant Superintendent of Posts — Members.	Consultation with Union Public Service Commission is not necessary.

issued by the Department of Posts from time-to-time. **Note 2:** *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment. **Note 3:** The eligibility service shall continue to be five years for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	**Note 3:** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along-with their juniors who have already completed such qualifying or eligibility service. This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV. **Note 4:** Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression.		

(1)	(2)	(3)	(4)	(5)
4. Postal Assistant (Post Office).	69996* (2022). * Subject to variation dependent on workload. Note: The posts are distributed amongst 23 postal circles.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs. 25500-81100).	Selection.

(6)	(7)	(8)	(9)
(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time-to-time).	(i) Bachelor's Degree from a recognised University or Institute; and (ii) Knowledge of working on Computer. **Note:** Educational	No.	Two years for direct recruits subject to successful completion of 'Induction Training for Postal Assistant (Post Office)',

Note 1: In case of recruitment made through Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. **Note 2:** In case of recruitment made through mode other than through Staff Selection Commission, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands, Ladakh or Lakshadweep. (ii) Upper age-limit for Gramin Dak Sevaks* shall be forty years as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time-to-time. (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Classes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.	qualification shall continue to be 10+2 pass from a recognised Board for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.		conducted by the Postal Training Centre.

(10)	(11)	(12)	(13)
(i) Forty per cent, by promotion of eligible officials of the Circle, mentioned at Part-(A) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (a) promotion of eligible officials of the Circle, mentioned at Part-(B) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: -	Promotion through Limited Departmental Competitive Examination: Part- (A): - (1) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix; (2) officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including	Departmental Promotion Committee for considering confirmation consisting of: – (1) Senior Superintendent of Post Offices or Superintendent of Post Offices — Chairman (2) Two Assistant Superintendent of Posts — Members	Consultation with Union Public Service Commission is not necessary.

(b) direct recruitment on the basis of competitive examination limited to Gramin Dak Sevaks* of the Circle, who have worked regularly for eight years in that capacity, as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility, failing which by: - (c) direct recruitment of next year through open competition. (ii) Sixty per cent, by direct recruitment through open competition as per the scheme approved by the Department of Posts from time-to-time. **Note 1:** The scheme for Limited Departmental Competitive Examinations and Competitive Examination for Gramin Dak Sevaks shall be governed by the administrative instructions issued by the Department of Posts from time-to-time. **Note 2:** *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment. **Note 3:** The eligibility service shall continue to be five years for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	the regular service in posts in Level 1 of Pay Matrix; (3) officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post. Part - (B): - Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks. **Note 1:** Eligibility of service condition shall be as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time-to-time regarding crucial date of eligibility. **Note 2:** Promotion shall be subject to completion of 'Induction Training for Postal Assistant (Post Office)', conducted by the Postal Training Centre, within two years from the date of appointment to the promotional post: Provided that persons who are due to retire within two years shall be exempted from such training. **Note 3:** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along-with their juniors who have already completed such qualifying or eligibility service. This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal		

	Manual Volume-IV. Note 4: Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression.		

(1)	(2)	(3)	(4)	(5)
5. Sorting Assistant (Railway Mail Service).	17694* (2022). * Subject to variation dependent on workload. **Note:** The posts are distributed amongst 23 postal circles.	General Central Service, Group 'C', Non-Gazetted, Ministerial.	Level 4 in the Pay Matrix (Rs. 25500-81100).	Selection.

(6)	(7)	(8)	(9)
(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Classes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time-to-time). **Note 1:** In case of recruitment made through Staff Selection Commission, the crucial date for determining the age-limit shall be as advertised by the Staff Selection Commission. **Note 2:** In case of recruitment made through mode other than through Staff Selection Commission, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands, Ladakh or Lakshadweep.	(i) Bachelor's Degree from a recognised University or Institute; and (ii) Knowledge of working on Computer. **Note:** Educational qualification shall continue to be 10+2 pass from a recognised Board for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	No.	Two years for direct recruits subject to successful completion of 'Induction Training for Sorting Assistant', conducted by the Postal Training Centre.

(ii) Upper age-limit for Gramin Dak Sevaks* shall be forty years as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time-to-time. (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Classes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.			

(10)	(11)	(12)	(13)
(i) Forty per cent, by promotion of eligible officials of the Circle, mentioned at Part-(A) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (a) promotion of eligible officials of the Circle, mentioned at Part-(B) of the entry under column (11), excluding officials from Postal Account Office or Wing, through Limited Departmental Competitive Examination, failing which by: - (b) direct recruitment on the basis of competitive examination limited to Gramin Dak Sevaks* of the Circle, who have worked regularly for eight years in that capacity, as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility, failing which by: - (c) direct recruitment of next year through open competition. (ii) Sixty per cent, by direct recruitment through open competition as per the scheme approved by the Department of	Promotion through Limited Departmental Competitive Examination: Part- (A): - (1) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix; (2) officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix; (3) officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post. Part - (B): - Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including	Departmental Promotion Committee for considering confirmation consisting of: – (1) Senior Superintendent of Railway Mail Service or Superintendent of Railway Mail Service — Chairman (2) Two Assistant Superintendent of Posts — Members	Consultation with Union Public Service Commission is not necessary.

Posts from time-to-time. **Note 1:** The scheme for Limited Departmental Competitive Examinations and Competitive Examination for Gramin Dak Sevaks shall be governed by the administrative instructions issued by the Department of Posts from time-to-time. **Note 2:** *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment. **Note 3:** The eligibility service shall continue to be five years for person holding the post of Gramin Dak Sevaks on regular basis on the date of notification of these rules.	service rendered regularly as Gramin Dak Sevaks. **Note 1:** Eligibility of service condition shall be as on 01st day of January of the year to which the vacancy belongs to or as per guidelines issued by the Central Government from time to time regarding crucial date of eligibility. **Note 2:** Promotion shall be subject to completion of 'Induction Training for Sorting Assistant', conducted by the Postal Training Centre, within two years from the date of appointment to the promotional post: Provided that persons who are due to retire within two years shall be exempted from such training. **Note 3:** Where juniors who have completed their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along-with their juniors who have already completed such qualifying or eligibility service. This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV. **Note 4:** Eligibility of an official		

	shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression.		

[F. No. 04-05/2015-SPN-I]

SATYA NARAYANA DASH, Director (SPN)

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भारत का राजपत्र
The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

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संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 13 जनवरी, 2023

सा.का.नि. 21(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती नियम, 2022 में संशोधन करने के लिए निम्नलिखित नियम बनाती हैं :-

(1) इन नियमों का संक्षिप्त नाम डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती (संशोधित) नियम, 2023 है।

(2) ये राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।

2. डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती नियम, 2022 (जिसे इसके पश्चात् उक्त नियम कहा गया है) के संक्षिप्त नाम में दिए "(डाक सहायक & छंटाई सहायक)" कोष्ठक, शब्द और चिह्न के स्थान पर, "(डाक सहायक और छंटाई सहायक)" कोष्ठक और शब्द रखा जाएगा।

3. उक्त नियमों की अनुसूची में, क्रम संख्या 1, 2, 3, 4, और 5 पर दिए गए पदों के संबंध में स्तंभ (11) के अधीन की गई प्रविष्टियों के भाग (आ) के स्थान पर –

(i) टिप्पण 1 से पूर्व, निम्नलिखित परन्तुक अंत:स्थापित किया जाएगा, अर्थात् :-

"परंतु वेतन मैट्रिक्स के स्तर 1, स्तर 2 और स्तर 3 में पदधारण करने वाले ऐसे पदधारी जिन्होंने डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती नियम, 2022 के लागू होने अथवा इससे पूर्व, ग्रामीण डाक

सेवकों के रूप में नियमित सेवा की हो, के लिए नियमित सेवा की कुल अवधि पांच वर्ष होगी, जिसके अधीन ग्रामीण डाक सेवक के रूप में की गई नियमित सेवा सम्मिलित है।";

(ii) टिप्पण 2 में, "यह प्रोन्नति, प्रोन्नति पद पर नियुक्ति" शब्दों से लेकर, "पूरा करने के अध्यधीन होगी" तक के भाग के साथ आरंभिक भाग के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् -

"यह प्रोन्नति, प्रोन्नति पद पर नियुक्ति की तारीख से दो वर्ष के भीतर, डाक प्रशिक्षण केंद्र द्वारा आयोजित 'प्रेरक प्रशिक्षण' को पूरा करने के अध्यधीन होगी।";

(iii) टिप्पण 3 में, "जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है" शब्दों और आंकड़ों से लेकर, "अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो" तक के भाग के साथ आरंभिक भाग के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् -

"जहां कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो, वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा, परंतु –"

(क) ज्येष्ठ व्यक्तियों तथा कनिष्ठ व्यक्तियों, दोनों को भर्ती प्रक्रिया के एक-समान माध्यम से भर्ती किया गया हो और दोनों ने वर्तमान पद पर नियमित आधार पर नियुक्ति से पूर्व एक ही फीडर संवर्ग में रहे हों।

(ख) ज्येष्ठ व्यक्तियों द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष से, इनमें से जो भी कम हो, से कम न हो और उन्होंने अपने ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।"

[फा. सं. 04-05/2015-एसपीएन-I]

सत्य नारायण दास, निदेशक

टिप्पण : मूल अधिसूचना, भारत का राजपत्र, असाधारण, भाग II, खंड 3, उप खंड (i) में संख्या सा.का.नि. 459(अ), तारीख 17 जून, 2022 के अधीन प्रकाशित की गई थी।

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 13th January, 2023

G.S.R. 21(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules, 2022, namely:-

(1) These rules may be called the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment (Amendment) Rules, 2023.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules, 2022 (hereinafter to be called as the said rules), in the short title, for the brackets, words and symbol "(Postal Assistant & Sorting Assistant)", the brackets and words "(Postal Assistant and Sorting Assistant)" shall be substituted.

3. In the Schedule to the said rules, in the posts against serial number 1, 2, 3, 4 and 5, in the entries under column (11), in Part (B),—

(i) before Note 1, the following proviso shall be inserted, namely:—

"Provided that for officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix, who have rendered regular service as Gramin Dak Sevaks on or before the commencement of the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment Rules, 2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.";

(ii) in Note 2, for the portion beginning with the words "Promotion shall be subject to completion of" and ending with the words "appointment to the promotional post:", the following shall be substituted, namely:—

"Promotion shall be subject to completion of 'Induction Training', conducted by the Postal Training Centre, within two years from the date of appointment to the promotional post:";

(iii) in Note 3, for the portion beginning with the words and figure "Where juniors who have completed their qualifying or eligibility service" and ending with the words "who have already completed such qualifying or eligibility service", the following shall be substituted, namely:—

"Where juniors who have completed their qualifying or eligibility service are being considered for promotion, seniors shall also be considered, provided—"

(a) both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis; or

(b) seniors are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.".

[F. No. 04-05/2015-SPN-I]

SATYA NARAYANA DASH, Director

Note : The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), vide number G.S.R. 459(E), dated the 17th June, 2022.

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भारत का राजपत्र
The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

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संचार मंत्रालय
(डाक विभाग)
अधिसूचना

नई दिल्ली,1 अगस्त, 2024

सा.का.नि. 470(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती नियम, 2022 में संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. (1) इन नियमों का संक्षिप्त नाम डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती (संशोधन) नियम, 2024 है।

(2) ये राजपत्र में इनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. डाक विभाग (डाक सहायक और छंटाई सहायक) भर्ती नियम, 2022 की अनुसूची में, –

(क) डाक सहायक (सर्किल कार्यालय तथा क्षेत्रीय कार्यालय) के पद से संबंधित, क्रम सं. 1 के स्तंभ (11) के अधीन, टिप्पण 3 के स्थान पर निम्नलिखित टिप्पण रखा जाएगा, अर्थात् :-

"टिप्पण 3: जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, सीमित विभागीय प्रतियोगी परीक्षा या प्रतियोगी परीक्षा के लिए पात्र हों, वहां उनसे ज्येष्ठ व्यक्ति भी ऐसी परीक्षा के लिए पात्र होंगे परंतु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष, इनमें से जो भी कम हो, से कम न हो और उन्होंने इस शर्त के अध्यधीन अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो कि ज्येष्ठ और कनिष्ठ दोनों को भर्ती

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प्रक्रिया के एक समान माध्यम से भर्ती किया गया हो और दोनों वर्तमान पद पर नियमित आधार पर भर्ती से पहले एक ही पोषक काडर में रहे हों।

यह शर्त ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है।";

(ख) डाक सहायक (चेन्नई, दिल्ली, कोलकाता तथा मुंबई स्थित विदेश डाक संगठनों में) के पद से संबंधित क्रम सं. 2 और डाक सहायक (बचत बैंक नियंत्रण तथा आंतरिक जांच संगठन) के पद से संबंधित क्रम सं. 3 तथा उनसे संबंधित प्रविष्टियों का लोप किया जाएगा;

(ग) डाक सहायक (डाकघर) के पद से संबंधित क्रम सं. 4 के स्तंभ (11) के अधीन टिप्पण 3 के स्थान पर निम्नलिखित टिप्पण रखा जाएगा, अर्थात् :-

"**टिप्पण 3:** जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, सीमित विभागीय प्रतियोगी परीक्षा या प्रतियोगी परीक्षा के लिए पात्र हों, वहां उनसे ज्येष्ठ व्यक्ति भी ऐसी परीक्षा के लिए पात्र होंगे परंतु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष, इनमें से जो भी कम हो, से कम न हो और उन्होंने इस शर्त के अध्यधीन अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो कि ज्येष्ठ और कनिष्ठ दोनों को भर्ती प्रक्रिया के एक समान माध्यम से भर्ती किया गया हो और दोनों वर्तमान पद पर नियमित आधार पर भर्ती से पहले एक ही पोषक काडर में रहे हों।

यह शर्त ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है।";

(घ) छंटाई सहायक (रेल डाक सेवा) के पद से संबंधित क्रम सं. 5 के स्तंभ (11) के अधीन टिप्पण 3 के स्थान पर निम्नलिखित टिप्पण रखा जाएगा, अर्थात् :-

"**टिप्पण 3:** जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, सीमित विभागीय प्रतियोगी परीक्षा या प्रतियोगी परीक्षा के लिए पात्र हों, वहां उनसे ज्येष्ठ व्यक्ति भी ऐसी परीक्षा के लिए पात्र होंगे परंतु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक है या दो वर्ष, इनमें से जो भी कम हो, से कम न हो और उन्होंने इस शर्त के अध्यधीन अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक कर ली हो कि ज्येष्ठ और कनिष्ठ दोनों को भर्ती प्रक्रिया के एक समान माध्यम से भर्ती किया गया हो और दोनों वर्तमान पद पर नियमित आधार पर भर्ती से पहले एक ही पोषक काडर में रहे हों।

यह शर्त ऐसे कनिष्ठ पदधारियों पर लागू नहीं होगी, जिन्होंने डाक नियम पुस्तिका खंड-IV के नियम-38 के अधीन स्थानांतरण का उपभोग करने के पश्चात अपनी ज्येष्ठता खो दी है।";

[सं. 04-05/2015-एसपीएन-I]

सत्य नारायण दास, निदेशक

टिप्पण :- मूल अधिसूचना, भारत के राजपत्र, असाधारण, भाग-II, खंड 3, उप-खंड (i) में सा.का.नि. 459 (अ) तारीख 17 जून, 2022 द्वारा प्रकाशित की गई थी और सा.का.नि. 21 (अ) तारीख 13 जनवरी, 2023 द्वारा संशोधित की गई थी।

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 1st August, 2024

G.S.R. 470(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment Rules, 2022, namely: –

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1. (1) These rules may be called the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment (Amendment) Rules, 2024.

(2) They shall come into force on the date of their publication in the official Gazette.

2. In the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment Rules, 2022, in the Schedule, –

(a) against serial number 1, relating to the post of Postal Assistant (Circle Office and Regional Offices), under column (11), for Note 3, the following Note shall be substituted, namely: –

"Note 3: Where juniors who have completed qualifying or eligibility service are eligible for Limited Departmental Competitive Examination or Competitive Examination, their seniors would also be eligible for such examination provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade subject to the condition that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis.

This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV.";

(b) serial number 2, relating to the post of Postal Assistant (In the Foreign Post Organisations in Chennai, Delhi, Kolkata and Mumbai), and serial number 3, relating to the post of Postal Assistant (Savings Bank Control and Internal Check Organisations) and the entries relating thereto, shall be omitted;

(c) against serial number 4, relating to the post of Postal Assistant (Post Office), under column (11), for Note 3, the following Note shall be substituted, namely: –

"Note 3: Where juniors who have completed qualifying or eligibility service are eligible for Limited Departmental Competitive Examination or Competitive Examination, their seniors would also be eligible for such examination provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade subject to the condition that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis.

This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV.";

(d) against serial number 5, relating to the post of Sorting Assistant (Railway Mail Service), under column (11), for Note 3, the following Note shall be substituted, namely: -

"Note 3: Where juniors who have completed qualifying or eligibility service are eligible for Limited Departmental Competitive Examination or Competitive Examination, their seniors would also be eligible for such examination provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade subject to the condition that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis.

This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV.".

[No. 04-05/2015-SPN-I]

SATYA NARAYNA DASH, Director

Note: - The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), vide G.S.R. 459 (E), dated the 17th June, 2022 and was amended vide G.S.R. 21 (E), dated the 13th January, 2023.

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No.W-04/8/2022-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi, dated 26th October, 2023

To,

The Chief Postmasters General
All Circles

Subject:- Procedure for selection of candidates for the post of Postal Assistant / Sorting Assistant (PA / SA) on the basis of Limited Departmental Competitive Examination – regarding.

Madam/Sir,

I am directed to refer to Directorate's letter No. X-12/6/2021-SPN-II dated 31.12.2021 which *inter-alia* provides that selection of candidates for appointment as Postal Assistant / Sorting Assistant through examinations conducted by Department shall be done by preparing a single merit list at Circle level for each cadre and after preparation of merit lists, selected candidates shall be allocated Division as per merit *vis-à-vis* order of preference exercised by the candidate subject to availability of vacancy in a Division.

2. In this connection, Competent Authorty has approved that while exercising preference for Cadre / Division / Unit, eligible candidates appearing in the examination for PA/SA shall first give order of preference for Cadre and then give order of preference for Division / Unit. For example, a candidate appearing in the said examination may exercise his/her preference in following order: -

Cadre associated with Division / Unit	**Order of Preference (1/2/3)**
Postal Assistant (Circle Office and Regional Offices)	
Postal Assistant (Post Office)	
Sorting Assistant (Railway Mail Service)	

3. A candidate shall be considered against a cadre if a cadre has been opted by him/her, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Postal Assistant (Post Office), only if option is given for Postal Assistant (Post Office) cadre, otherwise his candidature will not be considered while preparing merit list for Postal Assistant (Post Office).

26/10/23

4. After giving order of preference for cadre, candidate shall give order of preference of Division / Unit for which they intend to be considered. A candidate shall not be considered for a Division / Unit for which preference has not been submitted by him/her.

5. Candidate will be considered for the 1st preferred cadre for all opted Divisions / Units followed by 2nd preferred cadre for all opted Divisions / Units and so on.

Yours faithfully,

26/10/23

(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:-

1. Director (DE), Dak Bhawan
2. GM, CEPT for uploading the order on India Post website.