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**DEPARTMENT OF POSTS  
OFFICE OF THE CHIEF POSTMASTER GENERAL,  
DELHI CIRCLE, MEGHDOOT BHAWAN, LINK ROAD  
NEW DELHI-110001**

No: Rectt/ R-1/DR/GDS to PA-SA/2025

Dated:- 09.06.2025

**Sub:- Conducting of Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Department Competitive Examination (LDCE) vacancy of Postal Assistant and Sorting Assistant of the year 2025 (01.01.2025 to 31.12.2025).**

Applications are invited in the format enclosed (Annexure-1) from the willing and eligible candidates who fulfil 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 Department 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:

**Schedule of activities of the examination is as under-**

S. No.	Activity	Proposed date (Schedule)
1	Date of notification	09.06.2025 (Monday)
2	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates	02.07.2025 (Wednesday)
3	Last date of submission of duly verified application forms in <b>Annexure-III</b> to Circle Office.	10.07.2025 (Thursday)
4	Issue of Admit Card by CO,RO/DO/Unit to eligible candidates	14.07.2025 (Monday)
5	Date of Examination (date & time)	20 <sup>th</sup> July, 2025 (Sunday)*

\*Exam will commence exactly at 10:00 AM in all the Circles.

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 PA/SA.

3. **Eligibility Criteria:-** As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified vide GSR 459 (E) dated 17.06.2022 as amended vide Department of Posts (Postal Assistant & Sorting Assistant) Recruitment 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.

(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).

(iii) **Service eligibility:**

a. Five (05) years regular engagement as Gramin Dak Sevaks. (Joined on or before 17.06.2022).

b. Eight (08) years regular engagement as Gramin Dak Sevaks. (Joined after 17.06.2022).

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

4. **Pattern & Syllabus of Examination:** The examination will be conducted as per the revised pattern and syllabus circulated by 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: The component of local language test (Paper-II) has been removed vide letter No. 17-08/2018-SPN-I dated 29.05.2024.

Note: 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 Unit/Division as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023. The proforma is attached as **Annexure-I (a)**. Allotment of Unit/Division will be made as per merit cum preference basis subject to the availability of vacancy.

6. **Centres of Examination:** The examination will be conducted at Circle/ Headquarters of the Circle only. The candidates will have to appear from the respective Centres of their Circle only and under no circumstances, they be permitted to appear from other Circle's Centres.

7. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern & syllabus of the examination partially or completely at any point of time.

8. The guidelines issued vide letter No. 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by the 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.

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

10. All Divisional Heads are requested for giving wide publicity to this notification amongst all GDS working in their Divisions/Units.



11. This notification is also available on the Departmental Website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in)
12. The candidates who are willing to apply for the examination should ensure that they fulfil/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination and submit the applications form **(Annexure-I)** duly filled to appropriate authority for submission to Divisional Heads.
13. All Heads of the Units are requested to ensure that the form submitted is duly filled in all respects by the eligible & willing candidate. The consolidated list of eligible & willing candidates may be submitted to this office in Annexure- III (in soft & hard copy) by 10.07.2025, giving clear recommendation against each candidate. The preference forms (Annexure-1a) as detailed at para 5 of all candidates may also be forwarded alongwith Annexure-III.
14. It is once again made clear that, it will be the responsibility of the unit for ensuring that, the applications are properly verified, to see that the candidates have filled the entries correctly relating to their names, date of birth, Educational Qualification, Length of service and Caste certificate etc
15. This issues with the approval of the competent Authority.

 10/06/2025

Assistant Director (Rectt)  
For Chief Postmaster General

**Copy to:**

1-6. All the Unit Head Concerned, Delhi Circle.



**Annexure-I**

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 letter.

Sl. No.	Particulars	Detail(s)
1	NAME OF THE CANDIDATE (IN CAPITALS)	
2	GENDER (MALE / FEMALE / TRANSGENDER)	
3	CATEGORY (BPM / ABPM / DAK-SEVAK)	
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	EDUCATIONAL QUALIFICATION (Attach self -attested copies of Marks sheet)	
8	OFFICE WHERE PRESENTLY ATTACHED	
9	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
10	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2025 (YY/MM/DD)	___/___/___
11	AGE AS ON 01.01.2025 (YY/MM/DD)	___/___/___
12	WHETHER ANY PENALTY 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 of 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
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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
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Postal Store Depot, Delhi Circle, Delhi - 110054



**Preference/Option Form for selection of candidates for the post of Postal Assistant/Sorting Assistant on basis of LDCE/Competitive Examination limited to GDSs**

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-1 dated 26.10.2023.

Order of **Cadre preference** to be given by the applicant

Cadre associated with Division/Unit	Order of Preference (1/2/3)
Postal Assistant (Circle Office)	
Postal Assistant (Post Office)	
Sorting Assistant (RMS)	

Order of **Division preference** to be given by the applicant

Cadre	Name of Units/Divisions	Order of Preference (1/2/3.....)
PA (CO)	Delhi Circle Office	
PA (PO)	New Delhi Central Division (including Foreign Post)	
	New Delhi South Division	
	New Delhi South West Division	
	New Delhi West Division	
	Delhi North Division	
	Delhi East Division	
	New Delhi GPO	
	Delhi GPO	
SA (RMS)	Airmail Sorting Division	
	New Delhi Sorting Division	
	Delhi Sorting Division	
	MMS Delhi	

**Note-**

- A candidate shall be considered against a cadre if a cadre has been opted by him/her.
- 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.

**Name & Signature of Candidate**

**Signature of Divisional/Units Head with designation/stamp**

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Service particulars of officials who have applied for GDS to PA/SA Exam for the year 2025 to be held on 20.07.2025*.								
S.No.	Name of the candidate & designation	Community	D.O.B	D.O.A	Period of regular service rendered on 01-01-2025	Disc/Vig case pending/ Contemplated	Recommendation of Unit Head	Remarks

It is certified that:

1. The particulars of the officials have been verified from service book of the officials & found correct.
2. No Disciplinary/Vigilance/Loss/Fraud case is pending/contemplated against the officials.

Signature of the Head of Division/Unit

*[Handwritten Signature]*