

role

F. no.-Rectt/R-2/LGO Exam/2025 dated 09.06.2025
Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General, Delhi Circle
Meghdoot Bhawan, New Delhi-110001

Sub: Limited Departmental Competitive Examination (LDCE) for Promotion to the posts of Postal Assistant (Circle Office), Postal Assistant (Post Offices) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2025(01-01-2025 to 31-12-2025)

Applications are invited in the enclosed format(Annexure-I) from the willing and eligible candidates who fulfill the eligibility criteria as given in subsequent paras, for appearing in the Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistant (Circle Office), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedules of activities for the examination are as under:

S. No.	Activity	Date of effect
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 details in Annexure-III to Circle Office	10.07.2025(Thursday)
4	Issue of Roll No./ Admit card by Unit/ Divisional Head to the eligible candidates	14.07.2025 (Monday)
5	Date of Examination	20.07.2025* (Sunday)

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

2. **Vacancies:-**Details of tentative vacancies for the year 2025 (01.01.2025 to 31.12.2025) are attached as Annexure-IV.

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 and Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21(E)dated 13.01.2023 and (Amendment) notified vide G.S.R 470(E) dated 01.08.2024, the following categories of official(s), excluding officials from Postal Account office or wing, are eligible to appear in the examination:

P
7/6

Category (A):

- (i) 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.
- (ii) 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.
- (iii) Officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post.

Category (B):

- (i) 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.

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 17.06.2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.

Note 1:- Eligibility of service condition as above shall be as on 01-01-2025.

Note 2:- The Officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category (A) are not available for filling up the notified vacancy.

Note 3:- 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 etc.

Note 4: 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."

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 and letter No. 17-08/2018-SPN-I dated 09-09-2021, letter No. 17-08/2018-SPN-I(pt.) dated 21-11-2022, and letter No. 17-08/2018-SPN-I dated 19-12-2022, 24.04.2023 and 29.05.2024 enclosed as **Annexure-II**.

9/6

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-1 dated 26.10.2023. Allotment of Cadre/Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy. The proforma for order of preference is attached as Annexure-I(a).

6. Centre of Examination:- The examination will be conducted at Circle Headquarter 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 Centres.

7. The application of the APS candidates should be sent to the concerned Divisions/Units only.

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. All instructions issued by Directorate vide letter No. X-7/6/2022-SPN-II dated 17-05-2023 as amended vide letter No. X-7/6/2022-SPN-II dated 22.09.2023 and 04.03.2024 regarding Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary/criminal prosecution are pending will be followed scrupulously.

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

11. 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.

12. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units. All are requested for circulating this notification immediately and to start the activity as per the notified schedule.

13. 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 and submit Applications Forms (Annexure-I) & Preference Form (Annexure-Ia) to appropriate authority for submission to respective Divisional Heads.

14. The Head of the unit has to verify the details thoroughly in the application form of the candidate with reference to the Name, category, date of entry in feeder cadre, eligibility criteria with reference to regular service in feeder cadre etc.



15. Details of the candidates whose application have been received within cutoff date, duly recommended/provisionally recommended/not recommended should be sent in MS Excel forma (soft copy as well as hard copy) as per proforma given as Annexure-III by 10.07.2025 to this office positively without delay.

16. No application form should be forwarded to this office. Copy of Annexure-I(a) i.e Order of preference given by the applicant should be sent to this office alongwith the data as mentioned at para 13 above. **Hall permits shall be issued by the unit concerned.**

17. It is once again made clear that, it will be responsibility of the Unit for ensuring that, the applications are properly checked, to see that the candidates have filled the entries correctly relating to their date of birth, community & feeder cadre etc. and only those candidates who fill all eligibility are recommended for appearing in the exam.

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

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

Encls: Annx-I, I(a), II, III & IV.

 9/6

Assistant Director (Rectt)
O/o CPMG, Delhi Circle

Copy to for n/a:

1. SSPOs, New Delhi Central Division.
2. SSPOs, New Delhi West Division.
3. SSPOs, New Delhi South Division.
4. SSPOs, New Delhi South West Division.
5. SSPOs, Delhi North Division.
6. SSPOs, Delhi East Division.
7. Dy. Director, NDHO
8. CPM, Delhi GPO
9. SSRM, Airmail Stg. Division
10. SSRM, Delhi Stg. Division
11. SSRM, New Delhi Stg. Division
12. Sr. Manager, MMS, Delhi
13. Supdt., Foreign Post Office, Delhi
14. AD (Staff), Delhi Circle Office

 9/6

Application form for Limited Departmental Competitive Examination for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2025 (01.01.2025-31.12.2025) – 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.

Sl. No.	Particulars	Detail(s)																
1	Name of the candidate (IN CAPITALS)																	
2	Gender (Male / Female / Transgender)																	
3	Designation																	
4	Name of the Division /Unit																	
5	Date of Birth (attach self-attested matriculation certificate / marks sheet)																	
6	Category (UR/SC/ST)																	
7	Whether belongs to Person with Benchmark Disability, if so, details thereof along with supporting documents.																	
8	Date of entry in the Department																	
9	Details of Posts held substantively	<table border="1"> <tr> <th>Pay Level in Pay Matrix</th><th>Name of the Posts</th><th>From</th><th>To</th></tr> <tr> <td>Level-3</td><td></td><td></td><td></td></tr> <tr> <td>Level-2</td><td></td><td></td><td></td></tr> <tr> <td>Level-1</td><td></td><td></td><td></td></tr> </table>	Pay Level in Pay Matrix	Name of the Posts	From	To	Level-3				Level-2				Level-1			
Pay Level in Pay Matrix	Name of the Posts	From	To															
Level-3																		
Level-2																		
Level-1																		
10	Details of regular engagement as Gramin Dak Sevaks, if any	<table border="1"> <tr> <th>From</th><th>To</th><th>Total eligible service as Gramin Dak Sevaks</th></tr> <tr> <td></td><td></td><td></td></tr> </table>	From	To	Total eligible service as Gramin Dak Sevaks													
From	To	Total eligible service as Gramin Dak Sevaks																
11	Total eligible service as on 01.01.2025																	
(a)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2025) (YY/MM/DD)																	
(b)	Length of engagement rendered as GDS (YY/MM/DD)																	
12	Whether eligible as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification																	
13	Whether working in APS (Yes/ No)																	
14	Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof.																	

[Signature]

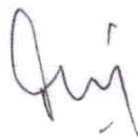
DECLARATION:

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

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED as category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification) / NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefore.

Date		
Place		Signature of Divisional /Unit Head with designation stamp



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]
7/6

Any. - II

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.

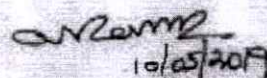
3. The syllabus of examination includes a component to test the knowledge of local language of a candidate. The list of local languages, Postal Circle-wise, is at Annexure E.

[Signature]
10/05/2019

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

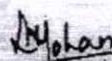
(Muthuraman C)

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 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.

A. H. Khan

- 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	Post Office Guide Part I (except Telegraphic Money Order)	10 questions
[50 questions of 1 mark each]	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	5 questions
	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	
	a) Postal Manual Volume VII	5 questions
	b) Foreign Post Manual	
Part-B	General Awareness / Knowledge	10 questions
Maximum marks - 50	Topics to be covered (2 questions from each topic):	
[50 questions of 1 mark each]	a) Indian Geography	
	b) Civics	
	c) General knowledge	
	d) Indian culture & freedom struggle	
	e) Ethics and morale study	
	Basic Arithmetic	20 questions
	Topics to be covered (2 to 3 questions from	

Refolan

	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.	25 marks
	[Data entry of 1200 key depressions ($\pm 5\%$)]	

Ayoban

Annexure-III

Service particulars of the officials who have applied for LDCE for Promotion to the cadre of PA/SA for the year 2025 i.e 01-01-2025 to 31-12-2025 scheduled to be held on 20.07.2025 (Sunday)

S.No.	Name of the candidate & designation	Community	Date of Birth	Date of appointment	Period of regular service rendered on 01.01.2024	Disc/Vig case pending/Contemplated	Whether APS or non APS	Recommendation of HoU	Eligible for Category A/B

It is certified that:

- The particulars of the officials have been verified from service book of the officials & found correct.
- No Disciplinary/Vigilance/Loss/Fraud case is pending /contemplated against the officials.
- Remarks, if any _____

Stamp & Signature of the Head of Division/Unit

Annexure- IV

Details of tentative vacancies to be filled up through LDCE for PA/SA 2025

Circle-wise Vacancy

Total for
PwBDs

Name of Cadre	Vertical Vacancies				Horizontal Vacancies				
	OC	SC	ST	Total	VH	HH	OH	Others	
Postal Assistant (Circle Office)	0	0	0	0	0	0	0	0	0
Postal Assistant (Post Office)	61	12	7	80	1	1	1	0	3
Sorting Assistant (RMS)	31	6	2	39	1	0	0	1	2
	92	18	9	119	2	1	1	1	5

Division-wise Vancancy

Name of Division/Unit	Vertical Vacancies				Horizontal Vacancies			
	OC	SC	ST	Total	VH	HH	OH	Others
Postal Units								
ND North Dn.	6	1	1	8	0	0	0	0
Delhi East Dn.	7	2	1	10	0	0	0	0
ND Central Dn.+ foreign Post	18	3	2	23	1	0	0	0
ND West Dn.	3	1	0	4	0	0	0	0
ND South Dn.	11	2	1	14	0	1	0	0
New Delhi GPO	12	2	1	15	0	0	1	0
Delhi GPO	4	1	1	6	0	0	0	0
TOTAL	61	12	7	80	1	1	1	0
RMS Units								
Airmail Stg Dn.	1	0	0	1	0	0	0	0
Delhi Stg Dn.	18	4	1	23	0	0	0	1
ND Stg. Dn.	12	2	1	15	1	0	0	0
TOTAL	31	6	2	39	1	0	0	1

सहायक निदेशक (भर्ती)
Assistant Director (Recrt.)
कार्यालय मुख्य पोस्टमास्टर जनरल
O/o Chief Postmaster General
दिल्ली परिमंडल, नई दिल्ली-110001
Delhi Circle, New Delhi-110001