

Govt. of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General, J&K Circle, Jammu 180012

Notification No. ADPS/CON/2-14/MTS/2025
Dated at Jammu, the, 16 July 2025.

Subject: Competitive Examination for recruitment to the cadre of Postman and Multi-Tasking Staff from eligible Gramin Dak Sevaks (GDSs) for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman for the vacancy year 2025 (01.01.2025 to 31.12.2025)

Applications are invited in the format enclosed (Annexure-I) from the willing and eligible GDSs for appearing in Competitive Examination (CE) for recruitment to the cadre of Postman & MTS from eligible GDSs for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities for the examination is as under:

S. No.	Activity	Schedule
1.	Date of notification	16.07.2025(Wednesday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	08.08.2025(Friday)
3.	Receipt of Checklist of candidates at Circle office (Nodal officer) to be sent by Divisional Office/Controlling unit duly verified.	19.08.2025(Tuesday)
4.	Issue of Admit Card by DO/concerned unit to eligible candidates.	25.08.2025 (Monday)
5.	Date of Examination (date & time)	31 st August, 2025 (Sunday)*

*Examination will commence exactly at 10:00 AM at all the centres and Paper-I, II & III (for Postman) and Paper-I (for Multi- Tasking Staff) will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/ her seat before completion of examination.

2. Vacancies:

- a. **Postman** - The vacancy calculation is under process and will be notified shortly.
- b. **Multi-Tasting Staff** – The vacancy calculation is under process and will be notified shortly.


16/7/25

3. **Eligibility Criteria:-**

A. Postman:-

As per the Department of Posts, Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020 and Recruitment (Amendment) Rules, 2023 notified in GSR 638(E) dated 30.08.2023 (Annexure-III-A), the following are eligibility conditions to appear in the examination:

(i) **Educational and Other Qualifications:** (a) 10th standard pass from a recognized Board, (b) Possesses knowledge of working in Computer, (c) knowledge of local language of the Circle/ Division i.e. Hindi/Urdu and (d) Possesses a valid license to drive two-wheeler or light motor vehicle (Point D is valid for the cadre of Postman only).

(ii) **Age:** Should be within fifty (50) years of age as on 01.01.2025 (relaxable for different categories as notified by the Government of India from time to time).

(iii) **Service eligibility:** Five (05) years regular engagement as Gramin Dak Sevaks.

(iv) "A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment, however, such person not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. However, Persons with Benchmark Disability shall be exempted from the possession of such license.

[This condition is required for recruitment to the cadre of Postman only]."

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.

- v. Any other eligibility conditions specified in Recruitment Rules shall also apply.

B. Multi-Tasking Staff: As per the Department of Posts Multi-Tasking Staff (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018, read with the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850 (E) dated 15.11.2019 and the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2023 notified in GSR 639 (E) dated 30.08.2023 (Annexure-III-B), GDSs with the following conditions are eligible to appear in the Competitive Examination:

- i. Educational Qualification and Age limit: There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination from GDS to MTS.
- ii. Service eligibility: Three (3) regular engagement as Gramin Dak Sevaks as on crucial date of eligibility.
- iii. Any other eligibility conditions specified in Recruitment Rules shall also apply.

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-SPN-I dated 05.04.2022 as amended vide letter No. 17-08/2018-SPN-1 dated 19.12.2022, 24.04.2023 and 10.07.2024 enclosed as **Annexure-IV**.

Note:

i. Only those candidates who want to be considered for the posts of Postman should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper-III).

ii. Paper-IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 3 times of the total vacancy of Postman.

iii. Data Entry Skill Test (DEST) will be conducted only in ENGLISH for 15 minutes on computer.

iv. Evaluation of performance in DEST will be done through the Software in accordance with the instructions issued from time to time.


16/7/25

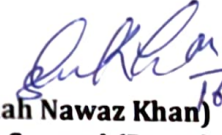
5. **Preference/Option:** Applicants are required to indicate the following 'option' for post and 'order of preference' for Divisions/Units as per instructions issued vide DoP letter No. 17-08/2018-SPN-I dated 18.10.2023 followed by clarifications issued vide letter dated 31.10.2023.

- (i) **Option for Post:** -An applicant may give option for Postman or MTS or both and candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Postman only if option is given for Postman, otherwise his candidature will not be considered while preparing merit list for Postman.
- (ii) **Preference of Division by applicants (For Postman):** - The candidates who have applied for the post of Postman 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.
- (iii) **Preference by candidates appearing in Competitive Examination for the post of MTS:** - Candidates applying for the post of MTS shall submit his/her order of preference for Administrative Offices, DAP (PAOs), Subordinate offices, Civil wing/Electrical wing etc. wherever vacancy(ies) exist. In addition, they shall also give order of preference for Division/Unit.

Note: The proforma for the preference/option is enclosed as Annexure-II.

- 6. **Centres of Examination:** The examination will be conducted at Jammu, Srinagar and Ladakh centres only. The candidates will have to appear from the respective centres of the allotted division and under no circumstances, they be permitted to appear from other Centre.
- 7. 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.
- 8. 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 amendment letter No: A-34013/02/2024-DE dated:13.01.2025 to be followed in the conduct of examination at every stage.
- 9. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, patten and 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 eligible candidates working in CO/Divisions/Units.


12. The applications of the APS candidates should be sent to the concerned Divisions only and not to Circle office directly.
13. This notification is also available on the Departmental website i.e. www.Indiapost.gov.in.
14. This issues with the approval of Competent Authority.


(Shah Nawaz Khan)
Asstt. Postmaster General (Rectt.)
Office of Chief Postmaster General,
J&K Circle, Jammu-180012

Enclosures: Annexure-I ,II ,III(A&B) ,IV ,V &VI .

Copy to:-

1. Director of Accounts (P), Jammu.
2. P&T Admin Cell, c/o APS Centre C/o 56 APO, Pin 900746.
3. APMG (Staff) Circle office Jammu.
- 4-5. SSPOs Srinagar/Jammu.
- 6-9. SPOs Baramulla/Udhampur/Rajouri/Ladakh.
- 10-11. Sr. Postmaster Jammu H.O./Srinagar GPO.
12. Supdt. PSD.
13. Supdt. RMS JK Division, Jammu.
14. ADPS Circle Office Srinagar.
15. AEE (Civil Wing) J&K Postal Circle, Roop Nagar Postal Colony, Jammu - 180013.
16. Office Copy.


(Shah Nawaz Khan)
Asstt. Postmaster General (Rectt.)
Office of Chief Postmaster General,
J&K Circle, Jammu-180012

Annexure-I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD &
MTS FROM ELIGIBLE GDS FOR THE VACANCIES EARMARKED
FOR GDS AND UNFILLED VACANCIES OF LDCE FOR
POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2025
(01.01.2025 TO 31.12.2025).

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	
2.	GENDER (MALE / FEMALE / TRANSGENDER)	
3.	DESIGNATION (BPM / ABPM / DAK-SEVAK)	
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	CATEGORY (UR/SC/ST/OBC/EWS)	
6.	EDUCATIONAL QUALIFICATION (Attach self-attested copies of Marks sheet)	
7.	OFFICE WHERE PRESENTLY ATTACHED	
8.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
9.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2025 (YY/MM/DD)	___/___/___
10.	AGE AS ON 01.01.2025 (YY/MM/DD)	___/___/___
11.	WHETHER PERSON WITH DISABILITY(ies)	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/HH/VH/OTHERS) PERCENTAGE OF DISABILITY(ies)	
12.	WHETHER WORKING IN APS	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	<input type="checkbox"/> YES <input type="checkbox"/> NO

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.

****Strike out (x) whichever is not applicable.**

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 for the following posts: -

Post	Eligible (Yes/ No)	Recommended *(Yes/ No)
Postman		
Mail Guard		
Multi Tasking Staff		

***If not recommended, reasons thereof.**

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

Order for Post/Order of preference

(For GDS to Postman/GDS to MTS Examination 2025)

Name of the Candidate: -

Roll No: -

Designation & Office of Posting: -

Division: -

Note 1: It is informed that a single merit list will be prepared separately for Postman & MTS cadre and candidates will be allotted to the division/unit as per their merit, preferences exercised by them and actual vacancy position available in the unit.

Note 2: The candidate shall understand that he/she will be considered for the unit/division for which preferences has been opted by him/her. For example, an applicant who have not given preference for RMS, his/her candidature will not be considered for RMS while preparation of result/unit allocation even if he/she is higher in merit.

(a) Option for Post:

S.No	Name of Post	Mark(Yes/No)
1	For Postman only	
2	For MTS only	
3	For Postman and MTS (both)	

(b) Order of preference of Division/Units by applicant (For GDS to Postman)

Order of Preference for Divisions/Units	
Name of the Division	Mention preference (First, Second etc.)
Jammu	
Srinagar	
Baramulla	
Udhampur	
Rajouri	
Ladakh	

(c) Order of preference of Division/Units by applicant (For GDS to MTS)

Order of Preference for Divisions/Units	
Name of the Division	Mention preference (First, Second etc.)
Circle Office	
O/o DAP Jammu	
Civil Wing	
Jammu	
Srinagar	
Baramulla	
Udhampur	
Rajouri	
Ladakh	
RMS	
Total	

Date:-

Signatures of the Candidate

Signatures of the Divisional Head

(Note: - Preference form without the signatures of candidate and Divisional Head/SDI will not be accepted)

(For GDS candidates who are appearing for Postman only / Postman & MTS (both) Examination)

Annexure - V

Checklist of GDS candidates appearing for GDS to Postman only or to Postman & MTS (both) Examination for the vacancy year 2025 to be held on 31.08.2025.

Name of Division/Unit :

S. No	Name of the candidate	Designation & office of posting	DOB	DOE	Category	Whether any disability, if yes mentioned (VH/HH/OH/ Others PWD)	Age as on		Service as on	Whether any Disciplinary /Vigilance case is pending/ contemplated	Roll No	Recommendations (Whether the candidate is recommended for Postman only or for Postman & MTS (both))
							01.01.2025	01.01.2025				
1												
2												
3												
4												
5												
6												
7												
8												
9												

Signature of Divisional Head/concerned Unit

[For GDS candidates who are appearing for MTS examination only]

Annexure -VI

Checklist of GDS candidates appearing for GDS to MTS Examination only for the vacancy year 2025 to be held on 31.08.2025

Name of Division/Unit :

S. No	Name of the candidate	Designation & office of posting	DOB	DOE	Category	Whether any disability, if yes mentioned (VH/HH/OH/ Others PwD)	Age as on		Service as on	Whether any Disciplinary / Vigilance case is pending/ contemplated	Roll No	Recommendations
							01.01.2025	01.01.2025				
1												
2												
3												
4												
5												
6												
7												
8												
9												

Signature of Divisional Head/concerned Unit