

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

Notification No. ADPS/CON/2-13/Postman/2025  
Dated at Jammu, the, 16 July 2025.

**Subject: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman from eligible Multi-Tasking Staff officials 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 candidates who fulfill the eligibility criteria as given in the subsequent paras, for appearing in the Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Postman from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities of 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 <sup>st</sup> August 2025 (Sunday)*

\*Examination will commence exactly at 10:00 AM at all the centres and Paper-I, II & III 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:** The vacancy calculation is under process and will be notified shortly.

\*\* The guidelines for reservation in promotion to Persons with Benchmark Disabilities (PwBDs) issued by DoPT O.M No. 36012/1/2020-Estt. (Res-II) dated 28.12.2023 and issued by SCT Section, DoP letter No. SC-12/9/2022-SCT-DOP dated 09.01.2024 shall be followed in letter and spirit.

The proviso of Section 34 of Rights of Persons with Disabilities (RPWD) Act, 2016 provides that the reservation in promotion shall be in accordance with such instructions as are issued by the appropriate Government from time to time.

Page 1 of 4  
 16/7/25

As per the Department of Personnel & Training (DoPT) office Memorandum No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, four percent (4%) of the total number of vacancies in the cadre strength within Group 'C', from Groups 'C' to Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

3. **Eligibility Criteria:** -As per 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 G.S.R 638(E) dated 30.08.2023(Annexure-III), the following category(ies) of officials(s) are eligible to appear in the examination:

- i. Multi-Tasking Staff (MTS) in Level -1 of the pay matrix with three (3) years regular service in the grade as on the crucial date of eligibility i.e. **01.01.2025**.
- ii. Multi-Tasking Staff in level-1 of the pay matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1st day of January of the year to which the vacancy belongs to or as per the guidelines issued by the Central Government from time to time.
- iii. Any other eligibility conditions specified in Recruitment Rules shall also apply.

4. **Pattern & Syllabus of Examination:** The Examination will be conducted as per revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPN-I dated 05<sup>th</sup> April, 2022 as amended vide letter no. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 (Annexure-IV).

**Note:**

(i) Paper-IV i.e. [Data Entry Skill Test (DEST)] will be held separately at a later date. Candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total 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.

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

(iii) Evaluation of performance in DEST will be done through the system in accordance with the instructions issued from time to time.

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 clarification issued by letter dated 31.10.2023.


- (i) **Option for Post:** - An applicant may give option for one, two or both posts 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 Postman (Refer point (i) above) 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.

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

6. **Centres of Examination:** The examination will be conducted at Jammu, Srinagar & Ladakh Centres only. The candidates will have to appear from the respective Centres of allotted division and under no circumstances, they be permitted to appear from other Centre.
7. The applications of the APS candidates should be sent to the concerned Divisions only and not to Circle office.
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 amendment letter No. A-34013/02/2024-DE dated :13.01.2025 to be followed in the conduct of examination at every stage.
11. The competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern and syllabus of examination partially or completely at any point of time.
12. 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.
13. This notification should be given wide publicity amongst all eligible candidates working in Circle Office/Divisions/Units.
14. This notification is also available on the Departmental website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in).
15. 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 ,IV &V

**Copy to:-**

1. SSPOs Srinagar/Jammu.
2. SPOs Baramulla/Udhampur/Rajouri/Ladakh.
3. Sr. Postmaster Jammu H.O./Srinagar GPO.
4. Supdt. PSD Jammu.
5. Supdt. RMS JK Division, Jammu.
6. P&T Admin Cell, c/o APS Centre C/o 56 APO, Pin 900746.
7. ADPS C.O Srinagar. This notification shall also be placed on the Notice Board.
8. ADPS (Staff) Circle office Jammu.
9. Notice Board Circle office Jammu.
10. Office Copy.

  
(Shah Nawaz Khan)

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

**Annexure-I**

Application form for Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman and Mail Guard from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025) – to be held on 31.08.2025.

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	
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 (PwBDs), if so, details thereof along with supporting documents and percentage of disability	
8	Date of entry in the Department	
9	Date of appointment as Multi-Tasking Staff on regular basis	
10	Total eligible service as Multi-Tasking Staff as on 01.01.2025	
11	Whether working in APS (Yes/ No)	
12	Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof.	
13	Whether applicant is claiming his/her eligibility with respect to his/her junior as per the provisions of Recruitment Rules, 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

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

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp



**Order of Preferences (For MTS to Postman Examination 2025)****Name of the Candidate: -****Roll No: -****Designation & Office of Posting: -****Division/Unit: -**

The candidate shall exercise all the options as mentioned below.

Note: - 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 Jammu Division, his/her candidature will not be considered for Jammu division while preparation of result/unit allocation even if he/she is higher in merit.

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

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

DATE	
PLACE	

**Signatures of the Candidate**

**Signatures of the Divisional Head/SDI**

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

### Checklist of MTS candidates appearing in Postman Examination for the vacancy year 2025 to be held on 31.08.2025

Name of Division/Unit :.....

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

Signature of Divisional Head/concerned Unit