

**No. 17-39/7/2012-GDS**

Government of India  
Ministry of Communications & IT  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Marg  
New Delhi- 110001

Dated: 14 Jan 2015

To

All Chief Postmasters General

**Subject: Revised selection process for engagement to all approved categories of GDS Posts**

To review the selection criteria for engagement to the posts of GDS and to bring in transparency in the selection process, a Committee, the DKS Chauhan Committee, was constituted by the Department to look into these and other aspects related to GDS.

2. Based on the recommendation of the DKS Chauhan Committee, it has been decided by the Department to switch over to a new system for selection of Gramin Dak Sevaks. As per the new system, selection will now be based on marks obtained in an Aptitude Test to be conducted by the Department. The Aptitude Test shall be conducted on the same pattern and process as prescribed by the Directorate for recruitment to the cadre of Multi-Tasking Staff (MTS) (except where specific provisions are provided). The Aptitude Test shall be held at **Circle level twice a year** and will include filling up of posts falling vacant in the next six months. The process for notification of vacancies/declaration of result will be initiated as per the schedule given in the Annexure to this letter. The timelines prescribed in the Annexure may be strictly adhered to.

3. The Aptitude Test shall be got conducted through an outsourced agency with an 'Objective Type Question Paper'. The 'level' of the test would be the same as prescribed for MTS (except Part I – General Knowledge) with a total of 100 marks by allocating 50 marks for Mathematics, 25 marks for Regional Language and 25 marks for English language.

4. A brief notification in leading newspapers would be issued inviting applications for GDS posts of all categories which are falling vacant in the period(s) prescribed in the Annexure. Carry over vacancies, if any, may also be included. The detailed particulars of the posts, category-wise, their location/division under which it falls, and all other terms and conditions would be uploaded by the Circle on Indiapost website through CEPT, Mysore. The newspaper notifications must mention that the details are provided in the Indiapost website.



5. The revised eligibility conditions as prescribed by Directorate's letter No. 17-39/6/2012-GDS dated 14.01.2015 to be brought into effect from 01.04.2015 would also be clearly mentioned in the website notification.

6. Prescribed representation of SC/ST/OBC will be ensured at divisional level while finalizing details of vacancies before notification. The website notification should also mention the provision for 'preference' for reserved categories. Persons belonging to differently abled categories as notified by the Government may also be allowed to apply and compete. However, it may be made clear that in the event of their selection, their engagement shall be subject to capacity of the candidate to perform the job, in consultation with the prescribed medical authority.

7. In addition to the notification in leading newspapers/uploading on the website, notification of the vacancies will also be issued by the respective Divisional Heads as per the existing system of open notification through the concerned post office/police station/Panchayat office and any other public places considered suitable. On switching over to the Aptitude Test system, the existing system of notification of vacancies to employment exchange shall stand discontinued.

8. The candidates applying will furnish only a single application wherein they will be allowed to give an option for a maximum of ten (10) posts in the order of their preference.

9. The exam would be conducted through outsourcing, the modalities of which have been provided by the Directorate's letters No. A-34020/08/2013-DE dated 31.01.2014 issued by DE Section as modified from time to time.

10. A post wise select panel of top five candidates would be prepared for each vacant post separately. Upon declaration of the result, the post(s) will be offered to the candidates based on the marks obtained and the preference(s) given by the candidates for the posts and the vacancy would be offered to the top most candidate. In case the name of a particular candidate figures in select panel for more than one post, he will be offered, subject to availability, the post against which his/her preference is highest. The result would also be simultaneously made public by notifying the same on notice board. Excepting GDS BPM cases, the selected candidates in respect of other GDS posts will be allocated by the divisional head to the sub divisions concerned. The validity of the select panel will expire on the day the next six monthly examination is notified.

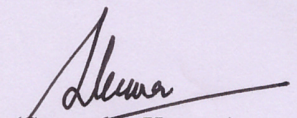
11. The engagement process for GDS BPM posts would be initiated and finalized by divisional head and the engagement process for the other categories of GDS will be initiated and finalized by the concerned recruiting authority after observing the prescribed formalities including medical fitness certificate, verification of character and antecedents, verification of marks sheets, verification of caste certificate, etc.



12. As prescribed in the Annexure, the vacancies are calculated for the examination on six monthly basis. However, for the first notification to be issued in the first week of April 2015, the following three categories of vacancies may be clubbed:-

- (a) Vacancies remaining un-notified as on 31.03.2015
- (b) Vacancies occurring during 01.04.2015 to 30.09.2015 and
- (c) Vacancies for the prescribed six monthly period i.e.; 01.10.2015 to 31.03.2016

13. In the event of any eventuality, Heads of the Circle would be competent to decide the issue without reference to the Directorate and in that event, the decision of the Heads of the Circle would be deemed as final.



(Surender Kumar)

Assistant Director General (GDS)



**ANNEXURE**

<b>Activity</b>	<b>In respect of vacancies occurring from 01<sup>st</sup> Oct to 31<sup>st</sup> Mar [of the following year]</b>	<b>In respect of vacancies occurring from 01<sup>st</sup> Apr to 30<sup>th</sup> Sep [of the same year]</b>
Notification of vacancies in Leading Newspaper by Circle Office & also on Circle's website	01 <sup>st</sup> week of April (in advance)	01 <sup>st</sup> week of Oct (in advance)
Local Notification by Divisional Head under existing system	Within one week of issue of notification at Circle level as per above	Within one week of issue of notification at Circle level as per above
Last date of receipt of applications	15 <sup>th</sup> May	15 <sup>th</sup> Nov
Conduct of Aptitude Test through outsourced agency	01 <sup>st</sup> week of Jun	01 <sup>st</sup> week of Dec
Availability of result sheet with the divisional Head	By 30 <sup>th</sup> Jun	By 31 <sup>st</sup> Dec
Finalization of post wise select panel by Divisional Head & notification thereof on notice board	Within one week of availability of result sheet	Within one week of availability of result sheet