

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
DEPARTMENT OF POSTS,  
O/o CHIEF ENGINEER-I,  
DAK BHAWAN, NEW DELHI -110001.

No. 4-6/2019-CWP/ 10

Dated: 29 / 01 / 2026

OFFICE MEMORANDUM

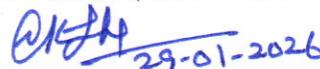
**Sub.: Filling up of 06 (Six) Post of Assistant Engineer (Civil) in the Ministry of Communication (Department of Posts) Civil Wing on deputation basis - regarding.**

The Ministry of Communication (Department of Posts) Civil Wing intends to fill up the Post of Assistant Engineer (Civil) in Level-7 of the Pay Matrix (Rs. 44,900-1,42,400/-) on **deputation basis**. The appointment on deputation will initially be for a period of three years, which may be extended as per Government rules. The complete details including eligibility conditions as per notified Recruitment Rules of the post are given in **Annexure-I** and are also available at [www.indiapost.gov.in](http://www.indiapost.gov.in).

2. Applications of eligible and willing persons who can be spared immediately may be forwarded through proper channel in the prescribed format (**Annexure-II**) to the undersigned so as to reach on or before 45 days from the date of publishing the advertisement in the Employment News. The application should also be accompanied by photocopies of ACRs/APARs for the last five years duly attested by an officer not below the rank of Under Secretary or equivalent. While forwarding the applications, it may please be certified that the particulars furnished by the officer(s) are correct and that no disciplinary or vigilance case is either pending or contemplated against the officer (**Annexure-III**). It may also be confirmed that in the event of selection the officer concerned will be relieved of his duties. The integrity not below the officer may also be certified by an officer of the rank of Under Secretary to Government of India or equivalent.
3. Applications, which are incomplete or are not accompanied with the photocopies of ACRs for the last five years and not through proper channel will not be entertained and no correspondence will be made or entertained in this regard.
4. Candidate once selected will not be allowed to withdraw his/her name on a later.

Digitally signed by  
Shiv Chandra Ranjan  
Date: 29-01-2026  
11:31:29

Superintending Engineer (C) HQ  
O/O Chief Engineer -I  
Department of Posts  
Dak Bhawan, New Delhi

o/c  
  
29-01-2026

To,

1. All Ministries/Departments in the Government of India.
2. Department of Personnel & Training: For uploading on their web portal.
3. The GM(CEPT), Mysore with a request to upload the order on India Post Website.
4. CS of all states Government & UT.
5. MD/CEO of PSU/Automous bodies.

## Annexure-I

Post	:	Assistant Engineer (Civil) (Group 'B'-Gazetted) (Non-Ministerial)
Number of Post	:	06 (Six) {The number of posts are tentative and may be increased or decreased at the time of selection as per the requirement of Department of Posts (Civil Wing)}
Pay Scale	:	Level-7 of the Pay Matrix (Rs. 44,900-1,42,400/-).
Eligibility	:	Officers from the Central Government or State Government or Public Sector Undertakings or Autonomous Bodies.

- a) (i) Holding analogous post on regular basis in the parent cadre or department,  
**or**  
(ii) With five years experience in Level 6 in the Pay Matrix (Rs. 35,400-1,12,400) or equivalent in the parent cadre/department;  
**and**
- b) Possessing the qualifications and experience as follows:

**Essential:** Degree or Diploma in Civil Engineering or equivalent and experience in construction and maintenance of residential and non-residential buildings, including designing, estimating, contracts, supervision etc.

**Note 1:** The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or in some other organisation or department of the Central Government shall not ordinarily exceed three years.

**Note 2:** The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of applications.

**Deputation/Re-employment for Armed Service Personnel:** The Armed Forces personnel due to retire or who are to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons shall be given deputation terms up to the date on which they are due for release from the Armed Forces. Thereafter they may be considered on re-employment.

**Posting:** The Department of Posts (Civil Wing) have post of Assistant Engineer (C) all over India. The selected candidates may be posted as per the requirement of the department anywhere in the country

## GENERAL CONDITIONS

1. Assistant Engineer (Civil) on deputation basis will be liable to serve anywhere in India.
2. Terms and conditions of the appointment of offices selected on deputation basis will be regulated in accordance with the orders contained in Govt. of India DoPT OM No 6/8/2009-Est and (Pay) dated 17.06.2010 as amended from time to time.
3. Applications should reach this office within 45 days from its publication in the Employment News.
4. Date for determining the upper age limit, qualification and experience will be counted from the closing date of receipt of application.
5. Application must be sent with the Bio-data/Curriculum Vitae proforma given in the Annexure-1 The proforma can be downloaded from Department of Posts website [www.indiapost.gov.in](http://www.indiapost.gov.in). Candidates are advised to fill the Bio-data details in typed format to ensure legibility.
6. Application duly filled and supported by all relevant documents should be placed in envelope which should be superscripted. "Application for the Post of Assistant Engineer (Civil) on Deputation (including short term contract) basis".
7. Bio-data/Curriculum Vitae not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates will not be processed.
8. Bio-data/Curriculum Vitae in the prescribed format (annexed with educational, experience certificates/documents etc.) duly certified and stamped by the Employer along with the APARS/CRS (Photocopies of each page of APARS/CRs duly attested by an officer not below the rank of Under Secretary to the Government of India for last five years (i.e. 2020-2021 to 2024-2025 or 2020 to 2025, as maintained), Cadre Clearance, Vigilance Clearance, Integrity Certificate and 'No Major or Minor Penalty for last ten years' certificate (or a list of major or minor penalty imposed during last ten years, if any) must reach through proper channel to the Chief Engineer-I, Department of Posts (Civil Wing), 4<sup>th</sup> Floor, Dak Bhawan, New Delhi-110001 within 45 days from its publication in Employment News.
9. In case of non- availability of APAR/CR, reason for such non-availability would be required from Cadre Controlling Authority.
10. Candidates who once apply for the post will not be allowed to withdraw their candidature subsequently.
11. Any query regarding the application may be addressed to Superintending Engineer (C) HQ, Department of Posts (Civil Wing), 4<sup>th</sup> Floor, Dak Bhawan, New Delhi-110001, Phone No. **011-23044997** email id **sehqdelhi@gmail.com**.

**PROFORMA FOR APPLICATION**  
**Application for the Post of: Assistant Engineer (Civil)**  
**on deputation basis**

PHOTO  
(to be pasted)

**CURRICULUM VITAE**

1. Application for the Post of: **Assistant Engineer (Civil)**
2. Name & Address:  
(in BLOCK letters)
3. (a) Date of Birth (in Christian era):  
(b) Age as on the closing date of receipt of applications:
4. Date of retirement under Central/State Government rule:
5. Educational Qualifications:
6. Whether Educational and other qualifications required for the post are satisfied:

Qualifications/experience required	Qualifications/experience possessed by the officer
Essential	

7. Please state clearly whether in the light of entries made by you above, you meet the requirement of the Post.
8. Details of employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient:

Office/ Institution	Post held	From	To	Pay Band + Grade Pay/ Pay Scale/ Pay Level	Nature of duties (in detail)

9. Nature of present employment i.e. Ad-hoc or Temporary or Permanent:

10. In case the present employment is held on deputation/contract basis, please state:
- (a) The date of initial appointment:
  - (b) Period of appointment on deputation/contract:
  - (c) Name of the parent office/organization to which you belong:

11. Additional details about present employment:  
Please state whether working under  
(indicate the name of your employer against the relevant column)

- a) Central Government                      c) Autonomous Organization                      e) Universities
- b) State Government                      d) Government Undertaking                      f) Others

12. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.

13. Total emoluments per month now drawn (with break-up):

14. Additional information, if any, which you would like to mention in support of your suitability for the post:  
[This among other things may provide information with regard to (i) additional academic qualifications, (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement]  
(Note: Enclose a separate sheet, if the space is insufficient)

15. Achievements in the career which may support your candidature:

16. Whether belongs to SC/ST/OBC:

17. Remarks:

[ the candidate may indicate information with regard to (i) Research publications and reports and special projects; (ii) Awards/ Scholarship/ Official Appreciation; (iii) Affiliation with the Professional bodies/ institutions/ societies; and (iv) any other information.]  
[Note: Enclose a separate sheet, if the space is insufficient]

18. Contact No.: (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

19. E-Mail \_\_\_\_\_

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

**Date:**

**(Signature of the candidate & Address)**

**Certification by the Employer / Cadre Controlling Authority**

The information / details provided in the above application by the applicant are true and correct as per the facts available on records. He / She possesses educational qualifications and experience mentioned in the vacancy circular. If selected, he / she will be relieved immediately.

2. Also certified that:

- (i) There is no vigilance or disciplinary case pending / contemplated against \_\_\_\_\_.
- (ii) His / Her integrity is certified.
- (iii) His / Her ACR/APAR Dossier in original is enclosed / photocopies of the ACRs/APARs for the last 5 years duly attested [on each page] by an officer of the rank of Under Secretary of the Government of India or above are enclosed.
- (iv) No major / minor penalty has been imposed on him / her during the last 10 years OR a list of major / minor penalties imposed on him / her during last 10 years is enclosed [as the case may be].

**Countersigned**

\_\_\_\_\_  
**(Employer / Cadre Controlling Authority with Seal)**

**ANNEXURE-IV**

<b>S. No</b>	<b>Essential Qualification</b>	<b>Please tick the relevant qualification</b>	<b>List of supporting documents enclosed for relevant qualification (Letter of appointment/ promotion order etc.)</b>
1	Degree or Diploma in Civil Engineering or equivalent and experience in construction and maintenance of residential and non-residential buildings, including designing estimating, contracts, supervision etc.		
	<b>EXPERIENCE</b> (If any other relevant to the post)	<b>List of supporting documents enclosed for relevant experience</b>	
2.			