

No. 17-02/2018-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg
New Delhi - 110001

Dated: 08.03.2019

To

All Chief Postmasters General/Postmasters General

Subject: Revised eligibility criteria for engagement to Gramin Dak Sevaks (GDS) posts.

The eligibility criteria/conditions for engagement to GDS posts were last reviewed and notified by the Department vide letter No.17-39/6/2012-GDS dated 14.01.2015. The matter has been examined. The competent authority has now decided to revise the same as per details below:-

I. Age Limit

The minimum and maximum age for the purpose of engagement to GDS posts shall be 18 and 40 years respectively as on the date of notification of the vacancy. Permissible relaxation in upper age limit for different categories are as under:-

Sl.No.	Category	Permissible age relaxation
1.	Schedule Cast/Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Economically Weaker Sections (EWS)	No relaxation*
4.	Persons with Disabilities (PwD)	10 years*
5.	Persons with Disabilities (PwD) + OBC	13 years*
6.	Persons with Disabilities (PwD) + SC/ST	15 years*

Note:- 1* There will be no relaxation in upper age limit to EWS candidates. However, the persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in engagement to Gramin Dak Sevaks posts in the Department of Posts as prescribed in Directorate letter No 17-09/2019 dated 26.02.2019.

Note:-2* All recruiting authorities shall maintain the above age relaxation for persons with disability for all categories of GDS posts as is applicable in regular appointment in Group 'C' cadre. This relaxation however is not applicable for persons with benchmark of disability "Blind", as in place of blind, candidate with Low Vision have been identified as prescribed in Directorate letter No. **17-8/2017-GDS dated 26.02.2019**. Relaxation in upper age limit is subject to the condition that maximum age of the applicant on the crucial date shall not exceed 56 years.

II. Educational Qualification

- (i) Secondary School Examination pass certificate of 10th standard with passing marks in Mathematics and English (having been studied as compulsory or elective subjects) conducted by any recognized Board of School Education of the Government of India/State Governments/ Union Territories in India shall be a mandatory educational qualification for all approved categories of Gramin Dak Sevaks (i.e. BPM, ABPM & Dak Sevak) referred to in Directorate Order No 17-31/2016-GDS dated 25.06.2018.

(ii) Compulsory knowledge of Local Language

The candidate should have studied the local language at least up to 10th standard [as compulsory or elective subjects] as declared by the State Government or as per constitutional provisions relating to the 8th schedule of Constitution of India. The details of local language for each state/Union Territories is as given below:-

Sl.No.	Name of Circle	Name of State / Union Territory covered under Postal Circle	Local language as for the Postal Circle
1	Andhra Pradesh	Andhra Pradesh	1. Telugu 2. Urdu
2	Assam	Assam	1. Assamese 2. Bengali 3. Bodo
3	Bihar	Bihar	1. Hindi 2. Urdu
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi The Government of NCT of Delhi	Delhi	1.Hindi 2.Punjabi 3.Urdu
6	Gujarat	Gujarat	Gujarati

		Dadra Nagar Haveli	<i>To be decided later</i>
		Daman and Diu	Gujarati
7	Haryana	Haryana	1.Hindi 2.Punjabi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	J & K Circle	J & K	Urdu
10	Jharkhand	Jharkhand	1.Hindi, 2. Urdu, 3. Santhali, 4. Bangla, 5.Odia, 6.Maithili
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala	Malayalam
		Lakshadweep	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	1.Konkani 2.Marathi
15	North East	Arunachal Pradesh	(To be decided later)
		Manipur	
		Meghalaya	
		Mizoram	
		Nagaland	
		Tripura	
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
	Chandigarh (Chandigarh)	Chandigarh	English
18	Rajasthan	Rajasthan	Hindi
19	Tamilnadu	Tamilnadu	Tamil
		Puducherry	Tamil for Puducherry Malayalam for Mahe Telugu for Yanam
20	Telangana	Telangana	1.Telugu 2.Urdu
21	Uttar Pradesh	Uttar Pradesh	1.Hindi 2.Urdu
22	Uttarakhand	Uttarakhand	1.Hindi 2.Sanskrit
23	West Bengal	West Bengal	1.Bengali, 2.Nepali, 3.Urdu , 4.Hindi , 5.Santhali, 6.Odia, 7.Punjabi
		Andaman and Nicobar Islands)	Hindi
		Sikkim	Nepali

(iii) **Basic Computer Training**

The candidates for all approved categories of GDS referred to in (i) above will be required to furnish Basic Computer Training Course Certificate of at least 60 days duration, from any Computer Training Institute run by Central Government/State Government / Universities / Boards /Private Institutions Organizations. This requirement of basic computer knowledge certificate shall be relaxable in cases where a candidate has studied computer as a subject in Matriculation or class XII or any other higher educational level and in such cases, a separate certificate will not be insisted upon.

III. **Residence**

The condition of residence shall apply as stipulated in Rule 3-A (vii) of GDS (Conduct and Engagement) Rules, 2011. The candidates must provide accommodation for Branch post office after selection but before engagement. The accommodation should meet the following prescribed standards :-

- (i) The building may be owned by a Gram Panchayat or Central government or by State government such as school or offices or BPM's own house or a proper rented accommodation in a busy place of the village.
- (ii) **Location** - The GDS Branch Post Office should be located in the main, busy part of the village.
- (iii) **Size** - The minimum size of GDS Branch Post Office should not be less than 100 sq. feet preferably in 10'x10' dimensions and in ground floor.
- (iv) **Approach** - The GDS Branch Post Office should have direct access/approach from village road and should be located in front portion of the building in which it is housed. The GDS Branch Post Office should not be housed in verandah, courtyards, kitchen, space under the stairs, bedroom, damaged rooms, makeshift accommodations, isolated buildings outside the village etc. which are difficult to access/approach by the customers.
- (v) **Structure** - The accommodation should preferably be a brick and mortar structure to ensure safety and security. The room should be properly ventilated and lighted and should be properly maintained and neatly white washed.

- (vi) **Power supply** - The post office room should have electrical power connection for charging of handheld devices and for fan, electricity bulb etc. It should have suitable place to install solar panels.
- (vii) The accommodation for the GDS Branch Post Office should be exclusively available for Post Office use. It may work from a village shop but Post office working from shop should have an exclusive space to keep the registers, micro ATM or hand-held device and other items apart from space for prominently exhibiting the signage etc. giving due importance to Post Office.
- (viii) At present DARPAN devices are using are of the four **Network Service Providers(NSPs)** viz, Airtel, Vodafone, Idea & BSNL for ensuring connectivity to Branch Post Offices. While providing accommodation for GDS BO, it should be ensured that, Network is available for any one of these NSPs.

Further, it is clarified that the candidate who provide the above prescribed standards of accommodation after selection but before engagement and if he is engaged as GDS BPM will be entitled for the drawl of Composite allowance @ Rs.500/-per month as prescribed in Directorate OM. No 17-31/2016-GDS dated 25.06.2018 & No 17-31/2016-GDS (pt) dated 28.09.2018. Further, if the candidate selected and engaged as GDS BPM provides accommodation for Post Office in a rent free government accommodation and staying in the Post village will be entitled for the Composite allowance Rs.250/- equal to that of BPMs who provide non-standard accommodation (those who are not fulfilling above standard are treated as non-standard accommodations), as prescribed in Directorate OM. No. 17-31/2016-GDS dated 25.06.2018 & No 17-31/2016-GDS (pt) dated 28.09.2018.

IV. Knowledge of Cycling

Knowledge of Cycling is a pre-requisite condition for all GDS posts. In case of a candidate having knowledge of riding a scooter or motor cycle, that may be considered as knowledge of cycling. The candidate has to submit a declaration to this effect.

V. Adequate means of Livelihood

The condition of adequate means of livelihood shall apply as stipulated in Rule 3- A (iii) of GDS (Conduct and Engagement) Rules, 2011. However, this condition shall not be a pre-requisite for candidates for the purpose

of applying to the GDS post or selection there to and the selected candidate shall be required to comply with this prescribed condition within 30 days after selection but before engagement. The GDS will also have to ensure that he is having adequate additional means of livelihood during the period of engagement till his discharge.

VI. Furnishing of Security

On engagement as GDS, the person so engaged shall be required to furnish security in such manner as may be prescribed from time to time. The existing security amount in case of GDS Branch Postmaster and other approved categories of GDS i.e. ABPM & Dak Sevak is Rs.25,000/- & Rs.10,000/- respectively the same to be furnished in form of FIDELITY BOND for a period of five years and same to be renewed every five years during the period of engagement.

VII. Fulfillment of other terms and conditions

Terms and conditions of engagement to GDS posts shall apply as stipulated in the relevant rules of GDS (Conduct & Engagement) Rules, 2011 modified from time to time by the Department of Posts.

VIII. Adequate representation of SC/ST/OBC, Persons with Disability, Ex-Serviceman & Economically Weaker Sections (EWSs).

The instructions issued by the Department vide no.19-11/97-ED & TRG dated 27.11.1997, No. 17-08/2017-GDS dated 26.02.2019 and No. 17-09/2019 dated 26.02.2019 providing for adequate representation of SC/ST/OBC communities, Persons with Disability and Economically Weaker Sections (EWSs) respectively will continue to apply.

- (i) The permissible disability for persons with Disability will be as given below :-

Sl. No.	Name of the Posts	Categories of disability suitable for the post.
1	BPM/ ABPM/ Dak Sevaks	a) Low vision (LV), b) D(Deaf), HH (Hard of hearing), c) One Arm (OA), One leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim, d) Specific learning disability. Multiple disabilities from amongst disabilities mentioned at (a) to (d) above except Deaf and Blindness.

- (ii) The reservation to EWSs will be as given below:-

The persons belonging to EWSs who are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in engagement of GDS posts.

IX. Production of SC/ST/OBC/Disability/ Economically Weaker Sections :- Certificate :

Production of SC/ST/OBC/Disability/EWSs certificate in the prescribed format would be compulsory in case of such candidates.

X. Time Related Continuity Allowance (TRCA)

The following Minimum TRCA shall be payable to the deferent categories of GDS posts as mentioned in Directorate Order No 17-31/2016-GDS dated 25.06.2018 :-

Minimum TRCA of all categories of GDS as per Working hrs/Levels			
Sl.No.	Category	Minimum TRCA for 4 Hours/level 1	Minimum TRCA for 5 Hours/level 2
1	BPM	Rs.12000/-	Rs.14500/-
2	ABPM/Dak Sevaks	Rs.10000/-	Rs.12000/-

XI. Method of Engagement:

Method of engagement will continue to be as online engagement process for engagement of all categories of GDS as notified vide Directorate Letter No 17-23/2016-GDS dated 01.08.2016.

(i) Exemption of fee for applying on GDS Posts

Male applicants belonging to the category UR/OBC/EWS have to pay a fee of Rs. 100/-(Rupees one hundred only) for each set of five options. Payment of fee is exempted for all female candidates, all SC/ST candidates and all PwD candidates.

(ii) Option for applying on GDS Posts

A candidate can apply for a maximum of twenty posts all over India per cycle of online engagement. This inter alia means that a prospective candidate can apply for twenty posts on a single application spread across one Circle or several Circles. This cap of twenty posts is inclusive of vacancies arising in candidate's home

Circle. Home Circle means belonging or native / domicile state of a prospective candidate in which she/he is permanently residing and that Postal Circle is providing opportunity. Hence, candidates should exercise due care while utilizing the twenty choices available to her/him in each Cycle. However, only one post will be offered for each Circle if she/he has applied for one or more posts in each Circle.

Example: - If a candidate opts for five posts with preference post1, post2, post3, post4, post 5 etc. and selected as meritorious in more than one post, the post in the order of preference will be offered and the candidature for all the remaining posts will be forfeited.

XII. Job Profile

(i) BRANCH POSTMASTER (BPM)

The Job Profile of Branch Post Master will include managing affairs of GDS Branch Post Office, India Posts Payments Bank (IPPB) and ensuring uninterrupted counter operation during the prescribed working hours using the handheld device/Smartphone supplied by the Department. The overall management of postal facilities, maintenance of records, upkeep of handheld device, ensuring online transactions, and marketing of Postal, India Post Payments Bank services and procurement of business in the villages or Gram Panchayats within the jurisdiction of the Branch Post Office should rest on the shoulders of Branch Postmasters. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. Branch Postmaster will be the team leader of the GDS Post Office and overall responsibility of smooth and timely functioning of Post Office including mail conveyance and mail delivery. He/she might be assisted by Assistant Branch Post Master of the same GDS Post Office. BPM will be required to do combined duties of ABPMs as and when ordered. He will also be required to do marketing, organizing melas, business procurement and any other work assigned by IPO/ASPO/SPOs/SSPOs/SRM/SSRM etc. In some of the Branch Post Offices, the BPM has to do all the work of BPM/ABPM.

(ii) ASSISTANT BRANCH POSTMASTER (ABPM)

The Job Profile of Assistant Branch Post Master will include all functions of sale of stamps/stationery, conveyance and Delivery of mail at doorstep deposits/payments/other transactions under IPPB, assisting Branch Postmasters in counter duties using the handheld device/Smart phone

supplied by the Department. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He will also be required to do marketing, organizing melas, business procurement and any other work assigned by the Branch Postmaster or IPO/ASPO/SPOs/SSPOs/SRM/SSRM etc. ABPMs will also be required to do Combined Duty of BPMs as and when ordered.

(iii) **DAK SEVAK**

The Job Profile of Dak Sevaks will include all functions of viz sale of stamps and stationery, conveyance and delivery of mail and any other duties assigned by Postmaster/Sub Postmaster including IPPB work in the Departmental Post Offices/RMS. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He may also have to assist Post Masters/Sub Postmasters in managing the smooth functioning of Departmental Post Offices and do marketing, business procurement or any other work assigned by the Post Master or IPO/ASPO/SPOs/SSPOs/SRM/SSRM etc.

2. The revised eligibility conditions and criteria of selection will come into effect for the vacancies to be notified on or after the date of issue of this notification. The engagement process initiated before this date shall be finalized as per the existing instructions.
3. Necessary amendments in the GDS (Conduct & Engagement), Rules 2011 are being issued separately.
4. Hindi version will follow.


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