

No. 17-23/2016-GDS-Vol-(IV)
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg,
New Delhi - 110001

Dated:08.04.2020

To

All Chief Postmasters General/ Postmasters General
The Director PTCs Saharanpur/Darbhanga/Guwahati/Vadodara/
Mysuru/Madurai.

**Subject : Standard format for issue of offer of engagement (Provisional),
order of Provisional Engagement and Final Engagement order
for engagement to the GDS posts.**

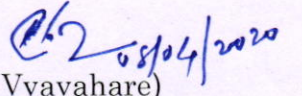
The undersigned is directed to refer to para 5(b)(ix) of minutes of 8th meeting of the Postal Service Board for the year 2018 regarding preparing a Standard Format for issue of offer of engagement (Provisional), order of Provisional Engagement and Final Engagement order for engagement to the GDS posts.

2. The Competent Authority has approved separate Standard Formats for issue of offer of engagement (Provisional), order of Provisional Engagement and Final Engagement order for engagement to the GDS posts as given in Annexure-I, II and III.

3. The above prescribed separate Standard Format for issue of offer of engagement (Provisional), order of Provisional Engagement and Final Engagement order for engagement to the GDS posts may be circulated to all concerned. The concerned engaging authorities to ensure to follow

strictly the standard format while issuing of engagement order to GDS under proper designation.

4. Hindi version will follow.


(S.B. Vyavahare)

Assistant Director General (GDS/PCC)

Tele No. 011-23096629

Encls: As above

Email-adggds@indiapost.gov.in

FORMAT FOR OFFER OF ENGAGEMENT (PROVISIONAL)

Government of India
Department of Posts, India

Office of the Senior Superintendent/Superintendent of Post Offices/Chief Postmaster/Sr. Postmaster/Deputy Superintendent of Post Offices/RMS ... Dn...../Dy Chief Postmaster/Dy Director/Asstt Director/Office of the Asstt. Superintendent Posts/RMS/Inspector Posts/RMS.....Sub Dn.....

OFFER OF ENGAGEMENT (PROVISIONAL)

Memo No. Dated at the, 00 /00 /0000

In response to the notification No. AAA/ Rectt/000/2020 Dated 00/00/0000 Shri/Smt/Ms.....Son/daughter of Shri..... whose date of Birth isand belongs to _____category /selected against Category is informed that, you have been selected for provisional engagement as BPM/ABPM/DAKSEVAK.....in account with/under HO/SO/HRO/SRO..... LEVEL..... with TRCA slab.....

2. Shri/Smt/Ms.....Son/daughter of Shri..... should clearly understand that his/her selection for provisional engagement as BPM/ABPM/DAK SEVAK..... in account with shall be in the nature of a contract liable to be terminated by him/her or by the undersigned by notifying the order in writing and that his/her conduct and engagement shall be governed by the Department of Posts, Gramin Dak Sevak(Conduct and Engagement) Rules, 2020 as amended from time to time.

3. Shri/Smt/Ms..... is hereby informed that, you have to produce all the documents in originals i.e. educational certificates and other documents such as caste certificate, ex-Engagement certificate, persons with disability certificate, certificate of date of birth etc. on the day of attending the office of undersigned for verification through competent authority within 10 days of receipt of this letter failing which it is presumed that, you are not interested to join the post of BPM/ABPM/Dak Sevak.....and your name will be deleted from the selection list. Further, you will have no claim for engagement as BPM/ABPM/Dak Sevak.....