

File No. 17-35/2018-GDS
Department of Posts
Establishment Division
(GDS Section)

Dak Bhawan, Sansad Marg,
New delhi-110001
Dated 29.05.2020

To

The Chief Postmaster General/Postmaster General
The General Manager, CEPT Mysuru/Unit at Hyderabad

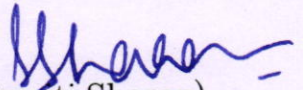
Subject: Revised draft notification for the Posts of Gramin Dak Sevaks cycle-II/2019-2020 and subsequent cycle.

Sir,

Kindly find enclosed herewith copy of revised draft notification for Posts of Gramin Dak Sevaks cycle-II/2019-2020 and subsequent cycle for notifying vacancies of GDS Posts in cycle-II/2019-2020 and subsequent cycle of GDS online engagement process. While notifying vacancies for 2nd cycle and subsequent cycle of GDS online engagement process, it should be ensured to follow this revised draft notification for uniformity among circles.

2. CEPT Unit at Hyderabad shall make necessary provisions in the software according to revised draft notification of the vacancies for 2nd cycle and subsequent cycle immediately.

Yours faithfully


(Smriti Sharan)

Dy. Director General (Establishment)

Encls: As above.

**NOTIFICATION FOR THE POSTS OF GRAMIN DAK SEVAKS CYCLE - II/2019-
2020**

Applications are invited by the respective engaging authorities as shown in the annexure 'T' against each post, from eligible candidates for the selection and engagement to the following posts of Gramin Dak Sevaks.

I. Job Profile:-

(i) BRANCH POSTMASTER (BPM)

The Job Profile of Branch Post Master will include managing affairs of Branch Post Office, India Posts Payments Bank (IPPB) and ensuring uninterrupted counter operation during the prescribed working hours using the handheld device/Smartphone/laptop supplied by the Department. The overall management of postal facilities, maintenance of records, upkeep of handheld device/laptop/equipment 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 Branch 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 Branch 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 and other Supervising authorities. 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 and other Supervising authorities. 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 and other Supervising authorities. In Railway Mail Services (RMS), GDS has to handle the work related to RMS, like, closing/opening of bags, transport of bags from one place to other manually and any other works allotted by the RMS authorities.

II. Time Related Continuity Allowance (TRCA)

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

Sl.No.	Category	Minimum TRCA for 4 Hours/Level 1 in TRCA Slab	Minimum TRCA for 5 hours/Level 2 in TRCA slab
1	BPM	Rs.12,000/-	Rs.14,500/-
2	ABPM/Dak Sevak	Rs.10,000/-	Rs.12,000/-

(ii) However, in respect of GDSs engaged on or after 01.07.2018, the initial fixation of TRCA will be done on the first stage of Level-I of the respective category.

III. Details of vacant posts for which applications are called for are shown in the Annexure-I.

IV. Eligibility

AGE

The minimum and maximum of age for the purpose of engagement to GDS posts shall be 18 and 40 years respectively as on 00.00.0000 the date of notification of the vacancies. Permissible relaxation in Upper age limit for different categories are as under:-

Sl.No.	Category	Permissible age relaxation
1.	Schedule Caste/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 the Gramin Dak Sevak posts in the Department of Posts as per Directorate instructions circulated vide no. 17-09/2019-GDS dated 26.02.2019.

Note:-2* All Engaging Authorities shall maintain reservation for persons with disabilities to all categories of GDS posts except for persons with benchmark of disability "Blind" (for all categories of GDS). Percentage of reservation may be maintained as in the case of SC, ST and OBC categories in GDS posts as per Directorate order no. 17-08/2017-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 55 years.

V. Educational Qualification

(i) Secondary School Examination pass certificate of 10th standard with passing marks in Mathematics, local language and English (having been studied as compulsory or elective subjects) conducted by any recognized Board of School Education by the Government of India/State Governments/ Union Territories in India shall be a mandatory educational qualification for all approved categories of Gramin Dak Sevaks. (Referred to in Directorate Order No 17-31/2016-GDS dated 25.06.2018). The Candidate passed Xth class examination in first attempt will be treated as meritorious against those passed compartmentally.

(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. List of Official languages of the state are shown below:-

NAMES OF CIRCLE AND OFFICIAL LANGUAGES OF THE STATE/UT UNDER EACH CIRCLE

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 and Yanam	Telugu
2	Assam	Assam (Excluding Three dists of Barak Valley and Bodo land Territorial Council Areas)	Assamese
		Three Dist. of Barak Valley	Bengali
		Bodoland Territorial Council Areas	Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	J & K Circle	J & K	Urdu, Hindi
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala ,Lakshadweep and Mahe	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Konkani/Marathi
15	North East	Arunachal Pradesh	Hindi/English
		Manipur	Manipuri
		Meghalaya	Hindi/English
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English

	Chandigarh (Chandigarh)		
18	Rajasthan	Rajasthan	Hindi
19	Tamilnadu	Tamilnadu	Tamil
		Puducherry (excluding Mahe and Yanam)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal (Other than Darjeeling Postal Division)	Bengali
		Darjeeling Postal Division (other than GTA* Area)	Nepali/Bengali
		Post Offices under GTA* Area (Gorkha Territorial Administration)	Nepali
		Andaman and Nicobar Islands	Hindi / English
		Sikkim	Nepali/English

(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.

VI. RESIDENCE

The condition of residence shall apply as stipulated in Rule 3-A (vii) of GDS (Conduct and Engagement) Rules, 2020. The candidate who is applying for the post of BPM 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 post village.

- (ii) **Location-** The Branch Office (BO) should be located in the main busy part of the post village.
- (iii) **Size-** The minimum size of Branch Post Office should not be less than 100 sq. feet preferably in 10'x10' dimensions and in ground floor.
- (iv) **Approach-** The 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 Branch Post Office should not be housed in Verandahs, Courtyards, Kitchen, SPWC under the stairs, bed room, damaged rooms, makeshift accommodations, isolated buildings outside the village etc. which are difficult to access/approach by the Customers.
- (v) **Structure -** The Branch Post Office accommodation should preferably be a Brick 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 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/ Computer/ Laptop devices are using all of the four Network Service Providers (NSPs) viz, Airtel & BSNL for ensuring connectivity to Branch Post Offices. While providing accommodation for Branch Post Office, it should be ensured that, Network is available for any one of these NSPs.

Further, it is clarified that the candidate who has applied for BPM has to provide the above prescribed standards of accommodation if got selection well before engagement and if he is engaged as 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 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.

VII. 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.

VIII. Adequate means of Livelihood

The candidate applying for the post shall note that he/ she will have adequate means of livelihood to support himself/ herself and his/ her family from other sources so as to have to supplement his/her income. However, this shall not be a pre requisite for candidates for the purpose. Selected candidate shall be required to comply with this condition within 30 days after selection but before engagement. The candidate shall furnish an undertaking in the application itself that he/ she has other sources of income besides the allowances to be paid by the Government for adequate means of livelihood for himself/ herself and his/her family. The candidate after selection as Gramin Dak Sevak shall have to give the undertaking again before engagement.

The condition of adequate means of livelihood shall apply as stipulated in Rule 3- A (iii) of GDS (Conduct and Engagement) Rules, 2020. 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 and will continue till discharge.

IX. 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 Branch Postmaster and other approved categories of GDS is ABPM & Dak Sevak is Rs.1,00,000/. (vide Dte. lr.no. 17-18/2018-GDS dated 14.01.2020)

X. ACCOMODATION FOR LOCATING BRANCH POST OFFICE

The candidate selected for the engagement of BPM shall have to provide centrally located accommodation in the Branch Post Office village within 30 days for use as Post Office premises and the expenditure of the hiring if any needs to be borne by the candidates.

- XI. No person holding an elective office will be considered for engagement to the post.
- XII. The candidate selected as Gramin Dak Sevak shall not engage in any activity with any outside agency which would be detrimental to the business or interest of the Post Office.
- XIII. Past experience or service of any kind will not be considered for selection.
- XIV. A Gramin Dak Sevak shall be outside the Civil Service of the Union and governed by GDS (Conduct and Engagement) Rules 2020 as amended from time to time.
- XV. **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, 2020.

- XVI. **Adequate representation of SC/ST/OBC, Persons with Disability & 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-GDS 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. The permissible disability for persons with Disability will be as given below in GDS posts:-

(i)

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.

- XVII. **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.

XVIII. 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.

Transgender: "Transgender person" means a person whose gender does not match with the gender assigned to that person at birth and includes trans-man or trans-woman (whether or not such person has undergone Sex Reassignment Surgery or hormone therapy or laser therapy or such other therapy). Person with intersex variations, genderqueer and person having such socia-cultural identiies as kinner,hijra,aravani and jogta.

(i) Exemption of fee for applying on GDS Posts

Applicant belonging to the category UR/OBC/EWS Male/trans-man 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/trans-woman 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 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, post5 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.

XIX. 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.