

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

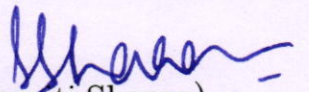
Subject: Revised draft notification for the Posts of Gramin Dak Sevaks cycle-II/2019-2020 and subsequent cycle.

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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