

No:-17-67/2023-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg
New Delhi-110 001
Dated:01.08.2023

To

All Chief Postmasters General

Sub: GDS Online Engagement Schedule-II, (July), 2023 – Descriptive notification and engagement schedule.

Sir/Madam,

I am directed to forward herewith the descriptive notification of the GDS Online engagement Schedule-II, July, 2023 for information of all concerned.

Yours faithfully,

Signed by Ravi Pahwa

Date: 01-08-2023 14:20:21

Reason: Approved
(Ravi Pahwa)

Assistant Director General (GDS/PCC)

Tel. No. 011-23096629

Email:-adggds426@gmail.com

Copy to:

1. General Manager, CEPT, Bengaluru - for kind information and necessary action with request that a copy of the notification may also be got uploaded on the website of the Department.
2. CEPT, Hyderabad Unit - for information and necessary action.

**Government of India
Ministry of Communications
Department of Posts**

**Dak Bhawan, Sansad Marg
New Delhi-110001**

NOTIFICATION NO: No.17-67/2023-GDS

Dated: 31.07.2023

'Gramin Dak Sevak (GDS) Online Engagement: Schedule-II, July, 2023

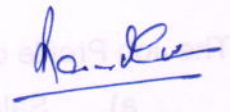
Online applications are invited from the eligible applicants for engagement as Gramin Dak Sevaks (GDS) [Branch Postmaster (BPM)/Assistant Branch Postmaster (ABPM)/Dak Sevaks]. Applications are to be submitted online at <https://indiapostgds online.gov.in/>. Details of the vacant posts are given in **Annexure-I**.

2. ENGAGEMENT SCHEDULE IS AS UNDER:

SI No.	Activities	Schedule
(i)	Registration and submission of online applications by candidates	03.08.2023 to 23.08.2023
(ii)	Edit/Correction Window for Applicants:	24.08.2023 to 26.08.2023

3. EMOLUMENTS: Emoluments in the form of Time Related Continuity Allowance (TRCA) plus Dearness Allowance thereon are paid to the GDS. The applicable TRCA to different categories are as under: -

SI.	Category	TRCA Slab
i.	BPM	Rs.12,000-29,380
ii.	ABPM/Dak Sevak	Rs.10,000-24,470



4. BRIEF JOB PROFILE AND RESIDENCE /ACCOMMODATION:

(i) BRANCH POSTMASTER (BPM)

The Job Profile of Branch Post Master include:

- a) Day to day postal operations of Branch Post Office (B.O) and India Post Payments Bank (IPPB) in the manner as prescribed by the Department from time to time.
- b) Marketing and promotions of products and services being provided by the Department and operating various services in the Customer Services' Centres (CSC) of the Department etc.
- c) In the single-handed BOs, BPMs have the overall responsibility of smooth and timely functioning of the Office, including mail conveyance and mail delivery.
- d) In the BOs other than single-handed, the BPMs may be assisted by ABPM(s). However, BPM will be required to do combined duties of ABPM(s) as and when ordered or in the case of non-availability of ABPM (s). Any other work may also be assigned by superiors like Mail Overseer (M.O)/Inspector Post (IPO) / Assistant Superintendent of Post (ASPO)/ Superintendent of Post offices (SPOs) /Senior Superintendent of Post Office (SSPOs) etc.
- e) **Residence/Accommodation:** The applicant selected as GDS BPM will have to provide accommodation for Branch Post Office after selection but before engagement. A declaration to this effect with details of accommodation is to be submitted before engagement. The applicant so selected will be required to reside in Post village (the village in which the BO is functioning) only. The accommodation should meet the standards as prescribed by this Directorate letter No. 17-02/2018-GDS dated 08.03.2019 as amended from time to time.

(ii) ASSISTANT BRANCH POSTMASTER (ABPM)

The Job Profile of Assistant Branch Post Master include:

- a) Sale of stamps/stationery, conveyance and delivery of mail at doorstep, exchange the mail with account office etc. deposits/payments/other transactions of IPPB.



- b) To assist BPM in postal operations in a manner as prescribed by the Department from time to time.
- c) Marketing and promotions of products and services being provided by Department and operating various services in the Customer Services' Centres (CSC) of the Department etc.
- d) ABPM may also be required to do combined duties of the BPM as and when ordered or in case of non-availability of BPM in addition to his/her regular duties.
- e) Any other work assigned by superiors like MO/IPO/ASPO/SPOs/SSPOs etc.
- f) **Residence: ABPMs are required to reside within the delivery jurisdictions of the Post Office (HO/SO/BO) concerned.**

(iii) Dak Sevak

Dak Sevaks will be engaged in Departmental offices like Sub Post offices, Head Post offices etc. The Job Profile of Dak Sevak include:-

- a) Sale of stamps/stationery, conveyance and delivery of mail at doorstep, deposits/payments/other transactions of IPPB and any other duties assigned by Postmaster/Sub Postmaster.
- b) Dak Sevaks may have to work in sorting offices of Railway Mail Service (RMS).
- c) Dak Sevaks in the Mail offices will handle receipt- dispatch of mail bags, transhipment of bags etc.
- d) Dak Sevaks will also 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.

