

भारत सरकार/Govt. of India
संचार मंत्रालय/Ministry of Communications
भारतीय डाक विभाग /Department of Posts
कार्यालय मुख्य पोस्टमास्टर जनरल हि० प्र० परिमंडल, शिमला -171009
O/o Chief Postmaster General, H.P. Circle, Shimla-171009

No. : R&E/77-8/2024
Dated at Shimla, the // .06.2024

NOTIFICATION

Subject: Competitive Examination (CE) for recruitment to the cadre of Postal Assistant and Sorting Assistant from Gramin Dak Sevaks (GDSs) for unfilled Limited Departmental Competitive Examination (LDCE) vacancies for Postal Assistant and Sorting Assistant for the year 2024 (01.01.2024 to 31.12.2024).

Applications are invited in the format enclosed (Annexure -I) from the willing and eligible candidates who fulfill the eligibility criteria as given in subsequent paras, for appearing in the Competitive Examination (CE) for recruitment to the cadre of Postal Assistant and Sorting Assistant (Railway Mail Service) from Gramin Dak Sevaks (GDSs) for unfilled Limited Departmental Competitive Examination (LDCE) vacancies for Postal Assistant and Sorting Assistant for the vacancy year 2024 (01-01-2024 to 31-12-2024). The schedule of activities for the examination are as under:-

Sr. No.	Activity	Schedule
1.	Date of Notification	12.06.2024 (Wednesday)
2.	Last date for receipt of Application form at Divisional Office/ Controlling Unit from eligible candidates.	03.07.2024 (Wednesday)
3.	Receipt of duly filled in application forms at the Circle Office (Nodal Officer) to be sent by Divisional Office/ Controlling Unit duly verified	After issuing admit cards for Paper III i.e. DEST (Data Entry and Skill Test) by Divisional Office/ Controlling Unit, applications may be sent immediately to Circle Office (R&E Section)
4.	Issue of Admit Card by Divisional Office/ Unit to eligible candidates for Paper I & II	15.07.2024 (Monday)
5.	Date of Examination	21st July, 2024 (Sunday)*
6.	Venue of Exam	Exact location and venue will be intimated in due course through Admit Cards.

*Exam will commence exactly at 10:00 AM in the H.P. circle.

2. Vacancies: The vacancies will be filled up through GDS only if, there are unfilled vacancies of promotion quota of eligible official through Limited Departmental Competitive Examination (LDCE) to the post of PA/SA.

3. Eligibility Criteria: As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022 notified in GSR 459 (E) dated 17.06.2022, as amended vide Department of Posts (Postal Assistant & Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21 (E) dated 13.01.2023, following conditions are to be fulfilled.:-

- (i). **Educational Qualification :** (a) 10+2 standard pass from a recognised Board, and
(b) Knowledge of working on Computer.
- (ii) **Age:** Should be within forty (40) years of age (relaxable for different categories as notified by the Government of India from time to time).
- (iii) **Service eligibility:**
 - (a) Gramin Dak Sevaks those who have joined on or before 17.06.2022 - Five (05) years of regular engagement.
 - (b) Gramin Dak Sevaks those who have joined after 17.06.2022 - Eight (08) years of regular engagement.

Note : The crucial date of eligibility for reckoning the eligibility conditions as above shall be **01.01.2024.**

4. Pattern & Syllabus of Examination: The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019 under Annexure -C which shall be read with letter No. 17-08/2018-SPB-I (pt.) dated 10.06.2019 and 17-08/2018-SPB-I dated 20.06.2019, 26-06-2019, 28-06-2019, 11-07-2019, 23-07-2019, letter no. 17-08/2018-SPN-I dated 09.09.2021, letter No. 17-08/2018-SPN-I (pt.) dated 21.11.2022, letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 29.05.2024 enclosed as **Annexure-II.**

Note: (I). The component of local language test (Paper -II) has been removed vide letter No. 17-08/2018-SPN-I dated 29.05.2024.

Note: (II). The Data Entry & Skill test (DEST) will be conducted subsequently as per the Instructions on the subject mentioned in Directorate's letter No. 17-08/2018-SPN-I dated 19.12.2022.

5. Preference/Option : Applicants are required to indicate the order of preference for cadre and then give order of preference for Division/Unit as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023. The proforma for order of preference for cadres and Divisions/ Units (in a proforma i.e. **Annexure-III**). Allotment of Division/ Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

6. Centres of Examination: The examination will be conducted at Circle Headquarters only. The candidates will have to appear from the respective Centres of their Circle only.

7. The Guidelines issued vide letter No.29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disable persons and the guidelines for PwBDs circulated vide SC-12/92022-SCT-DOP dated 09.01.2024 shall be followed in letter and spirit.

8. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022 and letter dated 21.09.2023 to be followed in the conduct of the examination at every stage.

9. The Competent Authority reserves the rights to cancel this notification or change or modify in the schedule, pattern & syllabus of the examination partially and completely at any point of time.

10. The candidates who are willing to apply for the examination should ensure that they fulfil/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.

11. The candidate should attach following documents along with application form duly filled in his/her own handwriting:

(i). Latest Self-Attested photocopy of Community/ Category Certificate (SC/ST/OBC/EWS) issued by the competent authority, if applicable.

(ii). 05 (Five) identical passport size self-attested photographs (one photograph pasted at appropriate prescribed space on application form and Four photographs separately for office use).

(iii). Self-attested photocopy of matriculation mark sheet and 10+2 certificate issued by recognized board of school education.

12. The Divisional/Unit Heads should ensure proper verification of Date of birth, service particulars, Educational Qualification, community w.r.t. service record of each candidate. Duly consolidated data in the enclosed **Annexure-IV** to be prepared in Excel Format be sent to the Circle Office immediately on last date of receipt of application from candidates i.e. 03.07.2024 through email. Also, soft copy of same may be emailed to this office at email Id:- staff.hp@indiapost.gov.in/ssstaffhp@gmail.com. The applications of candidates may be sent immediately to this office after issuing admit cards for Paper III i.e. DEST (Data Entry and Skill Test).

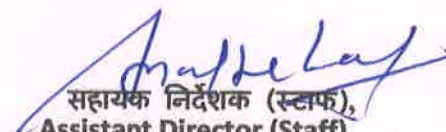
13. Application received directly or received after prescribed closing date as mentioned above or without required documents or not signed by the candidate and most importantly not in prescribed application form along with the proforma for submitting preference will not be entertained under any circumstances whatsoever & will be summarily rejected.

14. This notification may be given wide publicity amongst all eligible candidates working in Divisions/ Units.

15. This notification is also available on the Departmental Website i.e. www.indiapost.gov.in.


16. This issues with the approval of the Competent Authority.

Enclosures: Annexure – I, II, III & IV.


सहायक निर्देशक (स्टाफ),
Assistant Director (Staff),
हि 0 प्र० परिमंडल, शिमला-9.
H.P. Circle, Shimla – 9.

Copy to: -

1. **The Director (DE), Department of Posts, Postal Directorate, New Delhi-110001** w.r.t. letters No. A-34012/02/2024-DE dated 07.06.2024 for the information and n/a.
2. **The GM CEPT, Mysuru** for uploading the notification to the official website of Department of Posts i.e. www.indiapost.gov.in.
- 3-12. **All Divisional/ Unit Heads in HP Circle** for information and giving wide publicity amongst Gramin Dak Sewaks working in division/unit. Ensure timely action as per the instructions contained in this Notification for smooth conduct of this examination process. All Divisional/Unit heads may acknowledge the receipt of this Notification & also send the required number of copies to the concerned Unions for their info & necessary action.
13. **Officer In-Charge, P&T Admin. Cell, APS Training Centre C/o 56 APO 900746** for similar action as in above point.
14. **SS (O&M), Circle Office, Shimla-9** for displaying this notification on the Notice Board.
15. **Office copy for record.**


सहायक निदेशक (स्टाफ),
Assistant Director (Staff),
हि 0 प्र० परिमंडल, शिमला-9.
H.P. Circle, Shimla – 9.

ANNEXURE – I

Affix recent
passport sized
photograph here
duly attested by
Divisional/ Unit
Head.

APPLICATION FORM FOR COPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTAL ASSISTANTS AND SORTING ASSISTANTS FROM GRAMIN DAK SEVAKS (GDS) FOR THE UNFILLED LDCE VACANCY OF POSTAL ASSISTANT AND SORTING ASSISTANT OF THE YEAR 2024 (01.01.2024 TO 31.12.2024)

Note: All Particulars shall be filled up in BLOCK letter. The applicant should attach 04 (four) additional identical photographs for office use.

Sr. No.	Particulars	Detail(s)
1.	NAME OF CANDIDATE (IN CAPITALS)	
2.	GENDER (MALE/ FEMALE/ TRANSGENDER)	
3.	CATEGORY (BPM/ABPM/DAK SEVAK)	
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/ marks sheet)	
5.	COMMUNITY (UR/SC/ST/OBC/EWS)	
6.	WHETHER BELONGS TO PERSON WITH BENCHMARK DISABILITY, IF SO, DETAILS THEREOF ALONG WITH SUPPORTING DOCUMENTS	
7.	EDUCATIONAL QUALIFICATION (Attach self -attested copies of Marks sheet)	
8.	OFFICE WHERE PRESENTLY ATTACHED	
9.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
10.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2024 (YY/MM/DD)	-----/-----/-----
11.	AGE AS ON 01.01.2024 (YY/MM/DD)	-----/-----/-----
12.	WHETHER WORKING IN APS (YES/NO)	
13.	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	

DECLARATION: -

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/Incorrect Information found at any stage, my candidature/appointment will be summarily rejected/ terminated and appropriate action would be taken against me.

DATE:	
PLACE:	

Signature of Candidate

I certify that I have verified particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED/ NOT RECOMMENDED. In case, NOT RECOMMENDED reasons thereof.

DATE:	
PLACE:	

Signature of Divisional/Unit Head with designation stamp.