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Government of India
Ministry of Communications
Department of Posts



Office of the Chief Postmaster General, J&K Circle, Jammu 180012

Notification No. ADPS/CON/2-70/2024

Dated at Jammu, the, 12 June 2024

Subject: Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancy of PA/SA for the vacancy 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 from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancies of 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:

Sl.	Activity	Proposed Date (Schedule)
1.	Date of notification	12.06.2024 (Wednesday)
2.	Last date for receipt of Application form & preference form at Divisional Office/Controlling Unit from eligible candidates	03.07.2024 (Wednesday)
3.	Receipt of duly filled Application forms, preference forms alongwith checklist of candidates at Circle office (Nodal officer) to be sent by Divisional Office/Controlling unit duly verified.	11.07.2024 (Thursday)
4.	Issue of Admit Card by DO/concerned unit to eligible candidates	15.07.2024 (Monday)
5.	Date of Examination (Date & Time)	21.07.2024 (Sunday)*

*Exam will commence exactly at 10:00 AM at all the Examination Centers.

2. **Vacancies:** The vacancies will be filled up through GDS, only if, there are unfilled vacancies of promotion quota of eligible officials 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 vide 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, the following conditions are to be fulfilled: -

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- (i) **Educational Qualification:** (a) 10+2 standard pass from a recognized 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:**
- Gramin Dak Sevaks those who have joined on or before 17.06.2022 – Five (05) years of regular engagement.
 - Gramin Dak Sevaks those who have joined after 17.06.2022 – Eight (08) Years of regular engagement.

Note 1: - 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 No. 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.

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 mention in the 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 Units/Divisions (in the enclosed proforma as Annexure-II) as per instructions issued vide DoP letter no. W-04/8/2022-SPN-I dated 26.10.2023. Allotment of cadre/Division/unit will be made as per merit-cum-preference basis subject to availability of vacancy.

6. **Centers of Examinations:** - The examination will be conducted at Srinagar, Jammu and Leh only. The candidates will have to appear from respective centers.

7. The Guidelines issued vide letter No. 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by the Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled persons

and the guidelines for PwBDs circulated vide SC-12/9/2022-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 examination at every stage.

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


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

11. This notification may be given wide publicity amongst all GDSs working in Divisions/Units. It is responsibility of concerned unit to ensure that this notification may be given wide publicity amongst all the eligible candidates of his division/unit.

12. The issues with the approval of Competent Authority.

Enclosure: As above.

1. Annexure-I (Application Form)
2. Annexure-II (Proforma for submitting preferences)
3. Annexure-III (Checklist)


(Shah Nawaz Khan) 12/6/24
Asstt. Postmaster General (Rectt.)
Office of Chief Postmaster General,
J&K Circle, Jammu-180012

Copy to:-

1. SSPOs Jammu.
2. SSPOs Srinagar.
- 3-4. ADPS (Staff) Circle Office Jammu/ ADPS Circle office Srinagar.
- 5-8. SPOs Baramulla/Udhampur/Rajouri/Ladakh.
- 9-10. Sr. Postmaster Jammu H.O./Srinagar GPO.
11. Supdt. PSD.
12. Supdt. RMS JK Division, Jammu.
13. Notice Board Circle office Jammu.

APPLICATION FORM FOR COMPETITIVE 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) TO BE HELD ON 21.07.2024.

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

Note: All Particulars shall be filled up in BLOCK letter.

Sl. No.	Particulars	Detail(s)
1	NAME OF THE 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 ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	

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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 the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefor.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

Competitive Examination for recruitment to the cadre of PA/SA from eligible GDS.

Order of preference for the Vacancy year 2024

The candidates shall indicate the order of preference of Unit /division alongwith the application form.

Name of Candidate :
Place of posting/Designation :
D.O.B (DD/MM/YYYY) : Category (UR/SC/ST/PH) :
Date of Engagement as GDS :

Sl. No.	Name of Division	Order of preference (Mention First, Second, Third etc.)
1	Jammu	
2	Srinagar	
3	Baramulla	
4	Udhampur	
5	Rajouri	
6	Ladakh	
7	RMS	
8	Circle office	

DATE	
PLACE	

Signature of Candidate

It is certified that the candidate is eligible for the vacancy 2024 and I have verified the preference form filled up by the candidate and found correct.

Signature of Divisional Head /Unit Head with designation stamp

Checklist of GDS candidates appearing in PA/SA Examination 2024 to be held on 21/07/2024

Name of Division:.....

Sl	Name of the candidate	Designation	DOB	DOA	Category	Qualification	Age as on		Service as on	Whether any disability, Also mentioned category of Disability (HH/OH/VH/ Others)	Whether any Disciplinary /Vigilance case is pending/ contemplated	Roll No	Recommendations
							01.01.2024	01.01.2024					
1													
2													
3													
4													
5													
6													
7													
8													
9													

Note: This information shall be prepared in MS-Excel and soft copy of the same shall also be provided by e-mail when asked. It shall also be ensured that this proforma shall not be changed/modified for any reasons whatsoever.

Signature of Divisional Head/concerned Unit