

भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम – 695 033
Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram – 695 033

NOTIFICATION

No: Rectt/10-3/2024 Dated at Thiruvananthapuram-33, the 12.06.2024

Subject : Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials 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 Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) for the vacancy year 2024 (01.01.2024 to 31.12.2024). The schedule of activities for the examination are as under:

Sl. 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 Regional Office to be sent by Divisional Office/Controlling Unit duly verified.	08.07.2024(Monday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	11.07.2024(Thursday)
5.	Issue of Admit Card by CO/RO/DO to the eligible candidates	15.07.2024(Monday)
6.	Date of Examination (date & time)	21.07.2024 (Sunday)

*Exam will commence exactly at 10:00 AM in all the Circles.

2. **Vacancies:** Details of tentative vacancies for the year 2024 (01.01.2024 to 31.12.2024) are enclosed as **Annexure-II**.

** DoP&T vide OM No.36012/1/2020-Estt.(Res.-II) dated 28.12.2023 has issued a set of instructions regarding reservation in promotion to PwBDs. The Proviso of Section 34 of the RPWD Act, 2016 provides that the reservation in promotion shall be in accordance with such instructions as are issued by the appropriate Government from time to time.

As per the DoPT Office Memorandum No.36012/1/2020-Estt.(Res.-II) dated 17.05.2022, four percent(4%) of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

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 and Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21(E) dated 13.01.2023, the following categories of official(s) of the Circle, excluding officials from Postal Account Office or Wing, are eligible to appear in the examination:

Category (A):

- (i) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix.
- (ii) Officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix.
- (iii) Officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post.

Category (B):

- (i) Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks.

Provided that for officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix, who have rendered regular service as Gramin Dak Sevaks on or before 17.06.2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.

Note 1:- Eligibility of service condition shall be as on 01.01.2024.

Note 2:- The officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category (A) are not available for filling up the notified vacancy.

Note 3:- Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression etc.

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, and letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 29.05.2024 enclosed as **Annexure-III.**

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 Skill Entry 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 is enclosed as **Annexure-A.** Allotment of Cadre/Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

6. **Centres for Examination:** The examination will be conducted at all Circle/Regional Headquarters of the Circle. The candidates will have to appear from the respective centres of their Circle only.

7. The application of the APS candidates should be sent to the concerned Divisions/Units only.

8. 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 shall be followed in letter and spirit.

9. All instructions issued by Directorate vide letter No.X-7/6/2022-SPN-II dated 17.05.2023 as amended vide letter No.X-7/6/2022-SPN-II dated 22.09.2023 and 04.03.2024 regarding Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary/criminal prosecution are pending will be followed scrupulously.

10. 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.

11. 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.

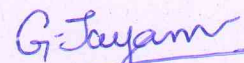
12. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.

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

14. This notification is also available on the Departmental website i.e. www.indiapost.gov.in and www.keralapost.gov.in.

15. This issues with the approval of the Competent Authority

Encl: - Annexure-I, II , III & A



[G.Jayasree]

Asst. Director (Estt.& Rectt.)

Copy to:-

1. The Postmaster General, Central Region/ Northern Region – for information and necessary action.
2. All the SSPOs/ SPOs in Kerala Circle – for information and necessary action.
3. The SSRM 'TV'/ SRM 'EK'/ SRM 'CT' Division – for information and necessary action.
4. The Supdt., PSD Thrissur - for information and necessary action.
5. The Manager, MMS Ernakulam - for information and necessary action
6. The Officer-in-Charge, P&T Admin Cell, Kamptee- 900746 – for information and necessary action.



Asst. Director (Estt.& Rectt.)

Hall Permit No.....

Category..... (A or B – Ref:para 3 of notification)

ANNEXURE-I

Application form for **Limited Departmental Competitive Examination** for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy 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 letters

Sl. No	Particulars	Detail(s)																
1	Name of the candidate																	
2	Gender (Male/ Female/Transgender)																	
3	Designation																	
4	Name of the Division/ Unit																	
5	Date of Birth (attach self-attested matriculation certificate/ marks sheet)																	
6	Category (UR/SC/ST) (SC/ST candidates should attach valid self attested caste certificate)																	
7	Whether belongs to PwBD, if so, details thereof along with supporting documents																	
8	Date of entry in the Department																	
9	Details of post held substantively	<table border="1"> <thead> <tr> <th>Pay level in pay matrix</th> <th>Name of the posts</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Level 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Level 2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Level 1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Pay level in pay matrix	Name of the posts	From	To	Level 3				Level 2				Level 1			
		Pay level in pay matrix	Name of the posts	From	To													
		Level 3																
		Level 2																
Level 1																		
10	Details of regular engagement as GDS, if any	<table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Total eligible service as GDS</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	From	To	Total eligible service as GDS													
From	To	Total eligible service as GDS																
11	Total eligible service as on 01.01.2024	YY / MM / DD																
(a)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (up to 01.01.2024) (YY/MM/DD)	YY / MM / DD																
(b)	Length of engagement rendered as GDS (YY/MM/DD)	YY / MM / DD																
12	Whether eligible as Category (A) or Category (B) candidate as per the eligibility criteria at Para-3 of notification																	
13	Whether working in APS (Yes/ No)																	
14	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 the particulars of candidate from service record and found correct. The candidature of the applicant is **RECOMMENDED** under **Category** [Category (A) or Category (B)] (Ref: as per eligibility criteria at Para-3 of notification)/ **NOT RECOMMENDED**. In case **NOT RECOMMENDED** reasons therefore.

Date	
Place	

Signature of Divisional/ Unit Head with designation stamp

TENTATIVE VACANCY POSITION FOR THE LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE CADRE OF POSTAL ASSISTANT (CIRCLE OFFICE AND REGIONAL OFFICES), POSTAL ASSISTANT (POST OFFICE) AND SORTING ASSISTANT (RAILWAY MAIL SERVICE) FOR THE VACANCY YEAR 2024

(A) Cadre-wise Vacancy:

Sl.	Cadre	Communal Breakup				Horizontal Reservation-PwBD			
		UR	SC	ST	Total	(a)	(b)	(c)	(d)&(e)
1	PA (CO-RO)	4	1	0	5	-	-	-	-
2	PA (PO)	88	51	36	175	2	2	1	3
3	SA	31	6	4	41	-	1	1	1
Total		123	58	40	221	2	3	2	4

*Inclusive of the two unfilled vacancies reserved for PwBD [PA(PO)-1 under Cat. (d)&(e), SA-1 under Cat. (b)] in LDCE-2023, which are carried forward to the vacancy year 2024 as 'Backlog Reserved Vacancy'.

(B) Division/Unit-wise Vacancy:

(i) PA(CO-RO)

Unit	Total No. of Vacancies
PA(CO-RO)	5

(ii) Postal Division/ Unit:

Name of Division/ Unit	Total No. of vacancies
Trivandrum North	0
Trivandrum South	0
Kollam	0
Pathanamthitta	23
Tiruvalla	27
Alappuzha	0
Mavelikara	3
Kottayam	0
Changanassery	17
Idukki	20
Lakshadweep	2
Ernakulam	0
Aluva	0
Irinjalakuda	0

Thrissur	6
Palakkad	0
Ottapalam	16
Tirur	9
Manjeri	1
Calicut	11
Vadakara	8
Thalassery	13
Kannur	0
Kasaragod	19
Total	175

(iii) Railway Mail Service Division/ Unit:

Name of Division/ Unit	Total No. of vacancies
RMS 'TV'	0
RMS 'EK'	25
RMS 'CT'	14
MMS Ernakulam	2
Total	41

The above vacancies are subject to change as per para B(VI)h.ii. of the Postal Directorate, New Delhi letter No. X-12/6/2021-SPN-II dated 03.02.2023.

Preference of Division for recruitment to the cadre of PA/ SA for the year 2024

Name of the candidate	Designation and office	Date of Birth	Category (UR/SC/ST)

Following instructions may please be noted while submitting the order of preference:

- 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.
- After giving order of preference for cadre, candidate shall give order of preference of Division / Unit for which they intend to be considered. A candidate shall not be considered for a Division / Unit for which preference has not been submitted by him/her.
- Candidate will be considered for the 1st preferred cadre for all opted Divisions / Units followed by 2nd preferred cadre for all opted Divisions / Units and so on.
- The candidate will be considered against a cadre if the cadre has been opted by him/her subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Postal Assistant (Post Office), only if option is given for Postal Assistant (Post Office) cadre, otherwise his candidature will not be considered while preparing merit list for Postal Assistant (Post Office).

ORDER OF PREFERENCE OF CADRE

Cadre	Order of preference (1/2/3)
Postal Assistant (Circle Office and Regional Offices)	
Postal Assistant(Post Office)	
Sorting Assistant (Railway Mail Service / MMS)	

ORDER OF PREFERENCE FOR DIVISION/UNIT:

Name of Cadre	Division/ Unit	Order of Preference (YES/NO)
Postal Assistant (CO & RO)	CIRCLE OFFICE/ RO KOCHI/ RO KOZHIKODE	

Name of Cadre	Division/ Unit	Order of Preference (1,2,3,.....24)
Postal Assistant (Post Offices)	KOLLAM	
	PATHANAMTHITTA	
	TIRUVALLA	
	TRIVANDRUM NORTH	
	TRIVANDRUM SOUTH	
	ALAPPUZHA	
	ALUVA	
	CHANGANASSERY	
	ERNAKULAM	
	IDUKKI	
	IRINJALAKUDA	
	KOTTAYAM	
	LAKSHADWEEP	
	MAVELIKKARA	
	THRISSUR	
	CALICUT	
	KANNUR	
	KASARAGOD	
	OTTAPALAM	
	PALAKKAD	
MANJERI		
THALASSERY		
TIRUR		
VADAKARA		

Name of Cadre	Division/ Unit	Order of Preference (1,2,3,4)
Sorting Assistant	RMS 'TV'	
	RMS 'EK'	
	RMS 'CT'	
	MMS ERNAKULAM	

DECLARATION:

I hereby declare that I may be considered for appointment only for the cadre/division/unit that I have opted for in Annexure-A.

Date	
Place	

Signature of Candidate