

F. no.-Rectt/R-2/LGO Exam/2024
Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General
Delhi Circle, Meghdoot Bhawan, New Delhi-110001

Sub: Limited Departmental Competitive Examination (LDCE) for Promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Offices) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2024 i.e 01-01-2024 to 31-12-2024 scheduled to be held on 21.07.2024 (Sunday).

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 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 schedules of activities for the examination are as under:

S. No.	Activity	Date of effect
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	Last date of submission of the number of candidates to the Circle Office along with details in Annexure-III	11.07.2024 (Thursday)
4	Issue of Roll No./ Admit card by Unit/ Divisional Head to the eligible candidates	15.07.2024 (Monday)
5	Date of Examination	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 attached as **Annexure-IV**.

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), excluding officials from Postal Account office or wing, are eligible to appear in the examination:

Cont-

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 as above 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 and 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-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-1 dated 26.10.2023. Allotment of Cadre/Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy. The proforma for order of preference is attached as **Annexure-I(a)**.

6. **Centre of Examination:-** The examination will be conducted at Circle Headquarter only. The candidates will have to appear from the respective centres of their Circle only and under no circumstances, they be permitted to appear from other Circle Centres.
7. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle Office.
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. Specimen of Application Form is annexed as **Annexure-I (Two pages)**. All Head of the units are requested to obtain the application (as per Annexure-I (02 pages)) from the willing candidates as per their eligibility and as per provisions mentioned in RRs and instructions on the subject issued by the Department from time to time. **Details of the candidates duly recommended/provisionally recommended/not recommended should be sent in MS Excel format & hard copy as per proforma given as Annexure-III by 11.07.2024 positively without delay.**
14. No application form should be forwarded to this office. Copy of Annexure-I(a) i.e Order of preference given by the applicant of all the candidates likely to appear in the said examination should be sent to this office. **Hall permits shall be issued by the unit concerned.**
15. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units. Units are requested for circulating this notification immediately and to start the activity as per the notified schedule.
16. The Head of the unit has to verify the details thoroughly in the application form of the candidate with reference to the Name, category, date of entry in feeder cadre, eligibility criteria with reference to regular service in feeder cadre etc. It is once again made clear that, it will be responsibility of the unit for ensuring that, the applications are properly checked, to see that the candidates have filled the entries correctly relating to their date of birth, community, feeder cadre etc.

17. This notification is also available on the Departmental website i.e www.indiapost.gov.in.
18. This issues with the approval of the Competent Authority.

Encls: Annx-I, I(a), II, III & IV.


Assistant Director (Rectt)
O/o CPMG, Delhi Circle

Copy to for n/a:

1. PMG, Foreign Post Office, Delhi
2. SSPOs, New Delhi Central Division.
3. SSPOs, New Delhi West Division.
4. SSPOs, New Delhi South Division.
5. SSPOs, New Delhi South West Division.
6. SSPOs, Delhi North Division.
7. SSPOs, Delhi East Division.
8. Dy. Director, NDHO
9. CPM, Delhi GPO
10. SSRM, Airmail Stg. Division
11. SSRM, Delhi Stg. Division
12. SSRM, New Delhi Stg. Division
13. Sr. Manager, MMS, Delhi
14. AD (Staff), Delhi Circle Office
15. PSD, Delhi

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 (01.01.2024-31.12.2024) – 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 (IN CAPITALS)				
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)				
7	Whether belongs to Person with Benchmark Disability, if so, details thereof along with supporting documents.				
8	Date of entry in the Department				
9	Details of Posts held substantively	Pay Level in Pay Matrix	Name of the Posts	From	To
		Level-3			
		Level-2			
		Level-1			
10	Details of regular engagement as Gramin Dak Sevaks, if any	From	To	Total eligible service as Gramin Dak Sevaks	
11	Total eligible service as on 01.01.2024				
(a)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2024) (YY/MM/DD)				
(b)	Length of engagement rendered as GDS (YY/MM/DD)				
12	Whether eligible as Category (A) or Category (B) candidate as per 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.				

R/V

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 as category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification) / NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefor.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

RV

Preference/Option Form for selection of candidates for the post of Postal Assistant/Sorting Assistant on basis of LDCE/Competitive Examination limited to GDSs

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-1 dated 26.10.2023.

Order of **Cadre preference** to be given by the applicant

Cadre associated with Division/Unit	Order of Preference (1/2/3)
Postal Assistant (Circle Office)	
Postal Assistant (Post Office)	
Sorting Assistant (RMS)	

Order of **Division preference** to be given by the applicant

Cadre	Name of Units/Divisions	Order of Preference (1/2/3.....)
PA (CO)	Delhi Circle Office	
PA (PO)	New Delhi Central Division (including Foreign Post)	
	New Delhi South Division	
	New Delhi South West Division	
	New Delhi West Division	
	Delhi North Division	
	Delhi East Division	
	New Delhi GPO	
	Delhi GPO	
SA (RMS)	Airmail Sorting Division	
	New Delhi Sorting Division	
	Delhi Sorting Division	
	MMS Delhi	

Note-

- A candidate shall be considered against a cadre if a cadre has been opted by him/her.
- 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.

Name & Signature of Candidate

Signature of Divisional/Units Head with designation/stamp


Details of tentative vacancies for LDCE to the promotion of PA/SA for the year 2024

(A) Circle Wise Vacancy

S. No.	Name of Cadre	Vertical Vacancies				Horizontal Vacancies			
		OC	SC	ST	Total	VH	HH	OH	Others
1	Postal Assistant (Circle Office)	1	1	0	2	0	0	0	0
2	Postal Assistant (Post Office)	16	5	4	25	0	0	0	1
3	Sorting Assistant (RMS)	16	3	4	23	0	0	1	0
Total		33	9	8	50	0	0	1	1

(B) Division Wise Vacancies

S. No.	Name of Division/Unit	40% by Limited Departmental Competitive Examination (LGO Exam)				Horizontal Vacancies			
		OC	SC	ST	Total	VH	HH	OH	Others
1	Circle Office	1	1	0	2	0	0	0	0
Postal Divisions									
2	North Dn.	3	1	1	5	0	0	0	0
3	Central Dn.+ foreign Post	5	2	1	8	0	0	0	0
4	South Dn.	2	1	1	4	0	0	0	0
5	South West Dn.	6	1	1	8	0	0	0	1
	TOTAL	16	5	4	25	0	0	0	1
RMS (Railway mail Service)									
6	Airmail Stg Dn.	14	2	3	19	0	0	1	0
7	Delhi Stg Dn.	2	1	1	4	0	0	0	0
	TOTAL	16	3	4	23	0	0	1	0
	Grand Total				50	0	0	1	1


 सहायक निदेशक (पती)
 Assistant Director (Post.)
 कार्यालय मुख्य पोस्टमास्टर जनरल
 O/o Chief Postmaster General
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