

2/c

**Department of Posts, India**  
**Office of the Chief Postmaster General Uttarakhand Circle, Dehradun-248 001**

To,

1. The SSPOs Dehradun /Nainital
2. The SPOs Almora/Chamoli/Pauri/Pithoragarh/Tehri
3. The SRM "DN" Division Dehradun
4. The Supdt. PSD Saharanpur
5. C/o 56 APO, P&T Admin. Cell, APS Centre

No. Rectt./2-3/2023

Dated at Dehradun 12.06.2024

**Sub: Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for unfilled Limited Departmental Competitive Examination vacancy of Postal Assistant and Sorting Assistant of the year 2024 (01.01.2024 to 31.12.2024).**

\*\*\*\*\*

The Competitive Examination will be held on **21st July 2024 (Sunday)** for recruitment to the post of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancy of Postal Assistant and Sorting Assistant of the year 2024 (01.01.2024 to 31.12.2024). Accordingly, applications are invited from the willing and eligible GDSs in the format enclosed (**Annexure-I**). The schedule of activities of the examination is furnished hereunder:

S.no.	Activity	Schedule)
1	Date of notification	12.06.2024 (Wednesday)
2	Last date of 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.	11.07.2024 (Thursday)
4	Issue of Admit Card by Circle Office / Divisional Office 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 in the Circle .

2. **Vacancies:** The vacancies will be filled up through GDS, only if, there are unfilled vacancies of promotion quota of eligible officials through LDCE to the post of Postal Assistant and Sorting Assistant.

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, following conditions are to be fulfilled:

- (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:** (a) Gramin Dak Sevak those who have joined on or before 17.06.2022- Five (05) years of regular engagement.  
(b) Gramin Dak Sevak 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 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 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

(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 Divisions/ Units as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023 (in enclosed proforma as **Annexure-III**). Allotment of cadre/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 the Circle Headquarter i.e, Dehradun only. The candidates will have to appear at **Dehradun center** only.
7. The Guidelines issued vide letter F. No. 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by Department of Empowerment of Persons with Disabilities (Divyangjan) and circulated vide letter No. 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 09.01.2024 will 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 every stage.
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.
12. This notification is also available on the Departmental website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in)
13. This issues with the approval of Competent Authority.

Enclosures : As above.



(H.S. Negi)

Assistant Postmaster General (Staff & Vig.)  
O/o Chief Postmaster General,  
Uttarakhand Circle, Dehradun

Copy to:-

- The Director (DE), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi-110001 for information in reference to Directorate's communication no.A-34012/01/2023-DE dated 18<sup>th</sup> January, 2023.
- The General Manager, CEPT Mysore, Karnataka-57010, in order to upload the above notification on indiapost website (i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in)).

Annexure I for  
GDS only

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 THERE OF 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 A SON 01.01.2024 (YY/MM/DD)	___/___/___
11.	AGE AS ON 01.01.2024 (YY/MM/DD)	___/___/___
12.	WHETHER ANY PENALTY IS INCURRED 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 / NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefor.

DATE	
PLACE	

Signature of Divisional/Unit Head With designation stamp
---

## Annexure -II

### Pattern and Syllabus of Competitive Examination limited to Postman/Mail Guard/MTS/GDS for Appointment as Postal Assistant and Sorting Assistant.

\*\*\*\*\*

#### I. Pattern of Examination:

Sl. No.	Description	Paper-I	Paper-II
1	Competitive or Qualifying	Competitive	Qualifying
2	Types of Question	Multiple Choice Questions	On Computer
3	Number of Questions	As per Syllabus	
4	Maximum Marks	100 in 2 parts	25
5	Duration	120 Minutes	15 Minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language )	
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper
8	Minimum Qualifying Mark <i>(Subject to reservation policy of Government.)</i>	(a) For SC/ST-33% in each Paper (b) For OBC-37% in each Paper (c) For Others-40% in each Paper	a) For Gen/OBC/EWS-75% b) For SC/ST/PWD-60%

#### II. Criteria for Selection:-

a) Examination for Paper-I will be conducted in continuity. Thereafter, Paper II, i.e. Data Entry Skill Test (DEST), will be conducted separately on the same day.

b) Only such candidates who qualify in Paper-I and Paper-II shall be considered for final selection and their merit shall be drawn in order of marks secured in paper I. Since Paper II is only qualifying marks secured in Paper-II shall not be added to marks secured in Paper-I to decide merit.

c) After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.

d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion/declining offer of appointment and no wait list of or approved panel shall be maintained.

III. Syllabus for Postal Assistant/Sorting Assistant Limited Departmental Competitive Examination:

<b>Paper-I (120 Minutes)</b>		
<b>Part-A</b> Maximum Marks-50 (50 questions of 1 mark each)	<b>Post Office Guide Part I</b> (except Telegraphic Money Order)	10 questions
	<b>Post Office Guide Part I</b> (except British and Irish Postal Order)	10 questions
	<b>Basic terminologies</b> related to IT Modernisation project of Department of Post	10 questions
	<b>Products and Services:</b> Mails, Banking & Remittances, Insurance, Stamps and Business(Reference: India Post Website)	10 questions
	a) <b>Postal Manual Volume VI-Part I</b> b) <b>Postal Manual Volume VI-Part III</b> (chapter I and II) c) <b>Updated SB Orders issued by Directorate</b> till 31 <sup>st</sup> December of the preceding year in which exam is being conducted	5 questions
	a) <b>Postal Manual Volume VII</b> b) <b>Foreign Post Manual</b>	5 questions
<b>Part-B</b> Maximum Marks-50 (50 questions of 1 mark each)	<b>General Awareness/Knowledge</b> Topics to be covered (2 questions from each topic): a) Indian Geography	10 questions

	b) Civics c) General Knowledge d) Indian culture & freedom struggle e) Ethics and morale Study	
	<b>Basic Arithmetic</b> Topics to be covered (2 to 3 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) Percentage c) Profit and Loss d) Simple Interest e) Average f) Time and work g) Time and Distance h) Unitary method	20 questions
	<b>Reasoning and Analytical Ability (Non Verbal/Pictorial)</b>	20 questions

<b>PAPER-II (15 Minutes)</b>		
<b>Maximum Marks-25(Data Entry Skill Test(DEST))</b>	Skill Test of data entry for 15 minutes on computer on the same day. (Data Entry of 1200 key depressions +_5%)	25 Marks

**Annexure-III**

**Order of preference to be filled up by Postman/Mail Guard/Despatch Rider/MTS/GDS for promotion to the cadre of PA/SA for the vacancy year 2023**

Name of Division	Order of Preference (For e.g. if Nainital is your first preference then write 1 in front of Nainital)
Almora	
Chamoli	
Dehradun	
Nainital	
Pauri	
Pithoragarh	
Tehri	
RMS 'DN' Div. Dehradun	
Circle Office	

Date:-

Place:-

Name: \_\_\_\_\_

Signature of Candidate: \_\_\_\_\_

I certify that the candidate is eligible for the vacancy year 2024 and I have verified the list of Unit/Divisions preferred by the candidates in the order of preference (except parent Unit/Division) where vacancies are notified and found correct.

Date:-

Place:-

Signature of Unit Head & seal: \_\_\_\_\_

**Signature of Divisional Head & seal**