

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./2-3/2024

Dated at Dehradun 12.06.2024

Sub: 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).

The Limited Departmental Competitive Examination (LDCE) will be held on **21 of July, 2024** (Sunday) 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 as per the prevailing Recruitment Rules for the vacancy year 2023 (01.01.2023 to 31.12.2023). Accordingly, applications are invited from the willing and eligible candidates in the format enclosed (**Annexure-I**). The schedule of activities of the examination is furnished hereunder:-

| Sl. No. | Activity | Proposed Date (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 (Thursday) |
| 5 | Date of Examination (date & time) | 21.07.2024 (Sunday)* |

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



2. **Vacancies:** Number of vacancies (**Tentative subject to change**) available as under:

(A) Cadre wise vacancy:-

| Name of the Cadre | Vertical Vacancies | | | | Horizontal Vacancies | | | | |
|--|--------------------|----|----|-------|----------------------|----|----|--------|------------------|
| | UR | SC | ST | Total | VH | OH | HH | Others | Total for PwBDs* |
| Postal Assistant (CO & RO) | 02 | 0 | 0 | 02 | 0 | 0 | 0 | 0 | 0 |
| Postal Assistant (Post Office) | 27 | 6 | 4 | 37 | 1 | | | | 1 |
| Sorting Assistant (Railway Mail Service) | 06 | 01 | 01 | 08 | 0 | 0 | 0 | 0 | 0 |
| | 35 | 07 | 05 | 47 | 1 | | | | 1 |

(B) Division-wise vacancy:

(i) Postal Division / Unit:-

| Name of Division / Unit | Number vacancies |
|-------------------------|------------------|
| Circle Office | 02 |
| Almora | 14 |
| Chamoli | 05 |
| Dehradun | 08 |
| Nainital | 02 |
| Pauri | 06 |
| Pithoragarh | 00 |
| Tehri | 02 |
| Total | 39 |

(ii) Railway Mail Service Division/Unit:

| Name of Division / Unit | Number vacancies |
|----------------------------|------------------|
| RMS 'DN' Division Dehradun | 08 |

*DoP&T via OM No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022 issued instructions for reservation in promotion to Persons with Benchmark Disabilities (PwBDs). Consequently, SCT Cell vide its letters F.No. SC-12/9/2022-SCT-DoP dated 14.09.2022 and SC-12/9/2022 (I)-SCT-DoP dated 21.12.2022 has clarified that the prospective vacancy year for implementation of the ibid DoP&T OM dated 17.05.2022 would be the year 2023, i.e. from the vacancy year 2023 starting w.e.f. 1st January, 2023.

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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 categories of official(s) of the Circle are eligible to appear in the examination, excluding official from Postal Account Office or Wing:-

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.

(iv) 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: The crucial date of eligibility for reckoning the eligibility conditions as above shall be **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 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

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(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. **Centers 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 application of the APS candidates should **be sent to the concerned Divisions only**.

8. The Guidelines issued vide letter F. No. 29-6/2019-DD-III dated 10.08.2022 by Department of Empowerment of Persons with Disabilities (Divyangjan) and the guidelines for Persons with Benchmarks Disabilities, circulated vide letter No. SC-12-6/2022-SCT-DOP dated 31.03.2022 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 LDCE 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 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 every stage.

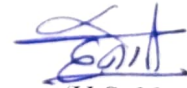
12. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 1 to 7) for appearing in the examination.

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

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

15. 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 18th 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).

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 (INCAPITALS) | | | | |
| 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 Oak Sevaks, if any | From | To | Total eligible service as Gramin Dak Sevaks | |
| | | | | | |
| 11 | Totaleligibleserviceason01.01.2024 | | | | |
| (a) | TotalserviceinpostsinLevel-I,Level-2 andLevel-3 of the Pay Matrix (up to 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. | | | | |

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 |

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 Pape-II shall not be added to marks secured in Paper-Ito 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:

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

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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