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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/2-15/LGO/2024

Dated at Jammu, the, 12 June 2024

Subject: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle office), Postal Assistant (Post office) and Sorting Assistants (RMS) 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 for promotion to the cadre of Postal Assistant (Circle office), Postal Assistant (Post office) and Sorting Assistant (RMS) for the vacancy year 2024 (01.01.2024 to 31.12.2024). The schedule of activities of 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:** Vacancies will be notified shortly.

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 Persons with Benchmark Disability (PwBDs). The proviso of Section 34 of 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 total number of vacancies in the cadre strength within

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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 & 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 posts 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 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 official 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.

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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 instruction issued vide DoP letter no. W-04/8/2022-SPN-I dated 26.10.2023. Allotment of cadre/Division/unit will 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 application of the APS candidate should be sent to the concerned Divisions only and not to Circle Office directly.

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 is 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.


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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. 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.

14. 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 & IV (Checklist)


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

Copy to:-

1. P&T Admin Cell, c/o APS Centre C/o 56 APO, Pin 900746.
- 2-3. SSPOs Srinagar/Jammu.
- 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.

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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 (01.01.2024-31.12.2024) – 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.				

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
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Preference Form exercised for PA/SA Examination (Departmental Quota)**Order of preference for the Vacancy year 2024**

The candidate shall indicate the order of preference for all Units /divisions alongwith the application form.

Name of Candidate :

Present cadre (Postman/MTS) :

Present Office:

D.O.B (DD/MM/YYYY) :

Category (UR/SC/ST/PH) :

Whether applied under Category (A) or Category (B) :

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 year 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 Postman/MTS candidates appearing in PA/SA LGO Examination 2024 to be held on 21/07/2024

Annexure-III

(For Category (A) of Para 3 of Notification no. ADPS/Con/2-15/LGO/2024 dated .06.2024)

Name of Division/Unit:.....

Sl	Name of the candidate	Designation	DOB	DOA	Category	Qualification	Age as on	Service as on	Whether any disability (Yes/No). Mention 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

Checklist of Postman/MTS candidates appearing in PA/SA LGO Examination 2024 to be held on 21.07.2024

(For Category (B) of Para 3 of Notification no. ADPS/Con/2-15/LGO/2024 dated 06.2024)

Note: The candidates mentioned in category (B) will be considered only if sufficient officials mentioned in category (A) are not available for filling up the vacancies.

Name of Division/Unit:.....

Sl	Name of the candidate	Designation	DOB	DOA	Category (UR/SC/ST)	Qualification	Age as on	Service as on	Service as GDS	Whether any disability (Yes/No) Mention 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