

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/10-6/2024 Dated at Thiruvananthapuram-33, the

12.06.2024

Sub: Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancy for the 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 Competitive Examination (CE) for recruitment to the cadre of Postal Assistant and Sorting Assistant from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancies of Postal Assistant and Sorting Assistant 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:-** The vacancies will be filled up through GDS, only if, there are unfilled vacancies of promotion quota of eligible officials through Limited Departmental Competitive Examination (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 and 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 recognised 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 Sevaks those who have joined on or before 17.06.2022- Five (05) years of regular engagement.
 - b) Gramin Dak Sevaks 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 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.

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 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 and the guidelines for PwBDs circulated vide 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 21.09.2023 to be followed in the conduct of the 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 any point of time.

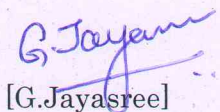
10. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.

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 and www.keralapost.gov.in.

13. This issues with the approval of the Competent Authority

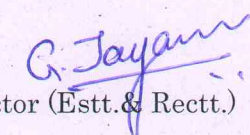
Encl: - Annexure-I, II , & A


[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.

ANNEXURE-I

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 letters

| Sl. No. | Particulars | Detail(s) |
|---------|--|----------------|
| 1 | Name of the candidate | |
| 2 | Gender (Male/ Female/Transgender) | |
| 3 | Category (BPM/ ABPM/ Dak Sevak) | |
| 4 | Date of Birth (DD/MM/YYYY) (Attach self-attested matriculation certificate/ marks sheet) | DD / MM / YYYY |
| 5 | Community (UR/SC/ST/OBC/EWS) (attach relevant certificate) | |
| 6 | Whether belongs to PwBD, if so, details thereof 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 as on 01.01.2024 (YY/MM/DD) | YY / MM / DD |
| 11 | Age as on 01.01.2024 (YY/MM/DD) | YY / MM / DD |
| 12 | 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/NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefore.

| | |
|-------|--|
| Date | |
| Place | |

| |
|---|
| |
| Signature of Divisional/ Unit Head with designation stamp |

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/OBC/EWS) |
|-----------------------|------------------------|---------------|-----------------------------|
| | | | |

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

1. 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.
2. 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.
3. 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.
4. 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 | |
| | ALAPUZHA | |
| | 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 |