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**भारत सरकार / Govt. of India**  
**संचार मंत्रालय / Ministry of Communications**  
**भारतीय डाक विभाग / Department of Posts**  
कार्यालय मुख्य पोस्टमास्टर जनरल हि० प्र० परिमंडल, शिमला -171009  
O/o Chief Postmaster General, H.P. Circle, Shimla-171009

No. : R&E/77-8/2024  
Dated at Shimla, the 11.06.2024

**NOTIFICATION**

**Subject: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office), 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).**

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 (LDCE) for promotion to the cadre of Postal Assistant (Circle Office), Postal Assistants (Post Office) and Sorting Assistant (Railway Mail Service) for the vacancy year 2024 (01-01-2024 to 31-12-2024). The schedule of activities for the examination are as under:-

Sr. 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 Circle Office (Nodal Officer) to be sent by Divisional Office/ Controlling Unit duly verified	After issuing admit cards for Paper III i.e. DEST (Data Entry and Skill Test) by Divisional Office/ Controlling Unit, applications may be sent immediately to Circle Office (R&E Section)
4.	Issue of Admit Card by Divisional Office/ Unit to eligible candidates for Paper I & II	15.07.2024 (Monday)
5.	Date of Examination	21 <sup>st</sup> July, 2024 (Sunday)*
6.	Venue of Exam	Exact location and venue will be intimated in due course through Admit Cards.

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



2. **Vacancies:** Details of tentative (subject to change) vacancies for the vacancy year 2024 (01-01-2024 to 31-12-2024) are as under:

**(A) Cadre-wise vacancy:**

Name of cadre	Vertical Vacancies				Horizontal Vacancies				
	UR	SC	ST	Total	VH	OH	HH	Others	Total for PwBDs**
Postal Assistant (Circle Office)	05	02	01	08	0	0	0	0	0
Postal Assistant (Post Office)	62	12	06	80	1	1	1	1	4
Sorting Assistant (Railway Mail Service including Mail Motor Service)	04	02	01	07	0	0	0	0	0

**(B) Division-wise vacancy:**

**(i) Postal Division/Unit:**

Name of Division	No. of vacancies
Chamba	11
Dehra	10
Dharamsala	13
Hamirpur	07
Mandi	20
Rampur	07
Shimla	03
Solan	04
Una	05

**(ii) Railway Mail Service Division/Unit:**

Name of Division	No. of vacancies
RMS HP Division, Mandi	07

\*\*DoP&T vide OM No.36012/1/2020-Estt. (Res.-II) dated 28.12.2023, received from Directorate vide letter No. SC-12/9/2022 SCT-DOP dated 09.01.2024 and circulated to all divisions/units vide this office endorsement No. R&E/78-11/2014 dated 19.01.2024, issued a set of instructions regarding reservation in promotion to PwBDs. The Proviso of Section 34 of the 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 the total no. of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B' and 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 in 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), 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 post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of the 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 the 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:** - The eligibility of service condition 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, 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 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-I dated 26.10.2023. The proforma for order of preference for cadres and Divisions/ Units (in a proforma i.e. Annexure-III). Allotment of 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 Circle Headquarters only. The candidates will have to appear from the respective Centres of their Circle only and under no circumstances, they will be permitted to appear from other Circle Centres.

**7.** The application of the APS candidates should be sent to the concerned Divisions/Units only.

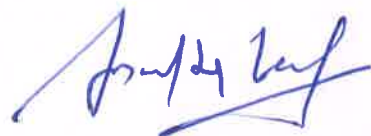
**8.** The Guidelines issued vide letter No.29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disable persons shall be followed in letter and spirit.

**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 rights to cancel this notification or change or modify in the schedule, pattern & syllabus of the examination partially and completely at any point of time.

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



13. The candidate should attach following documents along with application form duly filled in his/her own handwriting:

- (i). Latest Self-Attested photocopy of Community/ Category Certificate (SC/ST/OBC/EWS) issued by the competent authority, if applicable.
- (ii). 05 (Five) identical passport size self attested photographs (one photograph pasted at appropriate prescribed space on application form and Four photographs separately for office use).
- (iii). Self-attested photocopy of matriculation mark sheet issued by recognized board of school education.

14. The Divisional/Unit Heads should ensure proper verification of Date of birth, service particulars, Educational Qualification, community w.r.t. service record of each candidate. Duly consolidated data in the enclosed **Annexure-IV** to be prepared in Excel Format be sent to the Circle Office immediately on last date of receipt of application from candidates i.e. 03.07.2024 through email. Also, soft copy of same may be emailed to this office at email Id:- [staff.hp@indiapost.gov.in](mailto:staff.hp@indiapost.gov.in) / [ssstaffhp@gmail.com](mailto:ssstaffhp@gmail.com). The applications of candidates may be sent immediately to this office after issuing admit cards for Paper III i.e. DEST (Data Entry and Skill Test).

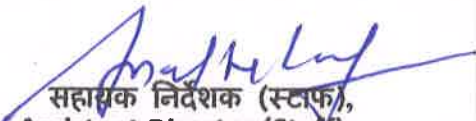
15. Application received directly or received after prescribed closing date as mentioned above or without required documents or not signed by the candidate and most importantly not in prescribed application form along with the proforma for submitting preference will not be entertained under any circumstances whatsoever & will be summarily rejected.

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

17. This notification is also available on the Departmental Website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in).

18. This issues with the approval of the Competent Authority.

**Enclosures:** Annexure – I, II, III & IV.

  
सहायक निर्देशक (स्टाफ),  
Assistant Director (Staff),  
हि 0 प्र० परिमंडल, शिमला-9.  
H.P. Circle, Shimla – 9.

**Copy to: -**

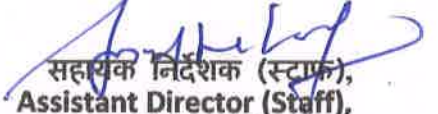
1. The Director (DE), Department of Posts, Postal Directorate, New Delhi-110001 w.r.t. letters No. A-34012/02/2024-DE dated 07.06.2024 for the information and n/a.
2. The GM CEPT, Mysuru for uploading the notification to the official website of Department of Posts i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in).

3-12. **All Divisional/ Unit Heads in HP Circle** for information and giving wide publicity amongst eligible candidates working in division/unit. Ensure timely action as per the instructions contained in this Notification for smooth conduct of this examination process. All Divisional/Unit heads may acknowledge the receipt of this Notification & also send the required number of copies to the concerned Unions for their info & necessary action.

13. **Officer In-Charge, P&T Admin. Cell, APS Training Centre C/o 56 APO 900746** for similar action as in above point.

14. **SS (O&M), Circle Office, Shimla-9** for displaying this notification on the Notice Board.

15. **Office copy for record.**

  
सहायक निदेशक (स्टाफ),  
Assistant Director (Staff),  
हि 0 प्र० परिमंडल, शिमला-9.  
H.P. Circle, Shimla – 9.

**ANNEXURE – I**

**APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POSTS OF POSTAL ASSISTANTS (CIRCLE OFFICE), POSTAL ASSISTANTS (POST OFFICE) AND SORTING ASSISTANT (RAILWAY MAIL SERVICE) FROM ELIGIBLE OFFICIALS FOR THE VACANCY YEAR 2024 (01-01-2024 TO 31-12-2024) – TO BE HELD ON 21.07.2024**

Affix recent  
passport sized  
photograph here  
duly attested by  
Divisional/ Unit  
Head.

**Note:** All Particulars shall be filled up in BLOCK LETTERS. The applicant should attach Four additional identical photographs for office use.

Sr. No.	PARTICULARS	DETAIL(S)			
1.	NAME OF CANDIDATE (IN CAPITALS)				
2.	GENDER (MALE/ FEMALE/ TRANSGENDER)				
3.	DESIGNATION				
4.	NAME OF 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 I.E. MEDICAL CERTIFICATE ETC.				
8.	DATE OF ENTRY IN THE DEPARTMENT				
9.	DETAILS OF POSTS HELD SUBSTATIVELY	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 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 thereof.

DATE:	
PLACE:	

Signature of Divisional/Unit Head with designation stamp.



**PROFORMA**  
(For submission of Preferences in r/o Division/Unit)

NAME OF CANDIDATE: .....

ADDRESS: .....

PARENT DIVISION/UNIT OF CANDIDATE .....

The candidates should indicate his /her order of preference in the table given below for units/ Division as follow:

**Name of units/ Divisions:-**

1. CHAMBA 2. DEHRA 3 DHARAMSALA 4. HAMIRPUR 5. MANDI 6. RAMPUR BUSHAHR  
7. SHIMLA 8. SOLAN 9. UNA 10. RMS DN MANDI 11. Circle Office, Shimla

**(CANDIDATE TO WRITE HIS /HER PREFERENCE BELOW)**

Order of Preference available including parent unit/division of candidate.	Name of Division /Unit
1 <sup>st</sup> Preference	
2 <sup>nd</sup> Preference	
3 <sup>rd</sup> Preference	
4 <sup>th</sup> Preference	
5 <sup>th</sup> Preference	
6 <sup>th</sup> Preference	
7 <sup>th</sup> Preference	
8 <sup>th</sup> Preference	
9 <sup>th</sup> Preference	
10 <sup>th</sup> Preference	
11 <sup>th</sup> Preference	

Date:

Place:

Signature of candidate

Name & Designation of candidate

ANNEXURE – IV

(TO BE PREPARED IN EXCEL FORMAT FOR FUTHER ACTION)

**ANNEXURE SHOWING DETAILS OF THE CANDIDATES APPLIED AND RECOMMENDED FOR LIMITED DEPARTMENTAL COMPETIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTAL ASSISTANTS/ SORTING ASSISTANTS FOR THE VACANCY YEAR 2024 TO BE HELD ON 21.07.2024 (SUNDAY).**

NAME OF DIVISION/UNIT :										
Sr. No.	Name of Candidate & Designation	Category (under which candidate falls) (A/B)	Period of regular service rendered as on 01.01.2024 for vacancy year 2024			Period of regular engagement as GDS, if any (YY/MM/DD)	Total eligible service rendered as on 01.01.2024 (YY/MM/DD)	D.O.B as per the matriculation certificate	Category (UR/ SC/ ST/ PH)	Recommendations of Divisional/ Unit Head
			Level-3 (a)	Level-2 (b)	Level-1 (c)					
1			From				(a+b+c+d)			
			to							
2										

**Note :** The above proforma is just a specimen of the information which is required to be prepared in EXCEL FORMAT.