

Government of India
Ministry of Communications
Department of Posts
Office of Chief Postmaster General,
Delhi Circle, New Delhi -110001

To,
All Chief Postmaster General

No. : R&E/R-1/PM-MG-MTS/NIT/2018(Part-A)

Dated : 01.07.2024

Sub: Special drive to fill up the vacant posts of cadre of Postman, Mail Guard and MTS in Delhi Circle from surplus qualified and willing GDSs candidates of LDCE, 2022 & 2023 of all Circles.

Kindly refer to this office letter of even number dated 25.10.2023 and 24.01.2024 on the aforementioned subject.

2. In this context, it is informed that with the approval of the Postal Directorate, the competent authority has extended time period for seeking willingness from surplus qualified and willing GDS candidates upto 16.07.2024. The Standard Operating Procedure (SOP) approved by the Postal Directorate is enclosed for information and circulation among all concerned Units/GDS candidates. Details of vacancies cadre and unit wise are enclosed as Annexure "A & B".

3. Accordingly, keeping in view the provisions of SOP, all circles are requested to send the following information of surplus & willing eligible candidates to Delhi Circle in soft copy and hard copy in annexure 1-A,1-B along with check list format enclosed herewith before 20.07.2024.

- a. List of surplus qualified GDS candidate of 2022 examination eligible for appointment as Postman/Mail Guard for the vacancy of 2022(List-1)
- b. List of surplus qualified GDS candidate of 2022 examination eligible for appointment as MTS for the vacancy of 2022(List-II)
- c. List of surplus qualified GDS candidate of 2023 examination eligible for appointment as Postman/Mail Guard for the vacancy of 2023 (List-III)
- d. List of surplus qualified GDS candidate of 2023 examination eligible for appointment as MTS for the vacancy of 2023(List-IV).
- e. Order of preference for Postman/Mail Guard to various Divisions in Delhi Circle -annexure-I-A
- f. Order of preference for MTS to various Divisions in Delhi Circle -annexure-I-B

This issues with the approval of CPMG, Delhi Circle.



Asst. Director (Rectt.)

Annexure "A"

Sl. No	Name of cadre	No. of Vacancies upto 2022						Horizontal Reservation for			
		UR	OBC	SC	ST	EWS	Total	PH.I (VH)	PH.II (HH)	PH.III (OH)	PH.IV others
1	Postman (2015-16 to 2022)	750	190	178	85	63	1266	13	15	12	12
2	Mail Guard.(2015-16 to 2022)	04	02	00	02	01	9	0	0	0	0
3	MTS (2009 to 2022)	503	412	197	122	122	1356	13	12	12	11

Vacancy for the 2023 vacancy year											
Sl. No	Name of cadre	No. of Vacancies						Horizontal Reservation for			
		UR	OBC	SC	ST	EWS	Total	PH.I (VH)	PH.II (HH)	PH.III (OH)	PH.IV others
1	Postman	226	65	57	18	19	385	4	4	4	3
2	Mail Guard.	01	0	0	0	0	1	0	0	0	0
3	MTS	50	48	32	13	21	164	1	2	2	2

- Vacancies are subject to be change



 सहायक निदेशक (पे.आ.)
 Assistant Director (Recdt.)
 कार्यालय मुख्य पोस्टमास्टर जनरल
 O/o Chief Postmaster General
 दिल्ली परिमंडल, नई दिल्ली-110001
 Delhi Circle, New Delhi-110001

Annexure B

Direct Recruitment Quota Vacancies to the cadre of Postman/Mail Guard for the period 2015-16 to 2022

NAME OF THE CIRCLE : DELHI

Sl. No.	Name of Unit							Horizontal Reservation for			
		OC	SC	ST	OBC	EWSs	Total	PH-I VH	PH-II HH	PH-III OH	PH-IV & V MD
1	New Delhi Central Dn.	82	25	9	25	9	150	2	4	1	2
2	New Delhi West Dn.	143	40	22	40	14	259	6	1	1	1
3	Delhi East Dn.	80	28	16	32	7	163	1	3	1	1
4	New Delhi South Dn.	143	21	4	26	11	205	1	3	4	0
5	Delhi North Dn.	119	26	11	28	11	195	2	1	4	2
6	New Delhi South West	92	21	16	22	8	159	1	1	0	3
7	Delhi GPO	36	4	1	7	1	49	0	1	1	0
8	New Delhi HO	55	13	6	10	2	86	0	1	0	3
9	Airmail Sorting Dn.	0	0	0	0	0	0	0	0	0	0
10	New Delhi Sorting Dn.	3	0	1	1	1	6	0	0	0	0
11	Delhi Sorting Dn.	1	0	1	1	0	3	0	0	0	0
12	Circle Office	0	0	0	0	0	0	0	0	0	0
13	SBCO	0	0	0	0	0	0	0	0	0	0
14	Foreign Post	0	0	0	0	0	0	0	0	0	0
15	MMS	0	0	0	0	0	0	0	0	0	0
	Total	754	178	87	192	64	1275	13	15	12	12


 सहायक निदेशक (पत्र)
 Assistant Director (Post)
 कार्यालय मुख्य पोस्टमास्टर जनरल
 O/o Chief Postmaster General
 दिल्ली परिमंडल, नई दिल्ली-110021
 Delhi Circle, New Delhi-110021

Direct Recruitment Quota Vacancies to the cadre of Postman/Mail Guard for the period 01.01.2023 to 31.12.2023

NAME OF THE CIRCLE : DELHI

Sl. No.	Name of Unit	No. of DR Vacancies					Vacancies to be notified	Horizontal Reservation for			
		OC	SC	ST	OBC	EWSSs		PH-I	PH-II	PH-III	PH-IV & V
		5 = 4-(1+2)	6	7	8	9	11 = 5+6+7+8+9	VH	HH	OH	MD
3	3										
1	New Delhi Central Dn.	18	5	3	6	1	33	0	0	1	0
2	New Delhi West Dn.	26	8	4	8	3	49	1	0	0	1
3	Delhi East Dn.	15	5	4	8	0	32	0	1	0	0
4	New Delhi South Dn.	103	25	0	24	9	161	1	2	2	1
5	Delhi North Dn.	28	6	3	10	2	49	1	0	1	0
6	New Delhi South West	32	8	4	9	4	57	1	1	0	1
7	Delhi GPO	2	0	0	0	0	2	0	0	0	0
8	New Delhi HO.	2	0	0	0	0	2	0	0	0	0
9	Airmail Sorting Dn.	0	0	0	0	0	0	0	0	0	0
10	New Delhi Sorting Dn.	1	0	0	0	0	1	0	0	0	0
11	Delhi Sorting Dn.	0	0	0	0	0	0	0	0	0	0
12	Circle Office	0	0	0	0	0	0	0	0	0	0
13	SBCO	0	0	0	0	0	0	0	0	0	0
14	Foreign Post	0	0	0	0	0	0	0	0	0	0
15	MMS	0	0	0	0	0	0	0	0	0	0
	Total	227	57	18	65	19	386	4	4	4	3

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Direct Recruitment Vacancies of MTS Cadre during the period 2009+14 to 2022

NAME OF THE CIRCLE : DELHI

Sl. No.	Name of Unit	OC	SC	ST	OBC	EWSs	Total	Horizontal Reservation for			
								PH-I	PH-II	PH-III	PH-IV & V
								VH	HH	OH	MO
1	New Delhi Central Dn.	38	20	9	33	12	112	2	2	0	1
2	New Delhi West Dn.	3	10	1	18	9	41	0	0	1	0
3	Delhi East Dn.	10	2	8	12	2	34	0	0	0	0
4	New Delhi South Dn.	26	5	3	19	5	58	0	1	0	0
5	Delhi North Dn.	32	8	8	20	5	73	2	1	0	0
6	New Delhi South West	14	8	9	20	5	56	0	1	0	0
7	Delhi GPO	34	3	4	14	1	56	1	0	0	0
8	New Delhi HO	32	10	8	19	3	72	0	1	0	0
9	Airmail Sorting Dn.	71	34	24	65	24	218	2	2	5	0
10	New Delhi Sorting Dn.	56	26	10	47	16	155	0	4	1	3
11	Delhi Sorting Dn.	93	45	21	82	30	271	3	0	5	3
12	Circle Office	12	3	2	6	3	26	1	0	0	0
13	SBCO	1	0	0	0	1	2	0	0	0	0
14	Foreign Post	38	13	9	36	6	102	1	0	0	2
15	MMS	29	8	4	16	0	57	0	0	0	2
16	CSD	2	0	0	1	0	3	0	0	0	0
17	PSD	3	1	0	0	0	4	0	0	0	0
18	PLI Dte	1	0	0	0	0	1	0	0	0	0
19	GM (Finance)	8	1	2	4	0	15	1	0	0	0
	Total	503	197	122	412	122	1356	13	12	12	11

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Direct Recruitment Vacancies of MTS Cadre during the period 01.01.2023 to 31.12.2023

NAME OF THE CIRCLE : DELHI

Name of Unit	No. of DR Vacancies					Vacancies to be notified	Horizontal Reservation for				
	OC	SC	ST	OBC	EWSSs		PH -I	PH-II	PH-III	PH-IV & V	PH-VI
New Delhi Central Dn.	1	3	1	3	0	8	0	0	0	0	
New Delhi West Dn.	1	3	1	5	2	12	0	1	0	0	
Delhi East Dn.	2	2	0	1	0	5	0	0	0	0	
New Delhi South Dn.	14	8	4	15	6	47	1	1	0	0	
Delhi North Dn.	0	1	1	3	2	7	0	0	0	0	
New Delhi South West	2	3	1	4	2	12	0	0	1	0	
Delhi GPO	3	0	1	1	1	6	0	0	0	0	
New Delhi HO	3	1	0	0	0	4	0	0	0	0	
Airmail Sorting Dn.	6	3	1	4	3	17	0	0	0	1	
New Delhi Sorting Dn.	3	3	1	3	2	12	0	0	0	1	
Delhi Sorting Dn.	8	4	2	7	3	24	0	0	0	0	
Circle Office	6	1	0	2	0	9	0	0	0	0	
Foreign Post	0	0	0	0	0	0	0	0	0	0	
MMS	1	0	0	0	0	1	0	0	0	0	
GM (Finance)	0	0	0	0	0	0	0	0	0	0	
Total	50	32	13	48	21	164	1	2	2	2	

O/o
Delhi

Standard Operating Procedure (SOP) for selection of GDS candidates of other Circles for appointment as MTS, Postman and Mail Guard in Delhi Circle

Based on the approved terms of conditions conveyed vide Postal Directorate letters number W-03/1/2020-SPN-I dated 27.05.2022, 30.12.2022 & 26.06.2024 and respective Recruitment Rules of the MTS, Postman and Mail Guard cadres, SOP for selection of GDS candidates of other Circles for appointment as MTS, Postman and Mail Guard in Delhi Circle shall be as under:-

1. Application of Recruitment Rules-

- (a) Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018 to the extent amended vide notification G.S.R 850 (E) dated 15th November 2019 will be applicable.
- (b) Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 to the extent amended vide notification G.S.R 157 (E) dated 5th March 2020 will be applicable.

2. Eligibility

- (a) Willingness along with preference from all surplus qualified GDS candidates of the competitive examination limited to GDS conducted for 2022 and 2023 vacancy years shall be invited from all Circles.
- (b) Candidate shall clearly indicate order of preference in Preference/Willingness Form (as at Annexure-I A, Annexure-I B) for Postal/RMS Divisions as well as Cadre i.e. MTS, Postman and Mail Guard.
- (c) A candidate will not be considered for any Cadre, which is /are not opted by him / her.
- (d) Candidate must exercise preference for all Recruiting Units for consideration in the prescribed Proforma. Order of preference once exercised shall not be changed.
- (e) Candidates who do not indicate their preference for Division/Unit, it will be presumed that they have equal preferences for all the Division/Unit and they will be allotted Division/Unit where vacancy exists after the allotment of all the eligible candidates who have given their preference at the discretion of the Competent Authority.
- (f) Allocation of Unit/Division will be made on the basis of Merit cum Preference subject to availability of the vacancies.
- (g) *Inter se* merit of candidates shall be decided on the basis of total marks secured only in competitive parts of the examination provided the candidates have qualified in the qualified part of the examination conducted by Circles.
- (h) While selecting candidate, provisions relating to reservation of SC/ST/OBC/PwBD/EWS shall also be observed.

V. Prasad

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Letter no. W-03/1/2020-SPN-I dated 26.06.2024

3. Vacancies:-

Details of available vacancies are as under:

Vacancy for the 2022 Vacancy Year										
Name of the Cadre	Vertical Vacancies					Total	Horizontal Vacancies			
	UR	OBC	SC	ST	EWS		PH.I (VI)	PH.II (HH)	PH.III (OH)	PH.IV&V (Others)
Postman						1266				
Mail Guard						9				
MTS						1356				

Vacancy for the 2023 Vacancy Year										
Name of the Cadre	Vertical Vacancies					Total	Horizontal Vacancies			
	UR	OBC	SC	ST	EWS		PH.I (VI)	PH.II (HH)	PH.III (OH)	PH.IV&V (Others)
Postman						385				
Mail Guard						1				
MTS						164				

v. Prasad

4. Term and Conditions for selection:-

- (a) **For Postman/Mail Guard:-** Knowledge of local language of the concerned Circle/Division is mandatory as per applicable Recruitment Rules for Postman/Mail Guard and the candidate should have studied local language at least upto 10th standard. The local language of Delhi is notified as "Hindi" by Directorate's letter No 17-08/2018- SPB-1 dated 16.05.2019. Hence, GDS candidates who studied Hindi language at least upto 10th standard are eligible to give willingness for appointment as Postman and Mail Guard in Delhi Circle.
- (b) **For MTS:-** There is no requirement of knowledge of local language for GDS as per the applicable Recruitment Rules for MTS.
- (c) Seniority in the Postman/Mail Guard/MTS cadre will be determined based on the merit list of selected candidates in the year of recruitment. The Candidates appointed under this special recruitment drive/process in a particular year will be placed at the bottom of all the candidates recruited /appointed through Competitive Examination in Delhi Circle, Direct Recruitment, Promotion, Compassionate appointment etc. in that year, irrespective of the date of joining of the candidates.
- (d) Selection of GDS candidates in Delhi Circle shall be subject to condition that after appointment in Delhi Circle they shall not be allowed inter-circle transfer, under the provisions of Rule 38 of Postal Manual Vol.-IV in the same grade for a period of five (5) years from the date of appointment in Delhi Circle. However, in case the official gets promotion to subsequent higher grade (s) in Delhi Circle, she/he shall be eligible for inter-circle transfer, under the provision of Rule 38 of Postal Manual Vol.-IV, even before completion of Five (5) years from the date of appointment in Delhi Circle.
- (e) GDS candidates of all Circles after joining a post in Delhi Circle shall become part of Delhi Circle and therefore shall forfeit any rights, including appearing in future LDCE/Competitive Examination Limited for GDS, in the previous Circle, that would have accrued to such GDS candidate had they continued in the previous Circle. However, they will be eligible to appear in LDCE conducted by Delhi Circle, at par with other officials of Delhi Circle, and the service rendered as GDS in previous Circle shall be deemed to have been rendered in Delhi Circle wherever such GDS service is allowed for deciding eligibility condition to appear in LDCE.
- (f) GDS candidates shall not be considered for selection as MTS against the vacancy to be filled up through seniority-cum-fitness.

v. Prasad

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5. Selection Criteria

(a) Based on the entries' received from all the Circles, the Combined Merit List of eligible GDS candidate qualified for the post of MTS and Postman/Mail Guard will be prepared separately year-wise, i.e. separately for 2022 and 2023. Accordingly, 4 combined lists will be prepared as follows:

- i. Combined Merit List of qualified GDS candidates of 2022 examination eligible for appointment as Postman/Mail Guard for the vacancy of 2022 (List-I).
- ii. Combined Merit List of qualified GDS candidates of 2022 examination eligible for appointment as MTS for the vacancy of 2022 (List-II).
- iii. Combined Merit List of qualified GDS candidates of 2023 examination eligible for appointment as Postman/Mail Guard for the vacancy of 2023 (List-III).
- iv. Combined Merit List of qualified GDS candidates of 2023 examination eligible for appointment as MTS for the vacancy of 2023 (List-IV).

(b) Allotment of Cadre / Division / Unit shall be done in the following order:-

- i. For the posts of Postman and Mail Guard against the vacancies of 2022 as per merit cum preference of candidates in List-I above. In case available vacancies are more than the number of eligible candidates, excess number of vacancies shall be added to the vacancies of 2023.
- ii. For the posts of MTS against the vacancies of 2022 as per merit cum preference of candidates in List-II above. In case available vacancies are more than the number of eligible candidates, excess number of vacancies shall be added to the vacancies of 2023.
- iii. For the posts of Postman and Mail Guard against the vacancies of 2023 as per merit cum preference of candidates in List-III above. In case available vacancies are more than the number of eligible candidates, excess number of vacancies shall be added to the vacancies of 2024.
- iv. For the posts of MTS against the vacancies of 2023 as per merit cum preference of candidates in List-IV above. In case available vacancies are more than the number of eligible candidates, excess number of vacancies shall be added to the vacancies of 2024.

V. Prasad

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- v. **Candidates figuring in Multiple List:-** If a candidate is allotted a Cadre, e.g. Postman, against the vacancy of 2022, that candidate shall not be considered for the lower level Cadre in the vacancy of 2022 or same Cadre or lower level Cadre against the vacancy of 2023. However, such candidate shall be considered for the same level Cadre against the vacancy of 2023. [E.g. A candidate allotted Mail Guard against vacancy of 2022 can be considered as Postman against vacancy of 2023 and *vice versa*.]
- vi. Candidates who are allotted two different Cadres shall have the option of selecting one Cadre for appointment after giving an undertaking in writing that he/she shall have no claim for appointment in other Cadre.

V. Prasad

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Annexure - I A

Order of preference for PM/MG cadre to various Divisions in Delhi Circle is as under:-

Sr.No.	Name of Division in Delhi Circle	Order of preference
	Preference for Postman Cadre in	
1.	New Delhi Central Dn.	
2.	New Delhi West Dn.	
3.	Delhi East Dn.	
4.	New Delhi South Dn.	
5.	Delhi North Dn.	
6.	New Delhi South West	
7.	Delhi GPO	
8.	New Delhi HO	
	Preference for Mail Guard Cadre in	
9.	New Delhi Sorting Dn.	
10.	Delhi Sorting Dn.	

I S/O Working
 as _____ in _____ Dn and _____ Circle give an undertaking that in the
 event of me not getting the post in my preference I am willing to accept the
 appointment in any Divisions which is allotted to me. I also have read carefully the
 terms and conditions for special recruitment drive of GDS issued by Delhi Circle and the
 same are acceptable to me.

DATE	
PLACE	

Signature of Candidate

I certify that the candidate is eligible and I have verified the list of
 Unit/Divisions preferred by the candidate in the order of preference where vacancies
 are notified by Delhi Circle and found correct.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp
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V. Prasad

Recommendation of HoC with Signature & Stamp

222
107-76

Annexure - I B

Order of preference for MTS cadre to various Divisions in Delhi Circle is as under:-

Sr.No.	Name of Division in Delhi Circle	Order of preference
1.	New Delhi Central Dn.	
2.	New Delhi West Dn.	
3.	Delhi East Dn.	
4.	New Delhi South Dn.	
5.	Delhi North Dn.	
6.	New Delhi South West	
7.	Delhi GPO	
8.	New Delhi HO	
9.	Airmail Sorting Dn.	
10.	New Delhi Sorting Dn.	
11.	Delhi Sorting Dn.	
12.	Circle Office	
13.	Foreign Post Office	
14.	Mail Motor Service	
15.	GM (Finance)	

I, _____ S/O _____ Working as _____ in _____ Dn and _____ Circle give an undertaking that in the event of me not getting the post in my preference I am willing to accept the appointment in any Divisions which is allotted to me. I also have read carefully the terms and conditions for special recruitment drive of GDS issued by Delhi Circle and the same are acceptable to me.

DATE	
PLACE	

Signature of Candidate

I certify that the candidate is eligible and I have verified the list of Unit/Divisions preferred by the candidate in the order of preference where vacancies are notified by Delhi Circle and found correct.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

Recommendation of HoC with Signature & Stamp

V. Prasad