

F. No. Staff/11-2/2024-PM & MTS Exam 2024

Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General
North East Circle: Shillong-793001

Dated 15th July, 2024

NOTIFICATION

Subject :- Competitive Examination for recruitment to the cadre of Postman, Mail Guard and Multi-Tasking Staff from Gramin Dak Sevaks (GDSs) for the vacancies earmarked for GDS and unfilled vacancies of Limited Departmental Competitive Examination for Postman and Mail Guard for the vacancy year 2024 (01.01.2024 to 31.12.2024)

In accordance with Directorate's letter No. A-34012/03/2024-DE dated 10.07.2024, the Competitive Examination for recruitment to the cadre of Postman, Mail Guard & MTS from eligible GDS for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2024 (01.01.2024 to 31.12.2024) will be held on 25.08.2024 (Sunday). Accordingly, applications are invited in the format enclosed (**Annexure-1**) from the willing and eligible GDSs . The schedule of activities of the examination is furnished hereunder:-

Sl. No.	Activity	Proposed Date (Schedule)
1	Date of Notification	15.07.2024 (Monday)
2	Last date for receipt of application form at Divisional Office/Controlling Unit from eligible candidates.	06.08.2024 (Tuesday)
3	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified.	12.08.2024 (Monday)
3	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	14.08.2024 (Wednesday)
4	Issue of Admit Card by CO/RO/DO to eligible candidates	19.08.2024 (Monday)
5	Date of Examination (date & time)	25.08.2024 (Sunday)*

* Examination will commence exactly at 10:00 AM in North East Circle and Paper-I, II & III (for Postman , Mail Guard) and Paper-I (for Multi-Tasking Staff) will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/her seat before completion of examination.

2. **Vacancies:**

(a) **Postman** - Number of vacancies of the year 2024 , category-wise for each Recruiting Division/ Unit wise are as under:-

Division	50% promotion from MTS based on LDCE, failing which GDS CE				50% by DR based on CE from GDS, failing which Open Market						Total of (A+B)	
	(A)				(B)							
	UR	SC	ST	Total	UR	SC	ST	OBC	EWS	Total		
Agartala	00	00	00	00	01	00	00	00	00	00	01	01

Arunachal Pradesh	09	01	01	11	04	04	00	01	00	09	20
Dharmanagar	01	01	00	02	01	00	00	00	00	01	03
Manipur	03	00	01	04	02	00	01	01	00	04	08
Meghalaya	08	01	07	16	06	00	07	00	00	13	29
Mizoram	01	00	00	01	01	00	00	00	00	01	02
Nagaland	01	00	01	02	01	00	01	00	00	02	04
Total	23	03	10	36	16	04	09	02	00	31	67

Horizontal Vacancies

Meghalaya-PH-III(OH)-01

Note: Vacancies are subject to change.

(b) **Multi-Tasking Staff** - Number of vacancies of the year 2024 , category-wise for each Recruiting Division/ Unit wise are as under.

Division/ Unit	Total vacancies for Competitive Examination from GDS					Total
	UR	SC	ST	OBC	EWS	
Agartala	02	01	01	00	00	04
AP	02	00	00	00	00	02
Dharmanagar	02	01	02	00	01	06
Manipur	00	00	00	00	00	00
Meghalaya	01	00	00	00	00	01
Mizoram	01	00	00	00	00	01
Nagaland	01	00	01	00	00	02
CO, Shillong	01	00	00	00	00	01
Total	10	02	04	00	01	17

Note: Vacancies are subject to change.

3. **Eligibility Criteria:**

A. Postman and Mail Guard :-

As per the Department of Posts, Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020 and Recruitment(Amendment) Rules, 2023 notified in G.S.R. 638(E), dated 30.08.2023(**Annexure -III-A**), read with letter No.03-03/2019-SPN-I(Pt.I) dated 12.06.2024(**Annexure-III-B**), the following are eligibility conditions to appear in the examination:

(i) **Educational Qualification:** (a) 10th standard pass from a recognized Board, (b) knowledge of working on Computer, (c) Possesses knowledge of local language of concerned Postal Circle or Division and (d) possesses a valid license to drive two-wheeler or light motor vehicle.

Note: As per the Dte letter No.17-08/2018-SPN-I Dated 24th April,2023, the option has been provided to candidates of North East Circle to choose any one of prescribed language of the Circle, viz. Hindi/English/Manipuri/Mizo/Bengali , for local language test, while applying for the aforesaid posts on the basis of examination.

Note: Since the pattern & syllabus of the examination refer to in Para (i) shall include test at local language and DEST(Data Entry Skill Test), Education Qualification at (b) & (c) above

shall not be insisted.

- (ii) **Age:** Should be within fifty (50) years of age as on 01.01.2024 (relaxable for different categories as notified by the Government of India from time to time).
- (iii) **Service eligibility: Four (04) years** regular engagement as Gramin Dak Sevaks.

Note: Directorate vide letter No.03-03/2019-SPN-I (Pt.I) dated 12.06.2024(Annexure-III-B) has revised eligibility service for the vacancy year 2024 from five years to four years , by giving relaxation of one year in service eligibility conditions for appearing in the said Competitive Examination. i.e. GDS with four years of service as on crucial date (01.01.2024) shall be eligible to appear in aforesaid Competitive Examination.

- (iv) The person appointed to the post of Postman shall have/acquire a driving license to drive two-wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving license. A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. **[This condition is required for recruitment to the cadre of Postman only].**

Note: The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2024.

- (v) Any other eligibility conditions specified in Recruitment Rules shall also apply.

B. Multi-Tasking Staff :- As per the Department of Posts, Multi-Tasking Staff (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018, read with the Department of Posts(Multi Tasking Staff) Recruitment Amendment Rules , 2019 notified in GSR 850(E) dated 15.11.2019 and the Department of Posts(Multi Tasking Staff) Recruitment Amendment Rules, 2023 notified in GSR 639 (E) dated 30.08.2023 (Annexure-III-C), read with letter No.03-03/2019-SPN-I(Pt.I) dated 12.06.2024(Annexure-III-B), GDSs with the following conditions are eligible to appear in the Competitive Examination :

- i. Educational Qualification and Age Limit: There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination from GDS to MTS.
- ii. Service eligibility: **Two (2) years** regular engagement as Gramin Dak Sevaks as on crucial date of eligibility.

Note: Directorate vide letter No.03-03/2019-SPN-I (Pt.I) dated 12.06.2024(Annexure-III-B) has revised eligibility service for the vacancy year 2024 from three years to two years, by giving relaxation of one year in service eligibility conditions for appearing in the said Competitive Examination i.e. GDS with two years of service as on crucial date (01.01.2024) shall be eligible to appear in aforesaid Competitive Examination.

- iii. Any other eligibility conditions specified in Recruitment Rules shall also apply.

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-SPN-I dated 5th April, 2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 enclosed as **Annexure-IV**.

Note:

- (i) **Only those candidates who want to be considered for the post of Postman and Mail**

Guard should appear for the local language test(Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test(Paper-III).

(ii) Paper- IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 3 times of the total vacancy of Postman and Mail Guard.

(iii) Data Entry Skill Test(DEST) will be conducted in ENGLISH for 15 minutes on computer.

(iii) Evaluation of performance in DEST will be done through the Software in accordance with instructions issued from time to time.

5. **Preference/Option:** Applicants are required to indicate the following ‘option’, for post and ‘order of preference’ for Divisions/ Units as per instructions issued vide DoP letter No.17-08/2018-SPN-1 dated 18.10.2023 followed by clarifications issued by letter dated 31.10.2023.

(i) **Option for Post:** - An applicant may give option for one, two or all three posts and candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard.

(ii) Preference of Division by applicants (For Postman/Mail Guard): - The candidates who have applied for the post of Postman/Mail Guard 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.

(iii) Preference by candidates appearing in competitive examination for the post of MTS: - Candidates applying for the posts of MTS shall submit his/her order of preference for Administrative Offices, DAP (PAOs), Subordinate Office, Civil/Electrical wing etc., wherever vacancy(ies) exist. In addition, they shall also give order of preference for Division/Unit.

Note:- The proforma for the Preference/Option is enclosed as **Annexure II**.

6. **Centres of Examination:** The examination will be conducted at Circle headquarter in Shillong Centre only. The candidates will have to appear from Shillong Centre only and under no circumstances, they be permitted to appear from other Circle/Region Centre.

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 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 and 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 eligible candidates working in Circle Office/Divisions/Units. The Divisional Heads have to scrutinize the details furnished in the

Handwritten signature and date: 18/12/24

Applications submitted by the Candidates thoroughly with reference to Name, Date of entry in service, Date of Birth, category/community, eligibility criteria, etc. with reference to the relevant recruitment rules and service records of the concerned candidate.

12. The Divisional Heads are requested to start the activity as per the notified schedule immediately. The Schedule should be adhered to strictly.

13. The Divisional Heads are requested to intimate the number of applications received and send particulars of the candidates in the prescribed proforma (**Annexure-V**) (separately for recommended and not recommended applicants) duly filled in and signed, besides sending softcopy in excel sheet to Circle Office through e-mail id: apmgstaf.ne@rediffmail.com on or before 14.08.2024 positively for allotment of Hall Permit/Roll Numbers. In case of any dispute in permitting any candidate to appear in the examination, the same will be settled by Divisional Head.


14. Original copies of duly recommended / countersigned application forms (**Annexure-I**), Option form for Division/Unit (**Annexure-II**) along with the duly verified copies of the supporting documents must be sent to the Circle Office on **14.08.2024** together with **Annexure-V** arranged in the order of applicants, as they appear in the list.

15. This notification is also available in Departmental website i.e., www.indiapost.gov.in.

16. This is issued with the approval of the competent authority.

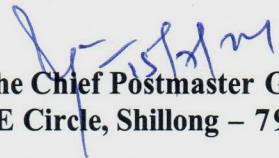
Encl:

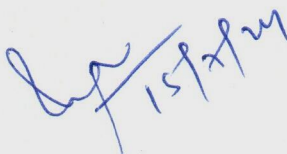
1. Annexure I- Specimen Application form
2. Annexure II - Option for Order of Preference of Division
4. Annexure III - Recruitment Rules of Postman
5. Annexure IV- Pattern and syllabus of examination
6. Annexure-V – List of candidates


Assistant Postmaster General (Staff)
For the Chief Postmaster General
NE Circle, Shillong – 793001

Copy to:-

1. The Postmasters Generals, NE-I, Agartala and NE-II, Dimapur.
2. The Directors/ SSPOs/SPOs, Manipur, Arunachal, Mizoram, Meghalaya, Agartala, Dharmanagar, Nagaland Divisions.
3. The Superintendent, PSD, Silchar, Silchar, Assam
4. The Officer-In —Charge, P & T Admin Cell, APS Kamptee, C/O-56 AP0, PIN-90074.
5. All recognized Service Unions/Associations for information.
6. File


For the Chief Postmaster General
NE Circle, Shillong – 793001


15/8/24

F. No. Staff/11-2/2024-PM & MTS Exam 2024**Annexure-1**

Application form for Competitive Examination for recruitment to the cadre of Postman, Mail Guard & MTS from eligible GDS for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2024 (01.01.2024 to 31.12.2024)

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.	Designation(BPM/ABPM/Dak-Sevak)	
4.	Date of Birth (Attach self- attested Matriculation certificate/ mark sheet)	
5.	Category(UR/SC/ST/OBC/EWS)	
6.	Educational Qualification (Attach self-attested copies of Marks sheet)	
7.	Office where presently attached	
8.	Date from which continuing in GDS engagement	
9.	Length of engagement rendered as GDS as on 01.01.2024(YY/MM/DD)	
10.	Age as on 01.01.2024(YY/MM/DD)	
11.	Whether Person With Disability(ies)	YES <input type="checkbox"/> NO <input type="checkbox"/>
11.1	If "YES", Nature of Disability(ies) (OH/HH/VH/Others)	
	Percentage of Disability(ies)	
13.	Whether working in APS	YES <input type="checkbox"/> NO <input type="checkbox"/>
14.	Whether any penalty is in currency or Disciplinary proceedings pending. If Yes, details thereof	YES <input type="checkbox"/> NO <input type="checkbox"/>

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 the candidate

I certify that I have verified the particulars of the candidate from Service Record and found correct. The candidature of the applicant is RECOMMENDED for the following posts:-

Post	Eligible (Yes/No)	Recommended * (Yes/No)
Postman		
Multi Tasking Staff		

*If not recommended, reasons thereof.

Date:
Place:

Signature of the Divisional/Unit Head with
designation stamp

[Handwritten Signature]
15/2/21

Annexure-II

Option for Post/ Order of preference
(Postman/MTS)

GDS candidates shall give option for one or all two posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for MTS only if option is given for MTS, otherwise his candidature will not be considered for MTS while preparing merit list for MTS for the vacancy of **2024 (01.01.2024 to 31.12.2024)** and to be submitted along with the application form:

(a) Option for Post:

Sl. No.	Name of Post	To be considered*- (Yes) or (No)
1.	Postman	
2.	MTS (Administrative Offices)	
3.	MTS (Subordinate Office)	

*Either "Yes" or "No" should be written by candidate without fail. Field should not be left blank

(b) Post & order of preference of Divisions/Units by GDS applicants of Postal Divisions:
(For Postman)

<u>Order of Preference</u>	
1	_____ (Name of parent Postal Division/Unit)
<u>Other Postal Divisions/Units (from amongst the list below)***</u>	
2.	
3.	
4.	
5.	
6.	
7.	

Note: Preference should be given for all Postal Divisions

List of the Postal Divisions***	
Agartala	Arunachal Pradesh
Dharmanagar	Manipur
Meghalaya	Mizoram
Nagaland	--

Wp
15/12/24

2) Preference by GDS applicants for the post of MTS:

<u>Order of Preference</u>	
1	_____ (Name of parent Postal Division/Unit)
<u>CO / Other Postal Divisions/Units (from amongst the list below)***</u>	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

Note: Preference should be given for all Postal Divisions

List of the Postal Divisions***	
Agartala	Arunachal Pradesh
Dharmanagar	Manipur
Meghalaya	Mizoram
Nagaland	Circle Office, Shillong

Date :

Place :

Signature of the candidate

[Handwritten Signature]

No. 03-02/2017-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi, dated 24.09.2018

To,

1. All Chief Postmasters General
2. All Postmasters General
3. Director, PSCI, Ghaziabad

Subject: Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018

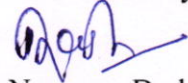
Madam/Sir,

I am directed to forward herewith a copy of recruitment rules for the post of Postman and Mail Guard dated 20.09.2018 notified in the Official Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i).

2. It is requested that the provisions of recruitment rules may be brought to the notice of all concerned.

Encl: As above

Yours faithfully,



(Satya Narayana Dash)
Assistant Director General (SPN)

Copy for information to:

1. Secretary (Posts)
2. Secretary (PSB)
3. All Members of the Postal Service Board
4. CGM (BD) / CGM (MB) / CGM (PLI)
5. All Deputy Directors General
6. Director, RAKNPA Ghaziabad
7. SPB-II Section/ GDS Section/ DE Section
8. Director (CEPT), Mysore for uploading the letter along with the Recruitment Rules of Postman and Mail Guard in the India Post website.



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

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नई दिल्ली, बृहस्पतिवार, सितम्बर 20, 2018/भाद्र 29, 1940

No. 664]

NEW DELHI, THURSDAY, SEPTEMBER 20, 2018/BHADRA 29, 1940

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 20 सितम्बर, 2018

सा.का.नि. 899(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (पोस्टमैन और मेलगार्ड) भर्ती नियम, 2010 को उन बातों के सिवाय अधिकांश करते हुए जिन्हें अधिक्रमण से पूर्व किया गया है अथवा करने का लोप किया गया है, संचार मंत्रालय के डाक विभाग में पोस्टमैन और मेलगार्ड के पदों पर भर्ती की पद्धति का विनियमन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात्:-

- संक्षिप्त नाम और प्रारंभ.**— (1) इन नियमों का संक्षिप्त नाम डाक विभाग, पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 होगा।
(2) ये सरकारी राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।
- पदों की संख्या, वर्गीकरण और वेतन मेट्रिक्स में स्तर.**—पदों की संख्या, उनका वर्गीकरण और उससे संलग्न वेतन मेट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से स्तंभ (4) में विनिर्दिष्ट हैं।
- भर्ती की पद्धति, आयु-सीमा, अर्हताएं आदि.**—भर्ती की पद्धति, आयु-सीमा, अर्हताएं और उससे संबंधित अन्य बातें वे होंगी जो उक्त अनुसूची के स्तंभ (5) से स्तंभ (13) में विनिर्दिष्ट हैं।

4. निरर्हता - वह व्यक्ति.—

- (क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है, या विवाह की संविदा की है, या
- (ख) जिसने अपने पति या अपनी पत्नी के जीवित रहते हुए किसी व्यक्ति से विवाह किया है, या विवाह की संविदा की है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा:

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं तो वह किसी व्यक्ति को इस नियम के प्रवर्तन में छूट दे सकेगी।

5. सेना डाक सेवा में सेवा प्रदान करने हेतु भर्ती.—विनिर्दिष्ट अनुसूची में उल्लिखित पद पर किसी व्यक्ति की नियुक्ति होने पर, वह भारत या विदेश में, जैसा भी अपेक्षित होगा, सेना डाक सेवा में कार्य करने का पात्र होगा।

6. शिथिल करने की शक्ति.—जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां वह उसके लिए जो कारण हैं, उन्हें लेखबद्ध करके इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत आदेश द्वारा शिथिल कर सकेगी।

7. व्यावृत्ति.—इन नियमों की कोई बात, ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों/अनुसूचित जनजातियों, भूतपूर्व सैनिकों, अन्य पिछड़ा वर्गों और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

पद का नाम	पद संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन अथवा गैर-चयन पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु-सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं
1	2	3	4	5	6	7	8
1. पोस्टमैन	45899* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित, अननुसचिवीय	वेतन मेट्रिक्स में स्तर 3 (21700-69100 ₹.)	अचयन	(i) 18 से 27 वर्ष के बीच (केन्द्र सरकार द्वारा समय-समय पर जारी किए गए अनुदेशों के अनुसार अनुसूचित जाति अथवा अनुसूचित जनजाति अथवा अन्य पिछड़ा वर्ग के अभ्यर्थियों और सरकारी कर्मचारियों के लिए शिथिल की जा सकती है)।	(i) किसी मान्यता प्राप्त बोर्ड से 12वीं कक्षा पास (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा	नहीं

				<p>टिप्पण: (i) आयु सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में उम्मीदवारों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख प्रभाग, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा हिमाचल प्रदेश के चंबा जिले के पांगी उप प्रभाग, अंडमान तथा निकोबार द्वीप समूह व लक्षद्वीप के उम्मीदवारों के लिए विहित की गई है)।</p> <p>(ii) ग्रामीण डाक सेवकों* के लिए आयु सीमा रिक्ति (रिक्तियों) वाले वर्ष की पहली जनवरी को पचास वर्ष अथवा भारत सरकार समय-समय पर जारी दिशा निर्देशों के अनुसार है (अनुसूचित जाति या अनुसूचित जनजाति से संबद्ध उम्मीदवारों के लिए पांच वर्ष तक की छूट है और अन्य पिछड़ा वर्ग के उम्मीदवारों को तीन वर्ष तक की छूट प्राप्त है)।</p> <p>*ग्रामीण डाक सेवक सिविल पद धारक हैं परन्तु वे नियमित सिविल सेवा से बाहर हैं जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा होगी।</p>	<p>की जानकारी। अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य/संघ राज्य क्षेत्र की स्थानीय भाषा वही होगी, जो डाक विभाग द्वारा प्रकाशित की गई हो।</p> <p>(iii) कंप्यूटर पर कार्य करने संबंधी जानकारी।</p> <p>(iv) उम्मीदवार के पास द्विपहिया अथवा हल्के मोटर वाहन चलाने का वैध लाइसेंस होना चाहिए दिव्यांग जनों को लाइसेंस धारित करने की शर्त से छूट दी जा सकती है।</p>
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परिचीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति: भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जानी वाली रिक्तियों की प्रतिशतता	प्रोन्नति या प्रतिनियुक्ति या आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति या प्रतिनियुक्ति या आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
9	10	11	12	13
सीधी भर्ती के मामले में : दो वर्ष तथा	(i) 25% भर्ती करने वाले डाक प्रभाग के बहुकार्य कर्मचारिवृन्द में से ज्येष्ठता और फिटनेस के आधार पर प्रोन्नति द्वारा,	(i) रिक्ति वाले वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में	विभागीय प्रोन्नति समिति (प्रोन्नति/पुष्टि पर विचार करने के लिए):	लागू नहीं होता

<p>डाक विभाग द्वारा विहित अनिवार्य प्रशिक्षण सफलतापूर्वक पूरा किया हो।</p>	<p>जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) 25% भर्ती करने वाले डाक प्रभाग के बहुकार्य कर्मचारिवृंद में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर;-</p> <p>(ख) सर्कल के अन्य सभी डाक प्रभागों के बहुकार्य कर्मचारिवृंद में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर;-</p> <p>(ग) सर्कल के रेल मेल सेवा प्रभागों के बहुकार्य कर्मचारिवृंद में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(iii) (क) 50% भर्ती करने वाले डाक प्रभाग के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(ख) सर्कल के अन्य सभी डाक प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(ग) सर्कल के सभी रेल मेल सेवा प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p>	<p>बहुकार्य कर्मचारिवृंद के रूप में छः वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-स्वस्थता के आधार पर प्रोन्नति द्वारा।</p> <p>(ii) रिक्ति वाले वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में बहुकार्य कर्मचारिवृंद के रूप में तीन वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीमित विभागीय प्रतियोगिता के आधार पर प्रोन्नति द्वारा।</p> <p>टिप्पण: जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने से ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p>	<p>1. प्रभाग प्रमुख- अध्यक्ष</p> <p>2. दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य</p>	
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	<p>(घ) डाक विभाग द्वारा समय-समय पर जारी स्कीम के अनुसार ओपन मार्केट से सीधी भर्ती द्वारा टिप्पणः (1) प्रोन्नति हेतु सीमित विभागीय प्रतियोगिता परीक्षा की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी। (2) प्रतियोगिता परीक्षा के आधार पर ग्रामीण डाक सेवकों की सीधी भर्ती तथा ओपन मार्केट से सीधी भर्ती की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।</p>			
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पद का नाम	पद संख्या	वर्गीकरण	वेतन बैंड और ग्रेड वेतन अथवा वेतनमान	चयन अथवा गैर-चयन पद	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए आयु-सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य बर्हताएं	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु-सीमा और शैक्षिक बर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं
1	2	3	4	5	6	7	8
2. मेलगार्ड	1870* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा समूह 'ग', अराजपत्रित, अननुसचिवीय	वेतन मेट्रिक्स में स्तर 3 (21700-69100 ₹)	अचयन	(i) 18 से 27 वर्ष के बीच (केन्द्र सरकार द्वारा समय-समय पर जारी किए गए अनुदेशों के अनुसार अनुसूचित जाति अथवा अनुसूचित जनजाति अथवा अन्य पिछड़ा वर्ग के अभ्यर्थियों और सरकारी कर्मचारियों के लिए शिथिल की जा सकती है)। टिप्पणः (i) आयु सीमा अवधारित करने के लिए निर्णायक तारीख, भारत में उम्मीदवारों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख प्रभाग,	(i) किसी मान्यता-प्राप्त बोर्ड से 12वीं कक्षा पास (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य या संघ राज्य क्षेत्र की स्थानीय भाषा वही	नहीं

				<p>हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा हिमाचल प्रदेश के चंबा जिले के पांगी उप प्रभाग, अंडमान तथा निकोबार द्वीप समूह व लक्षद्वीप के उम्मीदवारों के लिए विहित की गई है।</p> <p>(ii) ग्रामीण डाक सेवकों* के लिए आयु सीमा रिक्तियों वाले वर्ष की पहली जनवरी को पचास वर्ष अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार है (अनुसूचित जाति या अनुसूचित जनजाति से संबद्ध उम्मीदवारों के लिए पांच वर्ष तक की छूट है और अन्य पिछड़ा वर्ग के उम्मीदवारों को तीन वर्ष तक की छूट प्राप्त है)।</p> <p>*ग्रामीण डाक सेवक सिविल पद धारक हैं परन्तु वे नियमित सिविल सेवा से बाहर हैं जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा होगी।</p>	<p>होगी, जो डाक विभाग द्वारा प्रकाशित की गई हो।</p> <p>(iii) कंप्यूटर पर कार्य करने संबंधी जानकारी।</p>	
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परिबीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति: भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरी जानी वाली रिक्तियों की प्रतिशतता	प्रोन्नति / प्रतिनियुक्ति /आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति / प्रतिनियुक्ति / आमेलन किया जाएगा	यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
9	10	11	12	13
सीधी भर्ती के मामले में : दो वर्ष और डाक विभाग द्वारा विहित अनिवार्य प्रशिक्षण सफलतापूर्वक पूरा किया हो।	<p>(i) 25% भर्ती करने वाले रेल मेल सेवा प्रभाग के ऐसे बहुकार्य कर्मचारिवृन्द में से ज्येष्ठता और स्वस्थता के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) 50% भर्ती करने वाले रेल मेल सेवा प्रभाग के बहुकार्य कर्मचारिवृन्द में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर;-</p> <p>(ख) सर्कल के भर्ती करने वाले अन्य सभी रेल मेल सेवा प्रभागों के बहुकार्य कर्मचारिवृन्द में</p>	<p>(i) रिक्ति वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में बहुकार्य कर्मचारिवृन्द के रूप में छ: वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-स्वस्थता के आधार पर प्रोन्नति द्वारा।</p>	<p>विभागीय प्रोन्नति समिति (प्रोन्नति/पुष्टि पर विचार करने के लिए):</p> <ol style="list-style-type: none"> 1. प्रभाग प्रमुख -अध्यक्ष 2. दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य 	लागू नहीं होता

<p>से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर</p> <p>(ग) सर्कल के डाक प्रभागों के बहुकार्य कर्मचारिवृन्द में से सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर प्रोन्नति द्वारा, जिसके न हो सकने पर बिना भरी गई रिक्तियों को नीचे (iii) पर दर्शाई गई रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(iii) (क) 25% भर्ती करने वाले रेल मेल सेवा प्रभाग के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;-</p> <p>(ख) सर्कल के अन्य सभी रेल मेल सेवा प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(ग) सर्कल के सभी डाक प्रभागों के ऐसे ग्रामीण डाक सेवकों* के लिए सीमित विभागीय प्रतियोगिता परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वाले वर्ष की पहली जनवरी को इस क्षमता के साथ कम से कम पांच वर्ष तक नियमित सेवा की हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशा निर्देशों के अनुसार कार्य किया हो, जिसके न हो सकने पर;</p> <p>(घ) डाक विभाग द्वारा समय-समय पर जारी स्कीम के अनुसार ओपन मार्केट से सीधी भर्ती द्वारा</p> <p>टिप्पणः</p> <p>(1) प्रोन्नति हेतु सीमित विभागीय प्रतियोगिता परीक्षा की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।</p>	<p>(ii) रिक्ति वर्ष की पहली जनवरी को वेतन मेट्रिक्स के स्तर-1 में बहुकार्य कर्मचारिवृन्द के रूप में तीन वर्ष की नियमित सेवा के साथ अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीमित विभागीय प्रतियोगिता के आधार पर प्रोन्नति द्वारा।</p> <p>टिप्पणः जहां ऐसे कनिष्ठ व्यक्तियों के संबंध में, जिन्होंने अपनी अर्हक या पात्रता सेवा पूरी कर ली है, प्रोन्नति के लिए विचार किया जा रहा हो वहां उनसे ज्येष्ठ व्यक्तियों के संबंध में भी विचार किया जाएगा परन्तु यह तब जब कि उनके द्वारा की गई ऐसी अर्हक या पात्रता सेवा, अपेक्षित अर्हक या पात्रता सेवा के आधे से अधिक या दो वर्ष से, इनमें से जो भी कम हो, कम न हो और उन्होंने अपने से ऐसे कनिष्ठ व्यक्तियों सहित, जिन्होंने ऐसी अर्हक या पात्रता सेवा पहले ही पूरी कर ली है, अगली उच्चतर श्रेणी में प्रोन्नति के लिए अपनी परिवीक्षा की अवधि सफलतापूर्वक पूरी कर ली हो।</p>		
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	(2) प्रतियोगिता परीक्षा के आधार पर ग्रामीण डाक सेवकों की सीधी भर्ती तथा ओपन मार्केट से सीधी भर्ती की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।			
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[फा. सं. 03-02/2017-एसपीबी-1]

जी. राजीव, निदेशक (एसपीएन)

MINISTRY OF COMMUNICATIONS

(DEPARTMENT OF POSTS)

NOTIFICATION

New Delhi, the 20th September, 2018

G.S.R 899(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postman and Mail Guard) Recruitment Rules, 2010 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Postman and Mail Guard in the Department of Posts, Ministry of Communications, namely:-

1. Short title and commencement.—(1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and level in the pay matrix.—The number of posts, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit, qualifications, etc.—The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualification.— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other ground for doing so, exempt any person from the operation of this rule.

5. Recruitment to serve in the Army Postal Service.—Any person appointed to the posts specified in the Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.

6. Power to relax.—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings.—Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Name of post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Postman.	45899* (2018) *Subject to variation on dependent workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix. (Rs. 21700 to Rs. 69100)	Non-selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to the Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants in accordance with the instructions issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be fifty years as on the 1st day of January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years</p>	<p>(i) 12th standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10th standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p> <p>(iv) Candidates should have a valid license of two-wheeler or light motor vehicle. Persons with Disability may be exempted from the possession of licence.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.

and for those belonging to other Backward Castes up to three years). *Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.			
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Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances under which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Postal Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 25% by promotion from Multi Tasking Staff of the recruiting Postal Division on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(iii) (a) 50% by direct recruitment on the basis of Competitive</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the pay matrix with three years regular service in the grade as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p>Note: Where juniors who have completed</p>	<p>Departmental Promotion Committee (for considering promotion / confirmation)</p> <p>1. Divisional Head —Chairperson</p> <p>2. Two Group 'B' (Gazetted) Officer —Members</p>	Not applicable

<p>Examination limited to Gramin Dak Sevaks* of the recruiting Postal Division, who have worked regularly for five years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(b) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(c) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all Railway Mail Service Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1st day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(d) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>Note:-</p> <p>1: The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.</p>	<p>their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>		
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2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.			
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(1)	(2)	(3)	(4)	(5)
2. Mail Guard.	1870* (2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix (Rs. 21700 to Rs. 69100)	Non-selection.

(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time to time).</p> <p>Note: The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangti Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be fifty years as on the 1st day of</p>	<p>(i) 12th standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied the local language at least upto 10th standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.

<p>January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Castes up to three years).</p> <p>*Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.</p>			
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(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Railway Mail Service Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 50% by promotion from Multi Tasking Staff of the recruiting Railway Mail Service Division, on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the Pay Matrix with three years regular service as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p>Note: Where juniors who have completed</p>	<p>Departmental Promotion Committee (for considering promotion / confirmation)</p> <ol style="list-style-type: none"> 1. Divisional Head —Chairperson 2. Two Group 'B' (Gazetted) Officer —Members 	<p>Not applicable</p>

<p>(iii) (a) 25% by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of the recruiting Railway Mail Service Division, who have worked regularly for five years in that capacity as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(b) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Railway Mail Service Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(c) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(d) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>Note:-</p> <p>1: The scheme for Limited Departmental Competitive</p>	<p>their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>		
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<p>Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.</p> <p>2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.</p>			
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[F. No. 03-02/2017-SPB-I]

G. RAJEEV, Director (SPN)



भारत का राजपत्र The Gazette of India

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CG-DL-E-07032020-218559

असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 134|

नई दिल्ली बृहस्पतिवार, मार्च 5, 2020/फाल्गुन 15, 1941

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NEW DELHI, THURSDAY, MARCH 5, 2020/PHALGUNA 15, 1941

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 5 मार्च, 2020

सा.का.नि. 157(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए डाक विभाग पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 में संशोधन करने के लिए एतद्वारा निम्नलिखित नियम बनाते हैं, अर्थात्:-

1. संक्षिप्त नाम और प्रारंभ

(1) इन नियमों का संक्षिप्त नाम डाक विभाग, पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती (संशोधन) नियम, 2020 है।

(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।

2. डाक विभाग पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 में, अनुसूची में-

(क) पोस्टमैन के पद से संबंधित क्रम सं.1 में, स्तंभ (7) के अधीन विद्यमान प्रविष्टियों को निम्नलिखित प्रविष्टियों के स्थान पर निम्नलिखित रखा जाएगा अर्थात् :-

- “(क) किसी मान्यताप्राप्त बोर्ड से 12वीं कक्षा उत्तीर्ण;
- (ख) ग्रामीण डाक सेवक के रूप में कार्यरत व्यक्तियों के लिए किसी मान्यताप्राप्त बोर्ड से 10वीं कक्षा उत्तीर्ण।

अभ्यर्थियों के पास निम्नलिखित अर्हता भी होनी चाहिए, अर्थात्:-

- (i) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा का ज्ञान तथा अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो।
- (ii) कम्प्यूटर पर कार्य करने का ज्ञान हो।

टिप्पण 1. डाक सर्कल अथवा प्रभाग की स्थानीय भाषा, डाक विभाग द्वारा प्रकाशित की जाएगी।

टिप्पण 2. पोस्टमैन के पद पर नियुक्त व्यक्ति को अपनी नियुक्ति की तारीख से दो वर्ष की अवधि में चालन अनुज्ञप्ति प्राप्त करनी होगी ताकि वह दुपहिया अथवा तिपहिया अथवा हल्के मोटर वाहन चला सके। तथापि, दिव्यांगजनों को चालन अनुज्ञप्ति की अपेक्षा से छूट होगी।

टिप्पण 3. जिस अभ्यर्थी के पास नियुक्ति के समय विधिमान्य चालन अनुज्ञप्ति नहीं है, उसे विधिमान्य चालन अनुज्ञप्ति प्रस्तुत किए जाने तक अथवा नियुक्ति की तारीख से पांच वर्ष की अवधि तक, जो भी पहले हो, आवधिक वेतनवृद्धि नहीं मिलेगी तथा ऐसी अनुज्ञप्ति प्रस्तुत कर देने पर अथवा पांच वर्ष की समयावधि समाप्त हो जाने पर उस अभ्यर्थी का वेतन भूतलक्षी प्रभाव से वेतन के उस स्तर पर पुनः निर्धारित किया जाएगा जिस स्तर पर वेतन आवधिक वेतनवृद्धि नहीं रोके जाने की स्थिति में पहुंच गया होता तथा इस बीच की अवधि के दौरान के वेतन की बकाया राशि का भुगतान नहीं किया जाएगा।

(ख) मेल गार्ड के पद से संबंधित क्रम सं. 2 में, स्तंभ (7) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित रखा जाएगा, अर्थात् :-

- “(क) किसी मान्यताप्राप्त बोर्ड से 12वीं कक्षा उत्तीर्ण;
- (ख) ग्रामीण डाक सेवक के रूप में कार्यरत व्यक्तियों के लिए किसी मान्यताप्राप्त बोर्ड से 10वीं कक्षा उत्तीर्ण।

अभ्यर्थियों के पास निम्नलिखित अर्हता भी होनी चाहिए, नामतः:-

- (i) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा का ज्ञान तथा अभ्यर्थी ने 10वीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो;
- (ii) कम्प्यूटर पर कार्य करने का ज्ञान हो।

टिप्पण: डाक सर्कल अथवा प्रभाग की स्थानीय भाषा, डाक विभाग द्वारा प्रकाशित की जाएगी।

[फा.सं. 03-02/2017-एसपीएन-1]

सत्य नारायण दाश, निदेशक (एसपीएन)

टिप्पण: मूल अधिसूचना को भारत का राजपत्र, असाधारण, भाग-II, खंड 3, उप-खंड (i), में सा.का.नि. 899(अ), तारीख 20 सितम्बर, 2018 द्वारा प्रकाशित किया गया था।

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 5th March, 2020

G.S.R. 157(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, namely:-

1. Short title and commencement.—

(1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, in the SCHEDULE,—

(A) in serial number 1 relating to the post of Postman, under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(a) 12th standard pass from a recognised Board;

(b) 10th standard pass from a recognised Board for the persons who are working as Gramin Dak Sevak.

The candidate shall also possess the following, namely:-

(i) knowledge of local language of the concerned Postal Circle or Division and the candidate should have studied local language upto 10th standard.

(ii) knowledge of working on computer.

Note 1: The local language of a Postal Circle or Division shall be published by the Department of Posts.

Note 2: The person appointed to the post of Postman shall acquire a driving licence to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving licence.

Note 3: A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.”;

(B) in serial number 2 relating to the post of Mail Guard, under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(a) 12th standard pass from a recognised Board;

(b) 10th standard pass from a recognised Board for the persons who are working as Gramin Dak Sevak.

The candidate shall also possess the following, namely:-

(i) knowledge of local language of the concerned Postal Circle or Division and the candidate should have studied local language up to 10th standard;

(ii) knowledge of working on computer.

Note: The local language of a Postal Circle or Division shall be published by the Department of Posts.”

[F. No. 03-02/2017-SPN-I]

SATYA NARAYANA DASH, Director (SPN)

Footnote: - The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), vide number G.S.R. 899(E), dated the 20th September, 2018.



भारत का राजपत्र The Gazette of India

सी.जी.-डी.एल.-अ.-31082023-248441
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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
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नई दिल्ली, बृहस्पतिवार, अगस्त 31, 2023/भाद्र 9, 1945
NEW DELHI, THURSDAY, AUGUST 31, 2023/BHADRA 9, 1945

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 30 अगस्त, 2023

सा.का.नि. 638(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परंतुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, डाक विभाग पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 को संशोधित करने हेतु निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. (1) इन नियमों का संक्षिप्त नाम डाक विभाग पोस्टमैन और मेलगार्ड (समूह 'ग' पद)भर्ती (संशोधन) नियम, 2023 है।

(2) ये नियम, राजपत्र में इनके प्रकाशन की तारीख से प्रवृत्त होंगे।

2. डाक विभाग, पोस्टमैन और मेलगार्ड (समूह 'ग' पद) भर्ती नियम, 2018 की अनुसूची में, -

(क) पोस्टमैन के पद से संबंधित क्रमांक संख्या 1 के सामने,

1. स्तंभ (7) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखीं जाएंगी, अर्थात् :-

“(i) डाक विभाग में ग्रामीण डाक सेवक के रूप में कार्यरत व्यक्तियों के लिए मान्यता प्राप्त बोर्ड से 10^{वीं} कक्षा उत्तीर्ण और अन्य सभी के लिए मान्यता प्राप्त बोर्ड से 12^{वीं} कक्षा उत्तीर्ण।

(ii) कंप्यूटर का कार्यसाधक ज्ञान।

(iii) संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा का ज्ञान।

(iv) उम्मीदवार के पास दोपहिया या हल्के मोटर वाहन चलाने के लिए वैध लाइसेंस होना चाहिए:

परन्तु यह कि दिव्यांगजनों को इस प्रकार के लाइसेंसधारक होने संबंधी शर्त से छूट दी जाएगी।

टिप्पण 1.- डाक सर्कल या डिवीजन की स्थानीय भाषा, डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुसार विनिर्दिष्ट होगी।

टिप्पण 2.- संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा का ज्ञान न रखने वाला व्यक्ति भी नियुक्ति के लिए पात्र होगा। तथापि, नियुक्ति के पश्चात ऐसे व्यक्ति को संबंधित डाक सर्कल द्वारा तय की गई रीति से आयोजित की जाने वाली स्थानीय भाषा संबंधी परीक्षा उत्तीर्ण करनी होगी और ऐसी स्थानीय भाषा परीक्षा को उत्तीर्ण करना परिवीक्षा पूरी करने की पूर्व-शर्त होगी :

परन्तु यह कि वह उम्मीदवार जिसने 10^{वीं} या उससे ऊपर की कक्षा में एक विषय के रूप में संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा की परीक्षा उत्तीर्ण की हो, उसे ऐसी स्थानीय भाषा परीक्षा से छूट दी जाएगी :

परन्तु यह और कि ग्रामीण डाक सेवक को ऐसी स्थानीय भाषा परीक्षा से छूट प्रदान की जाएगी।

टिप्पण 3.- जिस उम्मीदवार के पास दोपहिया या हल्के मोटर वाहन चलाने का वैध लाइसेंस नहीं है, वह भी नियुक्ति के लिए पात्र होगा, तथापि, ऐसे अभ्यर्थी जो नियुक्ति के समय, दोपहिया या हल्के मोटर वाहन चलाने के लिए वैध लाइसेंस धारक नहीं हैं, उनको ऐसा लाइसेंस प्रस्तुत करने तक या नियुक्ति की तारीख से पांच वर्ष की अवधि तक, जो भी पहले हो, आवधिक वेतन वृद्धि नहीं मिलेगी और ऐसा लाइसेंस प्रस्तुत करने पर या पांच वर्ष की अवधि की समाप्ति पर, उसके वेतन को उत्तरव्यापी प्रभाव से वेतन के उस स्तर पर पुनर्निर्धारित किया जाएगा, जिस स्तर पर वह आवधिक वेतन वृद्धि नहीं रोके जाने पर पहुँच चुका होता और इस बीच की अवधि के लिए, वेतन की किसी भी बकाया राशि का भुगतान नहीं किया जाएगा।";

II. स्तंभ (9) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

"सीधी भर्ती के मामले में: दो वर्ष और डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण को सफलतापूर्वक पूरा किया हो और स्तंभ (7) के अधीन उल्लिखित स्थानीय भाषा परीक्षा उत्तीर्ण की हो।";

III. स्तंभ (10) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

"(i) 50 प्रतिशत पद, भर्ती करने वाले डाक सर्कल के बहुकार्य कर्मचारी वृंद में से सीमित विभागीय प्रतियोगी परीक्षा के आधार पर प्रोन्नति द्वारा भरे जाएंगे, ऐसा न होने पर, इन रिक्तियों को नीचे (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा;

(ii) 50 प्रतिशत पद, भर्ती करने वाले डाक सर्कल के केवल उन ग्रामीण डाक सेवकों के लिए सीमित प्रतियोगी परीक्षा के आधार पर सीधी भर्ती द्वारा भरे जाएंगे, जिन डाक सेवकों ने उस रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशा-निर्देशों के अनुसार उस पद पर नियमित रूप से पांच साल तक कार्य किया हो, ऐसा न होने पर, ये पद डाक विभाग द्वारा समय-समय पर परिचालित की जाने वाली योजना के अनुसार खुली प्रतियोगिता (ओपन मार्केट) के माध्यम से सीधी भर्ती द्वारा भरे जाएंगे।

टिप्पण 1.- प्रोन्नति के लिए सीमित विभागीय प्रतियोगी परीक्षा की योजना डाक विभाग द्वारा समय-समय पर जारी किए गए प्रशासनिक अनुदेशों के अनुरूप होगी, जिसमें संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा की परीक्षा और डाटा एंट्री कौशल परीक्षा भी शामिल होगी।

टिप्पण 2.- केवल ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगी परीक्षा और खुले बाजार से सीधी भर्ती संबंधी प्रतियोगी परीक्षा की योजना, डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी, जिसमें संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा की परीक्षा और डाटा एंट्री कौशल परीक्षा भी शामिल होगी।

टिप्पण 3.- डाक विभाग, प्रशासनिक अनुदेशों के माध्यम से एक या अधिक डाक सर्कलों के उन ग्रामीण डाक सेवकों को दिल्ली डाक सर्कल में नियुक्ति के लिए अनुमति दे सकता है, जो अन्यथा, इन नियमों के उपबंधों के अनुसार पात्र हैं और ऐसी नियुक्ति, डाक विभाग द्वारा समय-समय पर यथा निर्धारित नियमों और शर्तों के अधीन होगी।";

IV. स्तंभ (11) के तहत, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

“सीमित विभागीय प्रतियोगी परीक्षा के आधार पर प्रोन्नति :

(i) रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार वेतन मैट्रिक्स के स्तर-1 में बहु कार्य कर्मचारी वृंद के ग्रेड में तीन वर्ष की नियमित सेवा; और

(ii) रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार वेतन मैट्रिक्स के स्तर-1 में बहु कार्य कर्मचारी वृंद के रूप में 5 वर्ष की नियमित सेवा, जिसमें ग्रामीण डाक सेवक के रूप में नियमित रूप से प्रदान की गई सेवा शामिल है।

टिप्पण 1.- जहां किसी कनिष्ठ जिसने अर्हक सेवा पूरी कर ली है और सीमित विभागीय प्रतियोगी परीक्षा या प्रतियोगी परीक्षा के लिए पात्र है, वहाँ उसके ज्येष्ठ भी ऐसी परीक्षा के लिए पात्र होंगे:

परन्तु ज्येष्ठ और कनिष्ठ दोनों को एक ही भर्ती प्रणाली से भर्ती किया गया हो और वे वर्तमान पद पर नियमित आधार पर नियुक्ति से पूर्व एक ही पोषक प्रवर्ग में रहे हों;

परन्तु यह और कि उक्त ज्येष्ठ द्वारा की गई ऐसी सेवा, अपेक्षित अर्हक या पात्रता सेवा अवधि के आधे या उससे अधिक अवधि या दो वर्ष, जो भी कम हो, से कम न हो और उसने अगले उच्चतर ग्रेड में प्रोन्नति के लिए परीक्षा अवधि सफलतापूर्वक पूरी कर ली हो।

टिप्पण 2.- टिप्पण 1 की शर्त ऐसे कनिष्ठ कार्मिक के संदर्भ में लागू नहीं होगी, जिसने डाक नियम पुस्तिका खण्ड-IV के नियम 38 के अधीन स्थानांतरण का लाभ उठाने के बाद अपनी ज्येष्ठता खो दी है।

टिप्पण 3.- किसी अधिकारी की पात्रता मूल रूप से धारित पद और वेतन मैट्रिक्स में पद के प्रासंगिक वेतन स्तर के आधार पर निर्धारित की जाएगी, न कि उस स्तर के आधार पर, जिसमें वह अधिकारी पात्रता के संबंध में निर्धारित तारीख को समयबद्ध एक प्रोन्नति, द्विवार्षिक संवर्ग समीक्षा या संशोधित सुनिश्चित कैरियर प्रगति के अधीन वित्तीय उन्नयन के आधार वेतन आहरित कर रहा हो।";

(ख) मेल गार्ड पद से संबंधित क्रमांक 2 के सामने,

I. स्तंभ (7) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

“(i) डाक विभाग में ग्रामीण डाक सेवक के रूप में कार्यरत व्यक्तियों के लिए मान्यता प्राप्त बोर्ड से 10^{वीं} कक्षा उत्तीर्ण और अन्य सभी के लिए मान्यता प्राप्त बोर्ड से 12^{वीं} कक्षा उत्तीर्ण।

(ii) कंप्यूटर का कार्यसाधक ज्ञान; और

(iii) संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा का ज्ञान।

टिप्पण 1.- डाक सर्कल या डिवीजन की स्थानीय भाषा, डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुसार विनिर्दिष्ट होगी।

टिप्पण 2.- संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा का ज्ञान न रखने वाला व्यक्ति भी नियुक्ति के लिए पात्र होगा। तथापि, नियुक्ति के पश्चात ऐसे व्यक्ति को संबंधित डाक सर्कल द्वारा तय की गई रीति से आयोजित की जाने वाली स्थानीय भाषा संबंधी परीक्षा उत्तीर्ण करनी होगी और ऐसी स्थानीय भाषा परीक्षा को उत्तीर्ण करना परिवीक्षा पूरी करने की पूर्व-शर्त होगी :

परन्तु यह कि वह व्यक्ति जिसने 10^{वीं} या उससे ऊपर की कक्षा में एक विषय के रूप में संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा की परीक्षा उत्तीर्ण की हो, उसे ऐसी स्थानीय भाषा परीक्षा से छूट दी जाएगी:

परन्तु यह और कि ग्रामीण डाक सेवक को ऐसी स्थानीय भाषा परीक्षा से छूट प्रदान की जाएगी।”;

II. स्तंभ (9) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

“सीधी भर्ती के मामले में: दो वर्ष और डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण को सफलतापूर्वक पूरा किया हो और स्तंभ (7) के तहत उल्लिखित स्थानीय भाषा परीक्षा को उत्तीर्ण की हो।”;

III. स्तंभ (10) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

“(i) 50 प्रतिशत पद, भर्ती करने वाले डाक सर्कल के बहु कार्य कर्मचारी वृंद में से सीमित विभागीय प्रतियोगी परीक्षा के आधार पर प्रोन्नति द्वारा भरे जाएंगे, ऐसा न होने पर, इन रिक्तियों को नीचे (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा ;

(ii) 50 प्रतिशत पद, भर्ती करने वाले डाक सर्कल के केवल उन ग्रामीण डाक सेवकों के लिए सीमित प्रतियोगी परीक्षा के आधार पर सीधी भर्ती द्वारा भरे जाएंगे, जिन डाक सेवकों ने उस रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशा-निर्देशों के अनुसार उस पद पर नियमित रूप से पांच साल तक कार्य किया हो, ऐसा न होने पर, ये पद डाक विभाग द्वारा समय-समय पर परिचालित की जाने वाली योजना के अनुसार खुली प्रतियोगिता (ओपन मार्केट) के माध्यम से सीधी भर्ती द्वारा भरे जाएंगे।

टिप्पण 1.- प्रोन्नति के लिए सीमित विभागीय प्रतियोगी परीक्षा की योजना डाक विभाग द्वारा समय-समय पर जारी किए गए प्रशासनिक अनुदेशों के अनुरूप होगी, जिसमें संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा की परीक्षा और डाटा एंट्री कौशल परीक्षा भी शामिल होगी।

टिप्पण 2.- केवल ग्रामीण डाक सेवकों के लिए सीमित प्रतियोगी परीक्षा और खुले बाजार से सीधी भर्ती संबंधी प्रतियोगी परीक्षा की योजना डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी, जिसमें संबंधित डाक सर्कल या डिवीजन की स्थानीय भाषा की परीक्षा और डाटा एंट्री कौशल परीक्षा भी शामिल होगी।

टिप्पण 3.- डाक विभाग, प्रशासनिक अनुदेशों के माध्यम से, एक या अधिक डाक सर्कलों के उन ग्रामीण डाक सेवकों को दिल्ली डाक सर्कल में नियुक्ति के लिए अनुमति दे सकता है, जो अन्यथा, इन नियमों के उपबंधों के

अनुसार पात्र हैं और ऐसी नियुक्ति, डाक विभाग द्वारा समय-समय पर यथा निर्धारित नियमों और शर्तों के अधीन होगी।”;

IV. स्तंभ (11) के अधीन विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

“सीमित विभागीय परीक्षा के आधार पर प्रोन्नति :

(i) रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार वेतन मैट्रिक्स के स्तर-1 में बहु कार्य कर्मचारी वृंद के ग्रेड में तीन वर्ष की नियमित सेवा; और

(ii) रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार वेतन मैट्रिक्स के स्तर-1 में बहु कार्य कर्मचारी वृंद के रूप में 5 वर्ष की नियमित सेवा, जिसमें ग्रामीण डाक सेवक के रूप में नियमित रूप से प्रदान की गई सेवा शामिल है।

टिप्पण 1.- जहां किसी कनिष्ठ जिसने अर्हक सेवा पूरी कर ली है और सीमित विभागीय प्रतियोगी परीक्षा या प्रतियोगी परीक्षा के लिए पात्र है, वहाँ उसके ज्येष्ठ भी इसके लिए पात्र होंगे:

परन्तु ज्येष्ठ और कनिष्ठ, दोनों को एक ही भर्ती प्रणाली से भर्ती किया गया हो और वे वर्तमान पद पर नियमित आधार पर नियुक्ति से पूर्व एक ही पोषक प्रवर्ग में रहे हों;

परन्तु यह और कि उक्त ज्येष्ठ द्वारा की गई ऐसी सेवा अपेक्षित अर्हक या पात्रता सेवा अवधि के आधे या उससे अधिक अवधि या दो वर्ष, जो भी कम हो, से कम न हो और उसने अगले उच्चतर ग्रेड में प्रोन्नति के लिए परिवीक्षा अवधि सफलतापूर्वक पूरी कर ली हो।

टिप्पण 2.- टिप्पण 1 की शर्त ऐसे कनिष्ठ कार्मिक के संदर्भ में लागू नहीं होगी, जिसने डाक नियम पुस्तिका खण्ड- IV के नियम 38 के अधीन स्थानांतरण का लाभ उठाने के बाद अपनी ज्येष्ठता खो दी है।

टिप्पण 3.- किसी अधिकारी की पात्रता मूल रूप से धारित पद और वेतन मैट्रिक्स में पद के प्रासंगिक वेतन स्तर के आधार पर निर्धारित की जाएगी, न कि उस स्तर के आधार पर, जिसमें वह अधिकारी पात्रता के संबंध में निर्धारित तारीख को, समयबद्ध एक प्रोन्नति, द्विवार्षिक संवर्ग समीक्षा या संशोधित सुनिश्चित कैरियर प्रगति के अधीन वित्तीय उन्नयन के आधार वेतन आहरित कर रहा हो।”।

[फा. सं. डब्ल्यू-03/3/2022-एसपीएन-1]

जगदीप गुप्ता, उप महानिदेशक

टिप्पण : मूल नियम भारत का राजपत्र, असाधारण, भाग II, खंड 3, उप-खंड (i) में 20 सितंबर, 2018 के सा.का.नि. संख्या 899(अ) के द्वारा प्रकाशित किया गया था और तत्पश्चात 05 मार्च, 2020 के सा.का.नि. संख्या 157(अ) के द्वारा संशोधित किया गया था।

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 30th August, 2023

G.S.R. 638(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Department of Posts Postman and Mail Guard (Group ‘C’ post) Recruitment Rules, 2018, namely:-

1. (1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2023.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, in the Schedule,—

(a) against serial number 1 relating to the post of Postman, -

I. under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(i) 10th standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak in the Department of Posts and 12th standard pass from a recognized Board for all others.

(ii) Knowledge of working on Computer.

(iii) Knowledge of local language of the concerned Postal Circle or Division.

(iv) Possessing a valid license to drive two-wheeler or light motor vehicle:

Provided that Persons with Benchmark Disability shall be exempted from the possession of such license.

Note 1.- Local language of a Postal Circle or Division shall be as per administrative instructions issued by the Department of Posts from time to time.

Note 2.- A person not possessing the knowledge of local language of the Postal Circle or Division concerned shall also be eligible for appointment, however, such person after appointment shall pass local language test to be conducted in the manner as may be decided by the Postal Circle concerned and passing of such local language test shall be a pre-condition for completion of probation:

Provided that a person who has passed local language of the Postal Circle or Division concerned as one of the subjects in 10th standard or above shall be exempted from such local language test:

Provided further that Gramin Dak Sevak shall be exempted from such local language test.

Note 3.- A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment, however, such person not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.”;

II. under column (9), for the existing entries, the following entries shall be substituted, namely:-

“For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts and passing of local language test as mentioned under column (7).”;

III. under column (10), for the existing entries, the following entries shall be substituted, namely:-

“(i) 50 per cent by promotion of Multi Tasking Staff of the recruiting Postal Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;

(ii) 50 per cent by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks of the recruiting Postal Circle, who have worked regularly for five years in that capacity, as on the 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.

Note 1.- The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 2.-The scheme for competitive examination limited to Gramin Dak Sevaks and competitive examination for direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 3.- Department of Posts, through administrative instructions, may allow Gramin Dak Sevaks of one or more Postal Circles, who are otherwise eligible under these rules, for appointment in Delhi Postal Circle and

such appointment shall be subject to such terms and conditions as may be decided by the Department of Posts from time to time.”;

IV. under column (11), for the existing entries, the following entries shall be substituted, namely:-

“Promotion on the basis of Limited Departmental Competitive Examination:

(i) Multi Tasking Staff in level-1 of the pay matrix with three years regular service in the grade as on the 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time; and

(ii) Multi Tasking Staff in level-1 of the pay matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time.

Note 1.- Where junior who has completed qualifying service is eligible for Limited Departmental Competitive Examination or Competitive Examination their senior will also be eligible for such examination:

Provided that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis:

Provided further that senior is not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and has successfully completed probation period for promotion to the next higher grade.

Note 2.- The condition in Note 1 shall not apply with reference to such junior official who has lost seniority after availing transfer under rule 38 of the Postal Manual Volume- IV.

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.”;

(b) against serial number 2 relating to the post of Mail Guard, -

I. under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(i) 10th standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak in the Department of Posts and 12th standard pass from a recognised Board for all others.

(ii) Knowledge of working on Computer.

(iii) Knowledge of local language of the concerned Postal Circle or Division.

Note 1.- Local language of a Postal Circle or Division shall be as per administrative instructions issued by the Department of Posts from time to time.

Note 2.- A person not possessing the knowledge of local language of the Postal Circle or Division concerned shall also be eligible for appointment, however, such person after appointment shall pass local language test to be conducted in the manner as may be decided by the Postal Circle concerned and passing of such local language test shall be a pre-condition for completion of probation:

Provided that a person who has passed local language of the Postal Circle or Division concerned as one of the subjects in 10th standard or above shall be exempted from such local language test:

Provided further that Gramin Dak Sevak shall be exempted from such local language test.”;

II. under column (9), for the existing entries, the following entries shall be substituted, namely:-

“For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts and passing of local language test as mentioned under column (7).”;

III. under column (10), for the existing entries, the following entries shall be substituted, namely:-

“(i) 50 per cent by promotion of Multi Tasking Staff of the recruiting Postal Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;

(ii) 50 per cent by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks of the recruiting Postal Circle, who have worked regularly for five years in that capacity, as on the 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.

Note 1.- The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 2.- The scheme for competitive examination limited to Gramin Dak Sevaks and competitive examination for direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 3.- Department of Posts, through administrative instructions, may allow Gramin Dak Sevaks of one or more Postal Circles, who are otherwise eligible under these rules, for appointment in Delhi Postal Circle and such appointment shall be subject to such terms and conditions as may be decided by the Department of Posts from time to time.”;

IV. under column (11), for the existing entries, the following entries shall be substituted, namely:-

“Promotion on the basis of Limited Departmental Competitive Examination:

(i) Multi Tasking Staff in level-1 of the pay matrix with three years regular service in the grade as on the 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time; and

(ii) Multi Tasking Staff in level-1 of the pay matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time.

Note 1.- Where junior who has completed qualifying service is eligible for Limited Departmental Competitive Examination or Competitive Examination their senior will also be eligible for such examination:

Provided that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis:

Provided further that senior is not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and has successfully completed probation period for promotion to the next higher grade.

Note 2.- The condition in Note 1 shall not apply with reference to such junior official who has lost seniority after availing transfer under rule 38 of the Postal Manual Volume- IV.

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.”.

[F.No.W-03/3/2022-SPN-I]

JAGDEEP GUPTA, Dy. Director General

Note : The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), *vide* G.S.R. 899(E), dated the 20th September, 2018 and subsequently amended *vide* G.S.R. 157(E), dated the 5th March, 2020.

F.No.17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi- 110 001.
Dated 05th April, 2022

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

Subject: Revision of Pattern and Syllabus of examinations conducted by Department of Posts for appointment to the posts of MTS, Postman, and Mail Guard.

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time, communicating therewith Pattern and Syllabus of examinations conducted by Department of Posts for recruitment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant.

2. Competent Authority has approved that henceforth there will be a single common examination for selection of MTS for appointment as Postman / Mail Guard and GDS for appointment as MTS / Postman / Mail Guard. Revised Pattern and Syllabus of the common Examination is given in Annexure-I. The examination will be held without the aid of books.

3. The Syllabus of examination includes a component to test the knowledge of computer and local language. Local language of a Postal Circle / Division for this purpose has been communicated vide aforesaid letter of even number dated 10.05.2019, Annexure E *ibid*, and further modified by letters dated 28.06.2019 and 30.06.2020. Consolidated / updated list of local language of Postal Circle/Division is enclosed as Annexure-II.

4. Circle shall ensure that the process for appointment of candidates selected to the posts of Postman / Mail Guard through the common examination is completed before any candidate selected for the post of MTS is appointed.

5. Revised Pattern and Syllabus mentioned herein shall come into force from the date of issue of this communication and shall be applicable to all examinations to be held thereafter.

6. This may be given wide circulation for information of all stakeholders.

Yours faithfully,



(Satya Narayana Dash)
Director (SPN)

Encl: As stated

Copy forwarded to: -

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination) / All Members of Postal Services Board
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Secretary, Postal Services Board/ All Deputy Directors General
6. Director (DE), Postal Directorate
7. All recognized Service Federations / Associations
8. GM, CEPT for uploading the order on the India Post website.
9. Guard File

**Pattern and Syllabus of the examinations for appointment
to the posts of MTS, Postman and Mail Guard**

I. Pattern of Examination:

Sl. No.	Description	Paper-I (Basic Postal Knowledge and General Awareness)	Paper-II (Knowledge of Postal Operations)	Paper-III (Knowledge of Local Language)	Paper-IV (Data Entry Skill Test)
1	Applicable for examination to the posts of	Both MTS and Postman / Mail Guard	Postman / Mail Guard only	Both MTS and Postman / Mail Guard	Postman / Mail Guard only
2	Competitive or Qualifying	Competitive		Qualifying	
3	Type of Question	MCQ		MCQ and Subjective	On Computer
4	Number of Questions	As per syllabus			
5	Maximum Marks	100 in 2 Parts	50	50	25
6	Duration	60 Minutes	30 Minutes	60 Minutes	15 Minutes
7	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a local language.		English to Local language and vice versa	
8	Language of Answer Paper	Not applicable as MCQ		As per question paper	
9	Minimum Qualifying Marks (Subject to reservation policy of Government.)	For selection as MTS – in Paper-I: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33% For selection as Postman / Mail Guard – Total of Paper-I and Paper-II: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%		(a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%	(a) Unreserved: 60% (b) OBC/EWS: 60% (c) SC/ST: 50% (d) PWD (if not exempted for skill test): 50%



Contd...

II. Criteria for Selection:

(a) Paper-I, Paper-II and Paper-III will be held in one sitting of 2 and ½ hours (150 Minutes) duration. Paper-IV [Data Entry Skill Test (DEST)] will be held separately at a later date. Selection of candidates will be based on their performance in Paper-I and Paper-II provided a candidate has qualified in both Paper-III and Paper-IV (wherever applicable). Paper-III (Knowledge of Local Language) and Paper-IV (DEST) will be 'qualifying' in nature.

(b) While performance in Paper-I only will be considered for selection to the post of MTS, performance in both Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) will be considered for selection to the posts of Postman / Mail Guard.

(c) All those candidates who secure minimum qualifying marks in both Paper-I and Paper-III separately, will be eligible for being considered in merit list for selection as MTS. However, merit list will be prepared only on the basis of marks secured in Paper-I. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.

(d) All those candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.

(e) All those candidates who secure minimum qualifying standards in DEST, will be eligible for being considered in merit list for selection as Postman / Mail Guard. However, merit list will be prepared only on the basis of total marks secured in Paper-I and Paper-II. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.

(f) In the event of any vacancy notified for recruitment remaining 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 or approved panel shall be maintained.



Contd...

III. Syllabus of Examination:

PAPER-I: Basic Postal Knowledge and General Awareness (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard)		
<u>Part-A</u> Maximum Marks – 60 [30 questions of 2 marks each]	<u>Post Office Guide Part I</u> a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	<u>Postal Manual Volume V</u> a) Definitions	7 questions
	<u>Part-B</u> Maximum Marks – 40 [20 questions of 2 marks each]	<u>General Awareness/Knowledge</u> Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study
	<u>Basic Arithmetic</u> Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) Percentage c) Profit and loss d) Simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions



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Paper-II: Knowledge of Postal Operations (Duration: 30 Minutes) (For appointment to the posts of Postman / Mail Guard only)		
Maximum Marks – 50 [25 questions of 2 marks each]	<u>Post Office Guide Part I</u> a) Delivery of mails b) Refusal of article c) Payment of eMoney Order d) Redirection e) Instruction regarding address change f) Articles addressed to deceased person g) Liability to detention to certain mails h) Facilities provided by Postmen in rural areas	5 questions
	<u>Postal Manual Volume VI – Part III</u> a) Head Postman b) Knowledge of Postal Business c) Supply of forms to be carried out d) Sale of stamps e) Postman’s Book f) Address to be noted on Postal Articles g) Damaged articles to be noticed h) Receipts for articles issued for delivery i) Book of receipts for intimations and notices delivery j) Instruction for delivery k) Realization of postage before delivery l) Receipts of addresses for registered m) Delivery to illiterate addressees, Pardanashin women n) Delivery of insured articles addressed to minors o) Payment of e-Money Orders p) e-Money Orders addressed to minors q) Payment of e-MO and delivery of registered letters to lunatics r) Duties of Village Postman	10 questions
	<u>Postal Manual Vol. VII</u> a) Stamps and Seals b) Portfolio and its contents c) Stationery d) Preparation of daily report e) Mail Abstract f) Exchange of Mails g) Cage TB h) Disposal of Mails addressed to a section or a mail office i) Closing of transit bags j) Duties and responsibilities of Mail Guard/Agent k) Final duties before quitting Van or office l) ‘A’ order and ‘B’ order	10 questions

Contd...



PAPER-III: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) [For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].		
Maximum Marks – 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

PAPER-III: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) [For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].		
Maximum Marks – 50	Comprehension passage in English with Multiple Choice Questions	10 questions of 2 marks each
	Letter writing in English (1 question to be attempted out of 3 options)	15 marks
	Paragraph / short essay in local language (1 question to be attempted out of 3 options)	15 marks

PAPER-IV: Data Entry Skill Test (Duration: 15 Minutes) (For appointment to the posts of Postman / Mail Guard only)	
Maximum Marks – 25	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions ($\pm 5\%$)]



**Local Language for Examinations
conducted in decentralized manner by Postal Circles**

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
1	Andhra Pradesh	Andhra Pradesh	Telugu
		Yanam District of Puducherry	
2	Assam	Assam	Assamese / Bengali / Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra and Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	Jammu and Kashmir	Urdu
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala	Malayalam
		Lakshadweep	
		Mahe District of Puducherry	
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Marathi / Konkani
15	North-East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English

Contd...



S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (excluding Mahe and Yanam district)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Sikkim	Nepali
		Andaman and Nicobar Islands	Hindi / English



No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated:- 24th April, 2023

To,
The Chief Postmaster General
North East Circle

Subject:- Review of issue regarding local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle-reg.

Sir,

I am directed to refer to your Office's D.O. letter No. Staff/18-130/2022 dated 22.03.2023 on the subject cited above *vide* which a proposal has been sent to the Directorate for reviewing local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle.

2. As per Annexure-II of letter No. 17-08/2018-SPB-I dated 05.04.2022 (Pattern and Syllabus for appointment as Postman/ Mail Guard/ MTS) and Annexure-E of letter No. 17-08/2018-SPB-I dated 10.05.2019 (Pattern and Syllabus for appointment as Postal Assistant/ Sorting Assistant), local language for North East Postal Circle is as under:-

Sl. No.	Geographical areas of State covered under North East Postal Circle	Local Language of Postal Divisions
1.	Arunachal Pradesh	Hindi/English
2.	Meghalaya	
3.	Nagaland	
4.	Manipur	Manipuri
5.	Mizoram	Mizo
6.	Tripura	Bengali

3. Competent Authority has approved that local language for the entire North East Postal Circle shall be Hindi / English / Manipuri / Mizo / Bengali.

4. Accordingly, North East Postal Circle may give an option to the candidates to choose any one of the prescribed local language of the Circle, viz. Hindi / English / Manipuri / Mizo / Bengali, for local language test, while applying for the aforesaid posts on the basis of examination.

Yours faithfully,


24/4/2023

(Dileep Singh Sengar)
Assistant Director General (SPN-I)

Copy to:- Director (DE), Dak Bhawan for information.

OIC
1554pd
24/04/2023

F.No.17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi, dated 10.07.2024

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate/Parcel Directorate/ PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DAP

Subject: Revision of Syllabus and Pattern of examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS).

Madam / Sir,

The Competent Authority has reviewed the Syllabus and Pattern of the examinations conducted for appointment to the posts of MTS, Postman and Mail Guard and has decided that the component of local language test (Paper-III) for the post of MTS shall be removed. Annexure - I of letter no. 17-08/2018-SPB-I dated 05.04.2022 stands modified accordingly.

2. Therefore, only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper III).
3. Circles are requested to bring this to the notice of all concerned.

Signed by Yours faithfully,
Vangara Prasad
Date: 10-07-2024 17:54:11

(Vangara Prasad)
Assistant Director General (SPN)

No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 19th December, 2022

To,
The Chief Postmaster General
All Circles

Subject:- Revision of parameters in Data Entry Skill Test (DEST) for appointment to the post of Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

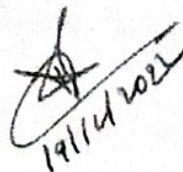
Madam/Sir,

I am directed to refer to the subject cited above and say that vide Directorate's letter of No. 17-08/2018-SPN-I dated 09.09.2021 parameters of Paper-III i.e. Data Entry Skill Test (DEST) for recruitment to the post of Postal Assistant, Sorting Assistant, Postman and Mail Guard were circulated. It was stipulated that the parameters of DEST communicated vide said letter of 09.09.2021 shall be applicable for the examination conducted for 2021 vacancy year. Para 3 of the said letter provided that the parameters of DEST shall be further reviewed for subsequent vacancy year in due course. Subsequently, similar pattern; syllabus and qualifying marks of Paper-III for the year 2022 was circulated vide letter No. 17-08/2018-SPN-I dated 22.07.2022.

2. The matter has been reviewed and Competent Authority has approved following parameters of DEST:-

(i) Competitive examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment to the post of for appointment to the post of Postman and Mail Guard:-

PAPER-IV (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions (= 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/ OBC/EWS – 75% (b) For SC/ST/PWD (if not exempted for skill test) – 60%


19/12/2022

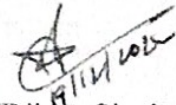
(ii) Competitive examination limited to Postman / Mail Guard / Multi Tasking Staff / Gramin Dak Sevak for appointment to the post of Postal Assistant / Sorting Assistant:-

PAPER-III (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 1000 key depressions (\pm 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/OBC/EWS – 75% (c) For SC/ST/PWD (if not exempted for skill test) – 60%

2. Further, it has been decided that the number of candidates to be shortlisted for DEST shall be kept as three times of the number of vacancies declared at the time of notification. In case vacancy is revised upward/downward before publication of results (Paper-I & II), the revised vacancy position shall be notified and short listing shall be done three times of the revised vacancy. Revision in vacancy position after declaration of results shall not be allowed except in exceptional circumstances with prior approval of DGPS and in such cases revised vacancy shall be notified and list of candidates to be called for DEST shall also be revised accordingly.

3. These instructions shall be applicable for all examinations to be notified on or after 01.01.2023.

Yours faithfully,



(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:- Director (DE), Dak Bhawan.

c/c
ISSUED
20/12/2022

ANNEXURE-V-(Proforma-II Not-Recommended List)
Competitive Examination from GDS for recruitment to the cadre of Postman and MTS for the year 2024 (01.01.2024 to 31.12.2024) schedule to be held on 25.08.2024(Sunday)
Name of the Division :

Sl. No	Name of the candidate	Present Designation with Office	Roll No. allotted	Date of Birth (DD-MM-YYYY)	Age as on 01.01.2024 (YY-MM-DD)	Educational Qualification	All languages studied in 10th level final exam, as per mark sheet	Language selected as per annexure - II & III for appearing the exam by the candidate	Category (UR/SC/ST/OBC/EWS)	Date of joining in the Department (DD-MM-YYYY)	Date of joining the Department as GDS on regular basis (DD-MM-YYYY)	Period of regular service rendered as on the crucial date of eligibility of the exam year i.e. 01.01.2024 (DD-MM-YYYY)	Whether person with disability, if yes mentioned the nature of disability (ie OH/HH/VH/Others)	Whether working in APS (Yes/No)	Whether applicant is eligible as on crucial date of eligibility of the exam year 2024 i.e. 01.01.2024(Yes/No)	Whether any penalty is pending or contemplated as on crucial date of eligibility of the exam year 2024 i.e. 01.01.2024 (yes/No). If yes details in separate sheet	Position in Graduation List	Remarks if any
1																		
2																		
3																		
4																		
5																		

Certified that the particulars of the applicants have been verified and found correct.

Signature of the Divisional/Unit Head with designation stamp



ANNEXURE-V-(Proforma-II Not-Recommended List)
Competitive Examination from GDS for recruitment to the cadre of Postman and MTS for the year 2024 (01.01.2024 to 31.12.2024) schedule to be held on 25.08.2024(Sunday)

Name of the Division :

Sl. No	Name of the candidate	Present Designation with Office	Roll No. allotted	Date of Birth (DD-MM-YYYY)	Age as on 01.01.2024 (YY-MM-DD)	Educational Qualification	All languages studied in 10th level final exam, as per mark sheet	Language selected as per annexure-II & III for appearing the exam by the candidate	Category (UR/SC/ST/OBC/EWS)	Date of joining in the Department (DD-MM-YYYY)	Date of joining the Department as GDS on regular basis (DD-MM-YYYY)	Period of regular service rendered as on the crucial date of eligibility of the exam i.e. 01.01.2024 (DD-MM-YYYY)	Whether person with disability, if yes mentioned the nature of disability(i.e. OH/HH/VH/Others)	Whether working in APS (Yes/No)	Whether applicant is eligible as on crucial date of eligibility of the exam year 2024 i.e. 01.01.2024(Yes/No)	Whether any penalty is pending or contemplated as on crucial date of eligibility of the exam year 2024 i.e. 01.01.2024 (yes/No). If yes details in separate sheet	Position in Gradation List	Remarks if any
1																		
2																		
3																		
4																		
5																		

Certified that the particulars of the applicants have been verified and found correct.

Signature of the Divisional/Unit Head with designation stamp



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No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated:- 24 April, 2023

To,
The Chief Postmaster General
North East Circle

Subject:- Review of issue regarding local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle-reg.

Sir,

I am directed to refer to your Office's D.O. letter No. Staff/18-130/2022 dated 22.03.2023 on the subject cited above *vide* which a proposal has been sent to the Directorate for reviewing local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle.


2. As per Annexure-II of letter No. 17-08/2018-SPB-I dated 05.04.2022 (Pattern and Syllabus for appointment as Postman/ Mail Guard/ MTS) and Annexure-E of letter No. 17-08/2018-SPB-I dated 10.05.2019 (Pattern and Syllabus for appointment as Postal Assistant/ Sorting Assistant), local language for North East Postal Circle is as under:-

Sl. No.	Geographical areas of State covered under North East Postal Circle	Local Language of Postal Divisions
1.	Arunachal Pradesh	Hindi/English
2.	Meghalaya	
3.	Nagaland	
4.	Manipur	Manipuri
5.	Mizoram	Mizo
6.	Tripura	Bengali

3. Competent Authority has approved that local language for the entire North East Postal Circle shall be Hindi / English / Manipuri / Mizo / Bengali.

4. Accordingly, North East Postal Circle may give an option to the candidates to choose any one of the prescribed local language of the Circle, viz. Hindi / English / Manipuri / Mizo / Bengali, for local language test, while applying for the aforesaid posts on the basis of examination.

Yours faithfully,


24/4/2023
(Dileep Singh Sengar)
Assistant Director General (SPN-I)

✓ Copy to:- Director (DE), Dak Bhawan for information.

o/c
1954pd
24/04/2023

F. No. 03-03/2019-SPN-I (Pt.I)
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi – 110001
June 12, 2024

To,

- 1) All Chief Postmasters General/ Postmasters General
- 2) Chief General Manager, BD Directorate/ Parcel Directorate/ PLI Directorate
- 3) Director, RAKNPA / GM, CEPT / Directors of all PTCs
- 4) Addl. Director General, Army Postal Service, New Delhi

Subject:-Filling up of vacancies of MTS/Postman/Mail Guard for 2024 vacancy year.

Madam / Sir,

Reports received from Circles suggest that there are large scale vacancies in the Postman, Mail Guard and MTS cadres. As some of the vacancies notified in 2022 remained unfilled, vide letter number W-17/12/2023-SPN-I dated 20.07.2023, Circles were advised to include unfilled vacancies of 2022 vacancy year in 2023 vacancy year and to fill up the vacancies as per the RRs prevailing in 2023. If any Circle has not taken action as per the provisions of the said letter dated 20.07.2023 appropriate corrective measures may be taken.

2. From the reports received from Circles, it is observed that some of the vacancies of Postman, Mail Guard and MTS notified by the Circles remained unfilled after completion of the examination / appointment process. Therefore, the Competent Authority has decided that unfilled vacancies of Postman, Mail Guard and MTS of 2023 vacancy year, excluding those vacancies which are *sub judice*, shall be added to the vacancies of 2024 vacancy year to fill up the total vacancies as per the RRs prevailing in 2024.

3. The Competent Authority has further decided that any vacancies that may remain unfilled, after the examination / appointment process for 2024 vacancy year is completed, will be reported to Staff Selection Commission (SSC) for recommending candidates through the open recruitment examination conducted by them. Therefore, Circles are advised to complete the examination / appointment process for 2024 vacancy year at the earliest so that information on unfilled vacancies is readily available for reporting as and when asked by SSC in the year 2025.

4. Further, in exercise of the power conferred by the provisions for 'Power to Relax' in the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, as amended from time to time, and the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, as amended from time to time, the Competent Authority has approved relaxation of one year in service eligibility conditions for appearing in examinations conducted by Department of Posts for recruitment to the posts of Postman / Mail Guard / MTS for the 2024 vacancy year. Accordingly, revised eligibility service for the 2024 vacancy year shall be as under:-

- i. MTS with 2 years of service as on crucial date (01.01.2024) shall be eligible for appearing in the Limited Departmental Competitive Examination for promotion to the posts of Postman / Mail Guard.
 - ii. GDS with 4 years of service as on crucial date (01.01.2024) shall be eligible for appearing in the competitive examination limited to GDS for recruitment to the posts of Postman / Mail Guard.
 - iii. GDS with 2 years of service as on crucial date (01.01.2024) shall be eligible for appearing in the competitive examination limited to GDS for recruitment to the posts of MTS.
5. Relaxation in eligibility conditions, as mentioned above, may be given wide publicity amongst the MTS and GDS.

Yours faithfully,

V. Prasad
(Vangara Prasad) 12/6/24
Assistant Director General (SPN)

Copy to:

- 1) Sr. PPS to Secretary (Posts) / Director General Postal Services
- 2) PPS/PS to Members, Postal Services Board
- 3) Sr. DDG (Vigilance) & CVO / Sr. DDG (PAF)
- 4) Secretary, Postal Services Board/ All Dy. Directors General
- 5) Director (DE) Postal Directorate
- 6) All recognized Federations/ Unions / Associations
- 7) GM, CEPT for uploading the order on the India Post website
- 8) Guard file / Spare copy

V. Prasad
(Vangara Prasad) 12/6/24
Assistant Director General (SPN)

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No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated the, 18th October, 2023

To

1. All Chief Postmasters General / All Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Sr. DDG (PAF)
4. Director, RAKNPA / GM, CEPT / Directors of all PTCs
5. Addl. Director General, Army Postal Service, New Delhi
6. All General Managers (Finance), Directors Postal Accounts/DAP
7. Chief Engineer, Civil / Electrical Wing


Subject: Procedure for selection of candidate based on single examination for the posts of MTS / Postman / Mail Guard – reg.

Madam/Sir,

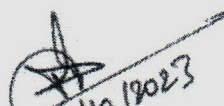
I am directed to refer to Directorate's letter No. 17-08/2018-SPN-I dated 15.06.2022 vide which procedure for selection of candidate based on single examination for the posts of MTS / Postman / Mail Guard was circulated. Subsequently, the Recruitment Rules of MTS / Postman / Mail Guard have been modified. Accordingly, the Competent Authority has approved the revised procedure as under:-

A. At the time of seeking application for examination, applicants shall be asked to exercise following 'option' and 'order of preference':-

- a) **Option for Post:-** To be considered for which posts – Postman / Mail Guard / MTS. An applicant may give option for one, two or all three posts and candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard.


18/10/2023

- b) **Preference of Division by applicants (both MTS and GDS) (For Postman / Mail Guard):-** MTS / GDS candidates who have applied for the post of Postman / Mail Guard 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.
- c) **Preference by candidates appearing in competitive examination for the post of MTS:-** Candidates applying for the posts of MTS shall submit his / her order of preference for Administrative Offices, DAP (PAOs), Subordinate Office, Civil / Electrical wing etc., wherever vacancy(ies) exist. In addition, they shall also give order of preference for Division / Unit.
- B. **Stage-I (List of MTS candidates for vacancies of Postman / Mail Guard):-** Publication of list of successful MTS candidates (merit list) for the posts of Postman and Mail Guard, equal to the number of vacancies in each category separately.
- C. **Stage-II (Refusal / acceptance of offer of appointment for MTS candidates for appointment to the post of Postman / Mail Guard):-** Promotion orders will be issued in case of these successful candidates clearly indicating that if the official does not join the promotional post within seven (07) days it will be deemed to have been refused. Controlling officer shall immediately relieve the official to join promotional post. Official on leave may be allowed to join even after seven days if they communicate in writing to accept the promotion and in that case the official will be allowed to join after expiry of approved leave period. *[Controlling officers are advised to contact such successful candidates who are on leave for obtaining their consent to join promotional post in writing. Similarly, candidates who do not wish to join promotional posts may be encouraged to communicate the same in writing.]*
- D. **Stage-III (Selection of candidate against refusal):-** In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate (refusal of promotion), promotion orders will be issued to the next MTS candidate in the Merit list. Process of joining promotional post / refusal of promotion as at Stage-II above will be repeated. This process will be repeated till all the vacancies are exhausted or qualified MTS candidates are not available for promotion.
- E. **Stage-IV (Unfilled vacancies of Postman / Mail Guard):-** After completion of Stage-III if still some vacancies are left unfilled, those will be added to the vacancies earmarked for GDS candidates to arrive at the total vacancies available for GDS candidates and to decide category-wise vacancies.
- F. **Stage-V (List of GDS Candidates for vacancies of Postman / Mail Guard):-** Publication of list of successful GDS candidates (merit list), out of the qualified GDS candidates for the


10/10/2023

posts of Postman and Mail Guard, equal to the number of vacancies in each category. Process of appointment to the selected post / refusal of offer of appointment, similar to the process at Stage-II to Stage-III above will be repeated till all the vacancies are exhausted or qualified candidates are not available for appointment.

G. Stage-VI (List of GDS Candidates for the post of MTS):- List of successful GDS candidates (merit list) for the posts of MTS, equal to the number of vacancies in each category, shall be published. Process of appointment to the selected post / refusal of offer of appointment, similar to the process at Stage-II and III above will be repeated. This process will be repeated till all the vacancies are exhausted or qualified GDS candidates are not available for appointment.

2. It is requested to bring these instructions to the notice of all concerned.

Yours faithfully,



19/10/2023

(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:-

1. Director (DE), Dak Bhawan
2. GM, CEPT for uploading the order on India Post website.

Staff

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F. No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi-110001
October 31, 2023

To

1. All Chief Postmasters General / All Postmasters General
2. CGM, BD Directorate / Parcel Directorate / PLI Directorate
3. Sr. DDG (PAF) / All General Managers (Finance), Directors Postal Accounts/DAP
4. Director, RAKNPA / Directors of all PTCs
5. Addl. Director General, Army Postal Service, New Delhi
6. Chief Engineer, Civil / Electrical Wing

Subject: Procedure for selection of candidate based on single examination for the posts of MTS / Postman / Mail Guard – reg.

Madam / Sir,

I am directed to refer to Directorate's letter of even number dated 18.10.2023 on the above mentioned subject conveying the procedure to be followed for selection of candidate for appointment as Postman / Mail Guard / MTS and to convey following clarifications:-

- (a) A candidate opting both Postman Cadre and Mail Guard Cadre shall give order of preference for these two cadres. If a candidate has given 1st preference to Postman Cadre then he/she will be considered against the vacancy of Postman in the opted Division / Units in the given Order of Preference and in case not allotted to any of such opted Division/Unit, then he/she will be considered against the vacancy of Mail Guard in the opted Division / Units in the given Order of Preference.
 - (b) A candidate opting Postman and/or Mail Guard cadre and MTS cadre shall be first considered against the vacancy of Postman and/or Mail Guard cadre as opted as per (a) above and in case not allotted to any of such opted cadre, then he/she will be considered against the vacancy of MTS Cadre in the opted Division / Units in the given Order of Preference.
2. It is requested to bring these instructions to the notice of all concerned.

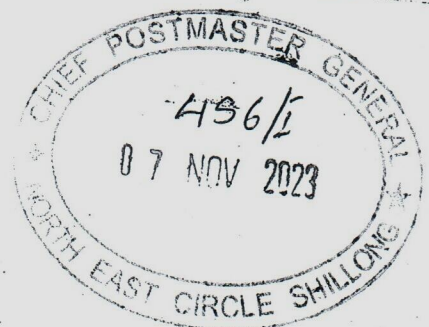
Yours faithfully,

(Satya Narayana Dash)

Director (SPN)

Copy to:-

1. Director (DE), Dak Bhawan
2. GM, CEPT for uploading the order on India Post website.



F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
 C.G.O. Complex, New Delhi -110003
 Dated: the 29th August, 2018

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPwD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at **APPENDIX-I**.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe **two days** before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at **APPENDIX-II**

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully,


(D.K. Panda)

Under Secretary to the Government of India
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

APPENDIX- I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:

F. No. 34-02/2015-DD-III (pt)
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated the 8th February, 2019

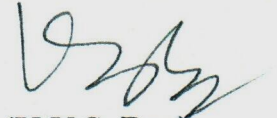
Corrigendum

Sub:- Guidelines for conducting written examination for Persons with Benchmark Disabilities

This Department's O.M. No.34-02/2015-DD.III dated 29/08/2018 prescribing the guidelines for conducting written examination for persons with disabilities is amended as under:

Para XII on page 3 of the above guidelines may be substituted with the following-

“The word “extra time or additional time” that is being currently used should be changed to “compensatory time” and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disabilities who are eligible for availing the facility of scribe in terms of guidelines IV may be allowed additional time of minimum of one hour for examination of 3 hours duration whether they use the facility of scribe or not. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5”


(K.V.S. Rao)

Director

Tele. No. 24369054

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

F. No. 29-6/2019-DD-III
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi – 110003
Dated: the 10th August, 2022

Office Memorandum

Subject: Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

The undersigned is directed to say that this Department has issued guidelines for conducting written examination for persons with benchmark disabilities (i.e. with 40% or more disability, for whom the benefit of reservation in Government posts are allowed) on 29.08.2018 and corrigendum dated 08.02.2019 which inter-alia, provides for grant of scribe and compensatory time. Hon'ble Supreme Court in its order dated 11.02.2021 in the matter of Shri Vikash Kumar Vs UPSC and others has directed this Department to frame proper guidelines which would regulate and facilitate the grant of a facility of a scribe to persons with disability within the meaning of Section 2 (s) of the RPwD Act, 2016, where the nature of disability operates to impose a barrier to the candidate writing an examination. These guidelines should also prescribe appropriate norms to ensure that condition of the candidate is duly certified by such competent medical authority as may be prescribed so as to ensure that only genuine candidates in need of the facility are able to avail it.

2. Keeping in view the above order of the Hon'ble Supreme Court, an Expert Committee was constituted to consider the issue and suggest guidelines accordingly. The Committee noted that there are various types of clinical problems that can affect the writing capacity. After careful consideration of the matter, the Committee recommended that sole criteria for grant of scribe and compensatory time should be based on assessment of the capability of a person to write.

3. The Committee accordingly recommended the following guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing: -

(a) These guidelines may be called as Guidelines for conducting written examination for persons with specified disabilities covered under the definition of Section 2(s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing.

(b) The facility of scribe and/or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from the competent medical authority of a Government healthcare institution as per proforma at **Appendix-I**.

(c) The medical authority for the purpose of certification as mentioned in point (b) above should be a multi-member authority comprising the following:-

- i. Chief Medical officer/Civil Surgeon/Chief District Medical Officer.....Chairperson
- ii. Orthopaedic/PMR specialist
- iii. Neurologist, if available*
- iv. Clinical Psychologist/Rehabilitation Psychologist/ Psychiatrist/Special Educator
- v. Occupational therapist, if available*
- vi. Any other expert based on the condition of the candidate as may be nominated by the Chairperson.

(* the Chief Medical Officer/Civil Surgeon/Chief District Medical Officer may make full efforts for inclusion of neurologists, occupational therapist from the nearest District or the Medical College/Institute, if the same is not available in the District)"

(d) The candidate should have the discretion of opting for his own scribe or request the Examination Body for the same. The examination body may also identify the scribe to make panels at the District/Division/State level as per the requirements of the examination. In later instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

(e) In case the examination body provides the scribe, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The person opting for own scribe should submit details of the own scribe as per proforma at **Appendix-II**.

(f) There should also be flexibility in accommodating any change in scribe in case of emergency. The candidates should also be allowed to take different scribe for writing different papers especially for languages. However, there can be only one scribe per subject.

(g) The candidate should be allowed to use aids and assistive devices such as prosthetics & orthotics, hearing aid as mentioned in para 2 of the certificate issued by medical authority as per Appendix I.

(h) Compensatory time not less than 20 minutes per hour of the examination should be allowed for persons who are eligible for getting scribe. In case the duration of the

examination is less than an hour, then the duration of the compensatory time should be allowed on pro-rata basis. Compensatory time should not be less than 5 minutes and should be in the multiple of 5.

(i) The examination bodies shall modify their application forms to incorporate specific needs of this category of persons. In case, any incident has been reported after filling up the form, the examination bodies shall inform the candidates to obtain medical certificate as per these guidelines for facilitating grant of scribe and/or compensatory time.

(j) As far as possible the examination for such persons may be held at ground floor. The examination centres should be accessible for persons with disabilities.

(k) These guidelines are applicable to written examinations conducted by central recruitment agencies as well as academic institutions. The States/UTs may adopt these guidelines or issue similar guidelines to maintain uniformity.

(l) These guidelines are independent of the Guidelines for conducting written examination for persons with benchmark disabilities issued by the Department of Empowerment of Persons with Disabilities on 29.08.2018.

(m) The examining bodies shall ensure strict vigilance to check misuse of facility of scribe.

4. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Department may be advised appropriately to ensure compliance of implementing these guidelines.

5. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

-Sd./-

(Mrityunjay Jha)

Deputy Secretary to the Government of India

Tel. No. 24369045

To

1. Secretary of all Ministries/Departments
2. Secretary, UPSC, Shahjahan road, New Delhi.
3. Chairman, SSC, Block No. 12, CGO Complex, Lodhi road, New Delhi-110003
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board

6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&E, new Delhi

Copy of information to: CCPD, 5th Floor, NISD Building, Sector-10, Dwarka, New Delhi-110075

Appendix-I

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs (name of the candidate), S/o /D/o, a resident of(Vill/PO/PS/District/State), aged yrs, a person with (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto _____ (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Appendix-II

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I _____, a candidate with _____ (nature of disability/condition) appearing for the _____(name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____, _____ (name of the State). My educational qualification is _____.

2. I do hereby state that _____ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date:

F. No. A-34012/02/2022-DE
Government of India
Ministry of Communications
Department of Posts
(DE Section)

Dak Bhawan, Sansad Marg,
New Delhi-110001
Date: 11.08.2022

To,

All Heads of Circles

Subject: Standard Operating Procedure (SOP) for the conduct of Limited Departmental Competitive Examinations (LDCs/ Competitive Examinations.

Madam/Sir,

I am directed to refer to this office letter of even No. dated 17.06.2022 on the above subject. The comments/inputs received from the Circles in respect of the Draft SOP have been examined and incorporated wherever considered necessary.

2. A copy of the approved SOP is forwarded herewith for further necessary action and implementation forthwith.
3. This issues with the approval of the Director General Postal Services.

Yoursfaithfully,

Encl: As above


11.08.2022
(N. R. Giri)
Assistant Director General (DE)

Copy to:

1. Director, RAKNPA, Ghaziabad -201002
2. GM, CEPT, Mysuru.
3. All PTCs
4. SPN/SPG Section Dak Bhavan



Standard Operating Procedure

Departmental Examination

Dak Bhavan New Delhi 110001

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Standard Operating Procedure (SOP) for conducting of Limited Departmental Competitive Examinations/Competitive Examinations in the Department of Posts.

1. Introduction

Department of Posts (DoP) over a period of 160 years played a vital role in the field of communication, social and economic development of the country. Department is dedicated to provide the best service and great solutions for its customers in Delivery of Mails, Small Savings Schemes, life insurance coverage and various other Premium services and retail products. To ensure the quality in service, right man in the right place is very crucial. In order to ensure the quality in selection of suitable hands as well as to ensure growth in career to its employee's promotional examinations are conducted regularly by the Department.

Career progression is the process of climbing the ladder during the professional life cycle of an employee. It can be either through seniority promotions or through Departmental Examinations. Moving forward, being promoted, finding new challenges and new opportunities are always enchanting and enterprising. Satisfied internal customer is equally important like a satisfied external customer of the Department for the growth of the organization.

The Department is committed to provide all opportunities and avenues for career progression to its internal customers or the employees at different levels and to make them a satisfied lot for their career development and personal well being as well as the growth of the Department through a win-win mode. The career growth trajectory available before an aspiring employee in the Department of Post to scale up in the rung seven from the level of a GDS to a Class I officer is amazing.

2. Background

Department is regularly conducting various Departmental examinations as per the Calendar of Examinations every year as brought out by the Directorate for the promotion of its employees. Nevertheless, the process or procedure adopted by different Circles in conducting the Departmental Examinations may differ and sometimes create confusion among the candidates as well as Circles. With an objective to streamline the process of conducting various departmental examinations and to ensure uniformity in the procedure adopted by different Circles in conducting the Departmental Examinations, a Standard Operating Procedure (SOP) is envisaged by the Department to be followed scrupulously by all concerned.

This SOP is intended to facilitate the department hassle free to deal with the frequent issues faced at different levels of examination and stages of workflow during the process of examination, right from the setting of question papers to the announcement of result.

NB:- While following this SOP, it should be ensured that the instructions prescribed in the **Appendix 37 of Postal Manual Vol. IV** should also be followed mutatis mutandis.

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3.Type of Examinations

1. Centralized Examinations
2. Decentralized Examinations

At present, for filling up of the different categories of vacant posts through departmental examinations, two types of examinations i.e. Centralized Examinations and Decentralized Examinations are being conducted.

3.1 Centralized examinations:

Centralized examinations are those Limited Departmental Competitive Examinations (LDCEs), which are conducted at the Directorate level:-

- (i). Limited Departmental Competitive Examination for promotion to the cadre of PS Group 'B',
- (ii). Limited Departmental Competitive Examination for promotion to the cadre of Inspector Posts (66.66% Quota),

3.2 Decentralized examinations:

The examinations which are conducted by the Circles :-

- (i) Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistants/Sorting Assistants in Postal Divisions/Units (including Postal Stores Depot), RMS and MMS from Postman/Mail Guard, Dispatch rider and MTS.
- (ii) Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistants/Sorting Assistants from eligible officials working in C.O/R.O (including RLO), Foreign Post.
- (iii) Competitive Examination for recruitment to the cadre of Postal Assistants/Sorting Assistants for unfilled vacancies of (i) & (ii) above from eligible GDS.
- (iv) Limited Departmental Competitive Examination for promotion to the cadre of Postman and Mail Guard from MTS and Competitive Examination for recruitment to the unfilled vacancies of Postman and Mail Guard, limited to GDS
- (v) PO & RMS Accountant Examination.
- (vi) Competitive Examination for recruitment to the cadre of MTS limited to GDS.
- (vii) Examination for filling up of Drivers in Department.
- (viii) Examination for filling up of the post of skilled artisans (MMS).

Note: For the examinations relating to Postal Accounts Wing a separate SOP will be brought out PA Wing.

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4. Mode of Conducting the Examinations: Limited Departmental Competitive Examinations (LDCEs)/ Competitive Examinations (both Centralized and Decentralized) should be conducted in-house with the available resources.

5. General Instructions:

All Circles should conduct the Centralized and Decentralized Examinations as per the Calendar of Examinations issued by the Directorate every year. Prior approval of the Directorate should be obtained for any deviation in the dates of Examination.

6. Examination Process:

(1) **Pre-Examination Activities**

(2) **Conduct of Examination**

(3) **Post Examination Activities.**

7.1 Pre-Examination Activities

(a) (i). Issuance of Notification/submission of applications/withdrawal of candidature etc.

- ✓ Vacancies should be called for from Circle/ Division/ Unit - Category-wise as per Recruitment Rules
- ✓ Notification by the Directorate / Circle level should be issued well in advance i.e. at least 40 days before the actual conduct of the Examination.
- ✓ Care should be taken to avoid any important festival (National/Regional) and National Holidays etc. falls on the dates selected for the conduct of the Examination.
- ✓ The notification should contain category- wise vacancy position, eligibility criteria, date of Examination etc.
- ✓ The notifications should also be uploaded in India post website www.indiapost.gov.in and circle website if any, for wider circulation amongst the candidates
- ✓ The last date of receipt of applications in Unit/Division/Region/Circle Office should be clearly specified keeping in view that reasonable time is given to the candidates to submit their applications, before the last date of receipt of application.

For uniformity in the notification, a model notification will be issued by the Directorate as mentioned in the calendar of examinations separately for each Examination, which is to be followed by all Circles with relevant changes/ modifications as required.

- (ii) If the Examination is held at Circle level, all the units should furnish details of all the candidates including date of birth, date of appointment, particulars of community, Aadhar number etc. to the Circle office for allotting Roll numbers.

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- (iii) All applications in connection with examinations (online or hardcopy) should be filled in carefully and full and correct particulars should be furnished. If any candidate is found to have made a false or incorrect statement or to have suppressed material information, he will be considered as having used unfair means in the Examination concerned and treated accordingly as per rules.
- (iv) Any applications in connection with departmental examinations (whether those for permission to appear in an Examination, or for communication of marks in case marks of any candidate which are not uploaded on the website due to provisional candidature etc. or for re-totaling of marks) must invariably be submitted through the proper channel. The communication of marks can also be sought through RTI applications.
- (v) Permission to a candidate to withdraw his candidature from an Examination may be granted by the same authority who had granted him the permission to appear at that Examination or by such other authority as may have been specially authorized in this behalf. The decision of such authority will be final.
- (vi) Withdrawal of candidature should not ordinarily be allowed unless the circumstances of the case fully justify the same. No request submitted later should ordinarily be entertained.
- (vii) Candidates should bring their own pens, pencils, drawing instruments etc. Tags can be supplied at the Examination centre.

(b) Hall Permits/Admit Cards

- (i) Hall permits/Admit Cards to the candidates should be issued only by the Head of the Circle or Administrative Office concerned to which the candidates actually belong. The hall permit will bear the photograph of the candidate. In case a candidate is appearing at a Centre outside jurisdiction, the Head of the parent Circle/Region/Division etc. should forward a copy of the hall permit to the Head of the concerned Circle or Administrative Office concerned, under whose control the Examination is being conducted. It should be ensured that the Hall tickets are delivered to the candidates well in time and in case of any urgency, provisions may be made for downloading the Hall ticket from the website of the Department/Circle website as the case may be.
- (ii) The Centre Supervisor should scrutinize the Hall permits etc., of the candidates (which are issued by the Head of the Circle/ other authorities), and satisfy himself that all the candidates present have been either regularly or provisionally admitted.
- (iii) The candidates should sign on the hall permit in the presence of the Invigilator for each paper for which they appear and the Invigilator should compare the photo and the signature each time with the duly attested signature of the candidate. Proper columns should be provided by the issuing authorities on the hall permit for inserting the date, session, paper number and the candidates' signature.
- (iv) The original hall permits will be collected by the Invigilator during the course of the first paper. The candidates should be advised to keep a photo copy of their hall ticket for future reference.
- (v) If, in a case of urgency, it is felt that it would be difficult to have the hall permit delivered to the candidate before the commencement of the Examination, the Head of the parent Circle, may authorize, through authenticated email ID, the Head of the Circle/Administrative Office concerned to issue the hall permit to the candidate.

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(c) Fixation of Venues/ Examination Centres

- (i) Circles/Regions will identify and provide secured Centres for conducting the Examination at Circle/Regional headquarters as per the requirement, considering the number of candidates appearing in the examination.
- (ii) Facilities like availability of safe drinking water, washrooms (separately for male and female candidates) ventilation, light, fans and furniture should be ensured.
- (iii) As far as possible, venues should be easily accessible to the candidates and well connected with public transport system. Centres must be accessible to differently-abled candidates also.
- (iv) CCTV shall be installed/ or while hiring Exam centres this is to be ensured that Examination Hall, Centre Supervisor's office etc. are covered with CCTV recording. After Examination, CCTV footage to be preserved in the personal custody of DPS(HQ) till 2 Years of declaration of results.
- (v) Any change in centre of Examination, outside the Circle/Regional headquarters, may be provided only with specific approval of the Directorate.

(d) Printing of OMR sheets

- ✓ The OMR sheets should be printed on good quality paper in size, 11 inches x 8.5 inches (length x breadth) .
- ✓ The OMR should contain built-in carbon less copy for candidates Copy.
- ✓ The front sheet of the OMR should be of 105 GSM paper
- ✓ The second page (Carbon less copy) should be of 75 GSM paper
- ✓ All the relevant and standing instructions should be printed bilingually on the reverse of the candidate's copy of the OMR sheet
- ✓ There should be separate boxes and circles, for writing details viz. Date of Examination, Name of Examination, Name of Circle, Name of Candidate (if prescribed), Question Booklet Serial number (if available), Roll Number, Paper Number, Question Booklet Series etc.
- ✓ There should be space for Invigilator's Name & Signature and Signature of the applicant etc. OMR sheets should be distributed amongst the concerned units well in advance before the date of examination.
- ✓ There should be sufficient space outside the printable area of the OMR for reading the OMR sheets using Optical Mark Recognition machine/Software.

(e) Selection of Centre Supervisors/Observers and Controllers

- (i) One of the PMG/DPS (HQ) will function as the Controller of the Examinations under the orders of Head of the Circle.
- (ii) Observers will be nominated personally by CPMG for observing the conduct of the Examination in different centres and sending a report to the CO.

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(iii) Centre Supervisors and Observers should be nominated by the CPMG in writing in the concerned file. The Centre Supervisors and Observers (Observers at Circle level) should be officers of high-level integrity and not below the rank of PS Group 'B'. Invigilation duty should be assigned to responsible and unblemished officials.

(iv) The Invigilators, Ministerial staff and MTS involved in the duties for the conduct of Examination should be selected in consultation with the Center Supervisors by the head of the Circle / Region / Division concerned as the case may be.

(v) Sanctity of Examination process should be maintained at all levels.

(f) Setting of Question Papers

(i) Paper-setters should be selected after due care and caution by the prescribed authority. Paper setters should not be involved in work relating to evaluation of answer script work.

(ii) Only those officers who have got aptitude, interest and flare in such activities should be entrusted the task of paper- setting/finalization of answer key.

(iii) The question paper should be set bilingually both in English and Hindi or English and local language as the case may be. In case of any difference between the printing text of Hindi/local language and English, the English version will be treated as final. In addition to the usual particulars and such specific directions to the candidates as may be deemed necessary, an indication should invariably be given on the top of question paper regarding the language in which the answers are to be written by the candidates in case of theory part. If in any case, such an indication is inadvertently omitted, the candidates should write their answers in the same language in which the question paper has been set except of course, where a question itself mentions the language in which the answer is required, e.g., a question on translation, wherever applicable.

(iv) The paper setters will ensure that the standard of the questions is commensurate with the caliber, aptitude and mental level of the candidates, cadre and job requirement as per instructions issued by the Directorate from time to time.

(v) In all circulars, orders and guidelines/Rules issued upto 31st December of the year preceding the year of examination will be part of the syllabus except Annual Report and Book of Information for which latest report and information available/published in India post website will be taken for the purpose.

(vi) Amendments issued on a subsequent date should not ordinarily be taken into account, either for setting the questions or for writing answers thereto.

(vii) The size of the Question Booklet should be of 11.5 inches x 8.5 inches (length x breadth) and of 80 GSM good quality paper.

(viii) There should be a margin of one inch outside the printable area of the question paper on all the four sides.

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7.2 Level of Question Paper setters

Sl.	Name of Examination	Level of Officers for Paper setters
1.	For Examination to the cadre of Postal Assistant/Sorting Assistant	JAG & above
2.	For Examination to the cadre of Postman/ Mail Guard	STS/JAG & above
3.	For Examination to the cadre of MTS	JTS/STS & above
4.	For LDCE Inspector Posts	JAG/SAG
5.	For LDCE PS Group B	HAG

8 (a) Paper Setting for Centralized Examinations

- (i) The paper setters will ensure that the standard of the questions is commensurate with the caliber, aptitude and mental level of the candidates, cadre and job requirement, restricting to the prescribed syllabus for the Examination.
- (ii) The paper setter(s) will send the question papers to the Director (DE) confidentially in four series (A, B, C and D) by jumbling the questions in different series. The question paper should be supplied in both soft copy and hard copy prepared bilingually.
- (iii) The question papers may be got printed preferably through the Government Printing Press by the Directorate. The same may be sent to the Circles by hand in sealed covers through the officer(s) nominated by the Circle, as per the number of candidates (including 5 % extra), one or two days before the actual conduct of the Examination.
- (iv) PMG / DPS will function as Controller of Examinations under the orders of Head of the Circle.

8 (b) Paper setting for Decentralized Examination

- (i) Question papers for Decentralized Examinations will be set by the Circles through the officers of the prescribed level and approved by the Competent Authority keeping in view of their aptitude and interest.
- (ii) The paper setter will ensure that the standard of the questions commensurate with the caliber, aptitude and mental level of the candidates, cadre and job requirement, restricting to the syllabus for the Examination.
- (iii) The paper setter(s) will send the question papers to CPMG confidentially in four series (A, B, C and D) by jumbling the questions in different series. The question paper should be supplied in both soft copy and hard copy prepared bilingually or in English and local language approved for the Circle.
- (iv) The required number of question papers will be got printed preferably through Government Printing Press by the Circle.

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- (v) In case it is not feasible to print question papers through Government Printing Press, The Controller of Examinations will be responsible for printing of question papers. CCTVs will be installed while packaging, bundling, handling and sealing of question papers and the footage should be preserved.
- (vi) The required number of packets of question papers as per number of candidates for each centre shall be prepared and sealed in the presence of the Head of the Circle/Nodal Officer.
- (vii) The Controller of Examination shall handover the designated question paper bag to Examination Centre Centre Supervisors on the day of the Examination well in time. The time of delivery of question paper to the Centre supervisor may be relaxed suitably to the extent possible depending upon practical issues of transport, connectivity, weather factors etc.
- (viii) Appropriate confidential seal for security measures will be used in all steps while handling sensitive matters like question papers, answer keys, answer scripts etc.
- (ix) One of the PMsG will be designated as Controller of Examinations for this purpose. In case of no post of PMG, DPS(HQ) may be designated as the Controller of examination instead PMG.

9. Actual Conduct of Examinations - Examination to be held on the same day in all Circles preferably on Sundays, as far as possible.

10. Instructions for Centre Supervisors/Invigilators: Following instructions should be followed by Centre Supervisors, Invigilators and others for a fair conduct of Examinations:

1. The Center Supervisor should ensure completion of all necessary arrangements in connection for the conduct of the Examination on the day previous to the Examination. Seating arrangement and display of placards of instructions should be fixed in advance. Notice of instructions to the candidates (DO's & DONT's) and plans showing seating arrangements should be prominently displayed at the entrance of the Examination hall.
2. The Supervising Officer, Invigilators, Assistants etc. should reach the examination centre well in advance. Answer scripts, attendance sheets, diagram charts, various prescribed forms, stationary etc. for the session should be made available at-least forty-five minutes before the start of the Examination on the day.
3. The Invigilators should arrive at least half an hour before the commencement of examination and make sure of the room allotted to them. One Invigilator should be appointed for every 25 candidates. There should be at least 2 Invigilators even if the number of candidates is less than 25 in a single hall. This arrangement would enable one Invigilator to remain on duty in the room if the other one has to go out for some reason.
4. All Invigilators will report to the Centre Supervisor and should synchronize their watches with the Indian Standard Time. The Centre Supervisor should ensure that no relation/dependent of her/his or any of the invigilators is appearing at that centre and will obtain the required certificate from the Invigilators in this regard. He/she will also make a declaration to the effect for himself.
5. If on the first day of the Examination, it is found that the number of Invigilators appointed is in excess of the prescribed number, steps should be taken to reduce the number of Invigilators as far as possible to the minimum as required under the rules. In case re-arrangement of seats becomes necessary, an announcement should also be made to the candidates that their seats will be rearranged and that they must come at least 10 minutes earlier on the following day to find the changed location of their seats. In that case fresh seating arrangements diagram should be put up prominently near the entrances to the Examination hall.

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6. The Nodal Officer should ensure that suitable persons are appointed as Centre Supervisor, Invigilators etc. Detailed instructions should be explained/issued to the Center Supervisors, invigilators etc. before actual conduct of Examination.
7. The Nodal Officer/Centre Supervisor should make themselves well acquainted with Confidential/General Instructions sent to them in connection with the examinations and should strictly observe them.
8. Each Invigilator should collect sufficient number of Answer Books/supplementary sheets/OMR sheets etc, Attendance sheet forms, Account of Answer Books/question papers etc. from the Centre Supervisor and keep them in her/his personal custody.
9. The question paper packet should be taken out by the Nodal Officer/Centre Supervisor from the safe if the safe is at the Examination centre, otherwise he would have already brought the packet from the police station or other safe place with him when he arrived at the Examination centre. He will keep the question paper packet in his personal custody. About 20-25 minutes before the Examination is to commence the Invigilators will be informed about the tables where they will be supplied with question papers. One Invigilator from each room should obtain the question Paper from the Centre Supervisor before the commencement of the Examination.
10. Proper identification of the candidates should be made with reference to admit cards/official identity cards, voter identity card, Aadhar card, Biometric device etc. to avoid any impersonation. The candidates should be admitted into the Examination hall 15 minutes before the scheduled time on the first day and should be asked to take their seats already allowed as soon as they enter. Candidates should not be allowed to change their seats.
11. No Candidates reaching late will be allowed to sit in the examination after the commencement of the Examination. Distribution of OMR Sheets/ Question Paper Booklets shall be treated as commencement of Examination.
12. No extra time should be given after the expiry of the time prescribed for the close of the Examination for the paper concerned under any circumstances.
13. The Centre Supervisor should ensure that the candidates bring into the Examination hall only the Admit cards, Identity cards, Pen, pencil etc. only as required. Approved Reference Books (where everpermitted) and actually required in connection with the paper concerned may be allowed. List of things allowed inside the Examination Hall shall be mentioned on the admit card also.
14. Any books other than the reference books mentioned above like, Guide Books, Study materials, note books, Mobile Phone, Smart watch or other Electronic Gadgets, brought by the candidates should be left outside the Examination hall. Proper arrangements should be made at the Centre for the safe keeping of these items of the candidates. One MTS official may be detailed to look after these belongings during the of the Examination and return to the candidate concerned without giving any room for loss of the items.
15. The Invigilators should carefully examine the reference books used by the candidates in the Examination hall (in case, where the paper is to be solved with the aid of books), and ensure that they do not have any notes or other irrelevant matter. It should be ensured that there is no possibility whatsoever of their getting access to any other books, notes etc. In no circumstances, shall the candidates be allowed to keep any books or notes on their tables which they are not authorized to keep when the Examination commences. Swamy's Compilation and Manuals issued by the Government of India/Department of Posts are approved as reference books.

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16. Candidates should not be allowed to move out of the hall once they have entered. The Answer Book /OMR sheet is to be supplied to each candidate who is seated in the room. It must be ensured that no Answer Book is supplied which does not contain the initials of the Centre Supervisor. No Answer Book is to be left at tables that are not occupied by any candidate.
17. The Invigilators should not use their laptop or mobile phones in the Examination hall. They should also not read the question paper or do any other official work in the Examination hall. The Centre Supervisor should inform all the Invigilators before the commencement of Examination regarding the same.
18. Centre Supervisor will ensure proper seating arrangements for the candidates and Invigilators as well as availability of safe drinking water. Proper lighting, fans etc. should also be adequate.
19. Answer Books/OMR sheets are to be distributed only to candidates who are actually seated in the Examination room/hall. OMR sheets along with the copy/sheet for descriptive part should be distributed amongst the candidates 10 minutes before commencement of the paper for filling description like name of examination, paper, Roll No., Subject, Series etc. It should be the responsibility of the candidate to make all the above required data/entries in the Answer Book/OMR are correctly fill in and omission or lapses in these entries will be subject to rejection of the Answer script/OMR at the time of evaluation. The candidate should be personally responsible for the same and no excuses will be accepted later. OMR Sheet may be replaced only in the case of torn/damaged/printing error. OMR may not be replaced after marking/bubbling of any column of the OMR Sheet by the candidate.
20. The Centre Supervisor should put his/her signature with seal on each Answer Book (main/supplementary) supplied to candidates, to avoid any substitution of Answer Books. The signature should again be crossed checked on the Answer Book when returned by the candidate at the close of the Examination in respect of each paper.
21. Before the commencement of the Examination, the following instructions to the candidates should be read out in an audible voice by the Invigilators.
22. Candidates should carefully read and follow the instructions on the cover/reverse of their Question paper and OMR/ Answer scripts.
23. Candidates will not write their names/any other type of indication anywhere in the Answer Books (if not prescribed). Disciplinary action can be taken against the candidates for doing so.
24. If more than one Answer Book (for theory part) or forms etc. have been used, the answer paper should be tied with a tag, provided to the candidates.
25. Candidates will be expelled from the Examination hall for resorting to unfair means and they will also be subject to departmental proceedings.
26. The descriptive part of the Examination like paragraph writing will be in Hindi/English medium. This can also be in regional language, as the case may be.
27. Opening and Distribution of Question papers. The number of Question papers in the packet is to be checked with the number indicated on the cover. Signature with date and roll number of at least two candidates in the examination hall should be obtained for having checked the packing and seals of the question paper packet before opening the same. Whenever the sealed packet of question

paper is taken out for distribution to the candidates, it has to be ensured that it pertains to the correct paper and on opening also this may be checked up before actual distribution. This would obviate the chances of distribution of wrong question papers. One Invigilator from each room should report to the Centre Supervisor at least 10 minutes before the examination for collecting question papers. The requisite number of question paper is to be handed over to the Invigilators. The Invigilators should be back to their rooms/hall 5 minutes before the scheduled time of commencement of the Examination with the question papers. The Question papers is to be distributed to the candidates 2 minutes before the actual commencement of examination time with a direction to start writing/answering after the bell rings. The Centre Supervisor should ensure that no question paper or Answer Book is allowed to fall into unauthorized hands. He should also render a proper account of spare copies of the question papers and the unusual Answer Books. The Centre Supervisor will be personally responsible for the safe and secure custody of the question papers and Answer Books. He will take all the precautionary measures to ensure smooth conduct of examination. A bell should be rung as soon as the clock strikes the hour when the Examination should start at the beginning of each paper.

28. The Invigilators should not read the question paper nor will they leave them on the table unattended. They should render an account of spare copies of the question paper. They should not read the script/watch darkening of bubbles by the candidate in the Examination hall.
29. The Invigilators should see that there is no communication of any sort either among the candidates, or between the candidates and any outsider from the Examination hall. Silence should be maintained in the Examination Hall.
30. Soon after the commencement of the Examination the Invigilators should get the Attendance sheet signed/filled by the candidates, this should be completed within 30 minutes of commencement of the Examination.
31. The invigilators should also make an announcement in a sufficiently audible voice to the candidates that they should ensure correct and clear filling up of columns, boxes or bubbles of OMR sheet relating to Roll number/ Name, Name of Examination, Subject, Series of Question Booklet etc.
32. The invigilators should also check that all the above entries are correctly made by the candidates and that no entry is left blank. It should be ensured that all instructions meant for candidates are scrupulously followed by the candidates.
33. Supplementary Answer Books (for descriptive part) should be supplied to a candidate only when the Supervising Officer/Invigilator is satisfied that the candidate has actually exhausted the previous Answer Book. No loose sheets (other than the prescribed supplementary answer sheets) should be supplied. Tags are to be supplied to those candidates who ask for supplementary Answer Books for fastening them. While issuing supplementary Answer Books, the candidates must be asked to enter roll number and book number on the supplementary Answer Books also. Two or more Answer Books submitted by a candidate on the same subject should be secured together with thread/tag duly page-marked serially. The left out blank pages may be scored out by the candidate. The candidates should be instructed accordingly.
34. After an elapse of 15 minutes from the commencement of the Examination extra question papers, if any, remaining with the invigilators are to be collected by the Centre Supervisor, who should take stock of the question papers and keep the unused question papers in safe custody. Invigilator will

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also submit an account of Answer Books/OMR sheets in the form prescribed to the Centre Supervisor.

35. No candidate should be allowed to leave the Examination Hall until the examination is over. When a candidate desires to go out of the Examination hall to answer the call of nature, one of the invigilators should invariably accompany the candidate. No request for bio-break (wash room) should normally be entertained 30 minutes before the end of the examination/session.
36. If any candidate raises an issue of any misprint or ambiguity in a question paper or any other such omissions, he/she should be informed that these issues will be considered after the actual conduct of the Examination and candidates will be given reasonable opportunity to raise these issues before finalising the answer keys. Only corrections/changes which are received along with the question paper will be announced by the invigilators/Centre supervisor.
37. Timings of the Examination may be sounded through bell and 15 minutes before the Examination is over a warning bell should also be made and the remaining time be announced loudly. The candidates should be asked to start the tagging of additional Answer Books and other papers, if and when applicable, if not already done.
38. No candidate should be allowed to go out of the Examination hall till the Answer Scripts/OMR sheets are collected by the invigilators. No script in which the candidate has not written his roll number and the Circle Index No. (if required), Series, Paper number, Subject etc. should be accepted though this is primarily the personal responsibility of the candidate. At the expiry of allotted time a Candidates should be asked to stop writing/darkening the bubbles of the OMR sheet further or revising their answers.
39. Scripts are to be collected quickly ensuring that no candidate gets away with any extra time. Within 5 minutes of the end of the Examination, the number of the Answer Books are to be rapidly counted and tallied with the number of candidates present. The scripts are then to be checked with the attendance list and issue of supplementary Answer Books to be tallied with the number of books actually affixed to the scripts. All answer sheets of an Examination centre shall be put in sealed packet Division/Unit wise in the presence of the Centre Supervisor and the Observer. OMR answer sheet and descriptive paper answer sheet shall be kept in separate sealed packets.
40. Candidate's carbon less copy of the OMR sheet should be handed over/taken by the candidates at the time of collecting the OMR at the end of the examination.
41. After the dispatch of the answer scripts/OMR sheets, the detailed accounts of the Answer Books etc. as rendered by the invigilators should be tallied by the Centre Supervisor.
42. On the conclusion of the Examination in the last paper the Centre Supervisor should send by registered post/email, a statement of candidates who actually took the Examination in the prescribed form. This will be accompanied by the diagram of the seating arrangement.
43. A proper account of Answer Books used in the Examination is to be kept. An account has to be kept both for the Answer Books/OMR sheets and supplementary Answer Books in the form

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prescribed. If the Examination centre consists of more than one hall, the Centre Supervisor will keep a proper note of the Answer Books given to the Invigilators of the other rooms under acquittance. The extra rooms should be numbered in continuation. The statement of account of Answer Books /OMR sheets should be submitted to the Centre Supervisors immediately after the expiry of the Examination.

44. In an emergency, where it becomes essential to depart from any of the instructions, or any unforeseen situation has to be met on the spot, the Centre Supervisor may act on his own discretion/wisdom. He should, however, send a report forthwith to the Nodal Officer and Head of the Circle, and to the Directorate where necessary, showing the exact circumstances of the case and the action taken by him.
45. If a candidate is found guilty of misbehavior, impersonation or of using or attempting to use unfair means in the Examination hall or copying from the Answer Scripts/OMR sheets of a neighboring candidate or from any written paper or document brought by him, or in any other way obtaining help or giving help to other candidates by irregular means, either orally or giving written paper or document, refusing to sign the OMR/Answer booklet etc. he/she may not be allowed to attempt the question paper thereafter inquiry should be conducted on the spot and matter may be intimated to the Control Room of the Circle office. He/ She should be ordered to sit in another room and not be allowed to leave the Examination Hall until examination is over.
46. In such cases, the statement of such candidate, other witnesses, Invigilator of the Examination hall etc. should be recorded. Such other evidence as may be relevant for the consideration of the case may also be collected. Centre Supervisor should submit a report to both the Nodal Officer and Authority competent to initiate disciplinary action on the candidate.
47. On receipt of the report, as mentioned above, the disciplinary authority competent to impose major penalties on the candidate shall consider the matter and institute and finalize the disciplinary proceedings as expeditiously as possible.
48. In all cases covered above, the Centre Supervisor should submit a skeleton report showing the facts of the case to the Head of the Circle in which the candidate is working. The Head of the Circle/Region will keep a watch over the progress of the departmental proceedings to ensure that no avoidable delay occurs in finalizing the proceedings.
49. In respect of Examination conducted Centrally by the Directorate, the Centre Supervisor should send a copy of report to the Directorate also.
50. After the conclusion of the disciplinary proceedings, the disciplinary authority should forward a complete record of the case i.e., the report of the Center Supervisory Officer, the statement of the candidate and of the witnesses, the charge sheet, defense, record of the oral enquiry, if any and the punishment order to the Head of the Circle/Region concerned.

11. Post Examination Activities:

- (i) In respect of Centralized examinations, the Answer Scripts should be handed over to the Director DE Section, Dak Bhavan, New Delhi 110001, by hand or as per instructions issued in each case separately if any.

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- (ii) The entire Examination material including the answer scripts and unused question papers should be dispatched/ handed over as the case may be on the same day to the Controller of Examination, who shall ensure that the sealed packets have been received un-tampered/intact. He will check that everything is beyond doubt.
- (iii) Dispatch of Answer Books/OMR sheets - On the conclusion of the Examination in each paper, the answer scripts handed in by the candidates, together with a list giving the Roll numbers only (NOT the names) of the candidates who appeared in the Examination, should be dispatched at once by insured post by the Centre Supervisor personally, in strong packing material, carefully sealed, and addressed by name to the Examiner of the Paper /Controller of Examinations as the case may be. Depending upon the number of the Answer Books to be sent, the Answer Books should be packed in cloth-lined envelopes or in cloth, or they should be packed in strong paper and then put in drill or canvas bags. They should always be sent by insured post, being insured for Rs. 100/- only irrespective of the number of Answer Books or delivered by hand, as per instructions in each case. They should invariably be dispatched on the day of the Examination itself, by making special arrangements with the local Postmasters, if necessary.
- (iv) While preparing the list of candidates, sufficient space should be left under each column for entering marks by the Examiner (both in figures and in words). The Roll numbers in this list should be entered in double space typing, to facilitate the Examiner to enter the marks in theory part against each Roll number, wherever required in case of theory part.
- (v) The list should be signed by the Supervising Officer. Roll numbers should be arranged in the list serially, and the subject (or paper number) and the name of the Centre should be shown at the top of the list. The answer scripts should also be arranged serially. The Roll numbers (and answer scripts) of the candidates, if any, of a different Circle should be prominently shown in a separate group. The total number of Answer Books/OMRs should also be entered in the list. A confidential seal should be used in closing the covers and a specimen of it should be affixed on the list referred to above.
- (vi) On the conclusion of the Examination in the last paper, the Centre Supervisor should send a report to the Head of the Circle/Controller of Examinations/Directorate, as the case may be, showing the details of candidates indicating the Roll numbers/names (if permissible) who actually appeared at the Examination and the subject or subjects in which they appeared in the prescribed form. Care should be taken that no mistake occurs in the names of the candidates.
- (vii) If, in any case, no candidate appears in the Examination at a particular centre, a report to this effect should be sent in place of the statement referred to above.
- (viii) The Centre Supervisor should furnish, to the respective Head of the Circle/Region/Nodal Officer/Controller of Examination, a Diagram of seating arrangement along with the list of candidates. The approximate dimensions of each room/hall in which the Examination was conducted should also be shown in the diagram. Such diagrams should be kept in the Circle/Regional Office etc. for record and reference as and when required.
- (ix) On the conclusion of the Examination in the last paper, the Centre Supervisor should also send by registered post, to the Directorate or to the Head of the Circle/Region/Controller as the case may be, a certificate in the following form

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Proforma

"I certify that I personally opened the covers containing the question papers five minutes before the commencement of the Examination in each subject of the _____ Examination held at _____ Centre on the _____, 20_.

That I supervised the Examination actively; that the instructions laid down for the Supervising Officers were duly observed; that the candidates appeared in the examination were not given or allowed to find any assistance in answering the question papers; that they were not permitted to select their own seats or to communicate with one another (nor with any outsider) during the Examination, that the Answer Books were collected immediately on the expiry of the scheduled time for each subject, were scrutinized personally by me to see that they were in order according to the prescribed instructions, were at once packed and sealed with a confidential seal, and were in my personal custody until they were dispatched to the Examiner concerned/Directorate/ Controller of Examinations by insured post, on the day of the Examination itself.

I also certify that no relation either of mine or of any of the Invigilators took the Examination at this centre and that a proper account of unused Answer Books was maintained.

Note: In case report is adverse to the above contents, a detailed report should be sent accordingly specifying all the facts of the matter.

Station _____

Date _____

Signature of the Centre Supervisor
with name in block letters

Designation _____

(x) In case of Centralized Examination, the Answer Scripts/OMRS should be sent to the Directorate on the same day, addressed to Director (DE), Dak Bhavan New Delhi 110001, by insured Post (Service insured for Rs 100/- Rs One hundred only).

12. Persons with Benchmark Disabilities

The guidelines issued by the Department from time to time for Persons with Benchmark Disabilities to be followed in letter and spirit.

13. Control Room

A Control room with suitable Officers nominated by the Competent Authority should function at Circle/Regional Office on the day of the Examination. A Control room will function at Directorate on the day of Centralized Examinations.

(a) The role/activities of the control room will be limited to monitoring of the smooth conduct of the Examination by the Centres, following the guidelines, timings etc. The control room should also collect the prescribed reports on conclusion of the examinations and submit to appropriate authorities.

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- (b) The control room is not authorized to issue any correction slip or directions for any corrections in the Questions/Answers/Option for answer etc. or any other changes in the Question Paper during the conduct of the Examination.

14. Publication of Provisional Answer Keys

(a) After the successful conduct of the Departmental Examination the provisional Answer Keys provided by the paper setters should be published on the Departmental Website/Website of the Circle and call for objections/feedback from the candidates within a reasonable time fixed by the competent authority.

(b) Broadly, the usual errors/objections/feedback filed by the candidates after the successful conduct of Examination are as under: -

- (i) Question mismatch between English and Hindi/Regional Language
- (ii) Question misprint
- (iii) Incomplete questions
- (iv) Wrong Answers/Wrong Options (different correct options in different series of A B C and D)
- (v) More than one correct answer
- (vi) Disputed question/answer
- (vii) Question out of syllabus etc.

(The above list is not exhaustive)

(c) The comments/objections/feedback received from the candidates up on the provisional answer keys should be compiled by the Circle and processed further as mentioned in the forthcoming paras.

(d)The comments/objections/feedback in respect of Centralized Examinations should be compiled at Circle level and forwarded to the Directorate for further action at Directorate level.

15. Moderation Committee: The Objections/Comments raised by the candidates should be considered by a Committee Constituted by the Head of the Circle for decentralized examinations and Competent Authority at the Directorate for Centralized Examination and furnish report with specific recommendations on each disputed question substantiated by relevant rules. The minutes of the Moderation committee should be forwarded to the Paper Setters and obtain their feedback.

- a. In case the observation/recommendations of the Moderation committee are completely accepted by the paper setters, the competent authority can arrive at a final decision and Publish the final answer key and results accordingly.

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b. Format for submission of report by the Moderation Committee

Q. No. In Series A	Answer option as per prov. Answer Key published	Answer option As per moderation committee	Reason & Source Substantiating the Finding of Moderation Committee. Copy of relevant rules/ orders/ instructions are to be enclosed along with the report.	Reasons for recommendations of moderation committee in case a question is to be dropped from evaluation <ul style="list-style-type: none">➤ Has no correct answer➤ Has more than one correct option➤ Question is wrong/ambiguous➤ Out of syllabus➤ Any other reason

16. High level Committee:

In case of any difference of opinion between the Paper setters and the findings of the Moderation Committee, a High-level Committee should be Constituted and the recommendations of the High-level committee should be considered by the Competent Authority to arrive at the final decision and thereby publish final answer key and result accordingly.

17. Deletion of Questions and Award of Marks:

Whenever there is a recommendation for deletion of any questions by the committee and approved by the competent authority, due to being out of Syllabus, incorrect options in Answer etc.

- (i) No marks should be awarded to the candidates in respect of the deleted questions irrespective of the fact whether the candidate attempted the question or not.
- (ii) In the event of deletion of questions of any paper the minimum qualifying marks for the paper /part should be reduced on pro rata basis, applying the rounding off formula.

Eg: - fraction of marks 4.1 to 4.49 to be rounded off to 4
Fraction of marks 4.5 to 4.99 to rounded off to 5

- (iii) When two or more candidates get clubbed due to securing equal marks decision shall be taken as per the instructions issued vide Directorate letter No. 04-08/2019-SPN-I dated 11.12.2020.

18. Evaluation of Answer sheets

- (i) The Examiner should maintain strict secrecy in respect of the question paper, answer scripts, marks awarded and all other matters connected with the Examination. They are also responsible for the security of the Answer Books so long as they are in their custody. OMR sheets will be evaluated mechanically in Circle Office/Directorate as the case may be under the supervision of a Committee duly constituted for the purpose.

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- (ii) In case of descriptive paper, the Examiner should ensure that the evaluation of answer scripts allotted to them is completed within the stipulated time.
- (iii) Where more than one Examiner is nominated for the same paper, it is necessary to ensure, as far as possible, uniformity in the standard of evaluation is maintained. Outsider Evaluators should be instructed in advance as to the method of evaluation in respect of different cadres of the Department.
- (iv) The entries of marks in the mark lists should be carefully checked with the totals shown on the respective Answer Books. This is also very important. Each page of the mark lists should be authenticated by the dated signature of the Examiner.
- (v) The total of marks awarded to an answer script on any subject should not have any fraction. If the total amounts to a fractional figure, it should be rounded off to the nearest or next higher whole number, as the case may be. There is no objection in granting marks with fractions to individual question or parts of a question.
- (vi) The total marks of the question papers should either be divisible by the number of questions carrying equal marks or marks for each question should be specifically mentioned against each question.
- (vii) No marks will be set apart for handwriting in the question papers of the departmental examinations unless the recruitment rules provide for the same. In the answer scripts (theory part) also, Examiner should avoid awarding any marks for handwriting which may lead to subjectivity.
- (viii) The Examiner should insert marks awarded to each answer in the margin of the script at the end of the answer. In the case of questions with parts, the final marks given to a question may also be similarly inserted, except that since the final marks will be the total of the different parts of the question, the final marks may in addition be encircled.
- (ix) If any answer deserves 'Zero' then it may be so marked instead of leaving it blank as otherwise it may lead to an inference being drawn that it has been overlooked in valuation.
- (x) Instead of putting a cross-mark or a dash or a '0', Examiner should put 'Zero' in words in the relevant column of the title page. All 'Zeros' must be entered in the cage. Where a question consists of more than one part, each part should be valued and marked separately and the total of all the parts put in the page at the proper place.
- (xi) The Examiner must ensure that all the answers are valued and for every question mark are entered inside the Answer Book. Thereafter he must enter all the marks in the cage of the title page below the question answered, and then exclude, where necessary marks secured in the excess number of questions answered by the candidates. The excess marks should be circled and the word "EXCESS" should be written below the question with an indicative arrow. Where more than the requisite number of questions have been attempted, question with highest marks should be taken into account. The compulsory question, if any, is mandatorily to be attempted by the candidates.

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(xii) The Examiner should sign each Answer Book after he has valued it at the space provided for the purpose on the cover in the right-hand corner.

(xiii) Questions not attempted by the candidates need not be shown by the Examiner by placing 'x' in the cage of the title page. The relevant column should be left blank. However, when a compulsory question is left out by a candidate the words 'NA' should be inserted in the relevant column.

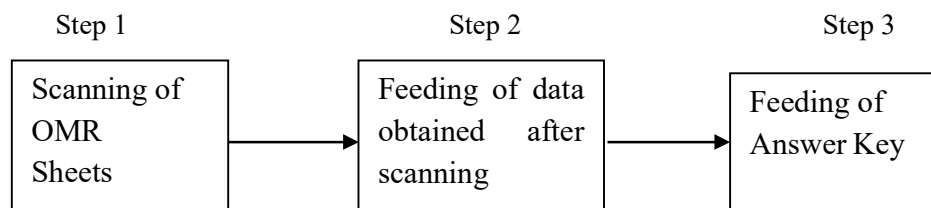
(xiv) The corrections must always be initialed. It would always be desirable to score out over-writings and re-write the number separately with initials. While valuing Answer Books, colour pens/pencils should be used instead of black lead pencils or pens.

(xv) The OMR sheets will be evaluated mechanically in the presence of duly nominated committee, headed by the JAG level officer on the basis of final answer key. The entire data regarding vacancy, reservation etc. should be uploaded in the software/machine before scanning and no offline scanning of OMR sheets/manual intervention should be allowed in the evaluation process. The evaluation can be done by the Circles in the presence of the Observer nominated and results should also be declared immediately, if required, in the presence of the Observer only.

(xvi) Utmost care should be exercised in the evaluation of OMRs/Answer Scripts, so as to ensure that no answer or option thereof remains un-assessed, and that the totals of the marks awarded are correct. The necessity for this cannot be over-emphasized, as any mistake or omission detected later, particularly after the announcement of the results, reflects seriously on the efficiency of the administration, besides undermining the sanctity and reliability of the Examination results. The entire exercise should, therefore, be conducted so meticulously that there should be no room for any suspicion or complaint.

(xvii) If any candidate or any person on behalf of a candidate communicates or attempts to communicate with the Examiner, or otherwise tries to influence him in the award of marks, the Examiner should report the fact to the Head of the Circle/Region concerned, to which the candidate belongs, for appropriate action.

(xviii). In case of Centralized Examination, entire examination related material will be sent to the DE Section/Director (DE). After the receipt of the OMR sheets by the Controller of examinations in respect of de-centralized/centralized examinations also, the following flow chart is to be adopted for evaluation and preparation of result:



It should be noted that the answer key should not be handed over to the vendor till all the OMR sheets are scanned, images are copied and data is fed in the system.

(xix) For ascertaining accuracy of mechanical evaluation, cross checking of 10% OMR sheets through manual evaluation to be carried out by the committee/ Officers nominated.

(xx) In the case of Centralized Examination, the descriptive part of the paper or language paper will be got evaluated as per the instructions issued by the Department from time to time through Subject Matter Experts or outsider professionals.

(xxi) Preservation of Answer Books –OMR sheets and Answer Books will be preserved for a period of 12 months from the date of declaration of result. Records related to court cases/vigilance cases/disputes/RTI should be preserved till finalization of such cases and thereafter suitable orders be taken from Competent Authority for disposal.

19. Preparation/Declaration of Result:

(i) Paper wise marks should be tabulated and category-wise merit list drawn for declaration of result keeping in view the vacancy position notified and cut off marks prescribed as per eligibility of different category of candidates in the Recruitment Rules or instructions of the Directorate. Retotaling should be done in descriptive/theory part in respect of all the Answer Books before declaration of result.

(ii) Result will be drawn on All India basis/Circle/Division/Unit-wise as per recruitment procedures as the case may be. List of selected candidates/result will be provided to Circles/Divisions/Units etc. as per the notified vacancies keeping in view the vacancies for reserved categories.

(iii) The results of departmental examinations should be tabulated by or under the personal supervision of a responsible officer, who will be personally responsible for their safe custody and the maintenance of strict secrecy with regard to them. Such tabulated marks should invariably be checked, in their entirety, by the committee/ officer nominated other than the one by whom they have been entered and no mistake or ambiguity however slight, should be allowed to creep in. Tabulation register (sheets) will be signed /stamped by both and pasted in a register.

(iv) It is absolutely necessary that the Marks lists, tabulated result-sheets and OMRs/answer scripts etc. should be treated as Confidential and handled by responsible officers only. The marks list and results sheets should be treated as **Secret** even after the announcement of results.

(v) Revaluation of answer scripts is not permissible in any case or under any circumstances.

(vi) Combined merit list will be displayed on the Departmental website except for those whose candidature had been provisional.

(vii). The result of the Examination should be preferably declared within 60 days from the date of conduct of the examination.

20. Provisional candidature: The result of the Provisional candidates should not be published till their provisional status is cleared and recommended by the Competent authority. Communications of marks in respect of provisional candidates, can be communicated even if sought under RTI Act also only after clearance of provisional candidature by the concerned authorities.

The Personnel Division (SPN –II Section vide letter No. SPN X-7/6/2022- SPN-II dated 12.04.2022) has prescribed particularly the following conditions for the LDCE:

- a. On conclusion of disciplinary case / criminal prosecution which results in complete exoneration or dropping of allegations / charges levelled against the Govt. servant or the Govt. servant is not found guilty, the sealed cover(s) shall be opened. The due date for promotion will be determined with reference to the position assigned to him in the result of LDCE kept in the sealed cover(s) and with reference to the date of promotion of his next junior on the basis of such position.*
- b. If any penalty is imposed on the Govt. servant as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, sealed cover(s) shall not be acted upon.*

The above provisions / procedure shall be made applicable for all notification of Departmental Examination issued hereafter along-with the case(s) where result of Departmental Examinations are yet to be declared either at Directorate level or Circle level.

21. Preservation of result sheets- Tabulated result sheets or mark sheet registers of all the examinations should be preserved for a period of 3 years from the date of announcement of the respective results. Records related to court cases/vigilance cases/disputes/RTI should be preserved till finalization of such cases and thereafter suitable orders be taken from Competent Authority for final disposal.

