

**भारतीय डाक विभाग/DEPARTMENT OF POSTS**  
**मुख्य पोस्टमास्टर जनरल कार्यालय, कर्नाटक परिमंडल, बैंगलूर 560001**  
**O/o the Chief Postmaster General, Karnataka Circle, Bengaluru-560 001**

**No. R&E/1-7/2024    dated at Bengaluru 560001    the    12-07-2024**

**NOTIFICATION**

The Limited Departmental Competitive examination (LDCE) for promotion to the cadre of Postman and Mail Guard from eligible Multi-Tasking Staff for the vacancy year **2024 (01-01-2024 to 31-12-2024)** will be held on **Sunday, the 25<sup>th</sup> August, 2024**. Accordingly, applications are invited in the format enclosed (**Annexure I**) from the willing and eligible candidates who fulfill the eligibility criteria as given in subsequent paras. The schedule of activities of the examination is furnished hereunder:

Sl. No.	Activity	Schedule
1	Last date for receipt of Application form at Divisional Office/ Controlling Unit from eligible Candidates	<b>06-08-2024 (Tuesday)</b>
2	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified	<b>12-08-2024 (Monday)</b>
3	Information about total numbers of eligible applications received to be submitted by RO to CO	<b>14-08-2024 (Wednesday)</b>
4	Issue of Admit Card by RO/DO to eligible candidates	<b>19-08-2024 (Monday)</b>
5	Information about total numbers of permitted candidates with list from RO to CO as per format	<b>21-08-2024 (Wednesday)</b>
6	Date of Examination	<b>25-08-2024 (Sunday)*</b>

\* Examination will commence exactly at 10.00 AM in all the Centres and Paper-I, Paper-II & Paper-III (Local Language Test) 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.

The Regional Heads/Divisional Heads/controlling authorities are requested to start the activity as per the notified schedule immediately and the above schedule should be strictly adhered to.

**2. Vacancies:** Division-wise number of vacancies available for promotion from MTS as Postman / Mail Guard for the vacancy year 2024 (01-01-2024 to 31-12-2024) will be notified later.

**Note:** Even if there is no vacancy to be filled from MTS in any Postal /RMS Divisions, Applications will be accepted by that Divisions and all the eligible MTS may be permitted to appear for the examination as they are eligible for allotment against the Postman/Mail Guard vacancies of the Circle against respective category subject to availability of vacancies in the quota.

**3. Eligibility Criteria :** 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 Postman and Mail Guard (Group 'C' post) 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 categories of official(s) are eligible to appear in the examination:

- i) **Multi Tasking Staff (MTS)** in Level-1 of the pay matrix with **two(02)** years of regular service in the grade as on crucial date of eligibility i.e., **01-01-2024**.
- ii) Multi Tasking Staff (MTS) in level-1 of the pay matrix with total regular service of **five (05)** years including service rendered regularly as Gramin Dak Sevaks as on crucial date of eligibility i.e., **01-01-2024**.
- iii) Any other eligibility conditions specified in Recruitment Rules shall also apply.

**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 LDCE. The said relaxation is restricted only for the vacancy year 2024.**

**4. Pattern and 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 5<sup>th</sup> April, 2022 as amended vide letter No. 17-08/2018-SPN-I dated 19-12-2022, 24.04.2023 and 10.07.2024 (**Annexure-IV**).

**Note:**

- i) **Paper-IV i.e Data Entry Skill Test[DEST]** will be conducted separately at a later date.
- ii) 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) The medium for "**Data Entry Skill Test**" i.e DEST will be in **ENGLISH** only.
- iv) "**Data Entry Skill Test**" i.e., DEST will be held on computer for **15 minutes only**.
- v) **Evaluation of performance in "Data Entry Skill Test"** i.e., DEST will be done through the system in accordance with the 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-I dated 18.10.2023 followed by clarifications issued by letter dated 31.10.2023 in a proforma (**Annexure-II will be called for from the applicants at a later date**). Allotment of Post and Division / Unit will be made on merit-cum-preference basis, subject to availability of vacancy.

- i) **Option for Post:** - An applicant may give option for one or both 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 (Refer point (i) above) 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) *In case preference is exercised for a limited number of Divisions/ Units & could not be allocated to one of those limited Divisions/ Units as per merit vis-à-vis vacancy in the category he / she belong to, he / she will not be considered for other recruiting Division / Units not preferred even though a candidate lower in merit/rank to him / her is considered who has opted for that Division / Unit.*

**6. Centres of Examination :-** The examination for Bengaluru HQ Region, North Karnataka Region and South Karnataka Region will be held at **Bengaluru, Dharwad and Mangaluru** respectively. The candidates will have to appear from the respective centres of their Region only and under **NO** circumstances they will be permitted to appear from other regional centres.

**7. Application Format:-** The candidate has to apply in the prescribed application format which is enclosed in **Annexure-I**.

**8. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle Office.** The APS Candidates have to appear for the examination from the Regional Centres, to which they belong.

9. 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.

10. All instructions issued by Directorate vide letter No. X-7/6/2022-SPN-II dated 17.05.2023 as amended vide letter No. X-7/6/2022-SPN-II dated 22.09.2023 and 04.03.2024 regarding Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary / criminal prosecution are pending will be followed scrupulously.

11. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022 and letter dated 21.09.2023 to be followed in the conduct of examination at every stage.

12. Department vests the power to cancel this notification of the examination or change of modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.

13. The applications in the prescribed format along with two recent passport size identical photographs, self-attested copies of community certificate, Disability certificate (if any) received from eligible candidates duly verifying the details should be forwarded to concerned Regional Office by the Divisions of SK/NK/BG HQ Regions for further scrutiny and issue of hall permit. The following should be ensured by DO/ RO.

- a) Ensure proper verification of Date of Births, Service Particulars, Community etc w.r.to service records of each candidate & relevant recruitment rules.
- b) Each and every entry made in the application to be scrutinized and verified for their correctness.
- c) Vigilance / Disciplinary clearance to be furnished. If pending, details thereof.
- d) Details of currency of punishment, if any, to be furnished.
- e) Whether applicants are eligible or not and the applications are recommended or otherwise, for issue of hall permits is to be decided by the concerned Regional Offices only.
- f) No provisional candidature of any candidate except Court/CAT case shall be allowed.

14. The List of Candidates permitted to appear for the examination shall be sent to this office by RO on or before **21<sup>st</sup> August, 2024**. If no applications are received, a NIL report may be sent without fail.

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

16. Circle Office will undertake evaluation and subsequent declaration of results based on the information relating to the candidates, their roll numbers and categories furnished by the Heads of Region/Division/Units. "In case, if it is found subsequently that any of the promoted/selected candidate(s) was not eligible to take the examination under the existing rules/instructions on the subject or for any reasons or in case any mistake is found with regard to evaluation and announcement of results of any candidate for any reason whatsoever his/her name will be deleted from the list of successful candidates, as the case may be. The result will also be subject to any change in the merit list of successful candidate's due to any unforeseen reason in accordance with the existing rules and instructions on the subject or orders of Hon'ble CAT/High Court, if any."

17. This notification is also available on the Departmental website i.e., [www.indiapost.gov.in](http://www.indiapost.gov.in) and [www.karnatakapost.gov.in](http://www.karnatakapost.gov.in). The notification may be given wide publicity amongst all eligible candidates working in Division/Units.

-5-

18. The applications received after prescribed closing date will not be entertained under any circumstances.
19. This issues with the approval of the Chief Postmaster General.
20. The receipt of this communication may please be acknowledged.

**Enclosures: Annexure-I, Annexure III –A, Annexure III-B and Annexure-IV.**

/T RAMASUDHAKARA RAO/  
सहायक निदेशक Assistant Director (R & E)  
मुख्य पोस्टमास्टर जनरल का कार्यालय  
O/o the Chief Postmaster General  
कर्नाटक परिमंडल/Karnataka Circle, बैंगलूरु/Bengaluru-560001.

**Copy issued for information and necessary action to (By Email) :-**

- 1) The Postmaster General, North Karnataka Region, Dharwad-580001.
- 2) The Postmaster General, South Karnataka Region, Bengaluru-560001.
- 3) The Postmaster General, Bengaluru HQ Region, Bengaluru-560001.
- 4) The Officer in Charge, P&T Admin Cell, APS Wing, Brig of the Guards, Regimental Centre, PIN-900746, C/o 56 APO.
- 5) All Section Officers / Sections, CO by email
- 6) Technology Section, CO for uploading on Karnataka Postal Circle website.
- 7) The OL Section, Circle Office for providing Hindi Translation.

**DEPARTMENT OF POSTS**

**ANNEXURE-I**

APPLICATION FORM FOR LIMITED DEPARTMENTAL  
COMPETITIVE EXAMINATION(LDCE) FOR PROMOTION TO  
THE CADRE OF POSTMAN AND MAIL GUARD FROM  
ELIGIBLE MULTI TASKING STAFF OFFICIALS 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 ( As per service records)	
2	GENDER(Male/Female/Transgender)	
3	DESIGNATION	Multi-Tasking Staff
4	NAME OF THE DIVISION / UNIT	
5	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
6	CATEGORY(UR/SC/ST)	
7	Whether belongs to Person with Benchmark Disability(PwBD), if so, details thereof along with supporting documents & percentage of disability.	
8	DATE OF ENTRY IN THE DEPARTMENT	
9	DATE OF APPOINTMENT AS MULTI TASKING STAFF ON REGULAR BASIS	
9(a)	TOTAL ELIGIBLE SERVICE AS MULTI TASKING STAFF AS ON 01.01.2024 (YY/MM/DD)	___/___/___
10	Date of engagement as GDS (DD/MM/YYYY)	
10(a)	Length of engagement rendered as GDS (YY/MM/DD)	
11	Total eligible service as on 01.01.2024 [9(a) + 10(a)] (YY/MM/DD)	
12	AGE AS ON 01.01.2024(YY/MM/DD)	___/___/___
13	WHETHER WORKING IN APS (YES / NO)	

Signature of candidate

14	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	
15	Whether applicant is claiming his / her eligibility with respect to his/her junior as per the provisions of Recruitment Rules, details thereof.	
16	MOBILE NUMBER	
17	Email ID if any,	

**Post to which applied for:**

Sl No.	Name of Post	Yes/ No
1.	Postman	
2.	Mail Guard	

**DECLARATION:**

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/ Incorrect information found at any stage, my candidature/appointment will be summarily rejected / terminated and appropriate action would be taken against me.

DATE	
PLACE	

Signature of candidate

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED. In case NOT RECOMMENDED, reasons thereof.

Post	Eligible (Yes/ No)	Recommended (Yes / No)
Postman		
Mail Guard		

DATE	
PLACE	

Signature of Divisional / Unit Head with designation stamp

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

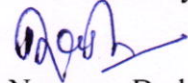
Madam/Sir,

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,

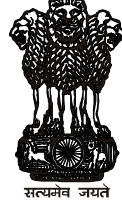


(Satya Narayana Dash)  
Assistant Director General (SPN)

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

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

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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 प्राप्ता प्राप्त बोर्ड से 12वीं कक्षा पास  (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा	नहीं

				<p><b>टिप्पण:</b> (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><b>टिप्पण:</b> 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- <b>अध्यक्ष</b></p> <p>2. दो समूह 'ख' (राजपत्रित) अधिकारी - <b>सदस्य</b></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)। <b>टिप्पणः</b> (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"> <li>1. प्रभाग प्रमुख -अध्यक्ष</li> <li>2. दो समूह 'ख' (राजपत्रित) अधिकारी - सदस्य</li> </ol>	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><b>टिप्पणः</b></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><b>टिप्पणः</b> 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><b>Note:</b> 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 1<sup>st</sup> 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) 12<sup>th</sup> 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 10<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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><b>Note:</b> Where juniors who have completed</p>	<p><b>Departmental Promotion Committee (for considering promotion / confirmation)</b></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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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><b>Note:-</b></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><b>Note:</b> 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 Pangri 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 1<sup>st</sup> day of</p>	<p>(i) 12<sup>th</sup> 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 10<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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><b>Note:</b> Where juniors who have completed</p>	<p><b>Departmental Promotion Committee (for considering promotion / confirmation)</b></p> <ol style="list-style-type: none"> <li>1. Divisional Head —Chairperson</li> <li>2. Two Group 'B' (Gazetted) Officer —Members</li> </ol>	<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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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><b>Note:-</b></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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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) 12<sup>th</sup> standard pass from a recognised Board;

(b) 10<sup>th</sup> 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 10<sup>th</sup> 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) 12<sup>th</sup> standard pass from a recognised Board;

(b) 10<sup>th</sup> 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 10<sup>th</sup> 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 20<sup>th</sup> September, 2018.



# भारत का राजपत्र The Gazette of India

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EXTRAORDINARY

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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<sup>वीं</sup> कक्षा उत्तीर्ण और अन्य सभी के लिए मान्यता प्राप्त बोर्ड से 12<sup>वीं</sup> 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<sup>वीं</sup> 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<sup>वीं</sup> कक्षा उत्तीर्ण और अन्य सभी के लिए मान्यता प्राप्त बोर्ड से 12<sup>वीं</sup> 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<sup>वीं</sup> 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) 10<sup>th</sup> standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak in the Department of Posts and 12<sup>th</sup> 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 10<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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) 10<sup>th</sup> standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak in the Department of Posts and 12<sup>th</sup> 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 10<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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 20<sup>th</sup> September, 2018 and subsequently amended *vide* G.S.R. 157(E), dated the 5<sup>th</sup> March, 2020.

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)

**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 05<sup>th</sup> 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**

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**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.)	<b>For selection as MTS – in Paper-I:</b> (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%  <b>For selection as Postman / Mail Guard – Total of Paper-I and Paper-II:</b> (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%

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## 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.

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**III. Syllabus of Examination:**

<b>PAPER-I: Basic Postal Knowledge and General Awareness</b> <b>(Duration: 60 Minutes)</b> <b>(For appointment to the posts of MTS / Postman / Mail Guard)</b>		
<b><u>Part-A</u></b>  Maximum Marks – 60 [30 questions of 2 marks each]	<b><u>Post Office Guide Part I</u></b> 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
	<b><u>Postal Manual Volume V</u></b> a) Definitions	7 questions
	<b><u>Part-B</u></b>  Maximum Marks – 40 [20 questions of 2 marks each]	<b><u>General Awareness/Knowledge</u></b> 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
	<b><u>Basic Arithmetic</u></b> 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



Contd...

<b>Paper-II: Knowledge of Postal Operations</b> <b>(Duration: 30 Minutes)</b> <b>(For appointment to the posts of Postman / Mail Guard only)</b>		
Maximum Marks – 50  [25 questions of 2 marks each]	<b><u>Post Office Guide Part I</u></b> 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
	<b><u>Postal Manual Volume VI – Part III</u></b> 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
	<b><u>Postal Manual Vol. VII</u></b> 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

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<b>PAPER-III: Knowledge of local language</b> <b>(Duration: 60 Minutes)</b> <b>(For appointment to the posts of MTS / Postman / Mail Guard)</b> <b>[For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].</b>		
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

<b>PAPER-III: Knowledge of local language</b> <b>(Duration: 60 Minutes)</b> <b>(For appointment to the posts of MTS / Postman / Mail Guard)</b> <b>[For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].</b>		
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

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

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**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

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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<sup>th</sup> 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: 19<sup>th</sup> 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**

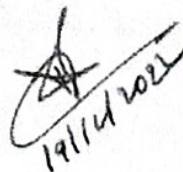
Madam/Sir,

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



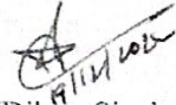
(ii) Competitive examination limited to Postman / Mail Guard / Multi Tasking Staff / Gramin Dak Sevak for appointment to the post of Postal Assistant / Sorting Assistant:-

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