

Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General
West Bengal Circle
Yogayog Bhawan, Kolkata – 700012

NO: Rectt./X-16/CE/PM-MG & MTS/2024

Dated at Kolkata-12, the.

15-07.2024.

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

Applications are invited in the format enclosed (**Annexure – I**) from the willing and eligible GDSs for appearing in Competitive Examination (CE) for recruitment to the cadre of Postman, Mail Guard & MTS from eligible GDSs for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2024 (01.01.2024 to 31.12.2024). The schedule of activities for the examination is as under:

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

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

2. **Vacancies:** Number of vacancies (Provisional) available to GDS for recruitment to the posts of Postman/Mail Guard/MTS, Recruiting Division/Unit –wise will be published shortly.

3. **Eligibility Criteria:-**

A. Postman and Mail Guard:-

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

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

Note: Since the pattern & syllabus of the examination refer to in Para (i) shall include test at local language and DEST (Data Entry Skill Test), Education Qualification at (b) & (c) above shall not be insisted.

- (ii) **Age:** Should be within fifty (50) years of age as on 01.01.2024 (relaxable for different categories as notified by the Government of India from time to time).

- (iii) **Service eligibility:** Four (04) years regular engagement as Gramin Dak Sevaks.

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

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

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

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

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

i. Educational Qualification and Age limit: There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination from GDS to MTS.

ii. Service eligibility: **Two (2) years** regular engagement as Gramin Dak Sevaks as on crucial date of eligibility.

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

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

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4. **Pattern & Syllabus of Examination:** The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPN-I dated 05.04.2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 enclosed as **Annexure-IV**.

Note:

(i) **Only those candidates who want to be considered for the 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)**

(ii) Paper-IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-1 and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 3 times of the total vacancy of Postman and Mail Guard.

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

(iv) Evaluation of performance in DEST will be done through the Software 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.

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

(ii) **Preference of Division by applicants (For Postman/Mail Guard):-** The candidates who have applied for the post of Postman/Mail Guard shall give order of preference of Division/ Unit for which they intend to be considered. A candidate shall not be considered for a Division/ Unit for which preference has not been submitted by him/her.

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

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

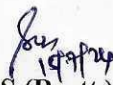
6. **Centres of Examination:** The examination will be conducted at all Circle/ Region Headquarters of the Circle. The candidates will have to appear from the respective centres of their Circle.

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

8. The Standard Operating Procedure (SOP) issued vide DoP 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.

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9. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.
10. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.
11. This notification may be given wide publicity amongst all eligible candidates working in Circle Office / Divisions / Units.
12. This notification is also available on the Departmental website i.e. [www. indiapost.gov.in](http://www.indiapost.gov.in).
13. This issues with the approval of the competent Authority.



ADPS (Rectt.)
O/O the Ch. PMG
WB Circle, Kol-12

Enclosure: Annexure-I, II, III-(A,B & C) & IV.

(All Under Entry)

Copy to:-

- 1-7. The Postmasters General, Kolkata Region, Kolkata- 700 012/South Bengal Region, Kolkata- 700 012/ M & BD Region, Kolkata- 700 012/ North Bengal Region, Siliguri- 734001/ A & N Island, Port Blair- 744101/Sikkim State, Gangtok- 737103/GM (PA & F), WB Postal Circle, Kolkata -700012.
8. The ADG(DE), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi- 110001 w.r.to his letter no. A-34012/03/2024-DE dated 10.07.2024.
- 9-43. All the Divisional /Unit Heads under West Bengal Postal Circle.
44. The General Manager, CEPT, Mysore, Karnataka- 570010 for uploading the notification on India Post website.
45. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification on Circle website today positively.


ADPS (Rectt.)
O/O the Ch. PMG
WB Circle, Kol-12