

NOTIFICATION

F. No. Rectt/2-9/2025 dated 04.06.2025

भारत सरकार, संचार मंत्रालय,
Government of India, Ministry of Communications,
भारतीय डाक विभाग / Department of Posts,
कार्यालय मुख्य पोस्टमास्टर जनरल, राजस्थान परिमण्डल,
Office of the Chief Postmaster General, Rajasthan Circle,
सरदार पटेल मार्ग, सी.स्कीम, जयपुर-302007
Sardar Patel Marg, C-Scheme, Jaipur-302007

Subject : Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2025 (01.01.2025 to 31.12.2025) in Rajasthan Circle.

Applications are invited in the format enclosed (**Annexure-I**) from the willing and eligible candidates of Rajasthan Circle, who fulfill the eligibility criteria as given in subsequent paras, for appearing in the Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) for the vacancy year 2025 (**01.01.2025 to 31.12.2025**). The schedule of activities for the examination are as under: -

Sl. No.	Activity	Schedule
1.	Date of Notification.	04.06.2025 (Wednesday)
2.	Last Date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	02.07.2025 (Wednesday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office / Controlling Unit along with Annexure-IV duly verified.	07.07.2025 (Monday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO along with Annexure-IV duly verified.	10.07.2025 (Thursday)
5.	Issue of Admit Card by Divisional Office to the eligible candidates.	14.07.2025 (Monday)
6.	Date of examination (date & time).	20.07.2025 (Sunday)*

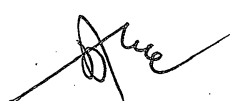
* Exam will commence exactly at 10:00 AM.

2. **Vacancies:** Details of tentative vacancies for the year 2025 (01.01.2025 to 31.12.2025) are as under:-

(A) Circle-wise vacancy

Name of Cadre	Vertical vacancies				Horizontal Vacancies				
	UR	SC	ST	TOTAL	VH	HH	OH	Others	Total for PwBDs**
Postal Assistant (Circle Office and Regional Offices)	2	0	0	2	0	0	0	0	0
Postal Assistant (Post Office)	50	12	0	62	1	1	0	1	3
Sorting Assistant (Railway Mail Service)	17	3	1	21	0	0	0	1	1
Total	69	15	1	85	1	1	0	2	4

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(B) **Division-wise vacancy:** Division wise vacancies will be as under: -

(i) Postal Division/Unit

Sl. No.	Name of Division/unit	Vacancies for LDCE-2025
1.	Ajmer	5
2.	Alwar	2
3.	Bharatpur	1
4.	Bhilwara	2
5.	Beawar	2
6.	Barmer	5
7.	Bikaner	0
8.	Chittorgarh	6
9.	Churu	2
10.	Dholpur	1
11.	Dungarpur	2
12.	Jaipur City	3
13.	Jaipur Mfl.	1
14.	Jaisalmer	3
15.	Jodhpur	1
16.	Jhunjhunu	2
17.	Kota	0
18.	Jhalawar	5
19.	Nagaur	3
20.	Pali	4
21.	Sawaimadhopur	1
22.	Sikar	2
23.	Sirohi	3
24.	Sriganganagar	1
25.	Tonk	1
26.	Udaipur	4
	Total	62


(ii) Railway Mail Service Division/Unit

Sl. No.	Name of Division/unit	Vacancies for LDCE-2025
1.	RMS JP Dn.	2
2.	RMS J Dn.	17
3.	RMS ST Dn.	2
	Total	21

** DoPT vide O.M No. 36012/1/2020-Estt. (Res.-II) dated 28.12.2023 has issued a set of instructions regarding reservation in promotion to PwBDs. The proviso of Section 34 of the RPWD Act, 2016 provide that the reservation in promotion shall be in accordance with such instructions as are issued by the appropriate Government from time to time.

As per the DoPT office memorandum No. 36012/1/2020-Estt.(Res.-II) dated 17.05.2022, four percent (4%) of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

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3. **Eligibility Criteria:** As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified in GSR 459(E) dated 17/06/2022 as amended vide Department of Posts (Postal Assistant and Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21 (E) dated 13.01.2023 and (Amendment) notified vide G.S.R. 470(E) dated 01.08.2024, the following categories of official(s) of the Circle, excluding officials from Postal Account Office or Wing, are eligible to appear in the examination:

Category (A):

- (i) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix.
- (ii) Officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix.
- (iii) Officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post.

Category (B):

- (i) Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks.
Provided that for officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix, who have rendered regular service as Gramin Dak Sevaks on or before 17.06.2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.

Note 1 :- Eligibility of service condition shall be as on 01.01.2025.

Note 2 :- The officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category(A) are not available for filling up the notified vacancy.

Note 3:- Eligibility of an officials shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression etc.

Note 4:- "Where juniors who have completed qualifying or eligibility service are eligible for Limited Departmental Competitive Examination or Competitive Examination, their seniors would also be eligible for such examination provided they are 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 have successfully completed their probation period for promotion to the next higher grade subject to the condition 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.

This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV

4. **Pattern & Syllabus of Examination:** The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019 under Annexure-C which shall be read with letter No. 17-08/2018-SPB-I(pt.) dated 10.06.2019 and 17-08/2018-SPB-I dated 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019, letter no 17-08/2018-SPN-I dated 09.09.2021, letter No. 17-08/2018-SPN-I(pt.) dated 21.11.2022, letter no. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 29.05.2024 enclosed as **Annexure- II.**

Note: (i) The component of local language test (Paper-II) has been removed vide letter No. 17-08/2018-SPN-I dated 29.05.2024.

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Note: (ii) The Data Entry Skill Test (DEST) will be conducted subsequently as per the Instructions on the subject mentioned in Directorate's letter No. 17-08/2018-SPN-I dated 19.12.2022.

5. **Preference/Option:** Applicants are required to indicate the order of preference for Cadre and then give order of preference for Division/Unit as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023 (copy is attached). The proforma for order of preference is attached as **Annexure-III**. Allotment of Cadre/Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

6. **Centre of Examination:** The examination will be conducted at all Circle / Regional Headquarters of the Circle. The candidates will have to appear from the respective centres of their Region/Circle only and under no circumstances, they will be permitted to appear from other Region/Circle Centres. The venue of the examination will be intimated in due course.

7. The application of the APS candidates should be sent to the concerned Divisions/Units only and not to Circle Office.

8. 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.

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

10. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022 and letter dated 21.09.2023 and 13.01.2025 to be followed in the conduct of the examination at every stage.

11. The competent authority reserves the right to cancel this notification or change or modify in the vacancies, schedule, pattern & syllabus of the examination partially or completely at any point of time.

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

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

14. The information contained in Annexure – IV must be shared in both hard copy and Soft Copy (through email) for preparation of consolidated data of candidates. Both Regional Offices are requested to furnish the consolidate information of Divisions under their jurisdiction in Annexure IV duly verified. Further, it is also requested to intimate approximate number of candidates through email on 03.07.2025 positively.

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

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

Enclosures :- As stated above



(Meenu Pareek)
Assistant Director (Recruitment)
O/o Chief Postmaster General,
Rajasthan Circle, Jaipur-302007

Copy forwarded for information and necessary action to:-

Registered

1. The Assistant Director General (DE) Department of Posts, Dak Bhawan, Sansad Marg, New Delhi-110001 with reference to F. No. DE-12/1/2025-DE-DOP dated 30.05.2025.

By Email
(2 to 6)

2. The Postmaster General, Rajasthan Southern Region, Ajmer.
3. The Postmaster General Rajasthan Western Region, Jodhpur.
4. All SSPOs/SPOs/SSRM/SRMs in Rajasthan Circle.
5. The Director, CEPT, Mysore/Hyderabad – With a request to upload the notification on the India Post Website.

6. The AD (Staff), O/o the Chief PMG, Rajasthan Circle, Jaipur-302007.

Registered

7. The Officer In-Charge P & T Administration Cell, APS Centre, C/O 56 APO

8. Office copy /Notice Board

Application form for Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2025 (01.01.2025 - 31.12.2025) to be held on 20.07.2025

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

Note: All particulars shall be filled up in BLOCK letters.

S. No.	Particulars	Detail (s)			
1	Name Of Candidate (IN CAPITALS)				
2	Gender(Male/ Female/Transgender)				
3	Designation				
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, if so, details thereof along with supporting documents.				
8.	Date of entry in the Department				
9.	Details of Posts held substantively	Pay Level in Pay Matrix	Name of the Posts	From	To
		Level-3			
		Level-2			
		Level-1			
10.	Details of regular engagement as Gramin Dak Sevaks, if any	From	To	Total eligible service as Gramin Dak Sevak	
11	Total eligible service as on 01.01.2025				
(a)	Total service in posts in Level -1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2025) (YY/MM/DD)				
(b)	Length of engagement rendered as GDS (YY/MM/DD)				
12	Whether eligible as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification.				

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13	Whether working in APS (Yes/ No)	
14	Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof.	

DECLARATION

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case 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 as category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification)/ NOT RECOMMENDED. In case NOT RECOMMENDED reasons therefore.

DATE:		
PLACE		Signature of Divisional / Unit Head with designation stamp

Name: _____ Category: _____
 Designation: _____ Parent Division: _____

ORDER OF PREFERENCE FOR CADRE

Cadre associated with Division/Unit	Orders of preference (1/2/3)
(A) Postal Assistant (Circle Office and Regional Offices)	
(B) Postal Assistant (Post Office)	
(C) Sorting Assistant (Railway Mail Service)	

ORDER OF PREFERENCE FOR DIVISION/UNIT

The candidates shall indicate the order of preference of all Divisions/ Units including parent Division in below table and submit it along with the application form. List of all Postal/RMS Divisions in Rajasthan Circle is attached herewith for ready reference.

Postal Assistant (Post Office)

Preference No.	Name of Division /Unit	Preference No.	Name of Division /Unit
1.		14.	
2.		15.	
3.		16.	
4.		17.	
5.		18.	
6.		19.	
7.		20.	
8.		21.	
9.		22.	
10.		23.	
11.		24.	
12.		25.	
13.		26.	

Sorting Assistant (Railway Mail Service)

Preference No.	Name of Division /Unit
1	
2	
3	

Note : Allotment of Division/ Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

DATE :

PLACE :

Signature of Candidate

I certify that the candidate is eligible for the vacancy year and I have verified the list of Unit /Divisions preferred by the candidate in the order of preference.

DATE :

PLACE

Signature of Divisional /Unit Head with
designation stamp

List of Divisions/Units

List of Divisions/Units for Postal Assistant (Post Office)

Sl.No.	Name of Division/Unit
1.	Alwar
2.	Bharatpur
3.	Dholpur
4.	Jaipur City
5.	Jaipur Mfl.
6.	Jhunjhunu
7.	Sawaimadhopur
8.	Sikar
9.	Ajmer
10.	Beawar
11.	Bhilwara
12.	Chittorgarh
13.	Dungarpur
14.	Jhalawar
15.	Kota
16.	Tonk
17.	Udaipur
18.	Barmer
19.	Bikaner
20.	Churu
21.	Jaisalmer
22.	Jodhpur
23.	Nagaur
24.	Pali
25.	Sirohi
26.	Sriganganagar

List of Divisions/Units for Sorting Assistant (Railway Mail Service)

Sl. No.	Name of Divisions/Unit
1.	RMS 'JP' Division, Jaipur
2.	RMS 'J' Division, Ajmer
3.	RMS 'ST' Division, Jodhpur

Annexure-IV

Annexure showing the details of the candidates who applied for Limited Departmental Competitive Examination for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2025 (01.01.2025 to 31.12.2025).

Sl. No.	Name of Division	Roll No.	Name of Candidate	Father's Name	Present Designation (Postman / Mail Guard/ MTS)	Office Name	Date of Birth (DD-MM-YYYY)	Gender (Male / Female / Transgender)	Category (UR/ SC/ST/ OBC/ EWS)	Sub Cat (VH/OH/HH /Others/ Not applicable)	Details of Posts held substantively					Date of Entry in Postman/Mail Guard or MTS (DD-MM-YYYY)	Date of entry in GDS (If applied for CAT-B) (DD-MM-YYYY)	Period of Service rendered as on crucial date as on 01.01.2025 of eligibility of the exam year in GDS cadre (For CAT B candidates) (YYYY-MM-DD)	Allowed under category (A/B)	Whether working in APS (Yes/ No)	Whether any Disc. action is pending or contemplated as on crucial date i.e. 01.01.2025 (Yes/ No)	Whether any punishment is current as on crucial date i.e. 01.01.2025 (Yes/ No)	Recommendations (Recommended/ Provisionally Recommended/Not Recommended)	Remarks
											Pay level	Name of Posts	From	to	Total eligible service									
1	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x
											Level 3													
											Level 2													
											Level 1													
2											Level 3													
											Level 2													
											Level 1													

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

Signature of Divisional Heads