

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
O/o CHIEF POSTMASTER GENERAL
CHHATTISGARH CIRCLE, RAIPUR
2ND FLOOR RAIPUR GPO BUILDING**

NOTIFICATION

F.No. STA 11-11/PA-SA/LDCE/2025

Raipur, Dated 10.06.2025

Subject: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office), 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).

Applications are invited in the format enclosed (**Annexure-I**) from the willing and eligible candidates who fulfill the eligibility criteria as given in as given in subsequent paras, for appearing in the Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Postal Assistant (Circle Office), 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:

| S. N. | Activity | Schedule |
|-------|---|------------------------|
| 1. | Date of notification | 10.06.2025 (Tuesday) |
| 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 Circle office to be sent by Divisional Office/Controlling Unit duly verified | 07.07.2025 (Monday) |
| 4. | Issue of Admit Card by CO/DO to eligible candidates | 14.07.2025 (Monday) |
| 5. | Date of Examination (date & time) | 20.07.2025 (Sunday)* |

*Exam will commence exactly at 10:00 AM in all the Circles.

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

(A) Cadre-wise vacancy:

| Name of Cadre | Vertical vacancies | | | | Horizontal vacancies | | | | Total for PwBDs** |
|--|--------------------|----|----|-------|----------------------|----|----|--------|-------------------|
| | UR | SC | ST | Total | VH | HH | OH | Others | |
| Postal Assistant (Circle Office) | 1 | 1 | 0 | 2 | 0 | 0 | 0 | 0 | 0 |
| Postal Assistant (Post Office) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sorting Assistant (Railway Mail Service) | 5 | 2 | 1 | 8 | 0 | 0 | 0 | 0 | 0 |

(B) Division-wise vacancy:

(i) Postal Division/Unit

| Name of Division/unit | Number of vacancies |
|-----------------------|---------------------|
| Bastar | 0 |
| Bilaspur | 0 |
| Durg | 0 |
| Raigarh | 0 |
| Raipur | 0 |
| Surguja | 0 |
| Rajnandgaon | 0 |

(ii) Railway Mail Service Division/Unit:

| Name of Division/unit | Number of vacancies |
|-----------------------|---------------------|
| RMS RP | 8 |

** 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 provides that the reservation in promotion shall be in accordance with such instructions as are issued by 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%.

3. **Eligibility Criteria:** - As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified vide 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 GSR 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 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 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.

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 that 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 juniors officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-V."

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.

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.

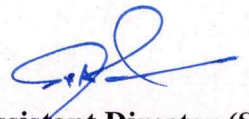
5. **Preference/Option:** Applicants are required to indicate the order of preference for cadre and then give order of preference for Division/Unit in **Annexure III** as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023. Allotment of Cadre/Divisions/units will be made as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

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

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 F.No.29-6/2019-DD-III dated 10.08.2022 (as modified from time to time) by 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 schedule, pattern & syllabus of the examination partially or completely at every stage.
12. 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.
13. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.
14. This notification is also available on the Departmental website i.e. www.indiapost.gov.in and www.cgpost.gov.in.
15. This issues with the approval of the Competent Authority.


Assistant Director (Staff)
O/o Chhattisgarh Circle, Raipur

Enclosures: - Annexure- I, II & III

Copy for information and necessary action to:

1. Director DE Department of Post Dak Bhawan, Sansad Marg New Delhi-110001 w.r.t Dte Letter No. DE-12/1/2025-DE-DOP dated 30.05.2025
2. Sr./Supdt. of POs –Bastar/Bilaspur/Durg/Raigarh/Raipur/Surguja/Rajnandgaon.
3. Supdt. RMS ‘RP’ Dn. Raipur.
4. Sr. Postmaster Raipur GPO, Raipur
5. The Officer I/C P&T Admn. Cell, APS Wing, Brigade of the Guards Regimental Centre, PIN-900746, C/O 56 APO.
6. Supervisor CPC Raipur.
7. PA to DPS (HQ) CO Raipur
8. PA to AD(S) CO Raipur.
9. Notice Board CO Raipur.

Application form for Limited Departmental Competitive Examination for promotion to the posts of Postal Assistants (Circle Office), Postal Assistant (Post Office) and Sorting Assistants 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 Head

Note: All particulars shall be filled up in BLOCK letters

| Sl. No. | Particulars | Detail(s) | | | |
|---------|--|-------------------------|-------------------|---|----|
| 1 | Name of the 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 Sevaks | |
| 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 | | | | |
| 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 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 as category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification) NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefor.

| | |
|-------|--|
| DATE | |
| PLACE | |

| |
|--|
| |
| Signature of Divisional /Unit Head with designation stamp |

Preference Form for Cadre/Division/Unit**A. Order of preference for Cadre**

| Sl. No | Cadre associated with Division/unit | Order of Preference (1/2/3) |
|--------|--|-----------------------------|
| 1 | Postal Assistant (Circle Office) | |
| 2 | Postal Assistant (Post Office) | |
| 3 | Sorting Assistant (Railway Mail Service) | |

Note: A candidate shall be considered against a cadre, if a cadre has been opted by him/her, subject to fulfilling the eligibility conditions. An Applicant will be considered for Postal Assistant (Post Office) cadre only if option is given for Postal Assistant (Post Office) cadre, otherwise his candidature will not be considered while preparing merit list for Postal Assistant (Post Office).

B. Order of preference of Divisions/Units

| Sl. No. | Name of Division/Unit | Order of Preference (1/2/3/4/5/6/7/8/9) |
|---------|-----------------------|---|
| 1 | PAP0 Bastar | |
| 2 | PAP0 Bilaspur | |
| 3 | PAP0 Durg | |
| 4 | PAP0 Raigarh | |
| 5 | PAP0 Raipur | |
| 6 | PAP0 Surguja | |
| 7 | PAP0 Rajnandgaon | |
| 8 | SA RMS RP | |
| 9 | PACO | |

Note: A candidate shall not be considered for a Division/Unit for which preference has not been submitted by him/her.

| | |
|-------|--|
| DATE | |
| PLACE | |

| |
|------------------------|
| |
| Signature of candidate |