

भारतीय डाक विभाग
कार्यालय मुख्य पोस्टमास्टर जनरल, मध्य प्रदेश परिमंडल, भोपाल - ४६२०१२

DEPARTMENT OF POSTS: INDIA

O/o THE CHIEF POSTMASTER GENERAL MP CIRCLE, BHOPAL - 462012

Ph (0755) 2550473

E-mail: rectt.mp@indiapost.gov.in

NOTIFICATION

No. : Rectt. / 4-43 / LGO / PA-SA / 2025

Dated at Bhopal, the 09.06.2025

Sub. : Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional 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 subsequent paras, for appearing in Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Postal Assistant (Circle Office and Regional 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 of the examination are as under -

S. No.	Activity	Schedule
1	Date of notification	09.06.2025 (Monday)
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 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 duly verified	10.07.2025 (Thursday)
5	Issue of Admit Card by CO / RO / DO to eligible candidates	14.07.2025 (Monday)
6	Date of Examination (Date & Time)	20.07.2025 (Sunday)*

*Exam will commence exactly at 10:00 AM in the Examination Centre.

2. **Vacancies:** Details of Tentative vacancies for the year 2025 (01-01-2025 to 31-12-2025 are as under:-

(A) Total vacancy :-

Name of Circle	Name of Cadre	Vertical vacancies				Horizontal Vacancies				Total for PwBDs**
		UR	SC	ST	Total	VH	HH	OH	Others	
MADHYA PRADESH	Postal Assistant (Circle Office and Regional Offices)	03	01	00	04	0	0	01	00	01
	Postal Assistant (Post Office)	42	08	04	54	0	1	0	00	01
	Sorting Assistant (Railway Mail Service)	13	03	01	17	01	0	0	0	01

(A) Division-wise vacancy :-

(i) Postal Division/Unit

Sl No.	Name of Division/Unit	No. of Vacancies
1	Bhopal	0
2	Guna	0
3	Gwalior	4
4	Narmadapuram	3
5	Morena	0
6	Vidisha	0
7	Balaghat	3
8	Chhatarpur	0
9	Chhindwara	0
10	Jabalpur	1
11	Mandla	2
12	Rewa	4
13	Sagar	1
14	Satna	0
15	Shahdol	0
16	Indore City	0
17	Indore Mfl	2
18	Khandwa	10
19	Mandsaur	10
20	Ratlam	7
21	Sehore	2
22	Ujjain	5
23	CO/RO	4

(ii) Railway Mail Service Division/Unit :-

Sl no.	Name of Division/Unit	No. of Vacancies
1	RMS Bhopal	6
2	RMS Indore	6
3	RMS Jabalpur	5
4	MMS Bhopal	0

* * 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 the appropriate Government from time to time.

(69)

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%.

(ii) **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 & 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 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 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 and 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 Divisions/Units in enclosed proforma (Annexure-III). Allotment of cadre/Division/Unit will be made as per merit cum-preference basis subject to availability of vacancy.

6. **Centres for Examination:** The name/city of examination centres will be intimated in due course which will depend upon total number of applications received. The candidates will have to appear from the respective centres of their Region only and under no circumstances, they be permitted to appear from other Regional Centres.

The Divisional Heads will issue Hall Permits after ascertaining the venue from Circle Office / Regional Office as per time schedule prescribed.

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

8. The Guidelines issued vide letter No.29-6/2019-DD-III dated 10.08.2022 (as modified 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 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. This notification is also available on the Departmental website i.e. www.indiapost.gov.in and www.mppost.gov.in.

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

Encl.: As above

S. L. J.
Assistant Director (Rectt./Estt.)
O/o The Chief Postmaster General
M.P. Circle Bhopal - 462012

Copy to -

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1. The Assistant Director General (DE), Dak Bhawan, Sansad Marg, New Delhi - 110001.
w.r.t. to Directorate letter no. DE-12/1/2025-DE-DOP dated 30.05.2025
2. The Postmaster General, Jabalpur Region, Jabalpur.
3. The Postmaster General, Indore Region, Indore.
4. Director, CEPT Mysore, for uploading of Notification on India Post website.
5. The APMG (Staff) Circle Office, Bhopal.
6. All Group Officers, Circle Office, Bhopal.
7. AD (PMU) Circle Office Bhopal for uploading of Notification on MP Post website.
8. All Sr. Supdt/ Supdt. of Post Offices, M.P. Circle.
9. All Supdt. of RMS, M.P. Circle.
10. Supdt. PSD Bhopal.
11. Manager MMS Bhopal.
12. The Officer Incharge, P&T Admn. Cell, APS Centre, Kamptee, Nagpur.
13. OS, Circle Office, Bhopal for Notice Board.

S. L. J.

Assistant Director (Rectt./Estt.)
O/o The Chief Postmaster General
M.P. Circle Bhopal - 462012

Application form 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 (01.01.2025-31.12.2025) - to be held on 20.07.2025.

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

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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	<table border="1"> <thead> <tr> <th>Pay Level in Pay Matrix</th> <th>Name of the Posts</th> <th>From</th> <th>To</th> </tr> </thead> <tbody> <tr> <td>Level-3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Level-2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Level-1</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Pay Level in Pay Matrix	Name of the Posts	From	To	Level-3				Level-2				Level-1			
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	<table border="1"> <thead> <tr> <th>From</th> <th>To</th> <th>Total eligible service as Gramin Dak Sevaks</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	From	To	Total eligible service as Gramin Dak Sevaks													
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.																	

[Signature]

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 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 therefore.

Date		
Place		Signature of Divisional /Unit Head with designation stamp

Signature

ANNEXURE-III

Order of preference for LGO Examination 2025 to be held on 20.07.2025

The Candidates shall indicate the order of preference of Unit/Division as per the extent of vacancies notified for the year 2025 and to be submitted along with application form:-

Sl no.	Name of Division/Unit (Preference)
1	
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17	

(Note- Candidate should indicate his/her option of preference for Postal Divisions/ RMS Division/CO-RO mentioned in Annexure-IV) as per availability of the vacancies.

Signature of the Candidate with date:.....

Name:.....

Current Designation:.....

Date of Birth:.....

Mobile No.....

Seal and Sign of Division/Unit Head

ANNEXURE-IV

List of Divisions/RMS Divisions/Circle Office/Regional Offices

Sl no.	Name of Division/Unit (Preference)
1	Gwalior
2	Narmadapuram
3	Balaghat
4	Jabalpur
5	Mandla
6	Rewa
7	Sagar
8	Indore Mfl
9	Khandwa
10	Mandsaur
11	Ratlam
12	Sehore
13	Ujjain
14	RMS Bhopal
15	RMS Indore
16	RMS Jabalpur
17	CO/RO