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NOTIFICATION

F.No. R&E/2-32/2025 dated.09.06.2025

Government of India

Ministry of Communications

Department of Posts

O/o. Chief Postmaster General, Gujarat Circle, Ahmedabad – 380001

Sub: 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).

Applications are invited in the format enclosed (Annexure-I) from the willing and eligible candidates who fulfil 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	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)*

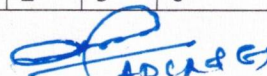
* Exam will commence exactly at 10.00 A.M on the day of exam.

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

(A) Cadre wise:

Sl. No.	Name of Cadre	Vertical Vacancies				Horizontal				
		UR	SC	ST	Total	VH	HH	OH	Others	Total for PwBDs**
1	Postal Assistant (Circle Office & Regional Offices)	4	0	0	4	0	0	1	0	1
2	Postal Assistant (Post Office)	144	25	0	169	2(LV)	2	3	0	7
3	Sorting Assistant Railway Mail Service including Mail Motor Service)	16	2	1	19	0	0	1	0	1
	Total	164	27	1	192	2(LV)	2	5	0	9

The vacancies notified are subject to change.



(B) Division-wise vacancy: Will be notified later

**** 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 provision 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.**

As per DoPT vide OM 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 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: The crucial date of eligibility for reckoning the eligibility conditions as above shall be 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 crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression etc.


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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 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.

The condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule -38 of 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 & 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.

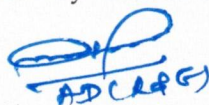
5. **Preference / Option:** Applicants are required to indicate order of preference for Cadre and then give order of preference for all Divisions / Units as per instructions issued vide DoP letter no: W-04/8/2022-SPN-I dated 26.10.2023. The proforma of order of preference is attached as **(Annexure-III)**. Allotment of Cadre/ Division / Unit will be made as per merit-cum-preference basis subject to availability of vacancy. **The preferences exercised will be treated as final and no change will be permitted at later stage.**

6. **Centres of Examination:** The examination will be conducted at following three Regional Headquarters only. The candidates will have to appear from the respective centers of their Region only and under no circumstances, they be permitted to appear from other Regional centers.

1. Ahmedabad 2. Rajkot 3. Vadodara

7. The applications 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 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.


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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 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 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 Circle Office / Divisions / Units.
14. This notification is also available on the Departmental Website i.e. www.indiapost.gov.in
15. This issues with the approval of the Competent Authority.

Enclosure: Annexure I, II, & III

 09/06/2025
Asstt. Director Postal Services (Rectt)
O/O Chief Postmaster General
Gujarat circle, Ahmedabad-1

Copy to:

1. The Postmaster General, HQ Region / Vadodara Region / Rajkot Region.
2. All SSPOs/SPOs of Gujarat Circle
3. All SSRM/SRMs in Gujarat Circle
4. The Manager, MMS, GPO Compound, Ahmedabad
5. The Chief Postmaster, Ahmedabad GPO, Ahmedabad
6. The Supdt. PSD, Rajkot
7. The ADPS (Staff), Circle Office, Ahmedabad
8. The Officer In charge, P & T Admin Cell, APS Centre, C/O 56 APO-900 746
9. All Group Officers of Gujarat Postal Circle
10. The AGM (IPPB), Gujarat Circle, Ahmedabad GPO Compound, Ahmedabad-01
11. O/C

Application Form for Limited Departmental Competitive Examination for promotion to the post of Postal Assistant (Circle Office & 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) - to be held 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.

S. N.	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/ Mark 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 (up to 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, reason therefor.

Date	
Place	

Signature of Divisional / Unit head with Designation Stamp

Order of Preference

Annexure-III

My order of preference for Limited Departmental Competitive Examination (LDCE) for recruitment to the cadre of Postal Assistants/ Sorting Assistants in Circle Office, Postal Division/Units and RMS units for the vacancy year 2025 (01.01.2025 to 31.12.2025) to be held on 20.07.2025 is as under:

Name: _____

Designation: _____ Parent Division: _____

Order of preference for cadre

Cadre	Order of Preference (1/2/3)
Postal Asstt. (Circle Office and Regional Offices)	
Postal Asstt. (Post Office)	
Sorting Asstt. (RMS including MMS)	

Order of preference of Unit/Division shall be given following preference for Cadre (Including Parent Division)

Applicants are required to indicate the order of preference of all Divisions/Units.

Sl. No.	Name of Division	Sl. No.	Name of Division
1		16	
2		17	
3		18	
4		19	
5		20	
6		21	
7		22	
8		23	
9		24	
10		25	
11		26	
12		27	
13		28	
14		29	
15		30	

Preferences of Units / Divisions are required to be given from the Units / Divisions shown below only. No preference other than the following Units / Divisions will be considered.

PA CO/RO	Sabarkantha Dn.	Junagadh Dn.	Bardoli Dn.	Vadodara East Dn.
Ahmedabad GPO	Patan Dn.	Kachchh Dn.	Bharuch Dn.	Vadodara West Dn.
Ahmedabad City Dn.	Amreli Dn.	Porbandar Dn.	Kheda Dn.	Valsad Dn.
Banaskantha Dn.	Bhavnagar Dn.	Rajkot Dn.	Navsari Dn.	RMS 'AM' Dn (including MMS, Ahd
Gandhinagar Dn.	Gondal Dn.	Surendranagar Dn.	Panchmahal Dn.	RMS 'W' Dn
Mahesana Dn.	Jamnagar Dn.	Anand Dn.	Surat Dn.	RMS 'RJ' Dn

They are also requested to write name of Division/Unit clearly for example – Do not write only Ahmedabad but write Ahmedabad City Dn. or Ahmedabad GPO or RMS 'AM' Dn. Do not write only Vadodara but write Vadodara East Dn. or Vadodara West Dn. or RMS 'W' Dn.

Date	
Place	

Signature of candidate

Signature of Divisional / Unit head with Designation Stamp