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Government of India
Ministry of Communications
Department of Posts



Office of the Chief Postmaster General, J&K Circle, Jammu 180012

Notification No. ADPS/CON/2-15/LGO/2025/I
Dated at Jammu, the, 9 June 2025

Subject: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle office), Postal Assistant (Post office) and Sorting Assistants (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 the Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistant (Circle office), Postal Assistant (Post office) and Sorting Assistant (Rail Mail Service) for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities of the examination are as under:

| Sl. | Activity | Schedule |
|-----|--|------------------------|
| 1. | Date of notification | 09.06.2025 (Monday) |
| 2. | Last date for receipt of Application form & preference form at Divisional Office/Controlling Unit from eligible candidates | 02.07.2025 (Wednesday) |
| 3. | Receipt of duly filled preference forms alongwith checklist of candidates at Circle office (Nodal officer) to be sent by Divisional Office/Controlling unit duly verified. | 10.07.2025 (Thursday) |
| 4. | Issue of Admit Card by DO/concerned unit to the eligible candidates | 14.07.2025 (Monday) |
| 5. | Date of Examination (Date & Time) | 20.07.2025 (Sunday)* |

*Exam will commence exactly at 10:00 AM at all the Examination Centers.

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 | | | | |
|----------------------------------|--------------------|----|----|-------|----------------------|----|----|--------|-------------------|
| | UR | SC | ST | Total | VH | OH | HH | Others | Total for PwBDs** |
| Postal Assistant (Circle Office) | 02 | 01 | 00 | 03 | 00 | 00 | 00 | 00 | 00 |
| Postal Assistant (Post Office) | 07 | 02 | 01 | 10 | 00 | 00 | 00 | 00 | 00 |
| Sorting Assistant (RMS) | 04 | 03 | 00 | 07 | 00 | 00 | 00 | 00 | 00 |
| Total | 13 | 06 | 01 | 20 | 00 | 00 | 00 | 00 | 00 |

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(B) Unit-wise vacancy:

(i) Postal Unit:

| Name of Unit | Number of vacancies |
|-----------------|---------------------|
| Circle Office | 03 |
| Postal Division | 10 |
| RMS | 07 |
| Total | 20 |

Note1: - The vacancies are tentative in nature and are subject to change.

Note2: - All the ten vacancies of the Postal Divisions will be filled up as per actual shortage in the division at the time of declaration of result. Accordingly, all the candidates are advised to fill up all the preferences in PAPO cadre and they will be allotted to any of the divisions as per merit, service category, category and preferences opted by him/her.

**** DoPT vide OM No. 36012/1/2020-Estt. (Res.-II) dated 28.12.2023** has issued a set of instructions regarding reservation in promotion to Persons with Benchmark Disability (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.

As per the DoPT Office Memorandum No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, four percent (4%) of 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 & 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.


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(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 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 official 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 No. 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.

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 mention in the 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 Units/Divisions (in the enclosed proforma as Annexure-II) as per instruction issued vide DoP letter no. W-04/8/2022-SPN-I dated 26.10.2023. Allotment of cadre/Division/unit will made as per merit-cum-preference basis subject to availability of vacancy.

6. **Centers of Examinations:** -The examination will be conducted at Srinagar, Jammu and Leh only. The candidates will have to appear from respective centers.

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

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 examination at every stage.


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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. It is responsibility of concerned unit to ensure that this notification may be given wide publicity amongst all the eligible candidates of his division/unit.

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

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

Enclosure: As above.

1. Annexure-I (Application Form)
2. Annexure-II (Proforma for submitting preferences)
3. Annexure-III & IV (Checklist)


(Shah Nawaz Khan)
Asstt. Postmaster General (Rectt.)
Office of Chief Postmaster General,
J&K Circle, Jammu-180012

Copy to:-

1. P&T Admin Cell, c/o APS Centre C/o 56 APO, Pin 900746.
- 2-3. SSPOs Srinagar/Jammu.
- 3-4. ADPS (Staff) Circle Office Jammu/ ADPS Circle office Srinagar.
- 5-8. SPOs Baramulla/Udhampur/Rajouri/Ladakh.
- 9-10. Sr. Postmaster Jammu H.O./Srinagar GPO.
11. Supdt. PSD.
12. Supdt. RMS JK Division, Jammu.
13. Notice Board Circle office Jammu.

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.

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. | | | | |

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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 therefore.

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

Preference Form exercised for PA/SA Examination (Departmental Quota)**Order of preference for the Vacancy year 2025**

The candidate shall indicate cadre-wise & division-wise order of preference for all Units /divisions.

Name of Candidate : Roll Number:
Present cadre (Postman/MTS/GDS) : Present Office:
D.O.B (DD/MM/YYYY) : Category (UR/SC/ST/PH etc.):

Whether applied under Category (A), Category (B) or GDS candidate:

Note: - 1. Candidates shall understand that he/she will be considered only for the cadre for which preferences has been opted by him/her, subject to fulfilling eligibility conditions. For example, an applicant who has not given preference for RMS cadre, his/her candidature will not be considered for the cadre of Sorting Assistant while preparation of result/unit allocation.

2. Similarly, after giving order of preference for cadre, candidate shall give order of preference for Division for which they intend to be considered. As per standing instructions, a candidate shall not be considered for a division for which preference has not been submitted by him/her.

Cadre Preference (It is advised to fill all the options)

| Name of the Cadre | Order of Preferences (1/2/3) |
|----------------------------------|------------------------------|
| Postal Assistant (Circle Office) | |
| Postal Assistant (Post Office) | |
| Sorting Assistant (RMS) | |

Division Preference for PAPO Cadre (It is advised to fill all the options)

| Sl. No. | Name of Division | Order of preference (Mention First, Second, Third etc.) |
|---------|------------------|---|
| 1 | Jammu | |
| 2 | Srinagar | |
| 3 | Baramulla | |
| 4 | Udhampur | |
| 5 | Rajouri | |
| 6 | Ladakh | |

Date

Signature of Candidate

It is certified that I have verified the preference form filled up by the candidate and same has found correct.

Signature of Divisional Head /Unit Head with designation Stamp

Checklist of Postman/MTS candidates appearing in PA/SA LGO Examination 2025 to be held on 20/07/2025

(For Category (A) of Para 3 of Notification no. ADPS/Con/2-15/LGO/2025/1 dated 09.06.2025)

Name of Division/Unit:.....

| Sl | Name of the candidate | Designation | DOB | DOA | Category | Qualification | Age as on | Service as on | Whether any disability (Yes/No). Mention category of disability (HH/OH/VH/ Others) | Whether any disciplinary /Wigilance case is pending/ contemplated | Roll No | Recommendations |
|----|-----------------------|-------------|-----|-----|----------|---------------|------------|---------------|--|---|---------|-----------------|
| | | | | | | | 01.01.2025 | 01.01.2025 | | | | |
| 1 | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | |

Note: This information shall be prepared in MS-Excel and soft copy of the same shall also be provided by e-mail when asked. It shall also be ensured that this proforma shall not be changed/modified for any reasons whatsoever.

Signature of Divisional Head/concerned Unit

Checklist of Postman/MTS candidates appearing in PA/SA LGO Examination 2025 to be held on 20.07.2025

(For Category (B) of Para 3 of Notification no. ADPS/Con/2-15/LGO/2025/1 dated 09.06.2025)

Note: The candidates mentioned in category (B) will be considered only if sufficient officials mentioned in category (A) are not available for filling up the vacancies.

Name of Division/Unit:.....

| Sl | Name of the candidate | Designation | DOB | DOA | Category (UR/SC/ST) | Qualification | Age as on 01.01.2025 | Service as on 01.01.2025 | Service as GDS | Whether any disability (Yes/No) Mention category of disability (HH/OH/VH/ Others) | Whether any Disciplinary/Misgiance case is pending/ contemplated | Roll No | Recommendations |
|----|-----------------------|-------------|-----|-----|---------------------|---------------|----------------------|--------------------------|----------------|---|--|---------|-----------------|
| 1 | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | |
| 5 | | | | | | | | | | | | | |
| 6 | | | | | | | | | | | | | |
| 7 | | | | | | | | | | | | | |
| 8 | | | | | | | | | | | | | |
| 9 | | | | | | | | | | | | | |

Note: This information shall be prepared in MS-Excel and soft copy of the same shall also be provided by e-mail when asked. It shall also be ensured that this proforma shall not be changed/modified for any reasons whatsoever.

Signature of Divisional Head/ concerned Unit