

NOTIFICATION**F. No.: Rectt/M-77/GDS to PM-MG-MTS/DE/2025/5 Dated at Lucknow the, 16.07.2025**

Government of India
Ministry of Communications
Department of Posts, India
Office of the Chief Postmaster General
UP Circle, Lucknow- 226001

Sub: Competitive Examination for recruitment to the cadre of Postman, Mail Guard and Multi-Tasking Staff from eligible Gramin Dak Sevaks (GDSs) for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2025 (01.01.2025 to 31.12.2025).

In pursuance of Directorate communication no. DE-12/2/2025-DE-DOP dated 08.07.2025, applications are invited in the format enclosed (**Annexure-I**) from the willing and eligible GDSs for appearing in the Competitive Examination (CE) for recruitment to the cadre of Postman, Mail Guard and MTS from eligible GDSs for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities for the examination is as under:


S No.	Activity	Schedule
1.	Date of notification	16.07.2025 (Wednesday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	08.08.2025 (Friday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified.	13.08.2025 (Wednesday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal officer) to be sent by RO duly verified.	19.08.2025 (Tuesday)
5.	Issue of Admit Card by CO/RO/DO to eligible candidates.	25.08.2025 (Monday)
6.	Date of Examination (Date & Time)	31.08.2025 (Sunday)*

*Examination will commence exactly at 10:00 AM in all Exam Centres in U. P. Circle. Paper-I, II & III (for **Postman, Mail Guard**) and Paper-I (for **Multi-Tasking Staff**) will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/her seat before completion of examination.

2. **Vacancies:** Number of vacancies will be intimated later on.

3. **Eligibility Criteria:** -

A. **Postman/Mail Guard:** - As per the Department of Posts, Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020 and Recruitment (Amendment) Rules, 2023 notified in GSR 638 (E) dated

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30.08.2023 (**Annexure-III-A**), the following are eligibility conditions to appear in the examination:

- i) **Educational & Other Qualifications:** (a) 10th standard pass from a recognized Board, (b) knowledge of working on Computer, (c) knowledge of local language of concerned Postal Circle or Division and (d) possesses a valid license to drive two-wheeler or light motor vehicle. [Point D is valid for the Cadre of Postman only]
- ii) **Age:** Should be within fifty (50) years of age as on 01.01.2025 (relaxable for different categories as notified by the Government of India from time to time).
- iii) **Service Eligibility:** Five (05) years regular engagement as Gramin Dak Sevak.
- iv) "A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment, however, such person not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. However, Persons with Benchmark Disability shall be exempted from the possession of such license.

[This condition is required for recruitment to the cadre of Postman only]"

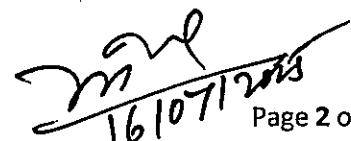
Note-1: The crucial date eligibility for reckoning the eligibility conditions as above shall be **01.01.2025**.

Note-2: (a) The crucial date, for submitting income and asset certificate by the EWS candidate, may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise (As per para 5.3 of DoPT OM No. 36039/1/2019-Estt (Res) dated 31.01.2019).

(b) Person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2025-26 issued on the basis of Income for the financial year 2024-25 in accordance with the para 4.1 of DoP&T's OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

v) Any other eligibility conditions specified in Recruitment Rules shall also apply.

B. Multi-Tasking Staff :- As per the Department of Post Multi-Tasking Staff (Group 'C' posts) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018, read with the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850 (E) dated 15.11.2019 and the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2023 notified in GSR 639 (E) dated 30.08.2023 (**Annexure-III-B**), GDSs with the following conditions are eligible to appear in the Competitive Examination:


16/07/2023

- i. Educational Qualification and Age limit: There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination form GDS to MTS.
 - ii. Service Eligibility: Three (03) years regular engagement as Gramin Dak Sevaks as on crucial date of eligibility.
 - iii. Any other eligibility conditions specified in Recruitment Rules shall also apply.
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-SPN-I dated 05.04.2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 enclosed as **Annexure-IV**.

Note:

- (i) **Only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper-III).**
 - (ii) Paper-IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 3 times of the total vacancy of Postman and Mail Guard.
 - (iii) Data Entry Skill Test (DEST) will be conducted only in ENGLISH for 15 minutes on computer.
 - (iv) Evaluation of performance in DEST will be done through the Software in accordance with the instructions issued from time to time.
5. **Preference/Option:** Applicants are required to indicate the following 'option' for post and 'order of preference' for Divisions/Units as per instructions issued vide DoP letter No. 17-08/2018-SPN-I dated 18.10.2023 followed by clarifications issued by letter dated 31.10.2023.
- (i) **Option for Post:** - An applicant may give option for one, two or all three posts and ***candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions.*** For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his/her candidature will not be considered while preparing merit list for Mail Guard.
 - (ii) **Preference of Division by applicants (For Postman/Mail Guard):** - The candidates who have applied for the post of Postman/Mail Guard shall give order of preference of Division/Unit for which they intend to be considered. ***A candidate shall not be considered for a Division/Unit for which preference has not been submitted by him/her.***
 - (iii) **Preference by candidates appearing in competitive examination for the post of MTS:** - The Candidates applying for the posts of MTS shall submit his/her order of preference for Administrative Offices, DAP (PAOs), Subordinate Office, Civil/Electrical wing etc., wherever vacancy(ies) exist. In addition, they shall also give order of preference for Division/Unit.

Note: - The proforma for the Preference/Option is enclosed as **Annexure-II**.

6. **Centres of Examination:** The examination will be conducted at Circle/Region Headquarters. The candidates will have to appear from the respective Centres.

7. 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.

8. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022, letter dated 21.09.2023 and amendment letter No. A-34013/02/2024-DE dated 13.01.2025 to be followed in the conduct of examination at every stage.

9. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.

10. 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.

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

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

13. A list of candidates along with application forms appearing in the Examination will be submitted by all the Unit Heads to ROs concerned and by the Unit Heads of Ghaziabad Division, Gautam Buddha Nagar Division & RMS 'SH' Division, Saharanpur to this office by **13th August, 2025 (Wednesday)** in the prescribed format of **Annexure-V** (copy enclosed) (in soft and hard copy) without fail.

Regional Offices will submit the list of candidates along with application forms to this office by **19th August, 2025 (Tuesday)**. It will be the responsibility of the Divisional/Unit Heads for ensuring that all the application forms are properly checked and candidates have filled the entries correctly on all the points. Clear cut recommendation & provisional recommendation/non-recommendation with reasons is to be written in case of each and every candidate. A softcopy of **Annexure-V** will be submitted to this office through email on rectt.up@indiapost.gov.in without fail by **19th August, 2025 (Tuesday)**.

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

Enclosures: - Annexures- I, II, III (A & B), IV and V


(Bhupendra Singh)
Asstt. Director (Rectt.)

Copy for information & necessary action to: -

1. The PMsG, Agra/Bareilly/Gorakhpur/Kanpur/Lucknow HQ/Prayagraj/Varanasi Region
2. The ADG (DE) Department of Posts, Dak Bhawan, Sansad Marg, New Delhi w.r.t Directorate's letter No. DE-12/2/2025-DE-DOP dated 08.07.2025.
3. The GM (F), PAO, Aliganj, Lucknow
4. The DPS Ghaziabad.
5. The SSPOs, Ghaziabad/Gautam Buddha Nagar Division
6. The SRM 'SH' Division, Saharanpur
7. The Office Incharge, P & T Admn. Cell, APS Centre-900746
8. The Director CEPT Mysore for uploading this notification on India Post Website.
9. The Ex. En. Civil, PCD, Aliganj, Lucknow.
10. The Ex. En. Electrical, PED, Aliganj, Lucknow.
11. Office copy & spare.

Annexure-I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD & MTS FROM ELIGIBLE GDS FOR THE VACANCIES EARMARKED FOR GDS AND UNFILLED VACANCIES OF EDCE FOR POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2025 (01.01.2025 TO 31.12.2025).

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

Note: All Particulars shall be filled up in BLOCK letter.

Sl. No.	Particulars	Detail(s)
1.	NAME OF THE CANDIDATE	
2.	GENDER (MALE / FEMALE / TRANSGENDER)	
3.	DESIGNATION (BPM / ABPM / DAK-SEVAK)	
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	CATEGORY (UR/SC/ST/OBC/EWS)	
6.	EDUCATIONAL QUALIFICATION (Attach self-attested copies of Marks sheet)	
7.	OFFICE WHERE PRESENTLY ATTACHED	
8.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
9.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2025 (YY/MM/DD)	___/___/___
10.	AGE AS ON 01.01.2025 (YY/MM/DD)	___/___/___
11.	WHETHER PERSON WITH DISABILITY(ies)	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/IH/VH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies)	
12.	WHETHER WORKING IN APS	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	<input type="checkbox"/> YES <input type="checkbox"/> NO

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Option for Post/Order of preference
(Postman/Mail Guard/MTS)

The GDS candidates shall give option in accordance with Dte's letter No. 17-08/2018-SPN-I dated 18.10.2023 & 31.10.2023 circulated vide CO No. Rectt/M-76/Ruling/2012/5 dated 01.11.2023 & email dtd 22.11.2023, for one, two or all three posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered Mail Guard while preparing merit list for Mail Guard for the vacancy of 2025 (01.01.2025 to 31.12.2025) and to be submitted along with the application form:

(a) Option for Post:

S. No.	Name of Post	Mark (Yes/No)	Order of Preference (i.e. 1 st /2 nd /3 rd)
1.	Postman		
2.	Mail Guard		
3.	MTS		

(b) Order of preference of Divisions/Units by GDS applicants: (For Postman/Mail Guard)

Name of Division	Order of Preference for Division/Unit (Mention 1, 2, 3....)
Agra	
Aligarh	
Bulandshahr	
Etah	
Etawah	
Jhansi	
Mainpuri	
Mathura	
Prayagraj	
Mirzapur	
Pratapgarh	
Sultanpur	
Bareilly	
Baghpat	
Bijnor	
Budaun	
Hardoi	
Kheri	

Meerut	
Moradabad	
Muzaffarnagar	
Saharanpur	
Shahjahanpur	
Azamgarh	
Basti	
Bahraich	
Deoria	
Gonda	
Gorakhpur	
Banda	
Fatehgarh	
Fatehpur	
Kanpur (M)	
Kanpur (City)	
Kanpur HO	
Lucknow GPO	
Lucknow	
Ayodhya	
Barabanki	
Raebareli	
Sitapur	
Ghaziabad	
Gautam Buddha Nagar	
Ballia	
Varanasi East	
Varanasi West	
Ghazipur	
Jaunpur	
RMS Divisions/Units	Order of Preference (mention 1, 2, 3.....)
Name of Division	
RMS 'X' Dn Jhansi	
RMS 'A' Dn Prayagraj	
RMS 'BL' Dn Bareilly	
RMS 'G' Dn Gorakhpur	
RMS 'KP' Dn, Kanpur	
RMS 'O' Dn, Lucknow	
RMS 'SH' Dn Saharanpur	

(c) Preference by GDS applicants for the post of MTS:

Name of Administrative Offices, DAP (PAOs), Subordinate Office, Civil/Electrical wing, Division/Unit)	Order of Preference (mention 1, 2, 3.....)
RO Agra	
RO Prayagraj	
RO Bareilly	
RO Gorakhpur	
RO Kanpur	
RO Lucknow HQ	
RO Varanasi	
CO Lucknow	
DAP (PAO), Lucknow	
Postal Civil Wing Unit	
Postal Electrical Wing Unit	
Agra	
Aligarh	
Bulandshahar	
Etah	
Etawah	
Jhansi	
Mainpuri	
Mathura	
Prayagraj	
Mirzapur	
Pratapgarh	
Sultanpur	
Bareilly	
Baghpat	
Bijnor	
Budaun	
Hardoi	
Kheri	
Meerut	

Moradabad	
Muzaffarnagar	
Saharanpur	
Shahjahanpur	
Azamgarh	
Basti	
Baharaich	
Deoria	
Gonda	
Gorakhpur	
Banda Dn	
Fatehgarh Dn	
Fatehpur Dn	
Kanpur (M) Dn	
Kanpur (City) Dn	
Kanpur HO	
Lucknow GPO	
Lucknow Dn	
Ayodhya Dn	
Barabanki Dn	
Raebareli Dn	
Sitapur Dn	
Ghaziabad	
Gautam Buddha Nagar	
Varanasi East	
Varanasi West	
Ghazipur	
Jaunpur	
Ballia	
MMS Kanpur	
RMS 'X' Dn Jhansi	
RMS 'A' Dn Prayagraj	
RMS 'BL' Dn Bareilly	
RMS 'G' Dn Gorakhpur	

RMS 'KP' Dn, Kanpur	
RMS 'O' Dn, Lucknow	
RMS 'SH' Dn Saharanpur	

DATE	
PLACE	

Signature of Candidate

It is certified that the candidate is eligible for the vacancy year 2025 and above-mentioned option for post/Order of preference has been checked and found in accordance with Dte's letter No. 17-08/2018-SPN-I dated 18.10.2023 & 31.10.2023 circulated vide CO No. Rectt/M-76/Ruling/2012/5 dated 01.11.2023 & email dtd 22.11.2023.

DATE	
PLACE	

Signature of Divisional/Unit Head with designation stamp

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.

****Strike out (x) whichever is not applicable.**

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 for the following posts: -

Post	Eligible (Yes/ No)	Recommended *(Yes/ No)
Postman		
Mail Guard		
Multi Tasking Staff		

*If not recommended, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

Handwritten signature

No. 37-33/2009-SPB-I
Ministry of Communications
Department of Posts
SPB-I-Section

Dak Bhawan, Sansad Marg,
New Delhi – 110001

Dated 27 August, 2017

To

1. All Chief Postmasters General
2. All Postmasters General
3. Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad

Subject:- Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.


Madam/Sir,

I am directed to forward herewith a copy of Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018 notified in the Gazette of India, Extraordinary, PART II - Section 3 - Sub-section (i) dated 16th August, 2018.

2. It is requested that the above mentioned Recruitment Rules may be brought to the notice of all concerned.

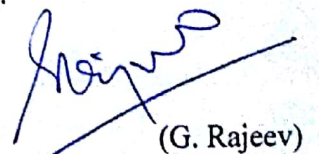
Yours faithfully,

Encl: As above


(G. Rajeev)
Director (SPN)

Copy for information to:-

1. PPS to Secretary (P)
2. All Members of the Postal Services Board/ JS & FA
3. Secretary (PSB)
4. CGM (BD)/ CGM (MB)/ CGM (PLI)
5. All Dy. Directors General/ GMs
6. **GM (CEPT) with a request to upload the RRs on India Post Website www.indiapost.gov.in linked RTI/ Sl. No. 5 Rules, Regulation/ RRs**
7. Pr. Director of Audit (Postal), Delhi 110054.
8. Additional Director General, APS, R.K. Puram, New Delhi
9. Chief Engineer (Civil, HQ)
10. All Directors, Postal Training Centers
11. Ministry of Law and Justice, Legislative Department
12. Lok Sabha Secretariat
13. Rajya Sabha Secretariat
14. All Recognized Unions/ Associations/ Federations
15. SPB-II/ PE-I/ PE-II/ Admin./ PAP/ DE/ GDS/ PCC/ SR/ PA Wing.


(G. Rajeev)
Director (SPN)



भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 575]	नई दिल्ली, बृहस्पतिवार, अगस्त 16, 2018/श्रावण 25, 1940
No. 575]	NEW DELHI, THURSDAY, AUGUST 16, 2018/SHRAVANA 25, 1940

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 16 अगस्त, 2018

सा.का.नि. 781(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2015, को उन बातों के सिवाय अधिक्रांत करते हुए जिन्हें ऐसे अधिक्रमण से पूर्व किया गया है, या करने का लोप किया गया है, डाक विभाग में बहुकार्य कर्मचारिवृंद के पद पर भर्ती की पद्धति के विनियमन हेतु निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. संक्षिप्त नाम और प्रारंभ—

- इन नियमों का संक्षिप्त नाम डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 है।
- ये राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।

2. पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर:— पदों की संख्या, उनका वर्गीकरण, और वेतन मैट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तम्भ (2) से (4) में विनिर्दिष्ट हैं।

3. भर्ती की पद्धति, आयु सीमा, अर्हताएं, आदि:— भर्ती की पद्धति, आयु सीमा, अर्हताएं और उक्त पद से संबंधित अन्य बातें वे होंगी, जो उक्त अनुसूची के स्तम्भ (5) से स्तम्भ (13) में विनिर्दिष्ट हैं।

4. निरर्हताएं:— वह व्यक्ति,—

- जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है; या
- जिसने अपने पति या अपनी पत्नी के जीवित होते हुए किसी अन्य व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य पक्षकार को लागू स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. सेना डाक सेवा में सेवा करने की अपेक्षा.— उक्त अनुसूची में विनिर्दिष्ट पदों पर नियुक्त कोई व्यक्ति अपेक्षानुसार भारत में या भारत से बाहर सेना डाक सेवा में सेवा करने का दायी होगा।

6. शिथिल करने की शक्ति.— जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां उसके लिए जो कारण हैं उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।

7. व्यावृत्ति.— इन नियमों की कोई बात, ऐसे आरक्षणों और उन रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व-सैनिकों, अन्य पिछड़े वर्गों, और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

भाग—I प्रशासनिक कार्यालयों के पद (सर्कल कार्यालय और क्षेत्रीय कार्यालय)

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन पद या अचयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
1	2	3	4	5	6	7
बहुकार्य कर्मचारिवृद्ध	510* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित, अननुसचिवीय	वेतन मैट्रिक्स में स्तर-1	लागू नहीं होता	18 से 25 वर्ष (केन्द्रीय सरकार द्वारा जारी किए गए अनुदेशों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जातियों और अनुसूचित जनजातियों के अभ्यर्थियों के लिए 5 वर्ष और अन्य पिछड़े वर्गों के अभ्यर्थियों के लिए 3 वर्ष तक शिथिल की जा सकती है।) टिप्पण: 1. आयु-सीमा अवधारित करने के लिए निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तारीख होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख खंड, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले के पांगी उपखंड, अंडमान और निकोबार द्वीपसमूह या लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है।) 2. रोजगार कार्यालय के माध्यम से आने वाले अभ्यर्थियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख, आमंत्रित किए गए आवेदनों के लिए समाप्त होने वाली तारीख या वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है। 3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपरी आयु सीमा नहीं है।	(i) किसी मान्यताप्राप्त बोर्ड से दसवीं कक्षा पास। (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है। (iii) नैमित्तिक श्रमिक की सीधी भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं	परिवीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति—सीधी भर्ती होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने वाली रिक्तियों की प्रतिशतता	प्रोन्नति/ प्रतिनियुक्ति अथवा आमेलन द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति आमेलन किया जाएगा।	यदि विभागीय प्रोन्नति समिति मौजूद है, तो इसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
8	9	10	11	12	13
लागू नहीं होता	दो वर्ष तथा डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण पूरा किया हो।	<p>(i) ज्येष्ठता—सह-फिटनेस के आधार पर अस्थायी प्रास्थिति प्रदत्त नैमित्तिक श्रमिकों की नियुक्ति द्वारा जिसके न हो सकने पर,</p> <p>(ii) ज्येष्ठता—सह-फिटनेस आधार पर 1 सितम्बर, 1993 तक या उससे पूर्व लगे हुए विद्यमान ऐसे अंशकालिक नैमित्तिक श्रमिकों, जो दिन में आठ घंटे के लिए कार्यरत हैं, की नियुक्ति से जिसके न हो सकने पर,</p> <p>(iii) ज्येष्ठता—सह-फिटनेस के आधार पर 1 सितम्बर, 1993 को या उससे पूर्व लगे हुए अंशकालिक नैमित्तिक श्रमिकों की नियुक्ति से जिसके न हो सकने पर,</p> <p>(iv) सर्कल के सभी डिवीजनों के केवल उन ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगिता परीक्षा द्वारा जिन्होंने रिक्ति वर्ष की पहली जनवरी को उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा, जिसके न हो सकने पर,</p> <p>(v) डाक विभाग द्वारा समय-समय पर परिचालित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा,</p> <p>टिप्पणः</p> <p>1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय-समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2.*(ग्रामीण डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>	लागू नहीं होता	<p>विभागीय प्रोन्नति समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे—</p> <p>(i) सहायक महा डाकपाल या ज्येष्ठ समयमान अधिकारी या कनिष्ठ समयमान अधिकारी— अध्यक्ष;</p> <p>(ii) समूह 'क' या समूह 'ख' (राजपत्रित) डाक/रेल डाक सेवा अधिकारी — सदस्य;</p> <p>(iii) डाक सर्किल या केन्द्रीय सरकार के अन्य विभाग का कार्यालय का समूह 'ख' (राजपत्रित) अधिकारी — सदस्य;</p>	लागू नहीं होता

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन पद अथवा गैर-चयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
1	2	3	4	5	6	7
बहुकार्य कर्मचारिवृंद	37240*(2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ग', अराजपत्रित अननुसचिवीय	वेतन मैट्रिक्स में स्तर-1	लागू नहीं होता	खुली प्रतियोगिता के अभ्यर्थियों के लिए 18 से 25 वर्ष। (भारत सरकार द्वारा जारी अनुदेशों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जाति और अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्षों तक की छूट और अन्य पिछड़ा वर्ग के अभ्यर्थियों के लिए तीन वर्षों तक शिथिल की जा सकती है)। टिप्पण: 1. आयु-सीमा अवधारित करने के लिए निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तिथि होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख खंड, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले के पांगी उपखंड, अंडमान और निकोबार द्वीपसमूह या लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है)। 2. रोजगार कार्यालय के माध्यम से आने वाले अभ्यर्थियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है। 3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपरी आयु सीमा नहीं है।	(i) मान्यताप्राप्त बोर्ड से दसवीं कक्षा पास (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है। (iii) नैमित्तिक श्रमिक की सीधी भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।

सीधे भर्ती किए जाने वाले	परिवीक्षा की अवधि,	भर्ती की पद्धति- भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने	प्रोन्नति / प्रतिनियुक्ति अथवा आमेलन	यदि विभागीय प्रोन्नति समिति मौजूद है, तो इसकी संरचना	भर्ती करने में किन परिस्थितियों
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व्यक्तियों के लिए विहित आयु सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं	यदि कोई हो	वाली रिक्तियों की प्रतिशतता	द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति अथवा आमेलन किया जाएगा।		में संघ लोक सेवा आयोग से परामर्श किया जाएगा
8	9	10	11	12	13
लागू नहीं होता	दो वर्ष तथा डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण पूरा किया हो।	<p>(i) भर्ती करने वाले प्रभाग के ग्रामीण डाक सेवकों* में से जिन्होंने रिक्तियों वाले वर्ष की पहली जनवरी को उस क्षमता में पांच वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-फिटनेस आधार पर सीधी भर्ती द्वारा 50%, जिसके न हो सकने पर रिक्तियों को निम्नलिखित (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) भर्ती करने वाले प्रभाग के उन ग्रामीण डाक सेवकों के लिए प्रतियोगी परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्ति वर्ष की जनवरी के पहले दिन उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा 25%, जिसके न हो सकने पर;</p> <p>(ख) सर्कल के सभी डिवीजनों के केवल उन ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगिता परीक्षा द्वारा जिन्होंने रिक्ति वर्ष की पहली जनवरी को उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा, जिसके न हो सकने पर;</p> <p>(ग) डाक विभाग द्वारा समय-समय पर परिचालित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा,</p> <p>(iii) (क) 25% - अस्थायी प्रास्थिति वाले नैमित्तिक श्रमिकों की ज्येष्ठता-सह-फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ख) 1 सितम्बर, 1993 को या उससे पूर्व भर्ती करने वाले प्रभाग अथवा यूनिट के नियोजित नैमित्तिक श्रमिक जो एक दिन में पूरे आठ घंटे कार्य करते हों, की</p>	लागू नहीं होता	<p>विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए)</p> <p>—</p> <p>(i) सहायक महाडाकपाल अथवा एक वरिष्ठ अथवा कनिष्ठ समयमान अधिकारी - अध्यक्ष;</p> <p>(ii) एक समूह 'क' अथवा समूह 'ख' (राजपत्रित) डाक/रेल डाक सेवा अधिकारी - सदस्य;</p> <p>(iii) डाक सर्कल अथवा किसी अन्य केन्द्रीय सरकार के विभाग अथवा कार्यालय का एक समूह 'ख' (राजपत्रित) अधिकारी - सदस्य;</p>	लागू नहीं होता

		<p>ज्येष्ठता—सह—फिटनेस के आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ग) 1 सितम्बर, 1993 को अथवा उससे पूर्व भर्ती प्रभाग अथवा यूनिट के नियोजित अंशकालिक नैमित्तिक श्रमिकों की ज्येष्ठता—सह—फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर; रिक्तियों की संख्या को उपर्युक्त (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा।</p> <p>टिप्पण:</p> <p>1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय—समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2. *(ग्रामीण डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>			
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[फा.सं. 37-33 / 2009—एसपीबी—I]

जी. राजीव, निदेशक (एसपीएन)

MINISTRY OF COMMUNICATIONS**(Department of Posts)****NOTIFICATION**

New Delhi, the 16th August, 2018

G.S.R. 781(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2015, except as respect to things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Department of Posts, namely:-

- Short title and commencement.**— (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.
(2) They shall come into force on the date of their publication in the Official Gazette.
- Number of posts, classification and Level in the Pay Matrix.**— The number of posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment, age limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
- Disqualification.**— No person,-
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Requirement to serve in the Army Postal Service.**— Any person appointed to the posts specified in the said Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.
6. **Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Saving.**— Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

PART – I – Post of Administrative Offices (Circle Office and Regional Office)

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	510*(2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
<p>Between 18 and 25 years, (Relaxable for Government servants upto 35 years, for candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by the Government of India).</p> <p>Note:</p> <p>1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10th standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10th standard. The local language of a State or Union territory shall be as published by the Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual</p>	Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.

	Labourer.		
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Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation or absorption, grades from which promotion/ deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(10)	(11)	(12)	(13)
<p>(i) By appointment of Casual Labourers conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(ii) By appointment of Casual Labourers engaged on or before the 1st September, 1993 working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;</p> <p>(iii) By appointment of part-time Casual Labourers, engaged on or before the 1st September, 1993, on the basis of seniority-cum-fitness failing which;</p> <p>(iv) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks* of all Divisions of the Circle, who have worked regularly for three years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which;</p> <p>(v) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p> <p>Note:</p> <p>1. The afore-mentioned examinations shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>	Not applicable	<p>Departmental Promotion Committee (for considering confirmation) consisting of –</p> <p>(i) Assistant Postmaster General or a Senior or Junior Time Scale Officer—Chairperson</p> <p>(ii) One Group ‘A’ or Group ‘B’ (Gazetted) Postal or Railway Mail Service Officer – Member.</p> <p>(iii) A Group ‘B’ (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office—Member.</p>	Not applicable

PART II – Posts of Subordinate Office

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)

Multi Tasking Staff	37240*(2018) *Subject to variation dependant on workload	General Central Service, Group 'C', Non-Gazetted, Non- Ministerial	Level-1 in the Pay Matrix	Not applicable
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Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)
<p>Between 18 and 25 years for candidates from open market.</p> <p>(Relaxable for Government servants upto 35 years, for candidates belonging to Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)</p> <p>Note:</p> <p>1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10th standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10th standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual Labourer.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.	<p>(i) 50% by direct recruitment on the basis of seniority-cum-fitness, from amongst Gramin Dak Sevaks* of the recruiting Division, who have worked regularly for five years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;</p> <p>(ii) (a) 25% by direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of the recruiting Division, who have worked regularly for three years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p>

		<p>(b) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of all other Divisions of the Circle, who have worked regularly for three years in that capacity as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p> <p>(c) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>(iii) (a) 25% by appointment of Casual Labourers of the recruiting Division or Unit, conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(b) By appointment of Casual Labourers of the recruiting Division or Unit, engaged on or before the 1st September 1993, working for eight full hours in a day, on the basis of seniority-cum-fitness, failing which by;</p> <p>(c) By appointment of part-time Casual Labourers engaged on or before the 1st September 1993, of the recruiting Division or Unit on the basis of selection-cum-seniority, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) above;</p> <p>Note:</p> <p>1. The afore-mentioned examination shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>
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In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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be made.		
(11)	(12)	(13)
Not applicable	Departmental Promotion Committee (for considering confirmation) consisting of :- (i) Assistant Postmaster General or a Senior or Junior Time Scale Officer— Chairperson. (ii) One group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer –Member. (iii) One group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office— Member.	Not applicable

[F.No. 37-33/2009-SPB-I]

G. RAJEEV, Director (SPN)

F No. 37-33/2009- SPN-I
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated 21.11.2019

To,

1. All Chief Postmaster General
2. All Postmasters General
3. Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad.

Subject: Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2019.

Sir,

I am directed to forward herewith a copy of Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2019 notified in the Gazette of India, Extraordinary, Part II, Section 3 Sub Section (i) dated 15th November, 2019. The principal notification was published in the Gazette of India, *vide* number G.S.R. 781 (E), dated 16th August, 2018.

2. It is requested that the above mentioned Recruitment (Amendment) Rules, 2019 may be brought to the notice of all concerned.

Yours faithfully,


(Muthuraman C)

Assistant Director General (SPN)

Copy for information to:-

1. Sr. PPS to Secretary (Posts)/ Sr. PPS to Director General Postal Services
2. PPS/PS to all Members (PSB), *PPS to Addl. DC*
3. All Dy. Directors General/ GMs
4. All Sections of Postal Directorate
5. All Directors, Postal Training Centers
6. GM, CEPT for uploading the recruitment rules on India Post website www.indiapost.gov.in linked RTI/SI. No. 5 Rules, Regulations.



भारत का राजपत्र The Gazette of India

असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

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No. 668]	NEW DELHI, FRIDAY, NOVEMBER 15, 2019/KARTIKA 24, 1941

संचार मंत्रालय

(डाक विभाग)

बधिसूचना

नई दिल्ली, 15 नवम्बर, 2019

सा.का.नि. 850(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए, डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 में संशोधन करते हुए निम्नलिखित नियम बनाते हैं, अर्थात्:—

1. (1) इन नियमों का संक्षिप्त नाम डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती (संशोधन) नियम, 2019 है।
(2) ये राजपत्र में उनके प्रकाशन की तारीख से प्रवृत्त होंगे।
2. डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 की अनुसूची में,—
 - (क) भाग-I में, स्तंभ (7) के अधीन प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात्:—
 - "(i) किसी मान्यताप्राप्त बोर्ड से दसवीं कक्षा उत्तीर्ण;
 - (ii) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा की जानकारी। अभ्यर्थी ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। डाक सर्कल अथवा प्रभाग की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है;
 - (iii) नैमित्तिक श्रमिक और ग्रामीण डाक सेवक की सीधी भर्ती के लिए कोई शैक्षिक अर्हता विहित नहीं की गई है; "
 - (ख) भाग-II में, स्तंभ (7) के अधीन प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात्:—
 - "(i) किसी मान्यताप्राप्त बोर्ड से दसवीं कक्षा उत्तीर्ण;
 - (ii) संबंधित डाक सर्कल अथवा प्रभाग की स्थानीय भाषा की जानकारी। अभ्यर्थी ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। डाक सर्कल अथवा प्रभाग की स्थानीय भाषा वही होगी जो डाक विभाग द्वारा प्रकाशित की गई है;

- (iii) नैमित्तिक श्रमिक और ग्रामीण डाक सेवक की सीधी भर्ती के लिए कोई शैक्षिक अर्हता विहित नहीं की गई है,"

[फा. सं. 37-33/2009-एसपीएन-I]

सत्य नारायण दास, निदेशक (एसपीएन)

टिप्पण: मूल अधिसूचना को भारत का राजपत्र, असाधारण, भाग-II, खंड 3, उप खंड (i) में सा.का.नि. 781 (अ) दिनांक 16.08.2018 के तहत प्रकाशित किया गया था।

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 15th November, 2019

G.S.R. 850(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, namely:—

1. (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2019.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, in the Schedule,—
 - (A) in PART-I, under column (7), for the entries, the following entries shall be substituted, namely:—
 - “(i) 10th standard pass from a recognised Board;
 - (ii) knowledge of local language of the concerned Postal Circle or Division. The candidate should have studied local language at least up to 10th standard. The local language of a Postal Circle or Division shall be as published by the Department of Posts;
 - (iii) no educational qualification is prescribed for direct recruitment of Casual Labourer and Gramin Dak Sevak.”;
 - (B) in PART-II, under column (7), for the entries, the following entries shall be substituted, namely:—
 - “(i) 10th standard pass from a recognised Board;
 - (ii) knowledge of local language of the concerned Postal Circle or Division. The candidate should have studied local language at least up to 10th standard. The local language of a Postal Circle or Division shall be as published by the Department of Posts;
 - (iii) no educational qualification is prescribed for direct recruitment of Casual Labourer and Gramin Dak Sevak.”

[F. No. 37-33/2009-SPN-I]

SATYA NARAYANA DASH, Director (SPN)

Footnote : The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), vide number G.S.R. 781 (E), dated the 16th August, 2018.



भारत का राजपत्र The Gazette of India

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असाधारण
EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित
PUBLISHED BY AUTHORITY

सं. 499]
No. 499]

नई दिल्ली, बृहस्पतिवार, अगस्त 31, 2023/भाद्र 9, 1945
NEW DELHI, THURSDAY, AUGUST 31, 2023/BHADRA 9, 1945

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 30 अगस्त, 2023

सा.का.नि. 639(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 में संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :-

- (1) इन नियमों का संक्षिप्त नाम डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती (संशोधन) नियम, 2023 है।
(2) ये राजपत्र में उनके प्रकाशन की तारीख को प्रवृत्त होंगे।
- डाक विभाग (बहुकार्य कर्मचारिवृंद) भर्ती नियम, 2018 की अनुसूची में :-
(क) भाग - I और उससे सम्बंधित प्रविष्टियां हटा दी जाएंगी;
(ख) भाग - II में, -
(i) शीर्षक, अर्थात् "भाग - II अधीनस्थ कार्यालयों के पद" को हटा दिया जाएगा;
(ii) स्तंभ (7) के अधीन, मद संख्या (ii) और उससे सम्बंधित प्रविष्टियां हटा दिए जाएंगे;
(iii) स्तंभ (10) के अधीन, -

(क) मद संख्या (i), (ii) और (iii) और उससे सम्बंधित प्रविष्टियों के स्थान पर निम्नलिखित मदें प्रतिस्थापित की जाएगी, अर्थातः -

“(i) (क) 100 प्रतिशत ज्येष्ठता के आधार पर, भर्ती करने वाले प्रभाग या इकाई के अस्थायी प्रास्थिति प्रदत्त नैमित्तिक श्रमिकों में से, जिसके न हो सकने पर;

(ख) ज्येष्ठता के आधार पर, भर्ती करने वाले प्रभाग या इकाई के 1 सितम्बर, 1993 को या उससे पूर्व भर्ती नैमित्तिक श्रमिक, जो दिन में आठ घंटे के लिए कार्यरत हैं, की नियुक्ति से, जिसके न हो सकने पर;

(ग) ज्येष्ठता के आधार पर, भर्ती करने वाला प्रभाग या इकाई के 1 सितम्बर, 1993 को या उससे पूर्व भर्ती अंशकालिक नैमित्तिक श्रमिकों से, जिसके न हो सकने पर;

(घ) ज्येष्ठता के आधार पर, सर्कल के सभी अन्य प्रभागों या इकाइयों के अस्थायी प्रास्थिति प्रदत्त नैमित्तिक श्रमिकों की नियुक्ति द्वारा, जिसके न हो सकने पर;

(ङ.) ज्येष्ठता के आधार पर, 1 सितम्बर, 1993 को या उससे पूर्व लगे हुए सर्कल के सभी अन्य प्रभागों या इकाइयों के नैमित्तिक श्रमिक, जो दिन में आठ घंटे के लिए कार्यरत हैं, की नियुक्ति के द्वारा, जिसके न हो सकने पर;

(च) ज्येष्ठता के आधार पर 1 सितम्बर, 1993 को या उससे पूर्व लगे हुए सर्कल के सभी अन्य प्रभागों या इकाइयों के अंशकालिक नैमित्तिक श्रमिकों की नियुक्ति द्वारा, जिसके न हो सकने पर भरी न गई रिक्तियों को निम्नलिखित बिन्दु (ii) के अनुसार भरा जाएगा;

(ii) (क) 50 प्रतिशत ज्येष्ठता के आधार पर, भर्ती करने वाले प्रभाग या इकाई के इच्छुक ग्रामीण डाक सेवकों में से, जिन्होंने रिक्ति वर्ष की पहली जनवरी को या भारत सरकार द्वारा समय-समय पर जारी मार्गदर्शक सिद्धांतों के अनुसार, उस क्षमता में पांच वर्ष तक नियमित रूप से कार्य किया हो, जिसके न हो सकने पर भरी न गई रिक्तियों को निम्नलिखित (ii) (ख) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा;

(ख) 50 प्रतिशत भर्ती करने वाले डाक सर्कल के केवल उन ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगी परीक्षा के आधार पर, जिन्होंने रिक्ति वर्ष की पहली जनवरी को या भारत सरकार द्वारा समय-समय पर जारी मार्गदर्शक सिद्धांतों के अनुसार, उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो, जिसके न हो सकने पर भरी न गई रिक्तियों को निम्नलिखित (iii) के अनुसार भरा जाएगा;

(iii) डाक विभाग द्वारा समय-समय पर परिचालित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से, सीधी भर्ती द्वारा;”;

(ख) टिप्पण के अंत में निम्नलिखित अंतःस्थापित किया जाएगा, अर्थात :-

“3. डाक विभाग, प्रशासनिक अनुदेशों के माध्यम से एक या अधिक डाक सर्कलों के उन ग्रामीण डाक सेवकों को दिल्ली डाक सर्कल में नियुक्ति के लिए अनुमति दे सकता है, जो अन्यथा, इन नियमों के उपबंधों के अनुसार पात्र हैं और ऐसी नियुक्ति, डाक विभाग द्वारा समय-समय पर यथा निर्धारित नियमों और शर्तों के अधीन होगी”;

(iv) स्तंभ (12) के अधीन, विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात :-

“समूह ‘ग’ विभागीय पुष्टि समिति (पुष्टि के संबंध में विचार करने के लिए) निम्नलिखित से मिलकर बनेगी: -

(1.) सहायक महा डाकपाल या ज्येष्ठ डाकघर अधीक्षक या रेल मेल सेवा के ज्येष्ठ अधीक्षक या सहायक निदेशक या डाकघर अधीक्षक या रेल मेल सेवा के अधीक्षक – अध्यक्ष;

(2.) दो समूह ‘ख’ (राजपत्रित) अधिकारी – सदस्य।”।

[फा. सं. 37-33/2009-एसपीएन-I]

जगदीप गुप्ता, उप महानिदेशक

टिप्पण : मूल नियम भारत के राजपत्र असाधारण, भाग-II, खण्ड 3, उप-खण्ड (i) में 16 अगस्त, 2018 में सा.का.नि. 781(अ) द्वारा प्रकाशित किए गए थे और तत्पश्चात 15 नवम्बर, 2019 में सा.का.नि. 850(अ) द्वारा संशोधित किए गए थे।

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 30th August, 2023

G.S.R. 639(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, namely:-

1. (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2023.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, in the Schedule,—
 - (a) PART-I and the entries relating thereto shall be omitted;
 - (b) In PART II,—
 - (i) the Heading, namely, “PART II - Posts of Subordinate Office” shall be omitted;
 - (ii) under column (7), item number (ii) and the entries relating thereto shall be omitted;
 - (iii) under column (10), —
 - (A) for item numbers (i), (ii) and (iii) and the entries relating thereto, the following items shall be substituted, namely:-
 - “(i) (a) 100 per cent by appointment of casual labourers of the recruiting Division or Unit, conferred with temporary status, on the basis of seniority-cum-fitness, failing which;
 - (b) by appointment of casual labourers of the recruiting Division or Unit, engaged on or before 1st September, 1993, working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;
 - (c) by appointment of part-time casual labourers of the recruiting Division or Unit, engaged on or before 1st September, 1993, on the basis of seniority-cum-fitness, failing which;
 - (d) by appointment of casual labourers of all the other Divisions or Units of the Circle, conferred with temporary status, on the basis of seniority-cum-fitness, failing which;
 - (e) by appointment of casual labourers of all the other Divisions or Units of the Circle, engaged on or before 1st September, 1993, working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;

(f) by appointment of part-time casual labourers of all the other Divisions or Units of the Circle, engaged on or before 1st September, 1993, on the basis of seniority-cum-fitness, failing which, unfilled vacancies shall be filled as per (ii) below;

(ii) (a) 50 per cent on the basis of seniority-cum-fitness from amongst willing Gramin Dak Sevaks of the recruiting Division or Unit, who have worked regularly for five years in that capacity, as on 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which, unfilled vacancies shall be added to the number of vacancies to be filled as per (ii)(b) below;

(b) 50 per cent on the basis of competitive examination restricted to Gramin Dak Sevaks of the recruiting Postal Circle, who have worked regularly for three years in that capacity, as on 1st day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which, unfilled vacancies shall be filled as per (iii) below;

(iii) by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;”;

(B) in the Note, after item number 2 and the entries relating thereto, the following item shall be inserted, namely:-

“3. Department of Posts, through administrative instructions, may allow Gramin Dak Sevaks of one or more Postal Circles, who are otherwise eligible as per the provisions of these rules, for appointment in Delhi Postal Circle and such appointment shall be subject to such terms and conditions as may be decided by the Department of Posts from time to time.”;

(iv) under column (12), for the existing entries, the following entries shall be substituted, namely:-

“Group ‘C’ Departmental Confirmation Committee (for considering confirmation) consisting of:-

- (1.) Assistant Postmaster General or Senior Superintendent of Post Offices or Senior Superintendent of Railway Mail Service or Assistant Director or Superintendent of Post Offices or Superintendent of Railway Mail Service – Chairman;
- (2.) Two Group ‘B’ (Gazetted) Officers – Member.”.

[F. No. 37-33/2009-SPN-I]

JAGDEEP GUPTA, Dy. Director General

Note : The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), *vide* G.S.R. 781(E), dated the 16th August, 2018 and subsequently amended *vide* G.S.R. 850(E), dated the 15th November, 2019.

F.No.17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi- 110 001.
Dated 05th April, 2022

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

Subject: Revision of Pattern and Syllabus of examinations conducted by Department of Posts for appointment to the posts of MTS, Postman, and Mail Guard.

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time, communicating therewith Pattern and Syllabus of examinations conducted by Department of Posts for recruitment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant.

2. Competent Authority has approved that henceforth there will be a single common examination for selection of MTS for appointment as Postman / Mail Guard and GDS for appointment as MTS / Postman / Mail Guard. Revised Pattern and Syllabus of the common Examination is given in Annexure-I. The examination will be held without the aid of books.

3. The Syllabus of examination includes a component to test the knowledge of computer and local language. Local language of a Postal Circle / Division for this purpose has been communicated vide aforesaid letter of even number dated 10.05.2019, Annexure E *ibid*, and further modified by letters dated 28.06.2019 and 30.06.2020. Consolidated / updated list of local language of Postal Circle/Division is enclosed as Annexure-II.

4. Circle shall ensure that the process for appointment of candidates selected to the posts of Postman / Mail Guard through the common examination is completed before any candidate selected for the post of MTS is appointed.

5. Revised Pattern and Syllabus mentioned herein shall come into force from the date of issue of this communication and shall be applicable to all examinations to be held thereafter.

6. This may be given wide circulation for information of all stakeholders.

Yours faithfully,



(Satya Narayana Dash)
Director (SPN)

Encl: As stated

Copy forwarded to: -

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination) / All Members of Postal Services Board
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Secretary, Postal Services Board/ All Deputy Directors General
6. Director (DE), Postal Directorate
7. All recognized Service Federations / Associations
8. GM, CEPT for uploading the order on the India Post website.
9. Guard File

Annexure-I

**Pattern and Syllabus of the examinations for appointment
to the posts of MTS, Postman and Mail Guard**

I. Pattern of Examination:

Sl. No.	Description	Paper-I (Basic Postal Knowledge and General Awareness)	Paper-II (Knowledge of Postal Operations)	Paper-III (Knowledge of Local Language)	Paper-IV (Data Entry Skill Test)
1	Applicable for examination to the posts of	Both MTS and Postman / Mail Guard	Postman / Mail Guard only	Both MTS and Postman / Mail Guard	Postman / Mail Guard only
2	Competitive or Qualifying	Competitive		Qualifying	
3	Type of Question	MCQ		MCQ and Subjective	On Computer
4	Number of Questions	As per syllabus			
5	Maximum Marks	100 in 2 Parts	50	50	25
6	Duration	60 Minutes	30 Minutes	60 Minutes	15 Minutes
7	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a local language.		English to Local language and vice versa	
8	Language of Answer Paper	Not applicable as MCQ		As per question paper	
9	Minimum Qualifying Marks (Subject to reservation policy of Government.)	For selection as MTS – in Paper-I: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33% For selection as Postman / Mail Guard – Total of Paper-I and Paper-II: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%		(a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%	(a) Unreserved: 60% (b) OBC/EWS: 60% (c) SC/ST: 50% (d) PWD (if not exempted for skill test): 50%



Contd...

II. Criteria for Selection:

- (a) Paper-I, Paper-II and Paper-III will be held in one sitting of 2 and ½ hours (150 Minutes) duration. Paper-IV [Data Entry Skill Test (DEST)] will be held separately at a later date. Selection of candidates will be based on their performance in Paper-I and Paper-II provided a candidate has qualified in both Paper-III and Paper-IV (wherever applicable). Paper-III (Knowledge of Local Language) and Paper-IV (DEST) will be 'qualifying' in nature.
- (b) While performance in Paper-I only will be considered for selection to the post of MTS, performance in both Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) will be considered for selection to the posts of Postman / Mail Guard.
- (c) All those candidates who secure minimum qualifying marks in both Paper-I and Paper-III separately, will be eligible for being considered in merit list for selection as MTS. However, merit list will be prepared only on the basis of marks secured in Paper-I. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (d) All those candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.
- (e) All those candidates who secure minimum qualifying standards in DEST, will be eligible for being considered in merit list for selection as Postman / Mail Guard. However, merit list will be prepared only on the basis of total marks secured in Paper-I and Paper-II. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (f) In the event of any vacancy notified for recruitment remaining unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.



Contd...

III. Syllabus of Examination:

PAPER-I: Basic Postal Knowledge and General Awareness (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard)		
<u>Part-A</u> Maximum Marks – 60 [30 questions of 2 marks each]	<u>Post Office Guide Part I</u> a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	<u>Postal Manual Volume V</u> a) Definitions	7 questions
<u>Part-B</u> Maximum Marks – 40 [20 questions of 2 marks each]	<u>General Awareness/Knowledge</u> Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	<u>Basic Arithmetic</u> Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) Percentage c) Profit and loss d) Simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions



Contd...

Paper-II: Knowledge of Postal Operations (Duration: 30 Minutes) (For appointment to the posts of Postman / Mail Guard only)		
Maximum Marks – 50 [25 questions of 2 marks each]	<u>Post Office Guide Part I</u> a) Delivery of mails b) Refusal of article c) Payment of eMoney Order d) Redirection e) Instruction regarding address change f) Articles addressed to deceased person g) Liability to detention to certain mails h) Facilities provided by Postmen in rural areas	5 questions
	<u>Postal Manual Volume VI – Part III</u> a) Head Postman b) Knowledge of Postal Business c) Supply of forms to be carried out d) Sale of stamps e) Postman's Book f) Address to be noted on Postal Articles g) Damaged articles to be noticed h) Receipts for articles issued for delivery i) Book of receipts for intimations and notices delivery j) Instruction for delivery k) Realization of postage before delivery l) Receipts of addresses for registered m) Delivery to illiterate addressees, Pardanashin women n) Delivery of insured articles addressed to minors o) Payment of e-Money Orders p) e-Money Orders addressed to minors q) Payment of e-MO and delivery of registered letters to lunatics r) Duties of Village Postman	10 questions
	<u>Postal Manual Vol. VII</u> a) Stamps and Seals b) Portfolio and its contents c) Stationery d) Preparation of daily report e) Mail Abstract f) Exchange of Mails g) Cage TB h) Disposal of Mails addressed to a section or a mail office i) Closing of transit bags j) Duties and responsibilities of Mail Guard/Agent k) Final duties before quitting Van or office l) 'A' order and 'B' order	10 questions

Contd...



PAPER-III: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) [For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].		
Maximum Marks – 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

PAPER-III: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) [For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].		
Maximum Marks – 50	Comprehension passage in English with Multiple Choice Questions	10 questions of 2 marks each
	Letter writing in English (1 question to be attempted out of 3 options)	15 marks
	Paragraph / short essay in local language (1 question to be attempted out of 3 options)	15 marks

PAPER-IV: Data Entry Skill Test (Duration: 15 Minutes) (For appointment to the posts of Postman / Mail Guard only)	
Maximum Marks – 25	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions ($\pm 5\%$)]

Annexure-II

**Local Language for Examinations
conducted in decentralized manner by Postal Circles**

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
1	Andhra Pradesh	Andhra Pradesh	Telugu
		Yanam District of Puducherry	
2	Assam	Assam	Assamese / Bengali / Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra and Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	Jammu and Kashmir	Urdu
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala	Malayalam
		Lakshadweep	
		Mahe District of Puducherry	
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Marathi / Konkani
15	North-East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English

Contd...

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (excluding Mahe and Yanam district)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Sikkim	Nepali
		Andaman and Nicobar Islands	Hindi / English



No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated:- 24th April, 2023

To,
The Chief Postmaster General
North East Circle

Subject:- Review of issue regarding local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle-reg.

Sir,

I am directed to refer to your Office's D.O. letter No. Staff/18-130/2022 dated 22.03.2023 on the subject cited above *vide* which a proposal has been sent to the Directorate for reviewing local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle.

2. As per Annexure-II of letter No. 17-08/2018-SPB-I dated 05.04.2022 (Pattern and Syllabus for appointment as Postman/ Mail Guard/ MTS) and Annexure-E of letter No. 17-08/2018-SPB-I dated 10.05.2019 (Pattern and Syllabus for appointment as Postal Assistant/ Sorting Assistant), local language for North East Postal Circle is as under:-

Sl. No.	Geographical areas of State covered under North East Postal Circle	Local Language of Postal Divisions
1.	Arunachal Pradesh	Hindi/English
2.	Meghalaya	
3.	Nagaland	
4.	Manipur	Manipuri
5.	Mizoram	Mizo
6.	Tripura	Bengali

3. Competent Authority has approved that local language for the entire North East Postal Circle shall be Hindi / English / Manipuri / Mizo / Bengali.

4. Accordingly, North East Postal Circle may give an option to the candidates to choose any one of the prescribed local language of the Circle, viz. Hindi / English / Manipuri / Mizo / Bengali, for local language test, while applying for the aforesaid posts on the basis of examination.

Yours faithfully,


24/4/2023

(Dileep Singh Sengar)
Assistant Director General (SPN-I)

Copy to:- Director (DE), Dak Bhawan for information.

O/C
1554pd
24/04/2023

F.No.17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi, dated 10.07.2024

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate/Parcel Directorate/ PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DAP

Subject: Revision of Syllabus and Pattern of examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS).

Madam / Sir,

The Competent Authority has reviewed the Syllabus and Pattern of the examinations conducted for appointment to the posts of MTS, Postman and Mail Guard and has decided that the component of local language test (Paper-III) for the post of MTS shall be removed. Annexure - I of letter no. 17-08/2018-SPB-I dated 05.04.2022 stands modified accordingly.

2. Therefore, only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper III).

3. Circles are requested to bring this to the notice of all concerned.

Signed by Yours faithfully,
Vangara Prasad

Date: 10-07-2024 17:54:11

(Vangara Prasad)
Assistant Director General (SPN)

No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001

Dated: 19th December, 2022

To,
The Chief Postmaster General
All Circles

Subject:- Revision of parameters in Data Entry Skill Test (DEST) for appointment to the post of Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

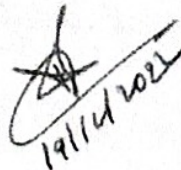
Madam/Sir,

I am directed to refer to the subject cited above and say that vide Directorate's letter of No. 17-08/2018-SPN-I dated 09.09.2021 parameters of Paper-III i.e. Data Entry Skill Test (DEST) for recruitment to the post of Postal Assistant, Sorting Assistant, Postman and Mail Guard were circulated. It was stipulated that the parameters of DEST communicated vide said letter of 09.09.2021 shall be applicable for the examination conducted for 2021 vacancy year. Para 3 of the said letter provided that the parameters of DEST shall be further reviewed for subsequent vacancy year in due course. Subsequently, similar pattern, syllabus and qualifying marks of Paper-III for the year 2022 was circulated vide letter No. 17-08/2018-SPN-I dated 22.07.2022.

2. The matter has been reviewed and Competent Authority has approved following parameters of DEST:-

(i) Competitive examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment to the post of for appointment to the post of Postman and Mail Guard:-

PAPER-IV (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions (= 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/ OBC/EWS – 75% (b) For SC/ST/PWD (if not exempted for skill test) – 60%


19/12/2022

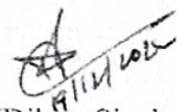
(ii) Competitive examination limited to Postman / Mail Guard / Multi Tasking Staff / Gramin Dak Sevak for appointment to the post of Postal Assistant / Sorting Assistant:-

PAPER-III (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 1000 key depressions ($\pm 5\%$)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/OBC/EWS – 75% (c) For SC/ST/PWD (if not exempted for skill test) – 60%

2. Further, it has been decided that the number of candidates to be shortlisted for DEST shall be kept as three times of the number of vacancies declared at the time of notification. In case vacancy is revised upward/downward before publication of results (Paper-I & II), the revised vacancy position shall be notified and short listing shall be done three times of the revised vacancy. Revision in vacancy position after declaration of results shall not be allowed except in exceptional circumstances with prior approval of DGPS and in such cases revised vacancy shall be notified and list of candidates to be called for DEST shall also be revised accordingly.

3. These instructions shall be applicable for all examinations to be notified on or after 01.01.2023.

Yours faithfully,



(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:- Director (DE), Dak Bhawan.

c/c
Issued
20/12/2022