

DEPARTMENT OF POSTS: INDIA
O/o THE CHIEF POST MASTER GENERAL, M.P. CIRCLE, BHOPAL - 462012

NOTIFICATION

No. Rectt./12-02/PM/MG/MTS Exam/2025

Bhopal, Dated-16.07.2025

Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman and Mail Guard from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025)

Applications are invited in the format enclosed (**Annexure-I**) from the willing and eligible candidates who fulfill the eligibility criteria as given in subsequent paras, for appearing in Limited Departmental Competitive examination (LDCE) for promotion to the cadre of Postman and Mail Guard from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities of the examination is as under:

Sl. 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 at Examination Centre and Paper-I, II & III 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 available for promotion of MTS as Postman/Mail Guard Recruiting division/Unit is attached.

** The guidelines for reservation in promotion to Persons with Benchmark Disabilities (PwBDs) issued by DoPT O.M. No. 36012/1/2020-Estt (Res.-II) dated 28.12.2023 and issued by SCT Section, DoP letter no. SC-12/9/2022-SCT -DOP dated 09.01.2024 shall be followed in letter and spirit.

The Proviso of Section 34 of the Rights of Persons with Disabilities (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 Department of Personnel & Training (DoPT) Office Memorandum no. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, four percent (4%) of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs. Reservation in Promotion shall be applicable in the cadres in which the element of Direct Recruitment, if any, does not exceed 75%.

3. **Eligibility Criteria:** - As per 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 30.08.2023 (Annexure-III), the following category(ies) of official(s) are eligible to appear in the examination:

- (i) **Multi Tasking Staff (MTS) in Level -I of the pay matrix with three (03) years regular service in the grade as on the crucial date of eligibility i.e. 01.01.2025.**
 - (ii) Multi Tasking Staff in level-1 of the pay matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevak as on the 1st day of January of the year to which the vacancy belongs to or as per the guidelines issued by the Central Government from time to time.
 - (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 5th April 2022 as amended vide letter no. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 (Annexure-IV).

Note:

- (i) Paper-IV i.e. [Data Entry Skill Test (DEST)] will be held separately at a later date. 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 total vacancy of Postman and Mail Guard.
 - (ii) Data Entry Skill Test (DEST) will be conducted only in ENGLISH for 15 minutes on Computer.
 - (iii) Evaluation of performance in DEST will be done through the system in accordance with the instructions issued from time to time.
5. **Preference/ Options:** 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 both 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 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 (refer point (i) above) 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.

Note : The proforma for the preference / option is enclosed as Annexure-II.

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

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

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 person 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 by Letter no. A-34012/02/2022-DE dated 11.08.2022 and 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.

11. The Competent Authority deserves 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.

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/Regional Office/Divisions/Units.

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

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

Enclosures: - Annexure – I, II ,III IV

S. L. J.

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

Copy to:-

1. The Director – (DE), Dak Bhawan, Sansad Marg, New Delhi w.r.t. his letter no. Directorate letter no. DE-12/2/2025-DE-DOP dated 08.07.2025.
2. The Postmaster General, Jabalpur Region, Jabalpur.
3. The Postmaster General, Indore Region, Indore.
4. The GM (F), 4th Floor Dak Bhawan, Bhopal.
5. The General Manager CEPT Mysore, with request to upload the notification on India Post website www.indiapost.gov.in
6. The APMG (Staff), Circle Office, Bhopal.
7. All Group Officers, Circle Office, Bhopal.
8. The AD (PMU) Circle Office Bhopal with request to upload the notification on India Post website www.mppost.gov.in
9. All Sr. Supdt / Supdt. Of Post Offices, M.P. Circle.
10. All Supdt. of RMS, M.P. Circle.
11. Supdt. of PSD Bhopal.
12. Manager MMS Bhopal.
13. The Officer Incharge, P&T Admn. Cell, APS Centre, Kamptee, Nagpur.
14. OS, Circle office, Bhopal for Notice Board.
15. Office Copy

S. L. J.

Assistant Director (Estt. & Rectt.)
O/o the Chief Postmaster General
M.P Circle, Bhopal – 462012

50 % vacancies by promotion from MTS of the recruiting Division on the basis of Limited Departmental Competitive Examination

Sl No.	Name of Division	Category-wise Bifurcation			
		UR	SC	ST	TOTAL
1	Bhopal	8	0	0	8
2	Guna	1	0	1	2
3	Gwalior	7	1	1	9
4	Narmadapuram	2	1	1	4
5	Morena	1	0	0	1
6	Vidisha	1	0	0	1
7	Balaghat	1	0	1	2
8	Chhatarpur	1	0	0	1
9	Chhindwara	1	2	1	4
10	Jabalpur	7	1	1	9
11	Mandla	0	0	0	0
12	Rewa	1	0	0	1
13	Sagar	2	1	0	3
14	Satna	0	0	0	0
15	Shahdol	0	0	0	0
16	Indore City	4	0	2	6
17	Indore Mfl.	1	1	0	2
18	Khandwa	2	0	0	2
19	Mandsaur	1	0	1	2
20	Ratlam	4	0	0	4
21	Sehore	1	0	0	1
22	Ujjain	2	0	1	3
23	RMS MP	0	0	0	0
24	RMS ID	1	0	0	1
25	RMS JB	1	0	0	1
	TOTAL	50	7	10	67

PH Quota Horizontal Basis (4%)			67*4/100	2.68	03 (Round Off)
Sub Category	VH	HH	OH	Others	Total
	1	1	1	0	3

S.G. 3

Annexure- I

Application form for Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman and Mail Guard from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025) – to be held on 31.08.2025.

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	
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 (PwBDs), if so, details thereof along with supporting documents and percentage of disability	
8	Date of entry in the Department	
9	Date of appointment as Multi-Tasking Staff on regular basis	
10	Total eligible service as Multi-Tasking Staff as on 01.01.2025	
11	Whether working in APS (Yes/ No)	
12	Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof.	
13	Whether applicant is claiming his/her eligibility with respect to his/her junior as per the provisions of Recruitment Rules, details thereof.	

DECLARATION:

I, hereby, declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/Incorrect information found at any stage, my candidature/appointment will be summarily rejected/terminated and appropriate action would be taken against me.

DATE	
PLACE	

Signature of Candidate

[Handwritten signature]

69/9

I certify that I have verified the particulars of candidate from service record and found correct/ incorrect. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED. In case NOT RECOMMENDED, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

— J S H —

Order of preference for PM/MG (from eligible MTS) Examination 2025 to be held on 31.08.2025

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

a) Option for the Post:

Sl no.	Name of Post	Mark (Yes/No)	Order of Preference (i.e 1 st /2 nd)
1.	Postman		
2.	Mailguard		

(b)

Sl no.	Name of Division/Unit (Preference)
1	
2	
3	
4	
5	
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12	
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(Note- Candidate should indicate his/her option of preference for 22 Postal Divisions/03 RMS Division as mentioned in Annexure-III)

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

Name:.....

Current Designation:.....

Date of Birth:.....

Mobile No.....

Seal and Sign of Division/Unit Head

List of Divisions/RMS Divisions

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