

Memo No. Rectt/1-7/2024
Dated : 15.07.2024

NOTIFICATION

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 & unfilled vacancies of LDCE for Postman/ Mail Guard for the vacancy year 2024 (01.01.2024 to 31.12.2024).

Applications are invited in the format enclosed (**Annexure-I**) from the willing and eligible GDSs for appearing in Competitive Examination (CE) for recruitment to the cadre of Postman, Mail Guard & MTS from eligible GDSs for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2024 (01.01 .2024 to 31.12.2024). The schedule of activities for the examination is as under:

Sr. No.	Activity	Schedule
1.	Date of Notification	15.07.2024 (Monday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	06.08.2024 (Tuesday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified.	12.08.2024 (Monday)
4.	Details of eligible candidates to be supplied to Circle Office in 'Annexure-A'.	12.08.2024 (Monday)
5.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	14.08.2024 (Wednesday)
6.	Issue of Admit Card by DO/Head of Units to eligible candidates.	19.08.2024 (Monday)
7.	Date of Examination (Date & Time)*	25.08.2024 (Sunday)*

*Examination will commence exactly at 10:00 AM and 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 (Provisional) available under Recruiting Division / Unit - wise will be communicated in due course.

a. **Postman and Mail Guard** - Number of vacancies (Provisional) available to GDS for recruitment to the posts of Postman / Mail Guard/ MTS, Recruiting Division / Unit - wise are as under:

Mail Guard

Division /Unit	Vertical					Horizontal				Total
	UR	OBC	EWS	SC	ST	PH-I	PH-II	PH-III	PH- IV & V	
RMS I Dn Jalandhar	1	0	0	0	0	-	-	-	-	-
RMS LD Dn Ludhiana	0	0	0	0	0	-	-	-	-	-
Total	1	0	0	0	0	-	-	-	-	-

[Signature]
15/7/24

109

Postman

Division /Unit	Vertical					Horizontal				Total
	UR	OBC	EWS	SC	ST	PH-I	PH-II	PH-III	PH- IV & V	
Amritsar	2	2	1	1	1	-	-	-	-	-
Bathinda	1	0	0	0	0	-	-	-	-	-
Chandigarh	3	3	1	1	1	-	1	-	-	1
Faridkot	1	1	0	0	0	-	-	-	-	-
Ferozepur	1	0	0	0	0	-	-	-	-	-
Gurdaspur	1	1	0	1	0	-	-	-	-	-
Hoshiarpur	1	0	0	0	0	-	-	-	-	-
Jalandhar	0	0	0	0	0	-	-	-	-	-
Kapurthala	0	0	0	0	0	-	-	-	-	-
Ludhiana City	6	4	2	2	1	1	-	-	-	1
Ludhiana (M)	0	0	0	0	0	-	-	-	-	-
Patiala	1	1	0	1	0	-	-	-	-	-
Sangrur	1	0	0	0	0	-	-	-	-	-
Total	18	12	4	6	3	1	1	-	-	2

Note: Vacancies are subject to change.

b. **Multi-Tasking Staff** - Number of vacancies available under CO/RO and Recruiting Division / Unit - wise will be communicated in due course.

Division /Unit	Vertical					Horizontal				Total
	UR	OBC	SC	ST	EWS	PH-I	PH-II	PH-III	PH- IV & V	

3. **Eligibility Criteria:** -

A. **Postman and 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 Recruitment (Amendment) Rules, 2023 notified in G.S.R. 638(E) dated 30.08.2023(Annexure-III-A), read with letter No. 03-03/2019-SPN-I (Pt.I) dated 12.06.2024 (Annexure- III-B), the following are eligibility conditions to appear in the examination:

- (i) **Educational Qualification:** (a) 10th standard pass from a recognised Board, (b) knowledge of working on Computer, (c) Possesses knowledge of local language of concerned Postal Circle or Division and (d) possesses a valid license to drive two - wheeler or light motor vehicle.

Note: Since the pattern & syllabus of the examination refer to in Para (i) shall include test at local language and DEST (Data Entry Skill Test), Education Qualification at (b) & (c) above shall not be insisted.

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15/7/24

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(ii) **Age:** Should be within fifty (50) years of age as on 01.01.2024 (relaxable for different categories as notified by the Government of India from time to time).

(iii) **Service eligibility:** Four (04) years regular engagement as Gramin Dak Sevaks.

Note: Directorate vide letter No. 03-03/2019-SPN-I (Pt.I) dated 12.06.2024 (Annexure III- B) has revised eligibility service for the vacancy year 2024 from five years to four years, by giving relaxation of one year in service eligibility conditions for appearing in the said Competitive Examination. i.e. GDS with four years of service as on crucial date (01.01.2024) shall be eligible to appear in aforesaid Competitive Examination.

(iv) The person appointed to the post of Postman shall have/acquire a driving license to drive two-wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving license. A candidate not having valid driving license 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. **[This condition is required for recruitment to the cadre of Postman only]**

Note: The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2024.

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

B. Multi-Tasking Staff:- As per the Department of Posts Multi-Tasking Staff (Group 'C' post) 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-C**), read with letter No. 03-03/2019-SPN-I (Pt.I) dated 12.06.2024 (**Annexure- III-B**), GDSs with the following conditions are eligible to appear in the Competitive Examination:

- i. Educational Qualification and Age limit: There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination from GDS to MTS.
- ii. Service eligibility: Two (2) years regular engagement as Gramin Dak Sevaks as on crucial date of eligibility.

Note: Directorate vide letter No. 03-03/2019-SPN-I (Pt.I) dated 12.06.2024 (Annexure III-B) has revised eligibility service for the vacancy year 2024 from three years to two years, by giving relaxation of one year in service eligibility conditions for appearing in the said Competitive Examination. i.e. GDS with two years of service as on crucial date (01.01.2024) shall be eligible to appear in aforesaid Competitive Examination.

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).


15/7/24

- (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 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:-** 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 Centre at Chandigarh and Jalandhar. The candidates will have to appear from the respective centres only.

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 and letter dated 21.09.2023 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 Divisions/Units.

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

Enclosures: Annexure-I, II, III, IV, A.


Asstt Director Postal Services (Rectt)
Punjab Circle, Chandigarh

Copy to:-

1. Postmaster General, Punjab West Region, Chandigarh.
2. Sr./Supdt. Of Post offices /RMS in HQ Region and Punjab West Region
3. Supdt. PSD Ludhiana
4. Manager MMS Chandigarh
5. Asstt Director Postal Services (Staff), Punjab Circle, Chandigarh
6. Officer Incharge P &T Admn Cell APS center PIN-900746 C/o 56 APO

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 LDCE FOR POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2024 (01.01.2024 TO 31.12.2024).

Affix 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 01.01.2024 (YY/MM/DD)	___/___/___
10.	AGE AS ON 01.01.2024 (YY/MM/DD)	___/___/___
11.	WHETHER PERSON WITH DISABILITY(ies)	YES <input type="checkbox"/> NO <input type="checkbox"/>
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/HH/VH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies)	
12.	WHETHER WORKING IN APS	YES <input type="checkbox"/> NO <input type="checkbox"/>
13.	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	YES <input type="checkbox"/> NO <input type="checkbox"/>

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

dfh

98

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
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5/1/16

104

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

GDS candidates shall 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 candidature will not be considered for Mail Guard while preparing merit list for Mail Guard for the vacancy of 2024 (01.01.2024 to 31.12.2024) and to be submitted along with the application form:

(a) Option for Post:

Sl. No.	Name of Post	To be considered- (Yes) or (No)
1.	Postman	
2.	Mail Guard	
3.	MTS (Circle Office and Regional Office)	
4.	MTS (Subordinate Office)	

(b) Post & order of preference of Divisions/Units by GDS applicants of Postal Divisions: **(For Postman/Mail Guard)**

Order of Preference				
1	(Name of parent Postal Division/Unit)			
Other Postal Divisions/Units				
2		6		10
3		7		11
4		8		12
5		9		13
RMS Divisions/Units				
1		2		

(c) Post & order of preference of Divisions/Units by GDS applicants of RMS Division: **(For Mail Guard/Postman)**

Order of Preference	
1.	(Name of parent RMS Division/Unit)
Other RMS Divisions/Units	
2	

105

Postal Divisions/Units				
1		6		11
2		7		12
3		8		13
4		9		
5		10		

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

Order of Preference				
1	(Name of parent Postal Division/Unit)			
CO and RO/ Other Postal/RMS Divisions/Units				
2		8		14
3		9		15
4		10		16
5		11		17
6		12		18
7		13		

Date:

Place:

Signature of Candidate