

No. Staff/8-58/2023

Dated at Guwahati, the 23-01-2023

NOTIFICATION

Subject: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2023 (01.01.2023 to 31.12.2023).

The Limited Departmental Competitive Examination (LDCE) will be held on **12th of March, 2023 (Sunday)** for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials as per the prevailing Recruitment Rules for the vacancy year 2023 (01.01.2023 to 31.12.2023). Accordingly, applications are invited from the willing and eligible candidates in the format enclosed (**Annexure-I**). The schedule of activities of the examination is furnished hereunder:

S. No.	Activity	Scheduled Date
1.	Date of Notification	23.01.2023 (Monday)
2.	Last date of receipt of Application form at Divisional Office/Controlling Unit from eligible candidates	14.02.2023 (Tuesday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified.	20.02.2023 (Monday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	23.02.2023 (Thursday)
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	06.03.2023 (Monday)
6.	Date of Examination (date & time)	12 th March, 2023 (Sunday)*

*Exam will commence exactly at 10:00 AM in all the Circles and both Paper-I & II will be conducted in continuity.

2. **Vacancies:** Will be notified later.

[Signature]
23/01/23

3. Eligibility Criteria: - As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified vide GSR 459 (E) dated 17.06.2022 as amended vide Department of Posts (Postal Assistant & Sorting Assistant) Recruitment (Amendment) Rules 2023 , notified vide GSR 21(E) dated 13.01.2023, the following categories of official (s) of the Circle are eligible to appear in the examination, excluding officials from Postal Account Office or Wing:

Category (A):

- (i) Officials holding post in Level 3 of the Pay Matrix, with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix.
- (ii) Officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix.
- (iii) Officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post.

Category (B):

- (i) Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks.

Provided that for officials holding posts in Level 1, Level 2 and Level 3 of the Pay Matrix, who have rendered regular service as Gramin Dak Sevaks on or before the commencement of the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment Rules 2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.

Note 1: - The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2023.

Note 2: - The officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category (A) are not available for filling up the notified vacancy.

Note 3: Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career progression.


22/01/23

4. **Pattern & Syllabus of Examination:** The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019 under Annexure-C which shall be read with letter No. 17-08/2018-SPB-I (pt.) dated 10.06.2019 and 17-08/2018-SPB-I dated 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019 and letter No. 17-08/2018-SPN-I dated 09.09.2021, enclosed as **Annexure-II.**

Note: The 'Skill test of data entry' will be conducted as per the Instructions on the subject.

5. Applicants are required to indicate the order of preference of all Divisions / Units as per proforma enclosed as **Annexure-III.** Allotment of Division / Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

6. **Centres of Examination:** The examination will be conducted at Guwahati and Dibrugarh only. The candidates will have to appear from the respective centres of their Regions only and under no circumstances, they be permitted to appear from other Centres.

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

8. The Guideline issued vide letter F.No.29-6/2019-DD-III dated 10.08.2022 by Department of Empowerment of Persons with Disabilities (Divyangjan) and the guidelines for Persons with Benchmarks Disabilities, circulated vide letter No.SC-12-6/2022-SCT-DOP dated 31.03.2022 shall be followed in letter and spirit.

9. The Standard Operating Procedure (SOP) issued vide letter No.A-34012/02/2022-DE dated 11.08.2022 to be followed in the conduct of the examination at every stage.

10. The Department vests the power to cancel this notification of the examination, if anything unfair was found during the recruitment process.

11. The candidates who are willing to apply for the examination should ensure that they fulfil/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 1 to 7) for appearing in the examination.

12. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

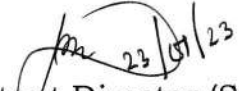


13. All Division/Unit Heads are required to submit the details of candidates [in excel sheet] as per proforma enclosed as **Annexure-IV**.

14. This notification is also available on the Departmental website i.e. www.indiapost.gov.in and <http://www.assampost.gov.in>


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

Encl: Annexure-I, II, III & IV.


Assistant Director (Staff)
O/o the Chief Postmaster General
Assam Circle Guwahati: 781001

Copy to:

1. The Postmaster General, Regional Office, Dibrugarh: 786001 for kind information.
2. All Division Heads/Unit Heads of Assam Circle for wide circulation.
3. The Officer in Charge, P & T Admn Cell C/o 56, APO Centre.
4. The Asstt. Director (CEPT), Mysuru for uploading the copy of Notification on India Post website.
5. The AD (Tech), CO Guwahati for uploading in Circle Website.


Assistant Director (Staff)
O/o the Chief Postmaster General
Assam Circle Guwahati: 781001

Annexure-I

Application form for Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistants and Sorting Assistants from eligible officials for the vacancy year 2023 (01.01.2023-31.12.2023) – to be held on 12.03.2023.

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

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

Sl. No.	Particulars	Detail(s)			
1	Name of the candidate (IN CAPITALS)				
2	Gender (Male / Female / Transgender)				
3	Designation				
4	Name of the Division /Unit				
5	Date of Birth (attach self-attested matriculation certificate / marks sheet)				
6	Category (UR/SC/ST)				
7	Whether belongs to Person with Benchmark Disability, if so, details thereof along with supporting documents.				
8	Date of entry in the Department				
9	Details of Posts held substantively	Pay Level in Pay Matrix	Name of the Posts	From	To
		Level-3			
		Level-2			
		Level-1			
10	Details of regular engagement as Gramin Dak Sevaks, if any	From	To	Total eligible service as Gramin Dak Sevaks	
11	Total eligible service as on 01.01.2023				
(a)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2023) (YY/MM/DD)				
(b)	Length of engagement rendered as GDS (YY/MM/DD)				
12	Whether eligible as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification				
13	Whether working in APS (Yes/ No)				
14	Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof.				

DECLARATION:

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

DATE	
PLACE	

Signature of Candidate

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED as category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification) / NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefor.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

Annexure-III

Order of Preference for Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2023 (01.01.2023 to 31.12.2023) to be held on 12.03.2023.

Sl. No.	Name of Office/Division/Unit	Order of preference
1	Guwahati Division	
2	Darrang Division	
3	Cachar Division	
4	Goalpara Division	
5	Nalbari-Barpeta Division	
6	Dibrugarh Division	
7	Nagaon Division	
8	Tinsukia Division	
9	Sivasagar Division	
10	RMS 'GH' Division	
11	RMS 'S' Division	
12	MMS Guwahati	
13	Circle/Regional Office	

*Note 1: Applicants are required to indicate the order of preference for all the Divisions / Units

*Note 2: Allotment will be made as per merit-cum-preference basis subject to availability of vacancy.

Dated:

Place:

Signature of Candidate

Annexure-IV

Annexure showing details of candidates applied for Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2023 (01.01.2023 to 31.12.2023) to be held on 12.03.2023.

Sl. No	Name of candidate	Gender	Designation	Name of Division/Unit	Date of Birth	Category (UR/SC/ST)	Whether belongs to Person with Benchmark Disability	Date of Entry in Department	Total eligible service as on 01.01.2023	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2023)	Length of engagement rendered as GDS (YY/MM/DD)	Whether eligible as Category (A) or Category (B) candidate as Per eligibility criteria at Para-3 of notification	Whether working in APS (Yes/No)	Whether any penalty is in currency or disciplinary proceedings pending (Y/N), if Yes details thereof	Language chosen for answering paper-II (Assamese, Bengali or Bodo)	Recommendation from HOD (Y/N), if No then reasons thereof	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

Signature of Division/Unit Head
With Designation & Stamp