

No. Staff/7-44/2020

Dated at Guwahati, the 07/02/2023

To,

All Selected candidates of Combined Higher Secondary Level Examination 2020 recommended for appointment to the posts of Postal Assistant/Sorting Assistant and allotted to Assam Postal Circle in Department of Posts, Ministry of Communications.

**Subject:** Calling for Options/Preferences of Cadre and Division from selected candidates for appointment as Postal Assistant/Sorting Assistant on the basis of Combined Higher Secondary Level Examinations, 2020 conducted by Staff Selection Commission.

**Ref:** Combined Higher Secondary Level (10+2) Examination, 2020.

Based on the results of Combined Higher Secondary Level Examination 2020, declared by Staff Selection Commission, your name has been sponsored for appointment as Postal Assistant/Sorting Assistant in Department of Posts, in Level 4 in the Pay matrix. Subsequently, the Department of Posts, New Delhi 110001, has allotted you to Assam Postal Circle as per your merit and preference of circle, for taking further action for completion of other procedural requirements.

2. A candidate will be allotted to any one cadre amongst the following cadres only.

Sl. No	Name of the cadre	Cadre Code	Category-wise vacancies									
			Vertical Vacancies						Horizontal Vacancies			
			UR	OBC	SC	ST	EWS	Total	VH PH-I	HH PH-II	OH PH-III	ESM
1	Postal Assistant in Circle/Regional Office.	PA (CO/RO)	1	0	0	0	0	1	Nil	Nil	1	Nil
2	Postal Assistant in Post Offices	PA (PO)	6	1	0	1	3	11	Nil	Nil	Nil	Nil
3	Sorting Assistant in Railway Mail Service.	SA	4	1	0	1	1	7	Nil	Nil	Nil	Nil

**Note:**

1. Posts reserved for PH and Ex Serviceman category are parts of total vacancies
2. Cadre once allotted will be final and is not interchangeable / transferrable afterwards.

3. Important notes for candidates:

(a) Postal Assistant in Circle/Regional offices, PA (CO/RO) posts are located at **Guwahati** and **Dibrugarh** and are transferable. However, posting of selected candidate will be subject to Administrative exigency and availability of vacancy.

(b) Postal Assistants in Post offices, PA (PO) cadre posts and Sorting Assistants (SA) in Railway Mail Service are Divisional level posts located in offices covering the respective Postal/RMS divisional jurisdiction. To enable the candidates to decide the order of preference of divisions, category-wise vacancies available in different divisions of the circle is indicated in Annexure-I.

4. A candidate shall be allocated the cadre and division on the basis of her/his merit(rank), order of preference(option) and vacancy available at her/his turn in the category she/he has been selected.

5. (a) Therefore all the selected candidates who are allotted to Assam Postal Circle are requested to indicate their preference of cadre in the enclosed option letter (**Annexure-II**) in the space provided at A.

**Note: A candidate should indicate her/his option/order of preference for all the cadres**

(b) Further, candidates are also requested to indicate their preference of divisions in the selected cadres in the option letter in the space provided at B (**Annexure-II**)

**Note: A Candidate should indicate her/his option/order of preference for all divisions /units in all the cadres.**

6. (a) Person with disability(PWD) candidate irrespective of the ranks will be allocated cadre and division first followed by Ex-Serviceman candidates as per the vacancy available.

(b) After allocation of cadres and divisions to PWD candidates and Ex Serviceman candidates, remaining candidates will be allocated cadres and division/units in the manner mentioned at para 4 above.

(c) Such candidates who are not able to get allocation in any of the post of her/his preference because of her/his preference might be allocated to the post/division where the vacancies exist at the discretion of the competent authority.

(d) All such candidates who do not give any order of preference shall be allocated cadres and divisions subject to availability of vacancy in the category she/he has been selected after allocation of posts to all other candidates **at the discretion of the competent authority which will be final.**

7.(a) The duly filled in option form (**Annexure-II**) may be sent by email at [apmgstaffghy@gmail.com](mailto:apmgstaffghy@gmail.com) or [staff.as@indiapost.gov.in](mailto:staff.as@indiapost.gov.in) (followed by hard copy) on or before 17.02.2023 failing which it would be presumed that he/she has no preference for cadre/Division.

(b) Order of preference received after 17.02.2023 shall not be taken into account for consideration for allotment of cadre/division.

Enclosure: Annexure-I & II.

  
(R. Mukherjee)

Assistant Director (Staff)  
Office of the Chief Postmaster General  
Assam Circle, Guwahati: 781001

Copy to

1. The ADG(SPN), Dak Bhawan, Sansad Marg, New Delhi-110001 for kind information.
2. The Postmaster General, Regional Office, Dibrugarh: 786001 for kind information.
3. All Division/Unit Heads of Assam Circle.
4. The GM, CEPT, Mysuru for information and requested to upload in DoP Website.
5. The AD (Tech), Circle Office, Guwahati-01 for uploading in Circle Website.
6. Office Copy.

  
Assistant Director (Staff)

Office of the Chief Postmaster General  
Assam Circle, Guwahati: 781001



## A. Postal Assistant in Circle/Regional Office, PA (CO/RO)

Sl. No	Name of Place	Vertical vacancies						Horizontal vacancies			
		UR	OBC	SC	ST	EWS	Total	PH			Ex-serviceman
								VH	HH	OH	
1.	Guwahati/Dibrugarh	1	--	--	--	--	1	--	--	1	--

## B. Postal Assistant in Post Offices, PA (PO)

Sl. No	Name of Division	Vertical vacancies						Horizontal vacancies			
		UR	OBC	SC	ST	EWS	Total	PH			Ex-serviceman
								VH	HH	OH	
1	Guwahati Division	2	1	-	-	1	4	--	--	--	--
2	Darrang Division	1	-	-	1	1	3	--	--	--	--
3	Cachar Division	-	-	-	-	-	0	--	--	--	--
4	Nalbari-Barpeta Division	-	-	-	-	-	0	--	--	--	--
5	Goalpara Division	1	-	-	-	-	1	--	--	--	--
6	Dibrugarh Division	1	-	-	-	1	2	--	--	--	--
7	Tinsukia Division	-	-	-	-	-	0	--	--	--	--
8	Sivasagar Division	1	-	-	-	-	1	--	--	--	--
9	Nagaon Division	-	-	-	-	-	0	--	--	--	--

## C. Sorting Assistant in Railway Mail Service, SA

Sl. No	Name of Division	Vertical vacancies						Horizontal vacancies			
		UR	OBC	SC	ST	EWS	Total	PH			Ex-serviceman
								VH	HH	OH	
1	RMS GH Division	3	1	-	1	1	6	--	--	--	--
2	RMS S Division	1	-	-	-	-	1	--	--	--	--

**OPTION LETTER**

To,

The Chief Postmaster General (Staff)  
Assam Circle,  
Guwahati -781001

Subject: Calling for Options/preferences of cadre/divisions from selected candidates for appointment as Postal Assistant/Sorting Assistant on the basis of Combined Higher Secondary Level Examination 2020 declared by SSC and allotted to Assam Postal Circle.

Sir,

With reference to your letter No. Staff/7-44/2020 dated 07-02-2023 on the subject mentioned above, I .....hereby exercise following preference of cadre/division.

**A. ORDER OF PREFERENCE FOR CADRE (from para 2 & 5(a) referred to above letter)**

Option/ Preference No.	Name of the cadre	Cadre code
1		
2		
3		

**B. ORDER OF PREFERENCE OF DIVISION/UNIT (from para 5(b) referred to above)**

In SA Cadre		In PA (PO) Cadre	
No.	Name of Division	No.	Name of the Division
1		1	
2		2	
		3	
		4	
		5	
		6	
		7	
		8	
		9	

(Note: Candidate should indicate her / his option / order of preference for all cadres / divisions)

Signature of the Candidate with date.....

Name .....

Father/Husband Name.....

State.....

Date of Birth.....

Roll Number.....

CHSL Rank.....

Permanent Address.....

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.....

.....

E-mail ID.....

Mobile Number.....