

No. Staff/8-60/2023

Dated at Guwahati, the 23-01-2023

NOTIFICATION

Subject: Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination vacancy of Postal Assistant and Sorting Assistant of the year 2023 (01.01.2023 to 31.12.2023).

The Competitive Examination will be held on **12th of March, 2023 (Sunday)** for recruitment to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancy of Postal Assistant and Sorting Assistant of the year 2023 (01.01.2023 to 31.12.2023). Accordingly, applications are invited from the willing and eligible GDS 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.

[Signature]
23/01/23

2. **Vacancies:** The vacancies will be filled up through GDS, only if, there are unfilled vacancies of promotion quota of eligible officials through LDCE to the post of Postal Assistant and Sorting Assistant.

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 conditions are to be fulfilled:

(i) **Educational Qualification:** (a) 10+2 standard pass from a recognised Board, and (b) knowledge of working on Computer.

(ii) **Age:** Should be within forty (40) years of age (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 Sevaks.

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

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 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.


22/5/23


8. 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.
9. The Department vests the power to cancel this notification of the examination, if anything unfair was found during the recruitment process.
10. 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.
11. This notification may be given wide publicity amongst all GDS working in Divisions/Units.
12. All Division/Unit Heads are required to submit the details of candidates [in excel sheet] as per proforma enclosed as **Annexure-IV**.
13. This notification is also available on the Departmental website i.e. www.indiapost.gov.in and <http://www.assampost.gov.in>.
14. 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

**APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR
RECRUITMENT TO THE CADRE OF POSTAL ASSISTANTS AND
SORTING ASSISTANTS FROM GRAMIN DAK SEVAKS (GDS) FOR THE
UNFILLED LDCE VACANCY OF POSTAL ASSISTANT AND SORTING
ASSISTANT OF THE YEAR 2023 (01.01.2023 TO 31.12.2023)**

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 (IN CAPITALS)	
2	GENDER (MALE / FEMALE / TRANSGENDER)	
3	CATEGORY (BPM / ABPM / DAK-SEVAK)	
4	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	COMMUNITY (UR/SC/ST/OBC/EWS)	
6.	WHETHER BELONGS TO PERSON WITH BENCHMARK DISABILITY, IF SO, DETAILS THEREOF ALONG WITH SUPPORTING DOCUMENTS.	
7.	EDUCATIONAL QUALIFICATION (Attach self -attested copies of Marks sheet)	
8.	OFFICE WHERE PRESENTLY ATTACHED	
9.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
10.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2023 (YY/MM/DD)	___/___/___
11.	AGE AS ON 01.01.2023 (YY/MM/DD)	___/___/___
12.	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 / NOT RECOMMENDED**. In case, **NOT RECOMMENDED** reasons therefor.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

Annexure-III

Order of Preference for Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination vacancy of Postal Assistant and Sorting Assistant of the year 2023 (01.01.2023 to 31.12.2023).

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 the Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination vacancy of Postal Assistant and Sorting Assistant of the year 2023 (01.01.2023 to 31.12.2023).

Sl. No	Name of candidate	Gender	Category (BPM/ABPM/ Dak-Sevak)	Date of Birth	Community (UR/S C/ST/ OBC/ EWS)	Whether Belongs to Benchmark Disability (Y/N)	Education Qualification	Office where Presently Attached	Date from which continuing in GDS engagement	Length of engagement rendered as GDS as on 01.01.2023	Age as on 01.01.2023	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

Signature of Division/Unit Head
With Designation & Stamp