

DEPARTMENT OF POST
OFFICE OF THE CHIEF POSTMASTER GENERAL
WEST BENGAL CIRCLE, KOLKATA – 700 012

No: Rectt / X-13/GDS to PA, SA Exam./2023

dated at Kolkata – 12, the 23.01.2023

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 vacancy year 2023(01.01.2023 to 31.12.2023).

In pursuance of Directorate's Communication no. A-34012/01/2023-DE dated 18.01.2023 following notification is issued:-

The Competitive Examination will be held on **12th of March, 2023 (Sunday)** for recruitment to the post 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 Assistants and Sorting Assistants of the year 2023(01.01.2023 to 31.12.2023). Accordingly, applications are invited from the willing and eligible GDSs in the format enclosed (**Annexure-I**). The schedule of activities of the examination is furnished hereunder:-

S. No.	Activity	Proposed Date (Schedule)
1.	Date of notification	23.01.2023(Monday)
2.	Last date for 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 Division/Unit Heads 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 and both Paper-I & Paper –II will be conducted in continuity.

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 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 recognized 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, letter no. 17-08/2018-SPN-I(Pt) dated 21.11.2022 and letter no. 17-08/2018-SPN-I dated 19.12.2022 enclosed as **Annexure-II**.

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

5. Applicants are required to indicate the order of preference of all Divisions/Units (in a proforma). The proforma for order of preference is 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 all Region Headquarter only. The candidates will have to appear from the respective centres of their Region only and under no circumstances, they be permitted to appear from other Region Centres.

7. The Guidelines 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 of 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.
8. Department vests the power to cancel this notification of the examination, if anything unfair was found during the recruitment process.
9. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 1 to 7) for appearing in the examination.
10. This notification may be given wide publicity amongst all GDSs working in Divisions/Units.
11. This notification is also available on the Departmental website i.e www.indiapost.gov.in and also in Circle website www.westbengalpost.gov.in.
12. This issues with the approval of the Competent Authority.

Enclosures:- Annexure-I, II, III

M
23/01/2023
ADPS(Rectt.)
O/O the CPMG, WB Circle,
Kolkata- 700 012

Copy forwarded for information and taking necessary action to:-

- 1-6. The Postmasters General, Kolkata Region, Kolkata- 700 012/South Bengal Region, Kolkata- 700 012/M & BD Region, Kolkata- 700 012/ North Bengal Region, Siliguri- 734001, Sikkim State, Gangtok -737103/ A & N Island Region, Portblair – 744101.
7. The Director(DE), Dak Bhawan, Sansad Marg, New Delhi- 110001.
8. The GM, CEPT, Mysuru, with request to upload the notification in Indiapost website.
9. All heads of Unit/Division under West Bengal Circle.
10. All recognized service union in this Circle.
11. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification in Circle website.

M
23/01/2023
ADPS (Rectt.)
O/o the CPMG, WB Circle
Kolkata- 700 012

All U/E

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 preferences of Division/Unit from the eligible officials for promotion /recruitment as Postal Assistant (CO and RO), Postal Assistant (Post Office) and Sorting Assistant (RMS) in c/w LDCE/CE for the vacancy year 2023(01.01.2023 to 31.12.2023) to be held on 12.03.2023.

Option preference	Name of Division/Unit
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[Note: Candidates should indicate his/her option/order of preference for all the Postal Divisions/Unit (including home division/unit) under West Bengal Circle by adding rows for each preference in the above table.]

Signature of the candidate with date.....
 Name
 Designation.....
 Category A / Category B/ GDS.....
 Present Division.....

I certify that the candidate is eligible for the vacancy year 2023 and I have verified the list of Unit/Division preferred by the candidate in order of preference.

Signature of Divisional/Unit Head with seal.....
 Division name.....