

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

No: Rectt / X-13/LGO Exam./2023

dated at Kolkata – 12, the 23.01.2023

Subject: - Limited Departmental Competitive Examination (LDCE) for promotion to the post 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).

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

The Limited Departmental Competitive Examination(LDCE) will be held on **12th of March, 2023 (Sunday)** for promotion to the post 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 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	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: Number of vacancies will be intimated in due course.

*DoPT vide OM No. 36012/1/2020-Estt.(res.-II) dated 17.05.2022 issued instructions for reservation in promotions to Persons with Benchmark Disabilities (PwBDs). Consequently, SCT Cell vide its letters F. No. SC-12/9/2022-SCT-DoP dated 14.09.2022 and SC-12/9/2022(I)-SCT-DoP dated 21.12.2022 has clarified that the prospective vacancy year for implementation of the ibid DoPT OM dated 17.05.2022 would be the year 2023, i.e from the vacancy year 2023 starting w.e.f. 1st January, 2023.

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 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 post 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 & 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 up gradation under the Time Bound One Promotion, Biennial Cadre Review or Modified assured Career Progression.

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**.

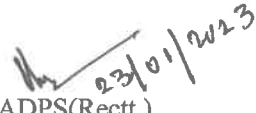
Note:- The 'Skill test of data entry' will be conducted subsequently as per instructions on the subject.

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 application of the APS candidates should be sent to the concerned Divisions only and not to Circle Office.
8. 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.
9. 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 fulfill/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 eligible candidates working in Divisions/Units.
12. This notification is also available on the Departmental website i.e www.indiapost.gov.in and also in Circle website www.westbengalpost.gov.in.
13. This issues with the approval of the Competent Authority.

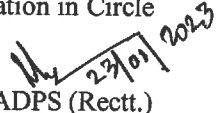
Enclosures:- Annexure-I, II, III


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

Copy forwarded for information and taking necessary action to:-

All U/E

- 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, 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. The APMG(Staff), O/o the CPMG, W.B. Circle, Kolkata-12
10. The APMG(Mails), O/o the CPMG, W.B. Circle, Kolkata-12.
11. All heads of Unit/Division under West Bengal Circle.
12. The Additional DG (APS), Sena Dak Bhawan, Delhi- 110010.
13. All recognized service union in this Circle.
14. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification in Circle website.


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

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 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.....