

**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**Office of the Chief Postmaster General**  
**West Bengal Circle**  
**Yogayog Bhawan, Kolkata – 700012**

NO: Rectt./X-16/CE/PM-MG &amp; MTS/2024

Dated at Kolkata-12, the.

15-07.2024.

**Subject: Competitive Examination for recruitment to the cadre of Postman, Mail Guard & Multi-Tasking Staff from eligible Gramin Dak Sevaks (GDSs) for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2024 (01.01.2024 to 31.12.2024).**

Applications are invited in the format enclosed (**Annexure – I**) from the willing and eligible GDSs for appearing in Competitive Examination (CE) for recruitment to the cadre of Postman, Mail Guard & MTS from eligible GDSs for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2024 (01.01.2024 to 31.12.2024). The schedule of activities for the examination is as under:

S. No.	Activity	Schedule
1.	Date of notification	15.07.2024 (Monday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates	06.08.2024 (Tuesday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified	12.08.2024 (Monday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	14.08.2024 (Wednesday)
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	19.08.2024 (Monday)
6.	Date of Examination (Date & time)	25.08.2024 (Sunday)*

\*Examination will commence exactly at 10:00 AM in all the Circles and Paper-I, II & III (for **Postman, Mail Guard**) and Paper-I (for **Multi-Tasking Staff**) will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/her seat before completion of examination.

2. **Vacancies:** Number of vacancies (Provisional) available to GDS for recruitment to the posts of Postman/Mail Guard/MTS, Recruiting Division/Unit –wise will be published shortly.

3. **Eligibility Criteria:-**

**A. Postman and Mail Guard:-**

As per Department of Posts, Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020 and Recruitment (Amendment) Rules, 2023 notified in G.S.R. 638 (E) dated 30.08.2023 (Annexure-III-A), read with letter No: 03-03/2019-SPN-I (Pt.I) dated 12.06.2024 (Annexure –III-B), the following are eligibility conditions to appear in the examination:

*[Signature]*  
15/7/24



- (i) **Educational Qualification:** (a) 10<sup>th</sup> standard pass from a recognized Board, (b) knowledge of working on Computer, (c) Possesses knowledge of local language of concerned Postal Circle or Division and (d) possesses a valid license to drive two-wheeler or light motor vehicle.

**Note:** Since the pattern & syllabus of the examination refer to in Para (i) shall include test at local language and DEST (Data Entry Skill Test), Education Qualification at (b) & (c) above shall not be insisted.

- (ii) **Age:** Should be within fifty (50) years of age as on 01.01.2024 (relaxable for different categories as notified by the Government of India from time to time).

- (iii) **Service eligibility:** Four (04) years regular engagement as Gramin Dak Sevaks.

**Note :** Directorate vide letter No. 03-03/2019-SPN-I (Pt.I) dated 12.06.2024 (Annexure –III-B) has revised eligibility service for the vacancy year 2024 from five years to four years, by giving relaxation of one year in service eligibility conditions for appearing in the said Competitive Examination. i.e GDS with four years of service as on crucial date (01.01.2024) shall be eligible to appear in aforesaid Competitive Examination.

- (iv) The person appointed to the post of Postman shall have/acquire a driving license to drive two-wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving license. A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. [ **This condition is required for recruitment to the cadre of Postman only**].

**Note :** The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2024.

- (v) Any other eligibility conditions specified in Recruitment Rules shall also apply.

**B. Multi-Tasking Staff:** As per the Department of Posts Multi-Tasking Staff (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018, read with the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850 (E) dated 15.11.2019 and the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2023 notified in GSR 639 (E) dated 30.08.2023 (Annexure-III-C), read with letter No. 03- 03/2019-SPN-I (Pt.I) dated 12.06.2024 (Annexure- III-B), GDSs with the following conditions are eligible to appear in the Competitive Examination:

i. Educational Qualification and Age limit: There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination from GDS to MTS.

ii. Service eligibility: **Two (2) years** regular engagement as Gramin Dak Sevaks as on crucial date of eligibility.

**Note:** Directorate vide letter No. 03-03/2019-SPN-I (Pt.I) dated 12.06.2024 (Annexure-III-B) has revised eligibility service for the vacancy year 2024 from three years to two years, by giving relaxation of one year in service eligibility conditions for appearing in the said Competitive Examination. i.e. GDS with two years of service as on crucial date (01.01.2024) shall be eligible to appear in aforesaid Competitive Examination.

- iii. Any other eligibility conditions specified in Recruitment Rules shall also apply.

*[Handwritten signature]*  
12/7/24



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-SPN-I dated 05.04.2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 enclosed as **Annexure-IV**.

Note:

(i) **Only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper-III)**

(ii) Paper-IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-1 and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 3 times of the total vacancy of Postman and Mail Guard.

(iii) Data Entry Skill Test (DEST) will be conducted only in ENGLISH for 15 minutes on computer.

(iv) Evaluation of performance in DEST will be done through the Software in accordance with the instructions issued from time to time

5. **Preference/Option:** Applicants are required to indicate the following 'option' for post and 'order of preference' for Divisions/Units as per instructions issued vide DoP letter No. 17-08/2018- SPN-I dated 18.10.2023 followed by clarifications issued by letter dated 31.10.2023.

(i) **Option for Post:** An applicant may give option for one, two or all three posts and candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard.

(ii) **Preference of Division by applicants (For Postman/Mail Guard):-** The candidates who have applied for the post of Postman/Mail Guard shall give order of preference of Division/ Unit for which they intend to be considered. A candidate shall not be considered for a Division/ Unit for which preference has not been submitted by him/her.

(iii) **Preference by candidates appearing in competitive examination for the post of MTS:-** Candidates applying for the posts of MTS shall submit his/her order of preference for Administrative Offices, DAP (PAOs), Subordinate Office, Civil/Electrical wing etc., wherever vacancy(ies) exist. In addition, they shall also give order of preference for Division/Unit.

Note: The proforma for the Preference/Option is enclosed as **Annexure II**.

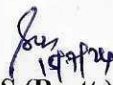
6. **Centres of Examination:** The examination will be conducted at all Circle/ Region Headquarters of the Circle. The candidates will have to appear from the respective centres of their Circle.

7. The guidelines issued vide letter No. 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by the Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled persons shall be followed in letter and spirit.

8. The Standard Operating Procedure (SOP) issued vide DoP letter No. A-34012/02/2022-DE dated 11.08.2022 and letter dated 21.09.2023 to be followed in the conduct of examination at every stage.

*Jan*  
15/11/24

9. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.
10. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.
11. This notification may be given wide publicity amongst all eligible candidates working in Circle Office / Divisions / Units.
12. This notification is also available on the Departmental website i.e. [www. indiapost.gov.in](http://www.indiapost.gov.in).
13. This issues with the approval of the competent Authority.


  
ADPS (Rectt.)  
O/O the Ch. PMG  
WB Circle, Kol-12

Enclosure: Annexure-I, II, III-(A,B & C) & IV.

**(All Under Entry)**

**Copy to:-**

- 1-7. 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/ A & N Island, Port Blair- 744101/Sikkim State, Gangtok- 737103/GM (PA & F), WB Postal Circle, Kolkata -700012.
8. The ADG(DE), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi- 110001 w.r.to his letter no. A-34012/03/2024-DE dated 10.07.2024.
- 9-43. All the Divisional /Unit Heads under West Bengal Postal Circle.
44. The General Manager, CEPT, Mysore, Karnataka- 570010 for uploading the notification on India Post website.
45. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification on Circle website today positively.

  
ADPS (Rectt.)  
O/O the Ch. PMG  
WB Circle, Kol-12



APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD & MTS FROM ELIGIBLE GDS FOR THE VACANCIES EARMARKED FOR GDS AND UNFILLED VACANCIES OF LDCE FOR POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2024 (01.01.2024 TO 31.12.2024).

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	
2.	GENDER (MALE / FEMALE / TRANSGENDER)	
3.	DESIGNATION (BPM / ABPM / DAK-SEVAK)	
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	CATEGORY (UR/SC/ST/OBC/EWS)	
6.	EDUCATIONAL QUALIFICATION (Attach self-attested copies of Marks sheet)	
7.	OFFICE WHERE PRESENTLY ATTACHED	
8.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
9.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2024 (YY/MM/DD)	___/___/___
10.	AGE AS ON 01.01.2024 (YY/MM/DD)	___/___/___
11.	WHETHER PERSON WITH DISABILITY(ies)	YES <input type="checkbox"/> NO <input type="checkbox"/>
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/HH/VH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies)	
12.	WHETHER WORKING IN APS	YES <input type="checkbox"/> NO <input type="checkbox"/>
13.	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	YES <input type="checkbox"/> NO <input type="checkbox"/>

**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.

**\*\*Strike out (x) whichever is not applicable.**

DATE	
PLACE	

Signature of Candidate
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*[Handwritten signature]*

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is recommended for the following posts: -

Post	Eligible (Yes/ No)	Recommended *(Yes/ No)
Postman		
Mail Guard		
Multi Tasking Staff		

\*If not recommended, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp
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5/11/16



**Option for Post/Order of preference**

**(Postman/Mail Guard/MTS)**

GDS candidates shall give option for one, two or all three posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered Mail Guard while preparing merit list for Mail Guard for the vacancy of 2024 (01.01.2024 to 31.12.2024) and to be submitted along with the application form:

**(a) Option for Post:**

Sl. No.	Name of Post	Mark (yes/no)	Order of Preference (i.e. 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> )
1.	Postman		
2.	Mail Guard		
3.	MTS		

**(b) Order of preference of Divisions/Units by GDS applicants: (For Postman/Mail Guard)**

Order of Preference for Divisions/Unit	
1	
2	
3	
...	
...	

**(c) Preference by GDS applicants for the post of MTS:**

Order of Preference for Administrative Office, DAP (PAOs), Subordinate Office, Civil/Electrical wing, Division/Unit	
1	
2	
3.	
4.	
5.	
...	
...	

DATE	
PLACE	

Signature of Candidate
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*[Handwritten signature]*

Amman - II - A

No. 03-02/2017-SPB-I  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi, dated 24.09.2018

To,

1. All Chief Postmasters General
2. All Postmasters General
3. Director, PSCI, Ghaziabad

Subject: Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018

Madam/Sir,

I am directed to forward herewith a copy of recruitment rules for the post of Postman and Mail Guard dated 20.09.2018 notified in the Official Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i).

2. It is requested that the provisions of recruitment rules may be brought to the notice of all concerned.

Encl: As above

Yours faithfully,



(Satya Narayana Dash)  
Assistant Director General (SPN)

Copy for information to:

1. Secretary (Posts)
2. Secretary (PSB)
3. All Members of the Postal Service Board
4. CGM (BD) / CGM (MB) / CGM (PLI)
5. All Deputy Directors General
6. Director, RAKNPA Ghaziabad
7. SPB-II Section/ GDS Section/ DE Section
8. Director (CEPT), Mysore for uploading the letter along with the Recruitment Rules of Postman and Mail Guard in the India Post website.



	(2) प्रतियोगिता परीक्षा के आधार पर ग्रामीण डाक सेवकों की सीधी भर्ती तथा ओपन मार्केट से सीधी भर्ती की स्कीम डाक विभाग द्वारा समय-समय पर जारी प्रशासनिक अनुदेशों के अनुरूप होगी।			
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[फा. सं. 03-02/2017-एसपीवी-1]

जी. राजीव, निदेशक (एसपीएन)

## MINISTRY OF COMMUNICATIONS

(DEPARTMENT OF POSTS)

### NOTIFICATION

New Delhi, the 20th September, 2018

**G.S.R 899(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postman and Mail Guard) Recruitment Rules, 2010 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Postman and Mail Guard in the Department of Posts, Ministry of Communications, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. **Number of posts, classification and level in the pay matrix.**—The number of posts, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications, etc.**—The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualification.**— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other ground for doing so, exempt any person from the operation of this rule.

5. **Recruitment to serve in the Army Postal Service.**—Any person appointed to the posts specified in the Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.

6. **Power to relax.**—Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. **Savings.**—Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**SCHEDULE**

Name of post.	Number of post.	Classification.	Level in the pay matrix.	Whether selection post or non-selection post.
(1)	(2)	(3)	(4)	(5)
1. Postman.	45899* (2018) *Subject to variation dependent on workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix. (Rs. 21700 to Rs. 69100)	Non-selection.

Age-limit for direct recruits.	Educational and other qualifications required for direct recruits.	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to the Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants in accordance with the instructions issued by the Central Government from time to time).</p> <p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be fifty years as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years</p>	<p>(i) 12<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p> <p>(iv) Candidates should have a valid license of two-wheeler or light motor vehicle. Persons with Disability may be exempted from the possession of licence.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.



and for those belonging to other Backward Castes up to three years).			
*Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.			

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances under which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Postal Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 25% by promotion from Multi Tasking Staff of the recruiting Postal Division on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(iii) (a) 50% by direct recruitment on the basis of Competitive</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the pay matrix with three years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p><b>Note:</b> Where juniors who have completed</p>	<p><b>Departmental Promotion Committee (for considering promotion / confirmation)</b></p> <p>1. Divisional Head —Chairperson</p> <p>2. Two Group 'B' (Gazetted) Officer —Members</p>	Not applicable

<p>Examination limited to Gramin Dak Sevaks* of the recruiting Postal Division, who have worked regularly for five years in that capacity, as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which:-</p> <p>(b) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which:-</p> <p>(c) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all Railway Mail Service Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time, failing which:-</p> <p>(d) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p><b>Note:-</b></p> <p>1: The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.</p>	<p>their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>		
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2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.			
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(1)	(2)	(3)	(4)	(5)
2. Mail Guard.	1870* (2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix (Rs. 21700 to Rs. 69100)	Non-selection.

(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years. (Relaxable for candidates belonging to Scheduled Caste or Scheduled Tribe or Other Backward Castes and for Government servants of different categories in accordance with the instructions issued by the Central Government from time to time).</p> <p><b>Note:</b> The crucial date for determining the age-limit shall in each case be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>(ii) The age limit for appointment of Gramin Dak Sevaks* shall be fifty years as on the 1<sup>st</sup> day of</p>	<p>(i) 12<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied the local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) Knowledge of working on Computer.</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts.

<p>January of the year to which the vacancy (ies) belong to or as per the Government of India guidelines issued from time to time (Relaxable for those belonging to Scheduled Caste or Scheduled Tribe up to five years and for those belonging to other Backward Castes up to three years).</p> <p>*Gramin Dak Sevaks are holders of Civil posts but they are outside the regular Civil Service due to which their appointment shall be treated as direct recruitment.</p>			
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(10)	(11)	(12)	(13)
<p>(i) 25% by promotion by seniority cum fitness of Multi Tasking Staff of the recruiting Railway Mail Service Division, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;</p> <p>(ii) (a) 50% by promotion from Multi Tasking Staff of the recruiting Railway Mail Service Division, on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(b) By promotion from Multi Tasking Staff of all other Railway Mail Service Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which;-</p> <p>(c) By promotion from Multi Tasking Staff of Postal Divisions of the Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the Pay Matrix with three years regular service as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p><b>Note:</b> Where juniors who have completed</p>	<p><b>Departmental Promotion Committee (for considering promotion / confirmation)</b></p> <p>1. Divisional Head —Chairperson</p> <p>2. Two Group 'B' (Gazetted) Officer —Members</p>	<p>Not applicable</p>



<p>(iii) (a) 25% by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of the recruiting Railway Mail Service Division, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which:-</p> <p>(b) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all other Railway Mail Service Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which:-</p> <p>(c) By direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks* of all Postal Divisions of the Circle, who have worked regularly for five years in that capacity as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which:-</p> <p>(d) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p><b>Note:-</b></p> <p>1: The scheme for Limited Departmental Competitive</p>	<p>their qualifying or eligibility service are being considered for promotion, their seniors would also be considered provided they are not short of the requisite qualifying/ eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service.</p>		
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Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time.			
2: The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time.			

[F. No..03-02/2017-SPB-I]

G. RAJEEV, Director (SPN)



## MINISTRY OF COMMUNICATIONS

(Department of Posts)

## NOTIFICATION

New Delhi, the 5th March, 2020

**G.S.R. 157(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, namely:-

**1. Short title and commencement.—**

(1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, in the SCHEDULE,—

(A) in serial number 1 relating to the post of Postman, under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(a) 12<sup>th</sup> standard pass from a recognised Board;

(b) 10<sup>th</sup> standard pass from a recognised Board for the persons who are working as Gramin Dak Sevak.

The candidate shall also possess the following, namely:-

(i) knowledge of local language of the concerned Postal Circle or Division and the candidate should have studied local language upto 10<sup>th</sup> standard.

(ii) knowledge of working on computer.

**Note 1:** The local language of a Postal Circle or Division shall be published by the Department of Posts.

**Note 2:** The person appointed to the post of Postman shall acquire a driving licence to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving licence.

**Note 3:** A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.”;

(B) in serial number 2 relating to the post of Mail Guard, under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(a) 12<sup>th</sup> standard pass from a recognised Board;

(b) 10<sup>th</sup> standard pass from a recognised Board for the persons who are working as Gramin Dak Sevak.

The candidate shall also possess the following, namely:-

(i) knowledge of local language of the concerned Postal Circle or Division and the candidate should have studied local language up to 10<sup>th</sup> standard;

(ii) knowledge of working on computer.

**Note:** The local language of a Postal Circle or Division shall be published by the Department of Posts.”

[F. No. 03-02/2017-SPN-I]

SATYA NARAYANA DASH, Director (SPN)

**Footnote:** - The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), vide number G.S.R. 899(E), dated the 20<sup>th</sup> September, 2018.

अनुसार पात्र हैं और ऐसी नियुक्ति, डाक विभाग द्वारा समय-समय पर यथा निर्धारित नियमों और शर्तों के अधीन होगी।”;

IV. स्तंभ (11) के अधीन विद्यमान प्रविष्टियों के स्थान पर निम्नलिखित प्रविष्टियाँ रखी जाएंगी, अर्थात् :-

“सीमित विभागीय परीक्षा के आधार पर प्रोन्नति :

(i) रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार वेतन मैट्रिक्स के स्तर-1 में बहु कार्य कर्मचारी बृंद के ग्रेड में तीन वर्ष की नियमित सेवा; और

(ii) रिक्ति वर्ष के जनवरी माह के पहले दिन तक या केंद्रीय सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार वेतन मैट्रिक्स के स्तर-1 में बहु कार्य कर्मचारी बृंद के रूप में 5 वर्ष की नियमित सेवा, जिसमें ग्रामीण डाक सेवक के रूप में नियमित रूप से प्रदान की गई सेवा शामिल है।

टिप्पण 1.- जहां किसी कनिष्ठ जिसने अर्हक सेवा पूरी कर ली है और सीमित विभागीय प्रतियोगी परीक्षा या प्रतियोगी परीक्षा के लिए पात्र है, वहाँ उसके ज्येष्ठ भी इसके लिए पात्र होंगे:

परन्तु ज्येष्ठ और कनिष्ठ, दोनों को एक ही भर्ती प्रणाली से भर्ती किया गया हो और वे वर्तमान पद पर नियमित आधार पर नियुक्ति से पूर्व एक ही पोपक प्रवर्ग में रहे हों;

परन्तु यह और कि उक्त ज्येष्ठ द्वारा की गई ऐसी सेवा अपेक्षित अर्हक या पात्रता सेवा अवधि के आधे या उससे अधिक अवधि या दो वर्ष, जो भी कम हो, से कम न हो और उसने अगले उच्चतर ग्रेड में प्रोन्नति के लिए परीक्षा अवधि सफलतापूर्वक पूरी कर ली हो।

टिप्पण 2.- टिप्पण 1 की शर्त ऐसे कनिष्ठ कार्मिक के संदर्भ में लागू नहीं होगी, जिसने डाक नियम पुस्तिका खण्ड- IV के नियम 38 के अधीन स्थानांतरण का लाभ उठाने के बाद अपनी ज्येष्ठता खो दी है।

टिप्पण 3.- किसी अधिकारी की पात्रता मूल रूप से धारित पद और वेतन मैट्रिक्स में पद के प्रासंगिक वेतन स्तर के आधार पर निर्धारित की जाएगी, न कि उस स्तर के आधार पर, जिसमें वह अधिकारी पात्रता के संबंध में निर्धारित तारीख को, समयबद्ध एक प्रोन्नति, द्विवार्षिक संवर्ग समीक्षा या संशोधित मुनिश्चित कैरियर प्रगति के अधीन वित्तीय उन्नयन के आधार वेतन आहरित कर रहा हो।”।

[फा. सं. डब्ल्यू-03/3/2022-एसपीएन-1]

जगदीप गुप्ता, उप महानिदेशक

टिप्पण : मूल नियम भारत का राजपत्र, असाधारण, भाग II, खंड 3, उप-खंड (i) में 20 सितंबर, 2018 के सा.का.नि. संख्या 899(अ) के द्वारा प्रकाशित किया गया था और तत्पश्चात 05 मार्च, 2020 के सा.का.नि. संख्या 157(अ) के द्वारा संशोधित किया गया था।

## MINISTRY OF COMMUNICATIONS

(Department of Posts)

### NOTIFICATION

New Delhi, the 30th August, 2023

G.S.R. 638(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Department of Posts Postman and Mail Guard (Group ‘C’ post) Recruitment Rules, 2018, namely:-



1. (1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2023.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, in the Schedule,—

(a) against serial number 1 relating to the post of Postman, -

I. under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(i) 10<sup>th</sup> standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak in the Department of Posts and 12<sup>th</sup> standard pass from a recognized Board for all others.

(ii) Knowledge of working on Computer.

(iii) Knowledge of local language of the concerned Postal Circle or Division.

(iv) Possessing a valid license to drive two-wheeler or light motor vehicle:

Provided that Persons with Benchmark Disability shall be exempted from the possession of such license.

Note 1.- Local language of a Postal Circle or Division shall be as per administrative instructions issued by the Department of Posts from time to time.

Note 2.- A person not possessing the knowledge of local language of the Postal Circle or Division concerned shall also be eligible for appointment, however, such person after appointment shall pass local language test to be conducted in the manner as may be decided by the Postal Circle concerned and passing of such local language test shall be a pre-condition for completion of probation:

Provided that a person who has passed local language of the Postal Circle or Division concerned as one of the subjects in 10<sup>th</sup> standard or above shall be exempted from such local language test:

Provided further that Gramin Dak Sevak shall be exempted from such local language test.

Note 3.- A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment, however, such person not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.”;

II. under column (9), for the existing entries, the following entries shall be substituted, namely:-

“For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts and passing of local language test as mentioned under column (7).”;

III. under column (10), for the existing entries, the following entries shall be substituted, namely:-

“(i) 50 per cent by promotion of Multi Tasking Staff of the recruiting Postal Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;

(ii) 50 per cent by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks of the recruiting Postal Circle, who have worked regularly for five years in that capacity, as on the 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.

Note 1.- The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 2.-The scheme for competitive examination limited to Gramin Dak Sevaks and competitive examination for direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 3.- Department of Posts, through administrative instructions, may allow Gramin Dak Sevaks of one or more Postal Circles, who are otherwise eligible under these rules, for appointment in Delhi Postal Circle and



such appointment shall be subject to such terms and conditions as may be decided by the Department of Posts from time to time.”;

IV. under column (11), for the existing entries, the following entries shall be substituted, namely: -

“Promotion on the basis of Limited Departmental Competitive Examination:

(i) Multi Tasking Staff in level-1 of the pay matrix with three years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time; and

(ii) Multi Tasking Staff in level-1 of the pay matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time.

Note 1.- Where junior who has completed qualifying service is eligible for Limited Departmental Competitive Examination or Competitive Examination their senior will also be eligible for such examination:

Provided that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis:

Provided further that senior is not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and has successfully completed probation period for promotion to the next higher grade.

Note 2.- The condition in Note 1 shall not apply with reference to such junior official who has lost seniority after availing transfer under rule 38 of the Postal Manual Volume- IV.

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.”;

(b) against serial number 2 relating to the post of Mail Guard, -

I. under column (7), for the existing entries, the following entries shall be substituted, namely:-

“(i) 10<sup>th</sup> standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak in the Department of Posts and 12<sup>th</sup> standard pass from a recognised Board for all others.

(ii) Knowledge of working on Computer.

(iii) Knowledge of local language of the concerned Postal Circle or Division.

Note 1.- Local language of a Postal Circle or Division shall be as per administrative instructions issued by the Department of Posts from time to time.

Note 2.- A person not possessing the knowledge of local language of the Postal Circle or Division concerned shall also be eligible for appointment, however, such person after appointment shall pass local language test to be conducted in the manner as may be decided by the Postal Circle concerned and passing of such local language test shall be a pre-condition for completion of probation:

Provided that a person who has passed local language of the Postal Circle or Division concerned as one of the subjects in 10<sup>th</sup> standard or above shall be exempted from such local language test:

Provided further that Gramin Dak Sevak shall be exempted from such local language test.”;

II. under column (9), for the existing entries, the following entries shall be substituted, namely:-

“For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts and passing of local language test as mentioned under column (7).”;

III. under column (10), for the existing entries, the following entries shall be substituted, namely:-

“(i) 50 per cent by promotion of Multi Tasking Staff of the recruiting Postal Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;

(ii) 50 per cent by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks of the recruiting Postal Circle, who have worked regularly for five years in that capacity, as on the 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.



Note 1.- The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 2.- The scheme for competitive examination limited to Gramin Dak Sevaks and competitive examination for direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time which may also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.

Note 3.- Department of Posts, through administrative instructions, may allow Gramin Dak Sevaks of one or more Postal Circles, who are otherwise eligible under these rules, for appointment in Delhi Postal Circle and such appointment shall be subject to such terms and conditions as may be decided by the Department of Posts from time to time.”;

IV. under column (11), for the existing entries, the following entries shall be substituted, namely:-

“Promotion on the basis of Limited Departmental Competitive Examination:

(i) Multi Tasking Staff in level-1 of the pay matrix with three years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time; and

(ii) Multi Tasking Staff in level-1 of the pay matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time.

Note 1.- Where junior who has completed qualifying service is eligible for Limited Departmental Competitive Examination or Competitive Examination their senior will also be eligible for such examination:

Provided that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis:

Provided further that senior is not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and has successfully completed probation period for promotion to the next higher grade.

Note 2.- The condition in Note 1 shall not apply with reference to such junior official who has lost seniority after availing transfer under rule 38 of the Postal Manual Volume- IV.

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.”.

[F.No.W-03/3/2022-SPN-I]

JAGDEEP GUPTA, Dy. Director General

**Note :** The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), *vide* G.S.R. 899(E), dated the 20<sup>th</sup> September, 2018 and subsequently amended *vide* G.S.R. 157(E), dated the 5<sup>th</sup> March, 2020.

Annexure  
- 111 - B

F. No. 03-03/2019-SPN-I (Pt.I)  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi - 110001  
June 12, 2024

To,

- 1) All Chief Postmasters General/ Postmasters General
- 2) Chief General Manager, BD Directorate/ Parcel Directorate/ PLI Directorate
- 3) Director, RAKNPA / GM, CEPT / Directors of all PTCs
- 4) Addl. Director General, Army Postal Service, New Delhi

**Subject:-Filling up of vacancies of MTS/Postman/Mail Guard for 2024 vacancy year.**

Madam / Sir,

Reports received from Circles suggest that there are large scale vacancies in the Postman, Mail Guard and MTS cadres. As some of the vacancies notified in 2022 remained unfilled, vide letter number W-17/12/2023-SPN-I dated 20.07.2023, Circles were advised to include unfilled vacancies of 2022 vacancy year in 2023 vacancy year and to fill up the vacancies as per the RRs prevailing in 2023. If any Circle has not taken action as per the provisions of the said letter dated 20.07.2023 appropriate corrective measures may be taken.

2. From the reports received from Circles, it is observed that some of the vacancies of Postman, Mail Guard and MTS notified by the Circles remained unfilled after completion of the examination / appointment process. Therefore, the Competent Authority has decided that unfilled vacancies of Postman, Mail Guard and MTS of 2023 vacancy year, excluding those vacancies which are *sub judice*, shall be added to the vacancies of 2024 vacancy year to fill up the total vacancies as per the RRs prevailing in 2024.

3. The Competent Authority has further decided that any vacancies that may remain unfilled, after the examination / appointment process for 2024 vacancy year is completed, will be reported to Staff Selection Commission (SSC) for recommending candidates through the open recruitment examination conducted by them. Therefore, Circles are advised to complete the examination / appointment process for 2024 vacancy year at the earliest so that information on unfilled vacancies is readily available for reporting as and when asked by SSC in the year 2025.



4. Further, in exercise of the power conferred by the provisions for 'Power to Relax' in the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018, as amended from time to time, and the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, as amended from time to time, the Competent Authority has approved relaxation of one year in service eligibility conditions for appearing in examinations conducted by Department of Posts for recruitment to the posts of Postman / Mail Guard / MTS for the 2024 vacancy year. Accordingly, revised eligibility service for the 2024 vacancy year shall be as under:-

- i. MTS with 2 years of service as on crucial date (01.01.2024) shall be eligible for appearing in the Limited Departmental Competitive Examination for promotion to the posts of Postman / Mail Guard.
  - ii. GDS with 4 years of service as on crucial date (01.01.2024) shall be eligible for appearing in the competitive examination limited to GDS for recruitment to the posts of Postman / Mail Guard.
  - iii. GDS with 2 years of service as on crucial date (01.01.2024) shall be eligible for appearing in the competitive examination limited to GDS for recruitment to the posts of MTS.
5. Relaxation in eligibility conditions, as mentioned above, may be given wide publicity amongst the MTS and GDS.

Yours faithfully,

*V. Prasad*  
(Vangara Prasad) 12/6/24  
Assistant Director General (SPN)

Copy to:

- 1) Sr. PPS to Secretary (Posts) / Director General Postal Services
- 2) PPS/PS to Members, Postal Services Board
- 3) Sr. DDG (Vigilance) & CVO / Sr. DDG (PAF)
- 4) Secretary, Postal Services Board/ All Dy. Directors General
- 5) Director (DE) Postal Directorate
- 6) All recognized Federations/ Unions / Associations
- 7) GM, CEPT for uploading the order on the India Post website
- 8) Guard file / Spare copy

*V. Prasad*  
(Vangara Prasad) 12/6/24  
Assistant Director General (SPN)

Annexure - III - C

No. 37-33/2009-SPB-I  
Ministry of Communications  
Department of Posts  
SPB-I-Section

Dak Bhawan, Sansad Marg,  
New Delhi - 110001

Dated 27 August, 2017

To

1. All Chief Postmasters General
2. All Postmasters General
3. Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad

Subject:- Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.

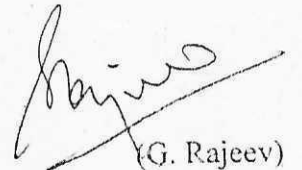
Madam/Sir,

I am directed to forward herewith a copy of Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018 notified in the Gazette of India, Extraordinary, PART II - Section 3 - Sub-section (i) dated 16<sup>th</sup> August, 2018.

2. It is requested that the above mentioned Recruitment Rules may be brought to the notice of all concerned.

Yours faithfully,

Encl: As above

  
(G. Rajeev)  
Director (SPN)

Copy for information to:-

1. PPS to Secretary (P)
2. All Members of the Postal Services Board/ JS & FA
3. Secretary (PSB)
4. CGM (BD)/ CGM (MB)/ CGM (PLI)
5. All Dy. Directors General/ GMs
6. **GM (CEPT) with a request to upload the RRs on India Post Website www.indiapost.gov.in linked RTI/ Sl. No. 5 Rules, Regulation/ RRs**
7. Pr. Director of Audit (Postal), Delhi 110054.
8. Additional Director General, APS, R.K. Puram, New Delhi
9. Chief Engineer (Civil, HQ)
10. All Directors, Postal Training Centers
11. Ministry of Law and Justice, Legislative Department
12. Lok Sabha Secretariat
13. Rajya Sabha Secretariat
14. All Recognized Unions/ Associations/ Federations
15. SPB-II/ PE-I/ PE-II/ Admin./ PAP/ DE/ GDS/ PCC/ SR/ PA Wing.

  
(G. Rajeev)  
Director (SPN)



	<p>ज्येष्ठता-सह-फिटनेस के आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ग) 1 सितम्बर, 1993 को अथवा उससे पूर्व भर्ती प्रभाग अथवा यूनिट के नियोजित अंशकालिक नैमित्तिक श्रमिकों की ज्येष्ठता-सह-फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर; रिक्तियों की संख्या को उपर्युक्त (ii)के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा।</p> <p><b>टिप्पण:</b></p> <p>1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय-समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2. *(ग्रामीण डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>			
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[फा.सं. 37-33/2009-एसपीबी-1]

जी. राजीव, निदेशक (एसपीएन)

**MINISTRY OF COMMUNICATIONS****(Department of Posts)****NOTIFICATION**

New Delhi, the 16th August, 2018

**G.S.R. 781(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2015, except as respect to things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Department of Posts, namely:-

- Short title and commencement.**— (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.  
(2) They shall come into force on the date of their publication in the Official Gazette.
- Number of posts, classification and Level in the Pay Matrix.**— The number of posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment, age limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
- Disqualification.**— No person,-  
(a) who has entered into or contracted a marriage with a person having a spouse living; or  
(b) who, having spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Requirement to serve in the Army Postal Service.**— Any person appointed to the posts specified in the said Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.
6. **Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Saving.**— Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

#### SCHEDULE

##### PART - I - Post of Administrative Offices (Circle Office and Regional Office)

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	510*(2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
<p>Between 18 and 25 years, (Relaxable for Government servants upto 35 years, for candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by the Government of India).</p> <p><b>Note:</b></p> <p>1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by the Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual</p>	Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.



	Labourer.	
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Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation or absorption, grades from which promotion/ deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(10)	(11)	(12)	(13)
<p>(i) By appointment of Casual Labourers conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(ii) By appointment of Casual Labourers engaged on or before the 1<sup>st</sup> September, 1993 working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;</p> <p>(iii) By appointment of part-time Casual Labourers, engaged on or before the 1<sup>st</sup> September, 1993, on the basis of seniority-cum-fitness failing which;</p> <p>(iv) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks* of all Divisions of the Circle, who have worked regularly for three years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which;</p> <p>(v) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p> <p><b>Note:</b></p> <p>1. The afore-mentioned examinations shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>	Not applicable	<p><b>Departmental Promotion Committee (for considering confirmation) consisting of –</b></p> <p>(i) Assistant Postmaster General or a Senior or Junior Time Scale Officer—Chairperson</p> <p>(ii) One Group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer – Member.</p> <p>(iii) A Group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office—Member.</p>	Not applicable

**PART II – Posts of Subordinate Office**

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)

Multi Tasking Staff	37240*(2018) *Subject to variation dependant on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix	Not applicable
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Age limit for direct recruits	Educational and other qualifications required for direct recruits
(6)	(7)
<p>Between 18 and 25 years for candidates from open market.</p> <p>(Relaxable for Government servants upto 35 years, for candidates belonging to Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)</p> <p><b>Note:</b></p> <p>1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10<sup>th</sup> standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual Labourer.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(8)	(9)	(10)
Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.	<p>(i) 50% by direct recruitment on the basis of seniority-cum-fitness, from amongst Gramin Dak Sevaks* of the recruiting Division, who have worked regularly for five years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;</p> <p>(ii) (a) 25% by direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of the recruiting Division, who have worked regularly for three years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which:</p>



		<p>(b) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of all other Divisions of the Circle, who have worked regularly for three years in that capacity as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p> <p>(c) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>(iii) (a) 25% by appointment of Casual Labourers of the recruiting Division or Unit, conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(b) By appointment of Casual Labourers of the recruiting Division or Unit, engaged on or before the 1<sup>st</sup> September 1993, working for eight full hours in a day, on the basis of seniority-cum-fitness, failing which by;</p> <p>(c) By appointment of part-time Casual Labourers engaged on or before the 1<sup>st</sup> September 1993, of the recruiting Division or Unit on the basis of selection-cum-seniority, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) above;</p> <p><b>Note:</b></p> <p>1. The afore-mentioned examination shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>
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In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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<b>be made.</b>		
(11)	(12)	(13)
Not applicable	<p><b>Departmental Promotion Committee (for considering confirmation) consisting of :-</b></p> <p>(i) Assistant Postmaster General or a Senior or Junior Time Scale Officer- Chairperson.</p> <p>(ii) One group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer -Member.</p> <p>(iii) One group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office- Member.</p>	Not applicable

[F.No. 37-33/2009-SPB-I]

G. RAJEEV, Director (SPN)



F No. 37-33/2009- SPN-I  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated 21.11.2019

To,

1. All Chief Postmaster General
2. All Postmasters General
3. Director, Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad.

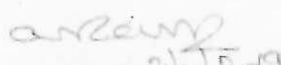
Subject: Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2019.

Sir,

I am directed to forward herewith a copy of Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2019 notified in the Gazette of India, Extraordinary, Part II, Section 3 Sub Section (i) dated 15<sup>th</sup> November, 2019. The principal notification was published in the Gazette of India, *vide* number G.S.R. 781 (E), dated 16<sup>th</sup> August, 2018.

2. It is requested that the above mentioned Recruitment (Amendment) Rules, 2019 may be brought to the notice of all concerned.

Yours faithfully,

  
(Muthuraman C)

Assistant Director General (SPN)

Copy for information to:-

1. Sr. PPS to Secretary (Posts)/ Sr. PPS to Director General Postal Services
2. PPS/PS to all Members (PSB), PPS to Addl. DG
3. All Dy. Directors General/ GMs
4. All Sections of Postal Directorate
5. All Directors, Postal Training Centers
6. GM, CEPT for uploading the recruitment rules on India Post website [www.indiapost.gov.in](http://www.indiapost.gov.in) linked RTI/SI. No. 5 Rules, Regulations.

- (iii) नैमित्तिक श्रमिक और ग्रामीण डाक सेवक की सीधी भर्ती के लिए कोई शैक्षिक अर्हता विहित नहीं की गई है।"

[फा. सं. 37-33/2009-एसपीएन-1]

सत्य नारायण दास, निदेशक (एसपीएन)

टिप्पण: मूल अधिसूचना को भारत का राजपत्र, असाधारण, भाग-II, खंड 3, उप खंड (i) में सा.का.नि. 781 (अ) दिनांक 16.08.2018 के तहत प्रकाशित किया गया था।

## MINISTRY OF COMMUNICATIONS

(Department of Posts)

### NOTIFICATION

New Delhi, the 15th November, 2019

**G.S.R. 850(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, namely:—

1. (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2019.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, in the Schedule,—
  - (A) in PART-I, under column (7), for the entries, the following entries shall be substituted, namely:—
    - “(i) 10<sup>th</sup> standard pass from a recognised Board;
    - (ii) knowledge of local language of the concerned Postal Circle or Division. The candidate should have studied local language at least up to 10<sup>th</sup> standard. The local language of a Postal Circle or Division shall be as published by the Department of Posts;
    - (iii) no educational qualification is prescribed for direct recruitment of Casual Labourer and Gramin Dak Sevak.”;
  - (B) in PART-II, under column (7), for the entries, the following entries shall be substituted, namely:—
    - “(i) 10<sup>th</sup> standard pass from a recognised Board;
    - (ii) knowledge of local language of the concerned Postal Circle or Division. The candidate should have studied local language at least up to 10<sup>th</sup> standard. The local language of a Postal Circle or Division shall be as published by the Department of Posts;
    - (iii) no educational qualification is prescribed for direct recruitment of Casual Labourer and Gramin Dak Sevak.”

[F. No. 37-33/2009-SPN-1]

SATYA NARAYANA DASH, Director (SPN)

**Footnote:** The principal notification was published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), vide number G.S.R. 781 (E), dated the 16<sup>th</sup> August, 2018.



“समूह ‘ग’ विभागीय पुष्टि समिति (पुष्टि के संबंध में विचार करने के लिए) निम्नलिखित से मिलकर बनेगी: -

(1.) सहायक महा डाकपाल या ज्येष्ठ डाकघर अधीक्षक या रेल मेल सेवा के ज्येष्ठ अधीक्षक या सहायक निदेशक या डाकघर अधीक्षक या रेल मेल सेवा के अधीक्षक – अध्यक्ष;

(2.) दो समूह ‘ख’ (राजपत्रित) अधिकारी – सदस्य।”।

[फा. सं. 37-33/2009-गम्पीणन-1]

जगदीप गुप्ता, उप महानिदेशक

**टिप्पण :** मूल नियम भारत के राजपत्र असाधारण, भाग-II, खण्ड 3, उप-खण्ड (i) में 16 अगस्त, 2018 में सा.का.नि. 781(अ) द्वारा प्रकाशित किए गए थे और तत्पश्चात 15 नवम्बर, 2019 में सा.का.नि. 850(अ) द्वारा संशोधित किए गए थे।

## MINISTRY OF COMMUNICATIONS

(Department of Posts)

### NOTIFICATION

New Delhi, the 30th August, 2023

**G.S.R. 639(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, namely:-

1. (1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment (Amendment) Rules, 2023.  
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018, in the Schedule,
  - (a) PART-I and the entries relating thereto shall be omitted;
  - (b) In PART II,-
    - (i) the Heading, namely, “PART II - Posts of Subordinate Office” shall be omitted;
    - (ii) under column (7), item number (ii) and the entries relating thereto shall be omitted;
    - (iii) under column (10), -
  - (A) for item numbers (i), (ii) and (iii) and the entries relating thereto, the following items shall be substituted, namely:-
    - “(i) (a) 100 per cent by appointment of casual labourers of the recruiting Division or Unit, conferred with temporary status, on the basis of seniority-cum-fitness, failing which;
    - (b) by appointment of casual labourers of the recruiting Division or Unit, engaged on or before 1<sup>st</sup> September, 1993, working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;
    - (c) by appointment of part-time casual labourers of the recruiting Division or Unit, engaged on or before 1<sup>st</sup> September, 1993; on the basis of seniority-cum-fitness, failing which;
    - (d) by appointment of casual labourers of all the other Divisions or Units of the Circle, conferred with temporary status, on the basis of seniority-cum-fitness, failing which;
    - (e) by appointment of casual labourers of all the other Divisions or Units of the Circle, engaged on or before 1<sup>st</sup> September, 1993, working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;

(f) by appointment of part-time casual labourers of all the other Divisions or Units of the Circle, engaged on or before 1<sup>st</sup> September, 1993, on the basis of seniority-cum-fitness, failing which, unfilled vacancies shall be filled as per (ii) below;

(ii) (a) 50 per cent on the basis of seniority-cum-fitness from amongst willing Gramin Dak Sevaks of the recruiting Division or Unit, who have worked regularly for five years in that capacity, as on 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which, unfilled vacancies shall be added to the number of vacancies to be filled as per (ii)(b) below;

(b) 50 per cent on the basis of competitive examination restricted to Gramin Dak Sevaks of the recruiting Postal Circle, who have worked regularly for three years in that capacity, as on 1<sup>st</sup> day of January of the year to which the vacancy belong to or as per the guidelines issued by the Central Government from time to time, failing which, unfilled vacancies shall be filled as per (iii) below;

(iii) by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;”;

(B) in the Note, after item number 2 and the entries relating thereto, the following item shall be inserted, namely:-

“3. Department of Posts, through administrative instructions, may allow Gramin Dak Sevaks of one or more Postal Circles, who are otherwise eligible as per the provisions of these rules, for appointment in Delhi Postal Circle and such appointment shall be subject to such terms and conditions as may be decided by the Department of Posts from time to time.”;

(iv) under column (12), for the existing entries, the following entries shall be substituted, namely:-

“Group ‘C’ Departmental Confirmation Committee (for considering confirmation) consisting of:-

- (1.) Assistant Postmaster General or Senior Superintendent of Post Offices or Senior Superintendent of Railway Mail Service or Assistant Director or Superintendent of Post Offices or Superintendent of Railway Mail Service – Chairman;
- (2.) Two Group ‘B’ (Gazetted) Officers – Member.”.

[F. No. 37-33/2009-SPN-I]

JAGDEEP GUPTA, Dy. Director General

**Note :** The principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), *vide* G.S.R. 781(E), dated the 16<sup>th</sup> August, 2018 and subsequently amended *vide* G.S.R. 850(E), dated the 15<sup>th</sup> November, 2019.



Annexure - IV

F.No.17-08/2018-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi- 110 001.  
Dated 05<sup>th</sup> April, 2022

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs.
4. Addl. Director General, Army Postal Service, New Delhi

**Subject: Revision of Pattern and Syllabus of examinations conducted by Department of Posts for appointment to the posts of MTS, Postman, and Mail Guard.**

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time, communicating therewith Pattern and Syllabus of examinations conducted by Department of Posts for recruitment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant.

2. Competent Authority has approved that henceforth there will be a single common examination for selection of MTS for appointment as Postman / Mail Guard and GDS for appointment as MTS / Postman / Mail Guard. Revised Pattern and Syllabus of the common Examination is given in Annexure-I. The examination will be held without the aid of books.
3. The Syllabus of examination includes a component to test the knowledge of computer and local language. Local language of a Postal Circle / Division for this purpose has been communicated vide aforesaid letter of even number dated 10.05.2019, Annexure E *ibid*, and further modified by letters dated 28.06.2019 and 30.06.2020. Consolidated / updated list of local language of Postal Circle/Division is enclosed as Annexure-II.
4. Circle shall ensure that the process for appointment of candidates selected to the posts of Postman / Mail Guard through the common examination is completed before any candidate selected for the post of MTS is appointed.
5. Revised Pattern and Syllabus mentioned herein shall come into force from the date of issue of this communication and shall be applicable to all examinations to be held thereafter.
6. This may be given wide circulation for information of all stakeholders.

Yours faithfully,



(Satya Narayana Dash)  
Director (SPN)

Encl: As stated

3  
**Copy forwarded to: -**

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination) / All Members of Postal Services Board
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Secretary, Postal Services Board/ All Deputy Directors General
6. Director (DE), Postal Directorate
7. All recognized Service Federations / Associations
8. GM, CEPT for uploading the order on the India Post website.
9. Guard File



**Pattern and Syllabus of the examinations for appointment  
to the posts of MTS, Postman and Mail Guard**

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## I. Pattern of Examination:

Sl. No.	Description	Paper-I (Basic Postal Knowledge and General Awareness)	Paper-II (Knowledge of Postal Operations)	Paper-III (Knowledge of Local Language)	Paper-IV (Data Entry Skill Test)
1	Applicable for examination to the posts of	Both MTS and Postman / Mail Guard	Postman / Mail Guard only	Both MTS and Postman / Mail Guard	Postman / Mail Guard only
2	Competitive or Qualifying	Competitive		Qualifying	
3	Type of Question	MCQ		MCQ and Subjective	On Computer
4	Number of Questions	As per syllabus			
5	Maximum Marks	100 in 2 Parts	50	50	25
6	Duration	60 Minutes	30 Minutes	60 Minutes	15 Minutes
7	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a local language.		English to Local language and vice versa	
8	Language of Answer Paper	Not applicable as MCQ		As per question paper	
9	Minimum Qualifying Marks (Subject to reservation policy of Government.)	<b>For selection as MTS – in Paper-I:</b> (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%  <b>For selection as Postman / Mail Guard – Total of Paper-I and Paper-II:</b> (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%		(a) Unreserved: 40%  (b) OBC/EWS: 37%  (c) SC/ST/PWD: 33%	(a) Unreserved: 60%  (b) OBC/EWS: 60%  (c) SC/ST: 50%  (d) PWD (if not exempted for skill test): 50%

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## II. Criteria for Selection:

- (a) Paper-I, Paper-II and Paper-III will be held in one sitting of 2 and ½ hours (150 Minutes) duration. Paper-IV [Data Entry Skill Test (DEST)] will be held separately at a later date. Selection of candidates will be based on their performance in Paper-I and Paper-II provided a candidate has qualified in both Paper-III and Paper-IV (wherever applicable). Paper-III (Knowledge of Local Language) and Paper-IV (DEST) will be 'qualifying' in nature.
- (b) While performance in Paper-I only will be considered for selection to the post of MTS, performance in both Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) will be considered for selection to the posts of Postman / Mail Guard.
- (c) All those candidates who secure minimum qualifying marks in both Paper-I and Paper-III separately, will be eligible for being considered in merit list for selection as MTS. However, merit list will be prepared only on the basis of marks secured in Paper-I. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (d) All those candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.
- (e) All those candidates who secure minimum qualifying standards in DEST, will be eligible for being considered in merit list for selection as Postman / Mail Guard. However, merit list will be prepared only on the basis of total marks secured in Paper-I and Paper-II. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (f) In the event of any vacancy notified for recruitment remaining unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

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### III. Syllabus of Examination:

<b>PAPER-I: Basic Postal Knowledge and General Awareness</b> <b>(Duration: 60 Minutes)</b> <b>(For appointment to the posts of MTS / Postman / Mail Guard)</b>		
<b>Part-A</b>  Maximum Marks – 60 [30 questions of 2 marks each]	<b>Post Office Guide Part I</b> a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	<b>Postal Manual Volume V</b> a) Definitions	7 questions
<b>Part-B</b>  Maximum Marks – 40 [20 questions of 2 marks each]	<b>General Awareness/Knowledge</b> Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	<b>Basic Arithmetic</b> Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) Percentage c) Profit and loss d) Simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions

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**Paper-II: Knowledge of Postal Operations**  
**(Duration: 30 Minutes)**  
**(For appointment to the posts of Postman / Mail Guard only)**

<p>Maximum Marks - 50</p> <p>[25 questions of 2 marks each]</p>	<p><b><u>Post Office Guide Part I</u></b></p> <p>a) Delivery of mails  b) Refusal of article  c) Payment of eMoney Order  d) Redirection  e) Instruction regarding address change  f) Articles addressed to deceased person  g) Liability to detention to certain mails  h) Facilities provided by Postmen in rural areas</p>	<p>5 questions</p>
	<p><b><u>Postal Manual Volume VI – Part III</u></b></p> <p>a) Head Postman  b) Knowledge of Postal Business  c) Supply of forms to be carried out  d) Sale of stamps  e) Postman's Book  f) Address to be noted on Postal Articles  g) Damaged articles to be noticed  h) Receipts for articles issued for delivery  i) Book of receipts for intimations and notices delivery  j) Instruction for delivery  k) Realization of postage before delivery  l) Receipts of addresses for registered  m) Delivery to illiterate addressees, Pardanashin women  n) Delivery of insured articles addressed to minors  o) Payment of e-Money Orders  p) e-Money Orders addressed to minors  q) Payment of e-MO and delivery of registered letters to lunatics  r) Duties of Village Postman</p>	<p>10 questions</p>
	<p><b><u>Postal Manual Vol. VII</u></b></p> <p>a) Stamps and Seals  b) Portfolio and its contents  c) Stationery  d) Preparation of daily report  e) Mail Abstract  f) Exchange of Mails  g) Cage TB  h) Disposal of Mails addressed to a section or a mail office  i) Closing of transit bags  j) Duties and responsibilities of Mail Guard/Agent  k) Final duties before quitting Van or office  l) 'A' order and 'B' order</p>	<p>10 questions</p>

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**PAPER-III: Knowledge of local language**

**(Duration: 60 Minutes)**

**(For appointment to the posts of MTS / Postman / Mail Guard)**

**[For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].**

Maximum Marks – 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options).	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

**PAPER-III: Knowledge of local language**

**(Duration: 60 Minutes)**

**(For appointment to the posts of MTS / Postman / Mail Guard)**

**[For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].**

Maximum Marks – 50	Comprehension passage in English with Multiple Choice Questions	10 questions of 2 marks each
	Letter writing in English (1 question to be attempted out of 3 options)	15 marks
	Paragraph / short essay in local language (1 question to be attempted out of 3 options)	15 marks

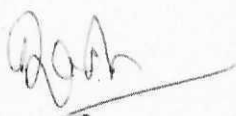
**PAPER-IV: Data Entry Skill Test**

**(Duration: 15 Minutes)**

**(For appointment to the posts of Postman / Mail Guard only)**

Maximum Marks – 25	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions ( $\pm 5\%$ )]
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Local Language for Examinations  
conducted in decentralized manner by Postal Circles

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
1	Andhra Pradesh	Andhra Pradesh	Telugu
		Yanam District of Puducherry	
2	Assam	Assam	Assamese / Bengali / Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra and Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	Jammu and Kashmir	Urdu
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala	Malayalam
		Lakshadweep	
		Mahe District of Puducherry	
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Marathi / Konkani
15	North-East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English

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S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (excluding Mahe and Yanam district)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Sikkim	Nepali
		Andaman and Nicobar Islands	Hindi / English

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*Handwritten signature*

No. 17-08/2018-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts

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Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated: 19<sup>th</sup> December, 2022

To,  
The Chief Postmaster General  
All Circles

**Subject:- Revision of parameters in Data Entry Skill Test (DEST) for appointment to the post of Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding**

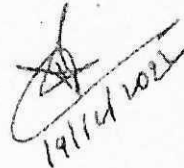
Madam/Sir,

I am directed to refer to the subject cited above and say that vide Directorate's letter of No. 17-08/2018-SPN-I dated 09.09.2021 parameters of Paper-III i.e. Data Entry Skill Test (DEST) for recruitment to the post of Postal Assistant, Sorting Assistant, Postman and Mail Guard were circulated. It was stipulated that the parameters of DEST communicated vide said letter of 09.09.2021 shall be applicable for the examination conducted for 2021 vacancy year. Para 3 of the said letter provided that the parameters of DEST shall be further reviewed for subsequent vacancy year in due course. Subsequently, similar pattern, syllabus and qualifying marks of Paper-III for the year 2022 was circulated vide letter No. 17-08/2018-SPN-I dated 22.07.2022.

2. The matter has been reviewed and Competent Authority has approved following parameters of DEST:-

(i) Competitive examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment to the post of for appointment to the post of Postman and Mail Guard:-

PAPER-IV (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer.  [Data entry of 600 key depressions (= 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/ OBC/EWS – 75% (b) For SC/ST/PWD (if not exempted for skill test) – 60%

  
19/12/2022



(ii) Competitive examination limited to Postman / Mail Guard / Multi Tasking Staff / Gramin Dak Sevak for appointment to the post of Postal Assistant / Sorting Assistant:-

PAPER-III (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 1000 key depressions (= 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/OBC/EWS - 75% (c) For SC/ST/PWD (if not exempted for skill test) - 60%

2. Further, it has been decided that the number of candidates to be shortlisted for DEST shall be kept as three times of the number of vacancies declared at the time of notification. In case vacancy is revised upward/downward before publication of results (Paper-I & II), the revised vacancy position shall be notified and short listing shall be done three times of the revised vacancy. Revision in vacancy position after declaration of results shall not be allowed except in exceptional circumstances with prior approval of DGPS and in such cases revised vacancy shall be notified and list of candidates to be called for DEST shall also be revised accordingly.

3. These instructions shall be applicable for all examinations to be notified on or after 01.01.2023.

Yours faithfully,



(Dileep Singh Sengar)  
Assistant Director General (SPN)

Copy to:- Director (DF), Dak Bhawan

etc  
Issued  
20/12/2022

No. 17-08/2018-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi-110001

Dated:- 24 April, 2023

To,  
The Chief Postmaster General  
North East Circle

Subject:- Review of issue regarding local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle-reg.

Sir,

I am directed to refer to your Office's D.O. letter No. Staff/18-130/2022 dated 22.03.2023 on the subject cited above *vide* which a proposal has been sent to the Directorate for reviewing local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle.


2. As per Annexure-II of letter No. 17-08/2018-SPB-I dated 05.04.2022 (Pattern and Syllabus for appointment as Postman/ Mail Guard/ MTS) and Annexure-E of letter No. 17-08/2018-SPB-I dated 10.05.2019 (Pattern and Syllabus for appointment as Postal Assistant/ Sorting Assistant), local language for North East Postal Circle is as under:-

Sl. No.	Geographical areas of State covered under North East Postal Circle	Local Language of Postal Divisions
1.	Arunachal Pradesh	Hindi/English
2.	Meghalaya	
3.	Nagaland	
4.	Manipur	Manipuri
5.	Mizoram	Mizo
6.	Tripura	Bengali

3. Competent Authority has approved that local language for the entire North East Postal Circle shall be Hindi / English / Manipuri / Mizo / Bengali.

4. Accordingly, North East Postal Circle may give an option to the candidates to choose any one of the prescribed local language of the Circle, viz. Hindi / English / Manipuri / Mizo / Bengali, for local language test, while applying for the aforesaid posts on the basis of examination.

Yours faithfully,

  
(Dileep Singh Sengar)  
Assistant Director General (SPN-I)

Copy to:- Director (DE), Dak Bhawan for information.

CIC  
1554pd  
24/04/2023



F.No.17-08/2018-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi, dated 10.07.2024

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate/Parcel Directorate/ PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DAP

**Subject: Revision of Syllabus and Pattern of examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS).**

Madam / Sir,

The Competent Authority has reviewed the Syllabus and Pattern of the examinations conducted for appointment to the posts of MTS, Postman and Mail Guard and has decided that the component of local language test (Paper-III) for the post of MTS shall be removed. Annexure - I of letter no. 17-08/2018-SPB-I dated 05.04.2022 stands modified accordingly.

2. Therefore, only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper III).
3. Circles are requested to bring this to the notice of all concerned.

Signed by Yours faithfully,  
Vangara Prasad  
Date: 10-07-2024 17:54:11

(Vangara Prasad)  
Assistant Director General (SPN)