

भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम – 695 033
Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram – 695 033

NOTIFICATION

No: Rectt/10-3/2023 Dated at Thiruvananthapuram-33, the

23.01.2023

Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2023 (01.01.2023 to 31.12.2023).

The Limited Departmental Competitive Examination (LDCE) will be held on 12th of March, 2023 (Sunday) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials as per the prevailing Recruitment Rules for the vacancy year 2023 (01.01.2023 to 31.12.2023). Accordingly, applications are invited from the willing and eligible candidates in the format enclosed (Annexure-I). The schedule of activities of the examination is furnished hereunder:

| Sl. No. | Activity | Proposed Date (Schedule) |
|---------|--|--|
| 1. | Date of notification | 23.01.2023 (Monday) |
| 2. | Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates. | 14.02.2023 (Tuesday) |
| 3. | Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified. | 20.02.2023 (Monday) |
| 4. | Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified. | 23.02.2023 (Thursday) |
| 5. | Issue of Admit Card by CO/RO/DO to eligible candidates | 06.03.2023(Monday) |
| 6. | Date of Examination (date & time) | 12 th March, 2023 (Sunday)• |

*Exam will commence exactly at 10:00 AM in all the Circles and both Paper-I & II will be conducted in continuity.

2. **Vacancies:** Number of vacancies available under Recruiting Division/ Unit-wise will be issued separately.

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

3. **Eligibility Criteria:** - As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified vide GSR 459 (E) dated 17.06.2022 as amended vide Department of Posts (Postal Assistant and Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21(E) dated 13.01.2023, the following categories of official(s) of the Circle are eligible to appear in the examination, excluding officials from Postal Account Office or Wing:-

Category (A):

- (i) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix.
- (ii) Officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix.
- (iii) Officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post.

Category (B):

- (i) Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks.

Provided that for officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix, who have rendered regular service as Gramin Dak Sevaks on or before the commencement of the Department of Posts (Postal Assistant and Sorting Assistant) Recruitment Rules, 2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.

Note 1: The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2023.

Note 2: The officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category (A) are not available for filling up the notified vacancy.

Note 3: Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression etc.

4. **Pattern & Syllabus of Examination:** The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019 under Annexure-C which shall be read with letter No. 17-08/2018-SPB-I (pt) dated 10.06.2019 and 17-08/2018-SPB-I dated 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019, letter No.17-08/2018-SPN-I dated 09.09.2021, letter No. 17-08/2018-SPN-I (pt.) dated 21.11.2022, and letter No. 17-08/2018-SPN-1 dated 19.12.2022 enclosed as **Annexure-II**.

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

5. Applicants are required to indicate the order of preference of all Divisions / Units (in a proforma). The proforma for order of preference is enclosed as **Annexure-A**. Allotment of Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy. **Order of preference can be submitted by the candidates at the time of declaration of vacancy position. Divisions/units can submit the order of preference of the candidates in one lot on declaration of vacancy position.**

6. **Centres of Examination:** The examination will be conducted at all Circle/Region Headquarters only. The candidates will have to appear from the respective centres of their Circle only and under no circumstances, they be permitted to appear from other Circle Centres.

7. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle office.

8. The Guidelines issued vide letter F.No.29-6/2019-DD-III dated 10.08.2022 by Department of Empowerment of Persons with Disabilities (Divyangjan) and the guidelines for Persons with Benchmarks Disabilities, circulated vide letter No. SC-12-6/2022-SCT-DOP dated 31.03.2022 shall be followed in letter and spirit.

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

10. Department vests power to cancel this notification of the examination, if anything unfair is found during the recruitment process.


11. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 1 to 7) for appearing in the examination.

12. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

13. This notification is also available on the Departmental website i.e. www.indiapost.gov.in and www.keralapost.gov.in.


14. This issues with the approval of the Competent Authority.

Encl: - Annexure-I, II & A


[Nandakumar S]
Asst. Director (Estt.& Rectt.)

Copy to:-

1. The Postmaster General, Central Region/ Northern Region – for information and necessary action.
2. All the SSPOs/ SPOs in Kerala Circle – for information and necessary action.
3. The SSRM 'TV'/ SRM 'EK'/ SRM 'CT' Division – for information and necessary action.
4. The Supdt., PSD Thrissur - for information and necessary action.
5. The Manager, MMS Ernakulam - for information and necessary action
6. The Officer-in-Charge, P&T Admin Cell, Kamptee- 900746 – for information and necessary action.


Asst. Director (Estt.& Rectt.)

Hall Permit No.....

Category..... (A or B – Ref:para 3 of notification)

ANNEXURE-I

Application form for Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistants and Sorting Assistants from eligible officials for the vacancy year 2023 (01.01.2023-31.12.2023) — to be held on 12.03.2023.

Affix recent passport sized photograph duly attested by Unit Head

Note: All Particulars shall be filled up in BLOCK letters

| Sl. No | Particulars | Detail(s) | | | | | | | | | | | | | | | | |
|-------------------------|--|---|-------------------------|-------------------|-------------------------------|----|---------|--|--|--|---------|--|--|--|---------|--|--|--|
| 1 | Name of the candidate | | | | | | | | | | | | | | | | | |
| 2 | Gender (Male/ Female/Transgender) | | | | | | | | | | | | | | | | | |
| 3 | Designation | | | | | | | | | | | | | | | | | |
| 4 | Name of the Division/ Unit | | | | | | | | | | | | | | | | | |
| 5 | Date of Birth (attach self-attested matriculation certificate/ marks sheet) | | | | | | | | | | | | | | | | | |
| 6 | Category (UR/SC/ST) (SC/ST candidates should attach valid self attested caste certificate) | | | | | | | | | | | | | | | | | |
| 7 | Whether belongs to PWD, if so, details thereof along with supporting documents | | | | | | | | | | | | | | | | | |
| 8 | Date of entry in the Department | | | | | | | | | | | | | | | | | |
| 9 | Details of post held substantively | <table border="1"><thead><tr><th>Pay level in pay matrix</th><th>Name of the posts</th><th>From</th><th>To</th></tr></thead><tbody><tr><td>Level 3</td><td></td><td></td><td></td></tr><tr><td>Level 2</td><td></td><td></td><td></td></tr><tr><td>Level 1</td><td></td><td></td><td></td></tr></tbody></table> | Pay level in pay matrix | Name of the posts | From | To | Level 3 | | | | Level 2 | | | | Level 1 | | | |
| Pay level in pay matrix | Name of the posts | From | To | | | | | | | | | | | | | | | |
| Level 3 | | | | | | | | | | | | | | | | | | |
| Level 2 | | | | | | | | | | | | | | | | | | |
| Level 1 | | | | | | | | | | | | | | | | | | |
| 10 | Details of regular service as GDS, if any | <table border="1"><thead><tr><th>From</th><th>To</th><th>Total eligible service as GDS</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr></tbody></table> | From | To | Total eligible service as GDS | | | | | | | | | | | | | |
| From | To | Total eligible service as GDS | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | |
| 11 | Total eligible service as on 01.01.2023 | YY / MM / DD | | | | | | | | | | | | | | | | |
| (a) | Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (up to 01.01.2023) (YY/MM/DD) | YY / MM / DD | | | | | | | | | | | | | | | | |
| (b) | Length of engagement rendered as GDS (YY/MM/DD) | YY / MM / DD | | | | | | | | | | | | | | | | |
| 12 | Whether eligible as Category (A) or Category (B) candidate as per the eligibility criteria at Para-3 of notification | | | | | | | | | | | | | | | | | |
| 13 | Whether working in APS (Yes/ No) | | | | | | | | | | | | | | | | | |
| 14 | Whether any penalty in currency or Disciplinary Proceedings pending? If yes, details thereof | | | | | | | | | | | | | | | | | |

DECLARATION:

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/ Incorrect information found at any stage, my candidature/appointment will be summarily rejected/ terminated and appropriate action would be taken against me.

| | |
|-------|--|
| Date | |
| Place | |

| |
|------------------------|
| |
| Signature of Candidate |

I certify that I have verified the particulars of candidate from service record and found correct and the candidate belongs to Category [Category A or Category B] under Para: 3 of notification. The candidature of the applicant is RECOMMENDED as Category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification)/ NOT RECOMMENDED. In case NOT RECOMMENDED reasons therefore.

| | |
|-------|--|
| Date | |
| Place | |

| |
|--|
| |
| Signature of Divisional/ Unit Head with designation stamp |

Preference of Division for recruitment to the cadre of PA/ SA for the year 2023

| Name of the candidate | Designation and office | Date of Birth | Category |
|-----------------------|------------------------|---------------|----------|
| | | | |

Order of preference:

| Name of Cadre | Division/ Unit | Order of Preference (1,2,3..) |
|--|---------------------------------------|-------------------------------|
| Postal Assistant (CO & RO) | CIRCLE OFFICE/ RO KOCHI/ RO KOZHIKODE | |
| | TRIVANDRUM SOUTH | |
| Postal Assistant (Post Offices) | TRIVANDRUM NORTH | |
| | KOLLAM | |
| | PATHANAMTHITTA | |
| | TIRUVALLA | |
| | ALAPUZHA | |
| | ALUVA | |
| | KOTTAYAM | |
| | CHANGANASSERY | |
| | IDUKKI | |
| | ERNAKULAM | |
| | LAKSHADWEEP | |
| | MAVELIKKARA | |
| | IRINJALAKUDA | |
| | THRISSUR | |
| | PALAKKAD | |
| | OTTAPALAM | |
| | TIRUR | |
| | MANJERI | |
| | CALICUT | |
| | VADAKARA | |
| THALASSERY | | |
| KANNUR | | |
| KASARAGOD | | |
| Sorting Assistant | RMS 'TV' | |
| | RMS 'EK' | |
| | RMS 'CT' | |
| | MMS ERNAKULAM | |

| | |
|-------|--|
| Date | |
| Place | |

| |
|------------------------|
| |
| Signature of Candidate |

| | |
|------|--|
| Date | |
|------|--|

| |
|---|
| Signature of Divisional/ Unit Head with designation stamp |
|---|