

Appx 'B'

(Ref para 6(b) of Addl DG APS DO No
90413/APS-1C/R-341(b) dated 22 May 24)

FLOW CHART OF APS ENROLMENT

1. VOLUNTEERS OF DoP – APPLICATION STAGE

- (a) Specimen of application encl as per **Annexure I**.
- (b) Candidate to fill up the **Part I, Part II** of the application form and submit to the Divisional Head. **Part III & IV to be kept blank by the applicant.**



2. ACTION BY DIVISIONAL HEAD (CIVIL POSTAL AUTHORITY)

- (a) Divisional Head will scrutinize the application of the candidate and recommend in **Part – IV** of the application.
- (b) Divisional Head will prepare a Nominal Roll of recommended volunteers and forward their applications to **Officer In-charge, APS Records, PIN 900746, c/o 56 APO** along with following documents in one lot by **31 Dec, 30 Apr and 31 Aug** every year
 - (i) A certificate issued by Divisional Head as per **Annexure II**
 - (ii) CTC copy of Last month's pay slip
 - (iii) CTC copy of First page of Service Book



3. ACTION BY OIC APS RECORDS – ON RECEIPT OF APPLICATION

- (a) Check the correctness of Application, certificates & documents issued by Divisional Head as mentioned at para 2 above.
- (b) If application is completed in all respects, enter the name of the candidate in **Field Force List**. If not, return the application to the Divisional Head with observation(s).
- (c) APS Records will forward the list of eligible candidates for screening at specified AROs to Addl Dte Gen of APS (APS-3) in one lot to reach by **31 Jan, 31 May and 30 Sep** every year.

4. ACTION BY ADDL DTE GEN APS (APS-1C), IHQ OF MOD (ARMY)

(a) Addl Dte Gen APS will fwd list of eligible candidates to Dte Gen Recruiting by 05 Feb, 05 Jun, 05 Oct every year with copy to APS Records.



5. ACTION BY DTE GEN RECRUITING, IHQ OF MOD (ARMY)

(a) Addl Dte Gen Recruiting will fwd list of eligible candidates to specified ZROs/AROs.



6. ACTION BY OIC APS RECORDS

(a) OIC APS Records will fwd a confirmation letter to specified ZROs/AROs (ARO/ZRO wise) certifying that the candidate is eligible to be enrolled in the category he is applied for, for arranging medical screening of the volunteers under intimation to the concerned civil Divisional Head, candidates, concerned Comd HQs & Nodal Officer and Addl Dte Gen APS (APS-1C) by **28 Feb, 30 Jun and 31 Oct** every year in one lot.

(b) OIC APS Records will fwd a list of volunteers reported to APS Wg for trg (ARO wise) to Addl Dte Gen APS (APS-1C) by **30 Apr, 31 Aug and 31 Dec** every year with copy to APS Wing.



7. ACTION BY COMD HQs / APS NODAL OFFRS

(a) On receipt of confirmation letter from OIC Records as per ser 6(a) above, Comd HQs / APS Nodal Offr will coord with ARO/ZRO for the date of med exam, inform civil Postal auth / concerned candidate for timely report of the volunteer for med exam, coord with ARO/ZRO regarding result of med exam & final date of desp of the medically fit candidate to APS Wing, coord with concerned Divisional Head for relieve of medically fit candidate to report to ARO/ZRO as per specified date.

**APPLICATION FOR ENROLMENT AS A VOLUNTEER FOR
FIELD SERVICE TO ARMY POSTAL SERVICE**

(To be filled in by the volunteers)

PART-I

1. Name (including alias, if any) :
(In Block Letters)
2. Father's Name :
3. Permanent home address :
(with mobile number)
4. Educational Qualifications :
 - (a) Whether knows typing, :
Present speed
 - (b) Whether knows shorthand, :
Present speed
5. (a) Present appointment :
(If officiating also state substantive appointment with date)
 - (b) Date of initial appointment :
In Civil P & T and the cadre in which appointed
6. Present address :
(with Aadhaar Number)
7. Date of birth :
8. Place of birth :
9. Brief particulars of previous Military :
Service, if any
10. Conditions of service:-
 - (a) The volunteer is required to undergo preliminary medical examination at the nearest Military/Recruiting office. Actual travelling expenses are admissible to him for visit made in connection with preliminary medical examinations.

- (b) The volunteer is at liberty to apply to have his name removed from the list of volunteers at any time except after he has been ordered to proceed on field service.
- (c) On receipt of the orders, the volunteer must start moving for the specified Army Recruiting Office, within 24 hours of being relieved of his duties.
- (d) The volunteer is required to serve anywhere in India or outside and he must remain on field service as long as required under the terms of his enrolment/commission.
- (e) The detailed terms and conditions are contained in Director General, Posts and Telegraphs, General Circular No 04 dated 22 Oct 1977 and the Postal Manual (War) India 1937.

11. Declaration to be signed by the applicant:-

I hereby declare that to the best of my knowledge and belief the information given in the application form is correct. I accept the conditions of service in Army Postal Service and request that my name be entered in the list of volunteers for Field Service.

Place :

Date :

(Signature of applicant)

PART - II

DECLARATION REGARDING PLURAL MARRIAGES

12. I _____ hereby declare that:-

- (a) I am not married
- (b) I am widower
- (c) I am married and having more than one wife living
- (d) I am married and do not have more than one wife living

Note:- Strike out whichever is not applicable

13. I also undertake not to contract another marriage without first obtaining the permission of the Govt of India, Min of Defence.

14. I fully understand that in the event of my declaration being found incorrect at any time during the period of training or after enrolment/appointment/grant of commission, I shall be liable to be returned or dismissed from training/service.

Witness _____ Signature _____

Designation _____ Full address _____

PART - III

REPORT OF MEDICAL EXAMINATION

15. I have this _____ day of _____ 20 ____ examined Shri _____ and hereby, certify that in my opinion, he is in good health and physically fit for active service in India or any other part of the world.

Place : (Signature and designation of Medical Officer)

Date :

PART - IV

**RECOMMENDATION OF THE DIVISIONAL OFFICER/
IMMEDIATE SUPERIOR OF GAZETTED RANKS**

Recommended. It is certified that Shri _____ has a good record of service, sound physique and active habits. No disciplinary proceedings are either pending or contemplated against him. The particulars given at item 1 to 8 of the application have been verified from the service records and found correct.

Place :

Date : (Signature with Designation)

(Unless the Officer concerned can conscientiously sign, the application should not be sent)

CERTIFICATE

It is certified that Shri (name of the official) is a regular employee and is holding a lien against a permanent post in the Dept of Posts. He could be repatriated to Dept of Posts if found to be unfit on any count while serving with Army Postal Service.

Place :

Date : (Signature with designation of Divisional Head)