

Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General, Punjab Circle,
Sandesh Bhawan Sector- 17-E, Chandigarh -160017

Memo No. Rectt/2-14/2023
Dated 23.01.2023

NOTIFICATION

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

The Limited Departmental Competitive Examination (LDCE) will be held on 12th March, 2023 (Sunday) for promotion to the posts of Postal Assistant (Circle Office/ Regional Office), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) as per extant RRs, 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:

| Sr. | 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. | Details of eligible candidates to be supplied to Circle Office in 'Annexure-A' | 23.02.2023 (Thursday) |
| 6. | Issue of Admit Card by CO/RO/DO/Unit to eligible candidates | 04.03.2023 (Monday) |
| 7. | Date of Examination (date & time) | <u>12th March, 2023</u> (Sunday)* |

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

2. **Vacancies:** Number of tentative vacancies (subject to change) are as under:-

(A) Cadre-wise vacancy:-

| Name of Cadre | Vertical Vacancies | | | | Horizontal Vacancies | | | | |
|--|--------------------|----|----|-------|----------------------|----|----|--------|-------|
| | UR | SC | ST | Total | VH | OH | HH | Others | PwDBs |
| Postal Assistant (Circle & Regional Office) | 2 | 0 | 0 | 2 | - | - | - | - | - |
| Postal Assistant (Post Office) | 63 | 11 | 0 | 74* | 1 | 1 | 1 | - | 3 |
| Sorting Assistant (Railway Mail Service including MMS) | 10 | 2 | 0 | 12 | - | - | - | - | - |
| | 75 | 13 | 0 | 88 | 1 | 1 | 1 | - | 3 |


23/01/23

(B) Division-wise Vacancy:-

(i) Postal Division/Unit:-

| Sr. | Name of Division/Unit | 40% by Promotion Quota on the basis of LDCE | | | | |
|-----|--------------------------|---|----|----|-------|----------------------|
| | | Vertical Vacancies | | | | Horizontal Vacancies |
| | | UR | SC | ST | Total | PwBDs |
| 1 | Amritsar | 9 | 3 | | 12* | 1(VH) |
| 2 | Bathinda | 1 | 0 | | 1 | 0 |
| 3 | Chandigarh including MMS | 5 | 1 | | 6 | 0 |
| 4 | Faridkot | 2 | 0 | | 2 | 0 |
| 5 | Ferozepur | 2 | 1 | | 3 | 0 |
| 6 | Gurdaspur | 4 | 1 | | 5 | 0 |
| 7 | Hoshiarpur | 7 | 1 | | 8 | 0 |
| 8 | Jalandhar | 13 | 3 | | 16* | 1 (OH) |
| 9 | Kapurthala | 2 | 0 | | 2 | 0 |
| 10 | Ludhiana City | 8 | 2 | | 10 | 1 (HH) |
| 11 | Ludhiana (M) | 4 | 2 | | 6* | 0 |
| 12 | Patiala | 3 | 0 | | 3 | 0 |
| 13 | Sangrur | 2 | 0 | | 2 | 0 |

*one vacant post each for the year 2023 of PA SBCO allotted to Amritsar, Jalandhar and Ludhiana

(M) Divisions, due to merger of PA SBCO with PA PO w.e.f 01.01.2023.

(ii) Railway Mail Service Division/ Unit:-

| Sr. | Name of Division/Unit | 40% by Promotion Quota on the basis of LDCE | | | | |
|-----|-----------------------|---|----|----|-------|----------------------|
| | | Vertical Vacancies | | | | Horizontal Vacancies |
| | | UR | SC | ST | Total | PwBDs |
| 1 | RMS I Dn Jalandhar | 5 | 1 | | 6 | 0 |
| 2 | RMS LD Dn Ludhiana | 5 | 1 | | 6 | 0 |

3. **Eligibility Criteria:** - As per the Recruitment Rules notified in GSR 459 (E) dated 17.06.2022 as amended vide notified in 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.

23/01/23

(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 regular engagement as Gramin Dak Sevaks.

Provided that 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 and letter No. 17-08/2018-SPN-I dated 09.09.2021, letter No. 17-08/2018-SPN-I(pt.) dated 21.11.2022 and letter No. 17-08/2018-SPN-I dated 19.12.2022, enclosed as **Annexure-II**.

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

5. Applicants are required to indicate the order of preference of all Units/Divisions (in a proforma). The proforma for order of preference is enclosed as Annexure-III. Allotment of Divisions/Units will be made as per merit-cum-preference basis subject to availability of vacancy.

6. **Centres of Examination:** The examination will be conducted at all 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.

23/01/23

4

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 with the power to cancel this notification of examination, if anything unfair was found during the recruitment process.

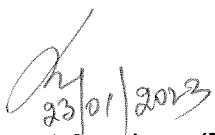
11. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 1 to 7) for appearing in the examination

10. This notification may be given wide publicity amongst all concerned working in Divisions/Units.

11. This notification is also available on the Departmental Website i.e. www.indiapost.gov.in & www.punjabpostalcircle.gov.in.

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

Enclosures: Annexure-I, II, III.


23/01/2023
Asstt Director Postal Services (Rectt)
Punjab Circle, Chandigarh

Copy for information and necessary action to:-

1. Postmaster General, Punjab West Region, Chandigarh.
2. Sr./Supdt. Of Post offices /RMS in HQ Region and Punjab West Region
3. Supdt. PSD Ludhiana
4. Manager MMS Chandigarh
5. Officer Incharge P & T Admn Cell APS center PIN-900746 C/o 56 APO

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
Divisional
Head/Unit Head.

Note: All Particulars shall be filled up in BLOCK letters.

| Sl. No. | Particulars | Detail(s) | | | |
|---------|--|-------------------------|-------------------|---|----|
| 1 | Name of the candidate (IN CAPITALS) | | | | |
| 2 | Gender (Male / Female / Transgender) | | | | |
| 3 | Designation | | | | |
| 4 | Name of the Division /Unit | | | | |
| 5 | Date of Birth (attach self-attested matriculation certificate / marks sheet) | | | | |
| 6 | Category (UR/SC/ST) | | | | |
| 7 | Whether belongs to Person with Benchmark Disability, if so, details thereof along with supporting documents. | | | | |
| 8 | Date of entry in the Department | | | | |
| 9 | Details of Posts held substantively | Pay Level in Pay Matrix | Name of the Posts | From | To |
| | | Level-3 | | | |
| | | Level-2 | | | |
| | | Level-1 | | | |
| 10 | Details of regular engagement as Gramin Dak Sevaks, if any | From | To | Total eligible service as Gramin Dak Sevaks | |
| | | | | | |
| 11 | Total eligible service as on 01.01.2023 | | | | |
| (a) | Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2023) (YY/MM/DD) | | | | |
| (b) | Length of engagement rendered as GDS (YY/MM/DD) | | | | |
| 12 | Whether eligible as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification | | | | |
| 13 | Whether working in APS (Yes/ No) | | | | |
| 14 | Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof. | | | | |

DECLARATION:

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

| | |
|-------|--|
| DATE | |
| PLACE | |

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

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

| | |
|-------|--|
| DATE | |
| PLACE | |

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

Annexure-III

Order of preference of Division/Unit for the vacancy year 2023

The eligible candidates shall indicate the order of preference of all the Units /Divisions i.e Amritsar Division, Bathinda Division, Chandigarh Division, Faridkot Division, Ferozepur Division, Gurdaspur Division, Hoshiarpur Division, Jalandhar Division, Kapurthala Division, **Ludhiana City Division, Ludhiana (M) Division**, Patiala Division, Sangrur Division, RMS 'I' Division Jalandhar, **RMS 'LD' Division Ludhiana**, Circle/Region Office, along with the application form.

| Preference No. | Name of Preferred Division (Name of Division must be written complete) |
|------------------|---|
| Preference No.1 | |
| Preference No.2 | |
| Preference No.3 | |
| Preference No.4 | |
| Preference No.5 | |
| Preference No.6 | |
| Preference No.7 | |
| Preference No.8 | |
| Preference No.9 | |
| Preference No.10 | |
| Preference No.11 | |
| Preference No.12 | |
| Preference No.13 | |
| Preference No.14 | |
| Preference No.15 | |
| Preference No.16 | |

Note: - Candidate should mention all the preferences. Preference column should not be left blank. In case he/she does not wish to give preference, 'Nil' should be written. Preference once exercised shall be treated as final. No correspondence shall be entertained thereafter.

Date:

Place:

Signature of Candidate