



To

All selected/allotted candidates of CHSL-2020 (227)  
to Punjab Circle for appointment to the Post of Postal Assistant/Sorting Assistant.

No: Rectt/1-1/2020 Dated at Chandigarh, the 08.02.2023

Sub: Calling for Options/Preferences of Divisions/Units from selected candidates for appointment as Postal Assistant/Sorting Assistant on the basis of Combined Higher Secondary Level Examination, 2020 conducted by SSC

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Dear Candidate,

Based on the results of Combined Higher Secondary Level Examination (CHSLE), 2020 and allocation of the candidates to the Circle vide Directorate letter No. W-04/14/2022-SPN-I-DOP dated 31.01.2023 your name has been declared by Staff Selection Commission (SSC) for appointment as Sorting Assistant in RMS Divisions; Postal Assistant in Post Offices / Circle Office/ Region Office of Punjab Circle in Department of Posts in Level-4 in the Pay Matrix of 7<sup>th</sup> CPC.

2. A candidate will be allocated to one of the 13 Postal Divisions, 02 RMS Divisions, in the Punjab Circle and Circle Office/ Regional office Chandigarh for appointment as Postal Assistant/Sorting Assistant. Allocation of Postal Division/ Units (i.e Circle Office/Region Office) will be made as per the following criteria:

- (a) A candidate shall be allocated to a Postal/RMS Division/ units (i.e Circle Office/Region Office) on the basis of her / his merit (rank) in CHSLE 2020, order of preference (option), and vacancy available in a Postal/RMS/Units (i.e Circle Office/Region Office) as per her/his turn in the category she / he has been selected.
- (b) Person with benchmarks disability (PwBD) candidates irrespective of their ranks will be allocated Postal/RMS/ Units (i.e Circle Office/Region Office) in the manner indicated at (a) first followed by Ex-serviceman candidates.
- (c) After allocation of Divisions to PwBD candidates and Ex-serviceman candidates, remaining candidates will be allocated Postal /RMS/Units(i.e Circle Office/Region Office) in the manner mentioned in (a)above.
- (d) All such candidates who do not give any order of preference or are not allocated to any of the Postal/RMS/ Units (i.e Circle Office/Region Office) mentioned in their limited preferences, shall be allocated to nearby Postal/ RMS/ Units subject to availability of vacancy in the category she / he has been selected, after allocation of Postal /RMS/ Units (i.e Circle Office/Region Office) to all other candidates.

3. The Postal/RMS Divisions/ Units (i.e Circle Office/Region Office) wise and category-wise vacancies are detailed as under.

*[Handwritten signature]*  
8/2/23



**A. Postal Assistant in Post Offices in Punjab Circle**

Sr.	Postal Division/Unit	Vertical Reservation				Total	Horizontal Reservation	
		OC	SC	OBC	EWS		PwBD*	ESM*
1	Amritsar #	10	04	04	02	20	-	1
2	Bathinda #	02	-	-	-	02	-	-
3	Chandigarh	18	08	-	06	32	-	-
4	Faridkot	02	01	01	01	05	1(VH)	1
5	Ferozepur	-	-	-	-	-	-	-
6	Gurdaspur #	10	04	05	02	21	-	1
7	Hoshiarpur #	09	03	04	03	19	1(HH)	1
8	Jalandhar #	30	07	03	06	46	1(OH)	1
9	Kapurthala #	08	08	05	04	25	-	1
10	Ludhiana (City)	02	02	-	03	07	-	-
11	Ludhiana (M)	04	-	-	02	06	-	-
12	Patiala	02	02	-	02	06	-	-
13	Sangrur	02	-	-	03	05	-	-

**B. Postal Assistant in Punjab Circle & Postal Assistant in CO/RO (Circle Office/Region Office) of Punjab Circle.**

Sr.	Name of Unit	Vertical Reservation				Total	Horizontal Reservation	
		OC	SC	OBC	EWS		PwBD*	ESM*
14	CO/RO	03	01	02	01	07	-	1

**C. Sorting Assistants in RMS (Railway Mail Services) Divisions of Punjab Circle.**

Sr.	Name of RMS Divisions	Vertical Reservation				Total	Horizontal Reservation	
		OC	SC	OBC	EWS		PwBD*	ESM*
15	R.M.S. 'I' Division Jalandhar	07	04	02	01	14	1(VH)	-
16	R.M.S. 'LD' Division Ludhiana	07	04	02	01	14	1(HH)	-
	<b>Total</b>	<b>116</b>	<b>48</b>	<b>28</b>	<b>37</b>	<b>229</b>	<b>5</b>	<b>7</b>

\*Vacancies reserved for ESM, PwBD are included in Total & shall be filled from any category then will be adjusted horizontally against respective category i.e OC/OBC/SC/EWS.

#Note:- 7 vacancies of PA SBCO for the year 2020 merged with respective Division i.e Amritsar 1 (SC), Bathinda-1 (UR), Gurdaspur-1 (UR), Hoshiarpur-1 (UR), Jalandhar-2 (SC, OBC, HR-Ex.SM), Kapurthala-1 (EWS) due to merger of DA SBCO with 1-1-2020.

4. The candidates who will not give their order of preference or indicate their preference only for a few Postal/RMS/ Units will be at a disadvantage, as mentioned at para 2(d) above; therefore, it is advised to give order of preference for all the 16 Postal /RMS/Units (i.e **Circle Office/Region Office**) mentioned.

5. Since the official communication has not been received from SSC about the status of your candidature, the entire procedure will be based upon the assumption that your nomination will be confirmed by SSC soon. In case, your result / candidature is not confirmed by SSC you will have no claim over joining as Postal Assistant / Sorting Assistant in Department of Posts. Allocation of Postal /RMS Divisions/ units (i.e **Circle Office/Region Office**) will be carried out for only those candidates whose dossiers will be sent by SSC to Department of Posts.

6. You are requested to indicate your preference of Postal/RMS/Unit and duly filled-in Option Form (**Annexure-I**) must be sent to e-Mail at [rectt.pb@indiapost.gov.in](mailto:rectt.pb@indiapost.gov.in) by **17.02.2023 positively** failing which it would be presumed that you have no preferences for Postal /RMS/ Circle Office/Region Office and further allotment the cadre will be made as per availability of vacancy by the Circle.

**Encls:- Annexure-I**

08/2/23  
Asstt. Director Postal Services (Rectt)  
Punjab Circle, Chandigarh-160017  
E-mail: [rectt.pb@indiapost.gov.in](mailto:rectt.pb@indiapost.gov.in)

To

Asstt. Director Postal Services (Rectt)  
Punjab Circle, Chandigarh-160017  
E-mail: [rectt.pb@indiapost.gov.in](mailto:rectt.pb@indiapost.gov.in)

Please affix your  
recent  
photograph

Sub: Calling for Options/Preferences of Divisions/Units from selected candidates for appointment as Postal Assistant/Sorting Assistant on the basis of Combined Higher Secondary Level Examination, 2020 conducted by SSC.

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Sir,

With reference to your letter no. Rectt/1-1/2020 dated 08.02.2023 on the subject mentioned above, I hereby exercise following option/preference for allocation of Division/Unit.

	Name of Postal / RMS Division/ Unit
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 indicate her/his option/order of preference for all Division/Unit mentioned in the letter)

Signature of the candidate with date :

Name :

Father/Husband Name :

Home State &amp; District :

Date of Birth :

Roll No. and Rank :

E-mail id :

Mobile No. :

**NEW PROFORMA  
ANNEXURE-II**

**ATTESTATION FORM**

**WARNING :**

Affix signed passport  
size (5 cm x 7 cm appx)  
copy of recent photo-  
graph where asked for

The furnishing of false information or suppression of any factual information in the Attestation Form would be a disqualification, and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down fined, convicted, debarred, acquitted etc. Subsequent to the completion and submission of this form the details should be communicated immediately to the authorities to whom the attestation form has been sent early, failing which it will be deemed to be a suppression of factual information.
3. If the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his service would be liable to be terminated.

1.	Name in full (in BLOCK capitals) with aliases, if any (Please indicate if you have added or dropped in any stage any part of your name or surname)	SURNAME	NAME
2.	Present Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town.		
3.	a) Home Address in full i.e. Village, Thana and District or House No., Lane/Street/ Road and Town and name of District Headquarters.		
	b) If originally a resident of Pakistan, the address in that country and the date of migration to Indian Union.		

Contd..2/-..

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4. Particulars of places (with periods of residence) where you have resided for more than one year at a time during the preceding five years. In case of stay abroad (including Pakistan) particulars of all places where you have resided for more than one year after attaining the age of 21 years should be given.

From	To	Residential address in full (i.e. Village, Thana and District or House No., Lane/Street/ Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column.

5.

	Name	Nationality (by birth or by domicile)	Place of Birth	Occupation (if employed give designation & official address)	Present Postal address (if deal give last address)	Permanent Home address
i) Father (Name in full aliases, if any)						
ii) Mother						
iii) Wife/ Husband						
iv) Brother(s)						
v) Sister (s)						

Contd..3/-..

5(a) Information to be furnished with regard to son(s) and/or daughter(s) in case they are studying/living in a foreign country:-

Name	Nationality (by birth and/or by domicile)	Place of Birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in previous column.

6. Nationality

7. (a) Date of Birth -  
 (b) Present Age -  
 (c) Age at Matriculation -

8. (a) Place of birth, District and State in which situated -  
 (b) District and State to which you belong -  
 (c) District and State to which you father originally belong -

9. (a) Your Religion -  
 (b) Are you member of a SC/ST? Answer in Yes or No. -

Contd..4/-..

10. Educational Qualification showing places of education with year in School and College since 15<sup>th</sup> year of age.

Name of School/ College with full address	Date of Entering	Date of Leaving	Examination Passed

- 11.(a) Are you holding or have any time held an appointment under the Central or State Government or a semi-government or a Quasi-Govt. body or an autonomous body or a public undertaking or a private firm or institution, if so give full particulars with date of employment up-to-date.

Period		Designation & nature of employment	Emoluments	Full name & address of employer	Reasons for leaving previous service
From	To				

- 11.(b) If the previous employment was under the Government of India, a State Government/an Undertaking owned or controlled by the Government of India or a State Government/an Autonomous Body/University/Local Body.

If you had left service on giving a month's notice under the Rule 5 of the Central Civil Service (Temporary Service) Rules, 1965 or any similar corresponding rules were any disciplinary proceedings framed against you, or had you been called upon to explain your conduct in any matter at the time you gave notice of termination of service or a subsequent date before your services actually terminated.

Contd..5/-..

- 12(1) a) Have you ever been arrested ? Yes / No  
b) Have you ever been prosecuted ? Yes / No  
c) Have you ever been kept under detention ? Yes / No  
d) Have you ever been bound down ? Yes / No  
e) Have you ever been fined by a Court of Law ? Yes / No  
f) Have you ever been convicted by a Court of Law for any offence ? Yes / No  
g) Have you ever been debarred from any examination or rusticated by any University or any other educational authority, institution ? Yes / No  
h) Have you ever been debarred/disqualified by any Public/ Staff Selection Commission or any of if examination/ selection ? Yes / No  
i) Is any case pending against you in any Court of Law at the time of filling up this Attestation Form ? Yes / No  
j) Is any case pending against you in any university or any other educational authority institution at the time of filling up this Attestation Form ? Yes / No  
k) Whether discharged/expelled/withdrawn from any training institution under the Government or otherwise ? Yes / No
- 12(2) If the answer to any of the above mentioned question is Yes, give full particulars of the case/arrest/detention/fine/conviction/sentence/ punishment etc. and the nature of the case pending in the Court/University/Educational authority etc. at the time of filling up this form.

NOTE:(i) Please also see the warning at the top of this attestation form.  
(ii) Specific answer to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.

13. Names of two responsible person of 1.  
your locality or two references to  
whom you are known. 2.

I certify that the foregoing information is correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government.

Signature of Candidate \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_



**IDENTITY CERTIFICATE**

(Certificate to be signed by any one of the following)

- i. Gazetted Officers of Central or State Government;
- ii. Members of Parliament or State Legislative belonging to the constituency where the candidates or his parent/guardian is ordinarily resident;
- iii. Sub-Divisional Magistrate/ Officers;
- iv. Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- v. Principal/Head-Master of the recognized school/college/institution where the candidate studied last;
- vi. Post-Master;
- vii. Panchayat Inspectors.

Certified that I have known Shri/Smt./Kumari \_\_\_\_\_

\_\_\_\_\_ son/daughter of Shri \_\_\_\_\_

for the last \_\_\_\_\_ years \_\_\_\_\_ months and that to the best of my knowledge and belief the particulars furnished by him/her are correct.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Place \_\_\_\_\_

Designation or status and address

**TO BE FILLED BY THE OFFICE**

- i. Name, Designation and full address of the appointing authority.
- ii. Post for which the candidate is being considered

ANNEXURE-II

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_

son/wife/daughter of Shri \_\_\_\_\_

for the last\* \_\_\_\_\_ years \_\_\_\_\_

months and that to the best of my knowledge and belief he/she bears a reputable character  
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. \_\_\_\_\_ is not related to me.

Place \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp \_\_\_\_\_

\* At least 6 months at the time of signing the certificate.

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CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. \_\_\_\_\_  
\_\_\_\_\_ son/wife/daughter of Shri \_\_\_\_\_  
\_\_\_\_\_ for the last\* \_\_\_\_\_ years \_\_\_\_\_  
months and that to the best of my knowledge and belief he/she bears a reputable character  
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. \_\_\_\_\_ is not related to me.

Place \_\_\_\_\_

Signature

Date \_\_\_\_\_

Designation \_\_\_\_\_

Office Stamp

\* At least 6 months at the time of signing the certificate.

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**ANNEXURE-III**

**DECLARATION TO BE OBTAINED FROM THE NEW ENTRANTS  
TO GOVERNMENT SERVICE**

I, Shri/Shrimati/Kumari \_\_\_\_\_

declares as under:

- i) that I am unmarried/a widower/ a widow
- ii) that I am married and have only one spouse living
- iii) that I have entered into or contracted a marriage with a person having a spouse living. Application for grant of exemption is enclosed.
- iv) That I have entered into and contracted a marriage with another person during the life time of my spouse. Application for grant of exemption is enclosed.

2. I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

DATE

SIGNATURE

\* Please delete clause/clauses not applicable.