

No. 17-21/2022-GDS  
Government of India  
Ministry of Communications  
Department of Posts  
(GDS Section)

Dak Bhawan, Sansad Maru,  
New Delhi-110 001

Dated: 24.01.2023

To  
The General Manager, CEPT Bengaluru  
CEPT Unit at Hyderabad

**Subject: Online engagement of GDS Schedule-I (January), 2023 -  
Notification of GDS vacancies and Circulation of Model notification.**

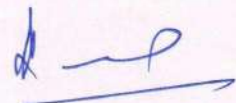
Sir/Madam,

Please refer to your DO letter No. CEPT-BG/GM/Misc/GDS Online/6 dated 03.01.2023 for notification of GDS vacancies Schedule-I (January), 2023 and certificates of GDS vacancies submitted by the Circles.

2. The Competent authority has approved Notification and email text for shortlisted candidates with following schedule for notification of GDS vacancy:-

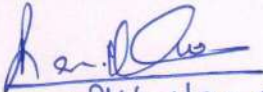
Sl	Activities	Time Schedule
1	Issue of online notification for GDS vacancies by all the Divisions in One-Go on Pan India basis and go-live	27.01.2023 to 16.02.2023
2	One time option to Edit/Correction/modification in application by applicants	17.02.2023 to 19.02.2023
3	Declaration of result	3 <sup>rd</sup> /4 <sup>th</sup> week of Feb. 2023

3. It is requested that necessary action may be taken to configure the notification and its annexures in the GDS engagement portal. Necessary hyperlinks may also be provided in the notification for instructions and links referred in the same.

  
24/01/2023

4. The timelines may be strictly adhered to.

Yours faithfully,

  
01/01/2023

(Ravi Pahwa)

Assistant Director General (GDS/PCC)

Copy to:-

All Chief Postmaster General: For information and necessary action please.

Sl	Activities	Time Schedule
1	Issue of online notification for GDS recruitment in the form of advertisement by all the divisions in the form of order that was sent on 15.01.2023	15.01.2023 to 18.01.2023
2	Online form entry to the recruitment in application by applicants	18.01.2023 to 20.01.2023
3	Finalisation of result	20.01.2023 to 22.01.2023

**No.17-21/2022-GDS**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**

**NOTIFICATION**

**Date** 24/01/2023

**ENGAGEMENT OF GRAMIN DAK SEVAKS (GDS).**

Online applications are invited from the eligible applicants for engagement as Gramin Dak Sevaks (GDS) (Branch Postmaster(BPM)/Assistant Branch Postmaster(ABPM)/Dak Sevak). Application are to be submitted online at <https://indiapostgdsonline.gov.in> Details of the vacant posts are given in **Annexure-I**.

**2. ENGAGEMENT SCHEDULE IS AS UNDER:**

SI No.	Activities	Schedule
(i)	Registration/Application Submission	27.01.2023 to 16.02.2023
(ii)	Edit/Correction Window for Applicant:	17.02.2023 to 19.02.2023

**3. EMOLUMENTS:** Emoluments in the form of Time Related Continuity Allowance (TRCA) plus Dearness Allowance thereon are paid to the GDS. The applicable TRCA to different categories are as under: -

SI.	Category	TRCA Slab
i.	BPM	Rs.12,000/- Rs.29,380/-
ii.	ABPM/Dak Sevak	Rs.10,000/- Rs.24,470/-

**Note 1:** GDS are holder of a Civil posts but they are outside the regular Civil Services of Union of India and governed by GDS (Conduct and Engagement) Rules, 2020 issued vide OM. No. 17-30/2019-GDS dated 14.02.2020 as revised from time to time available on the website [www.indiapost.gov.in](http://www.indiapost.gov.in).



**Note 2:** OM. No.17-31/2016-GDS dated 25.06.2018 related to payment of TRCA and other allowances to all approved categories of GDS is available on [www.indiapost.gov.in](http://www.indiapost.gov.in).

**4. BRIEF JOB PROFILE AND RESIDENCE /ACCOMMODATION :**

**(i) BRANCH POSTMASTER (BPM)**

The Job Profile of Branch Post Master include:

- a) Day to day postal operations of Branch Post Office and India Post Payments Bank (IPPB) in the manner as prescribed by the Department from time to time.
- b) Marketing and promotions of products and services being provided by Department and operating various services in the Customer Services' Centres (CSC) of the Department etc.
- c) In the single handed BOs, BPMs have the overall responsibility of smooth and timely functioning of Branch Post Office including mail conveyance and mail delivery.
- d) In the BOs other than single-handed, the BPMs may be assisted by ABPM. However, BPM will be required to do combined duties of ABPMs as and when ordered. Any other work can also be assigned by superiors like IPO/ASPO/SPOs/SSPOs etc.
- e) **Residence/Accommodation:** The applicant selected as GDS BPM will have to provide accommodation for Branch Post Office after selection but before engagement. A declaration to this effect with details of accommodation is to be submitted before engagement. The applicant so selected will be required to reside in Post village (the village in which the BO is functioning) only. The accommodation should meet the standards as prescribed by this Directorate letter No. 17-02/2018-GDS dated 08.03.2019 as amended from time to time.



(ii) **ASSISTANT BRANCH POSTMASTER (ABPM)**

The Job Profile of Assistant Branch Post Master include:

- a) Sale of stamps/stationery, conveyance and delivery of mail at doorstep, deposits/payments/other transactions of IPPB.
- b) To assist BPM postal operations in a manner as prescribed by the Department from time to time.
- c) Marketing and promotions of products and services being provided by Department and operating various services in the Customer Services' Centres (CSC) of the Department etc.
- d) ABPM may also be required to do Combined Duty of BPMs as and when ordered in addition to his/her regular duties.
- e) Any other work assigned by superiors like IPO/ASPO/SPOs/SSPOs etc.
- f) **Residence : ABPMs are required to reside within delivery jurisdictions of the Post Office (HO/SO/BO) concerned.**

(iii) **DAK SEVAK**

Dak Sevaks will be engaged in Departmental offices like Sub Post offices, Head Post offices etc. The Job Profile of Dak Sevak include:-

- a) Sale of stamps/stationery, conveyance and delivery of mail at doorstep, deposits/payments/other transactions of IPPB and any other duties assigned by Postmaster/Sub Postmaster.

b) Dak Sevaks may have to work in sorting offices of Railway Mail Service (RMS).

c) Dak Sevaks in the Mail offices will handle receipt-dispatch of mail bags, transshipment of bags etc.

d) Dak Sevaks will also assist Post Masters/Sub Postmasters in managing the smooth functioning of Departmental Post Offices and do marketing, business procurement or any other work assigned by the Post Master or IPO/ASPO/SPOs/SSPOs/SRM/SSRM etc.

**e) Residence : Dak Sevaks are required to reside within delivery jurisdictions of the Post Office (HO/SO/BO) concerned.**

## 5. ELIGIBILITY CRITERIA (FOR ALL POST) :

### 5.1. AGE Limits:

- (i). Minimum age:18 years
- (ii). Maximum age:40 years.
- (iii). Age will be determined as on the last date of submission of application as per notification.

### (a) Relaxations in upper age limit :

Sl. No.	Category	Permissible age relaxation
1.	Schedule Caste/Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Economically Weaker Sections (EWS)	No relaxation
4.	Persons with Disabilities (PwD)	10 years
5.	Persons with Disabilities (PwD) + OBC	13 years
6.	Persons with Disabilities (PwD) + SC/ST	15 years

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**(b) Process of Certification and Format of Certificates:** Applicants who wish to be considered against reserved vacancies or seek age relaxation, will have to submit requisite certificate from the competent authority in the prescribed Format. In case of failure to do so, their candidature will be cancelled.

**(c)** There will be no relaxation in upper age limit to EWS applicants. However, the persons belonging to EWS who are not covered under the scheme of reservation for SC, ST and OBC shall get 10% reservation in engagement to the GDS posts.

## **5.2. QUALIFICATION AS ON THE DATE OF NOTIFICATION:**

### **(1) EDUCATIONAL QUALIFICATION:**

(a) Secondary School Examination pass certificate of 10<sup>th</sup> standard having passed in Mathematics and English (having been studied as compulsory or elective subjects) conducted by any recognized Board of School Education by the Government of India/State Governments/ Union Territories in India shall be a mandatory educational qualification for all approved categories of GDS.

(b) The applicant should have studied the local language i.e. **(Name of Local language)** at least up to Secondary standard [as compulsory or elective subjects].

### **(2). OTHER QUALIFICATIONS:-**

- (i) Knowledge of computer
- (ii) Knowledge of cycling
- (iii) Adequate means of livelihood

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**Note-1:** The selected candidates will have to submit undertaking to the Engaging Authority in respect of the above prescribed formats (refer to Annexure II, III & IV respectively) at the time of engagement.

**Note: 2** (i) No person holding an elective office will be considered for engagement to the post.

(ii) The applicant selected as GDS shall not engage in any activity with any outside agency, which would be detrimental to the business or interest of the Post Office/IPPB.

(iii) Past experience or service of any kind will not be considered for selection.

## 6. RESERVATION:

(a) Engagement of GDS will be subject to the instructions issued by the Department regarding reservation of SC/ST/OBC/EWS/PwD categories. The applicants may go through following instruction available on the official website of the Department :-

- (i) No. 19-11/97-ED & TRG dated 27.11.1997,
- (ii) No. 17-08/2017-GDS dated 26.02.2019
- (iii) No. 17-08/2017-GDS dated 02.06.2022
- (iv) No. 17-09/2019-GDS dated 26.02.2019

(b) The permissible disability for PwD applicants is as under:-

Sl. No.	Name of the Posts	Categories of disability suitable for the post.
1	BPM/ ABPM/ Dak Sevaks	a) Low vision (LV), b) D(Deaf), HH (Hard of hearing), c) One Arm (OA), One leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim, d) Specific learning disability /Intellectual disability.

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Sl. No.	Name of the Posts	Categories of disability suitable for the post.
		Multiple disabilities from amongst disabilities mentioned at (a) to (d) above except Deaf and Blindness.

**7. HOW TO APPLY:**

Application can be submitted online only at <https://indiapostgdsonline.gov.in> **Applications received from any other mode shall not be entertained.** Brief instructions for registration, payment of fee, documents to be uploaded with application, selection of posts etc. are given in **Annexure-V.**

**8. SELECTION CRITERIA :**

(i) The applicants will be shortlisted for engagement on the basis of a system generated merit list.

(ii) The Merit list will be prepared on the basis of marks obtained/ conversion of Grades/Points to marks (as explained in sub paras- iii to ix below) in Secondary School Examination of 10<sup>th</sup> standard of approved Boards aggregated to percentage to the accuracy of 4 decimals. Passing of all the subjects as per the respective approved board norms is mandatory.

(iii) For applicants where their Secondary School Examination of 10<sup>th</sup> standard mark sheet have marks or marks and Grade/Points both, only their total marks will be worked out by taking into account the marks obtained in all compulsory and elective/optional subjects (other than extra subjects, if any). This will ensure that applicant with higher marks get selected.

(iv) For applicants having only grades subject-wise, marks will be arrived for each subject (compulsory and elective subjects but not extra subjects), by applying the multiplying factor of 9.5 in the following manner:-

Grade	Grade Point	Multiplication factor
A1	10	9.5
A2	9	9.5
B1	8	9.5
B2	7	9.5
C1	6	9.5
C2	5	9.5
D	4	9.5

(v) In case of the marks lists containing the Grades/ Points, marks will be reckoned by taking conversion of Grades and points with the multiplication factor (9.5) against the maximum points or grade as 100.

(vi) Where Cumulative Grade Point Average (CGPA) is also provided, the marks will be arrived at by multiplying the CGPA by 9.5. Where individual grades in each subject as well as CGPA is given, the higher of the two marks will be taken.

(vii). Applicants having both marks and grades in the marks sheet have to apply **with marks only**. In case any applicant applies with grades instead of marks, his/her application will be liable for disqualification.

(viii). In case of tie amongst applicants, the merit would be decided on the basis of following priority order:-

“DOB (Older in age), ST trans-woman, ST female, SC trans-woman, SC female, OBC trans-woman, OBC female, EWS trans-woman, EWS female, UR trans-woman, UR female, ST trans-male, ST Male, SC trans-

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male, SC Male, OBC trans-male, OBC male, EWS trans-male, EWS male, UR trans-male, UR male”.

(ix) Applications submitted without complete data will be rejected. In case an applicant uploads wrong documents/information and unnecessary documents, his/her candidature will be rejected.

(x) At the time of verification of documents upon shortlisting of an applicant if the data/marks fed in the Portal are found mismatched with original documents, his/her candidature will be rejected even if there is small spelling error in name of applicant, father/mother name etc.

(xi) Shortlisted applicants will have to submit an undertaking in the format annexed as **Annexure-VI**, regarding liability in case of furnishing fake/incorrect information/details in the form.

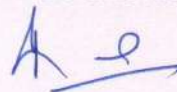
## 9. COMMUNICATIONS OF SELECTION:

(i) The list of applicants shortlisted for engagement will be released by the Department on its website and GDS Online Portal. Applicants are advised to visit the website/Portal on regular basis for latest updates.

(ii) The selection of the applicants will be subject to verification of the original documents by the verifying Authority chosen by the applicant at the time of application. This is further subject to verification by the Engaging Authority, if it is different from the Verifying Authority. The Engaging Authority for BPM is the Divisional head while Sub Divisional head the Engaging Authority in case of ABPM/Dak Sevak.

(iii) Upon declaration of the result, the shortlisted applicants will be informed and called for document verification thorough sms on his/her registered mobile number/email.

(iv) Shortlisted applicants while attending for the documents verification, with the Verifying Authority will bring original documents as listed in **Annexure-VII** and two sets of self attested photocopies for submission. The shortlisted candidates will be allowed total **15 days** to



submit the documents for verification, i.e., the system will initially provide **10 days** for submitting the documents and thereafter a reminder for the same will be generated to submit documents in extended period of **05 more days**. If the verification is successful, offer of provisional engagement will be given, else, his/her candidature will be rejected. If a candidate fails to report to the Verifying Authority within prescribed period of 15 days, he/she will be treated as 'Non-turned up' candidate and his/her candidature will be rejected out rightly.

(v) The offer of provisional engagement will be issued thorough system itself (on registered SMS/Email) based on successful document verification. The applicant will be required to approach the designated Engaging Authorities within a period of **15 days**, i.e., system will initially provide a period of **10 days** for reporting and a reminder for the same in extended time of **05 more days** from the receipt of offer of provisional engagement, if the Verifying Authority is not itself the Engaging Authority. Engaging Authority will also verify the documents and upon successful verification, the candidate will be required to undergo the pre-engagement formalities, including prescribed training. In case of unsuccessful verification by the Engaging Authority, the candidature will be cancelled.

(vi) If the applicants fails to report the Engaging Authority within stipulated 15 days period, his/her candidature will be rejected.

(vii) The Department will continue to issue supplementary lists of shortlisted applicants against non-turned up and rejected candidates in due course, who will have to undergo the same process for verification of documents/pre- engagement formalities. **No further list of shortlisted applicants will be issued after 30.06.2023. Applications pending after this date shall not be considered for engagement**

## 10. IMPORTANT INSTRUCTIONS :

(a). The Department of Posts and engaging authorities of each post reserves the right to modify, cancel the notification or revise the number of posts at any time without assigning any reason or to stop ongoing process altogether.



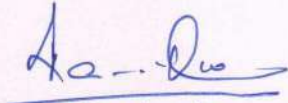
(b). Department of Posts is not responsible for non-receipt of email/SMS by the applicant due to any specific reason or without any reason arising out of network services providers and other dependencies.

(c). Department of Posts does not make any phone calls to the applicants. The correspondence, if any, will be made with applicants through respective Engaging Authority only. Applicants are advised not to disclose their personal information/registration number/ mobile numbers/email ids to others and be guarded against any unscrupulous phone calls.

(d). Applicant can view his/her application status on the website by providing the registration number and mobile number till the results are announced.

For any Queries, Division wise helpdesk and mobile numbers are provided on the website.

Dated: 24.01.2023

  
24/01/2023  
(राव पोहवा)  
(RAVI PAHWA)  
सहायक महानिदेशक  
Assistant Director General  
डाक विभाग/Deptt. of Posts  
डाक भवन/Dak Bhawan  
नई दिल्ली/New Delhi-110001