

F.No. W-03/3/2022-SPN-I-DOP  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi, dated 15.11.2022

NOTICE TO STAKEHOLDERS

Subject: Revision of Department of Posts (Postman and Mail Guard) Recruitment Rules, 2022- reg.

The undersigned is directed to say that as per DoPT's O.M. No. AB-14017/6112008-Estt(RR) dated 13.10.2015, the proposal for framing /amendment of Recruitment Rules (RRs) has to be uploaded on the website of respective Ministry/Department for 30 days for inviting comments from the stakeholders.

2. Competent Authority in Department of Posts has decided to revise the RRs governing appointment to post of Postman and Mail Guard in Department of Posts. Draft of the proposed RRs is attached herewith for seeking comments of stakeholders.

3. Stakeholders are requested to go through the draft Recruitment Rules and furnish their comments, if any, to the undersigned within a period of one month from the date of issue of this communication.

4. Draft RRs shall be available on the website of Department of Posts ([www.indiapost.gov.in](http://www.indiapost.gov.in)) during 15.11.2022 to 14.12.2022.

Encl: As above



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Copy to: Director CEPT, a copy of draft notification of RRs for the post of Postman and Mail Guard are enclosed with a request to upload the same on the website of India Post from 15.11.2022 to 14.12.2022.

[TO BE PUBLISHED IN THE GAZETTE OF INDIA, EXTRAORDINARY, PART II, SECTION 3,  
SUB-SECTION (i)]

GOVERNMENT OF INDIA  
MINISTRY OF COMMUNICATIONS  
(DEPARTMENT OF POSTS)

Notification

New Delhi, the ..... 2022.

G.S.R ..... — In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Postman and Mail Guard in the Department of Posts, Ministry of Communications, namely:-

1. Short title and commencement.— (1) These rules may be called the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2022.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. Number of posts, classification and level in the pay matrix.— The number of posts, its classification and level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. Method of recruitment, age-limit, qualifications, etc.— The method of recruitment, age-limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the said Schedule.

4. Disqualification.— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other ground for doing so, exempt any person from the operation of this rule.

5. Recruitment to serve in the Army Postal Service.— Any person appointed to the posts specified in the Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.

6. Power to relax.— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

7. Savings.— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-Servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

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**SCHEDULE**

<b>Name of post.</b>	<b>Number of post.</b>	<b>Classification.</b>	<b>Level in the pay matrix.</b>	<b>Whether selection post or non-selection post.</b>
(1)	(2)	(3)	(4)	(5)
1. Postman.	59099* (2022) *Subject to variation on dependent workload.	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix. (Rs. 21700 to Rs. 69100)	Non-selection.

<b>Age-limit for direct recruits.</b>	<b>Educational and other qualifications required for direct recruits.</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.</b>	<b>Period of probation, if any</b>
(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years.</p> <p>(Relaxable for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Benchmark Disabilities (PwBDs), Ex-Servicemen, Government servants or any other class or category of persons in accordance with the instructions issued by the Government of India).</p> <p>Note: 1. In case of recruitment made through Staff Selection Commission (SSC), the crucial date for determining the age-limit shall be as advertised by the SSC. 2. In case of recruitment made through mode other than through SSC, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh,</p>	<p>Essential Qualification:</p> <p>(i) 12<sup>th</sup> standard pass from a recognized Board. (ii) 10<sup>th</sup> standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak. (iii) Knowledge of working on Computer.</p> <p>Other qualification:</p> <p>(i) Knowledge of local language of the concerned Postal Circle or Division (ii) Candidates should have a valid license to drive two-wheeler or light motor vehicle. Persons with Benchmark Disability shall be exempted from the possession of such licence.</p> <p>Note-1:- Gramin Dak Sevaks are holders of civil posts but they are outside the regular Civil Service due to which their appointment is treated as direct recruitment. Note-2:- Local language of a Postal Circle or Division shall be</p>	No	For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts and passing of local language test as mentioned in Column (7).

Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangri Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands, Ladakh or Lakshadweep.

(ii) Upper age for Gramin Dak Sevaks\* shall be fifty years as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time (Relaxable for those belonging to Scheduled Caste/ Scheduled Tribe up to five years and for those belonging to Other Backward Castes up to three years).

\*Gramin Dak Sevaks are holders of civil posts but they are outside the regular Civil Service due to which their appointment is treated as direct recruitment.

as published by the Department of Posts.

Note-3:- A person not possessing the knowledge of local language of the Postal Circle or Division concerned shall also be eligible for appointment. However, such a person after appointment shall pass local language test to be conducted in the manner as may be decided by the Postal Circle concerned and passing of such local language test shall be a pre-condition for completion of probation.

Provided that a person who has passed local language of the Postal Circle or Division concerned as one of the subjects in 10<sup>th</sup> standard or above shall be exempted from such local language test.

Provided further that Gramin Dak Sevak shall be exempted from such local language test.

Note-4:- A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment. A candidate not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period.

Method of recruitment whether by direct recruitment or by promotion or by deputation or absorption and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made	If a Departmental Promotion Committee exists, what is its composition	Circumstances under which Union Public Service Commission is to be consulted in making recruitment
(10)	(11)	(12)	(13)
<p>(i) 25% by promotion of Multi-Tasking Staff of the recruiting Postal Division through seniority cum fitness, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(ii) 25% by promotion from Multi-Tasking Staff of the recruiting Postal Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(iii) 50% by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks of the recruiting Postal Circle, who have worked regularly for five years in that capacity, as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(iv) by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p> <p>Note:- 1. The scheme for Limited Departmental Competitive Examination for promotion shall</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the pay matrix with three years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p>(iii) Multi Tasking Staff in Level-1 of the Pay Matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p>Note 1: Where junior who has completed qualifying or eligibility service is being considered for promotion, senior will also be considered provided:</p>	<p>Departmental Promotion Committee (for considering promotion / confirmation)</p> <p>1. Divisional Head— <b>Chairperson</b></p> <p>2. Two Group 'B' (Gazetted) Officer— <b>Members</b></p>	<p>Not applicable</p>

<p>be as per the administrative instructions issued by the Department of Posts from time to time. The aforementioned examination shall also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.</p> <p>2. The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time. The aforementioned examination shall also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.</p> <p>3. Gramin Dak Sevaks are holders of civil posts but they are outside the regular Civil Service due to which their appointment is treated as direct recruitment.</p>	<p>a) Both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis;</p> <p>b) senior is not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service; and,</p> <p>c) This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume- IV.</p> <p>Note 2: 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 (TBOP), Biennial Cadre Review (BCR) or Modified Assured Career Progression (MACP).</p>		
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(1)	(2)	(3)	(4)	(5)
2. Mail Guard.	1445* (2022) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial.	Level-3 in the pay matrix (Rs. 21700 to Rs. 69100)	Non-selection.

(6)	(7)	(8)	(9)
<p>(i) Between 18 and 27 years.</p> <p>(Relaxable for candidates belonging to the Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Benchmark Disabilities (PwBDs), Ex-Servicemen, Government servants or any other class or category of persons in accordance with the instructions issued by the Government of India).</p> <p>Note:</p> <p>1. In case of recruitment made through Staff Selection Commission (SSC), the crucial date for determining the age-limit shall be as advertised by the SSC.</p> <p>2. In case of recruitment made through mode other than through SSC, the crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahaul &amp; Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands, Ladakh or Lakshadweep.</p> <p>(ii) Upper age for Gramin Dak Sevaks* shall be fifty years as on the 1<sup>st</sup> day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time (Relaxable for those belonging to Scheduled Caste/ Scheduled Tribe up to five years and for those belonging to Other Backward Castes up to three years).</p> <p>*Gramin Dak Sevaks are holders of civil posts but they are outside the regular Civil Service due to which their appointment is treated as direct recruitment.</p>	<p>Essential Qualification:</p> <p>(i) 12<sup>th</sup> standard pass from a recognized Board.</p> <p>(ii) 10<sup>th</sup> standard pass from a recognized Board for the persons who are working as Gramin Dak Sevak.</p> <p>(iii) Knowledge of working on Computer.</p> <p>Other qualification: Knowledge of local language of the concerned Postal Circle or Division.</p> <p>Note-1:- Gramin Dak Sevaks are holders of civil posts but they are outside the regular Civil Service due to which their appointment is treated as direct recruitment.</p> <p>Note-2:- Local language of a Postal Circle or Division shall be as published by the Department of Posts.</p> <p>Note-3:- A person not possessing the knowledge of local language of the Postal Circle or Division concerned shall also be eligible for appointment. However, such a person after appointment shall pass local language test to be conducted in the manner as may be decided by the Postal Circle concerned and passing of such local language test shall be a pre-condition for completion of probation.</p> <p>Provided that a person who has passed local language of the Postal Circle or Division concerned as one of the subjects in 10<sup>th</sup> standard or above shall be exempted from such local language test.</p> <p>Provided further that Gramin Dak Sevak shall be exempted from such local language test.</p>	<p>No</p>	<p>For Direct Recruits: Two years and successful completion of the mandatory training prescribed by the Department of Posts and passing of local language test as mentioned in Column (7).</p>



(10)	(11)	(12)	(13)
<p>(i) 25% by promotion of Multi-Tasking Staff of the recruiting Railway Mail Service Division through seniority cum fitness, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(ii) 50% by promotion from Multi-Tasking Staff of the Postal Circle on the basis of Limited Departmental Competitive Examination, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (iii) below;-</p> <p>(iii) 25% by direct recruitment on the basis of Competitive Examination limited to Gramin Dak Sevaks of the Postal Circle, who have worked regularly for five years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;-</p> <p>(iv) by direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p> <p>Note:- 1. The scheme for Limited Departmental Competitive Examination for promotion shall be as per the administrative instructions issued by the Department of Posts from time to time. The aforementioned examination shall also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.</p>	<p>(i) Multi Tasking Staff in Level-1 of the pay matrix with six years regular service in the grade as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion by Seniority-cum-fitness.</p> <p>(ii) Multi Tasking Staff in Level-1 of the Pay Matrix with three years regular service as on the 1<sup>st</sup> day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p>(iii) Multi Tasking Staff in Level-1 of the Pay Matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1st day of January of the year to which the vacancy (ies) belong to or as per the guidelines issued by Government of India from time to time for promotion on the basis of Limited Departmental Competitive Examination.</p> <p>Note 1: Where junior who has completed qualifying or eligibility service is being considered for promotion, senior will also be considered provided:</p> <p>a) Both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis;</p> <p>b) senior is not short of the requisite qualifying or eligibility service by more than half of such qualifying/eligibility service or</p>	<p>Departmental Promotion Committee (for considering promotion / confirmation)</p> <p>1. Divisional Head — <b>Chairperson</b></p> <p>2. Two Group 'B' (Gazetted) Officer —<b>Members</b></p>	<p>Not applicable</p>

<p>2. The scheme for direct recruitment of Gramin Dak Sevaks on the basis of Competitive Examination and direct recruitment from open market shall be as per administrative instructions issued by the Department of Posts from time to time. The aforementioned examination shall also include test of local language of the concerned Postal Circle or Division and Data Entry Skill Test.</p> <p>3. Gramin Dak Sevaks are holders of civil posts but they are outside the regular Civil Service due to which their appointment is treated as direct recruitment.</p>	<p>two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying or eligibility service; and,</p> <p>c) This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume- IV.</p> <p>Note 2: 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 (TBOP), Biennial Cadre Review (BCR) or Modified Assured Career Progression (MACP).</p>		
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[03-03/2022-SPN-I]

(Satya Narayana Dash)  
Director (SPN)