

(TO BE PUBLISHED IN PART-II SECTION 3 SUB-SECTION(I) OF THE
GAZETTE OF INDIA)

Government of India
Ministry of Communications & IT
Department of Posts
New Delhi

Dated: 09-01-2002

NOTIFICATION

G.S.R. 18(E) – In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Postal Assistants and Sorting Assistants) Recruitment Rules, 1990, except as respect things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the posts of Postal Assistants and Sorting Assistants in the Department of Posts, Ministry of Communications, namely:-

1. **Short title and Commencement:**

- (1) These rules may be called Department of Posts (Postal Assistants and Sorting Assistants) Recruitment Rules, 2002.
- (2). They shall come into force on the date of their publication in the Official Gazette.

2. **Application:** These rules shall apply to the posts specified in column(1) of the Schedule annexed to these rules.

3. **Number of Posts, their classification and scale of pay:** The number of posts, their classification and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule.

4. **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 (14) of the said Schedule.

5. **Disqualifications:** 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 grounds for so doing, exempt any person from the operation of this rule.

6. **Requirement to serve in the Army Postal Service:** Any person appointed to the said posts shall be liable to serve in the Army Postal Service in India or abroad as required.
7. **Power to Relax:** Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
8. **Saving:** Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, the Other Backward Classes, the Ex-Serviceman and other categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

Schedule

| Name of post | No. of Posts | Classification | Scale of pay | Whether selection by merit or Selection-cum-seniority or non-selection post. |
|--|--|--|--------------------|--|
| 1 | 2 | 3 | 4 | 5 |
| 1. Postal Assistant and Sorting Assistants (in offices other than Foreign Post Organization) | 1,29,640* (2001) * Subject to variation dependent on work load. | General Central Service Group 'C' non-Gazetted (Ministerial) | Rs.4000-100-6000/- | Not applicable |

| Whether benefit of added years of Service admissible under Rule 30 of the Central Civil Service(Pension) Rules, 1972 | Age limit for direct recruits. | Educational and other qualifications required for direct recruits |
|--|---|---|
| 6 | 7 | 8 |
| No | Between 18 and 25 years. (Relaxable for Government servants upto 35 years in accordance with orders or instructions issued by the Central Government in this behalf) Note:- The crucial date for determining the age limit shall in each case 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 | (i) 10+2 standard or 12 th class pass of a recognized University or Board of School Education or Board of Secondary Education with English as a compulsory subject. (Excluding vocational streams) (ii) Knowledge of local language of |

| | | |
|--|---|--|
| | <p>Division of J and K State, Lahaul and Spiti district and Pangti Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep).</p> <p>In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto, which Employment Exchange is asked to submit the names.</p> | <p>the State concerned. The candidate should have studied the local language as a subject at least upto Matriculation or equivalent level.</p> |
|--|---|--|

| Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees. | Period of Probation, if any | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods. |
|---|--|---|
| 9 | 10 | 11 |
| No | <p>Two years or passing of confirmation examination specified in the Director General of Posts and Telegraphs letter No. 63-56/67-SPB-I dated the 21st June 73, whichever is earlier.</p> <p>Note: In case a direct recruit fails to pass the said confirmation examination in 4 chances within 2 years, the probation period will be extended to a maximum of 4 years, within which he shall be allowed two</p> | <p>(a) 50% by direct recruitment. (b) 50% by promotion through a Limited Departmental Competitive Examination failing which the unfilled vacancies shall be offered to Gramin Dak Sevaks, of the Recruiting Divisions or Units subject to their fulfilling the following conditions, and if vacancies remain unutilized by the Gramin Dak Sevaks, they shall be filled by subsequent direct recruitment of other open market candidates, fulfilling the age and qualification condition laid down in Columns 7 and 8:-</p> <p>Amended 09-06-2003 and 26-02-2004 attached below.</p> |

| | | |
|--|---|--|
| | <p>additional chances of normal confirmation examination and or two special chances. Failure to do so will entail stoppage of increments or confirmation or both.</p> | <p>(a) They possess the minimum educational qualification of 10+2 standard (Senior Secondary) (excluding Vocational Streams) and have put in a minimum service of 3 years.</p> <p>(b) Only those Gramin Dak Sevaks shall be eligible for being considered who have secured marks, not below the marks secured by the last direct recruit of the relevant category selected, as the case may be, of Other Communities, Scheduled Castes, Scheduled Tribes or Other Backward Classes of the same year.</p> <p>(c) They should be within 28 years of age (33 years for Scheduled Castes or Scheduled Tribes communities and 31 years for Other Backward Classes community) as on the crucial date fixed for the direct recruitment of the same year.</p> <p>Note: The procedure for recruitment shall be governed by the administrative instructions issued by the Department from time to time.</p> |
|--|---|--|

| | | |
|--|--|---|
| <p>In case of recruitment by promotion or deputation or absorption, grade from which promotion or deputation or absorption to be made.</p> | <p>It a Departmental Promotion committee exists, its composition</p> | <p>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</p> |
| <p>12</p> | <p>13</p> | <p>14</p> |

| | | |
|---|---|-----------------------|
| <p style="text-align: center;">Promotion</p> <p>Permanent officials belonging to following categories who have rendered not less than 3 years of regular service in that grade namely.</p> <p>(1) Letter Box Peon, (2) Mail Peon, (3) Packer, (4) Porter, (5) Runner, (6) Van Peon, (7) Orderly, (8) Attendant cum – Khansama, (9) Chowkidar/Watchman, (10) Safaiwala/Scavanger, (11) Gardener/Mali, (12) Waterman/Bhisti, (13) Cleaner, (14) Rest House Attendant, (15) Daftry, (16) Selection Grade Daftry, (17) Selection Grade Group 'D' (Jamadar), (18) Gestetner Operator, (19) Postman/Village Postman, (20) Reader, (21) Sorting Postman, (22) Head Postman, (23) Check Overseer, (24) Head Mail Guard, (25) Driver, (26) Mechanic, (27) S.S. Tradesman, (28) Gateman, (29) Mazdoor, (30) Pumpman, (31) Workman, (32) Lascar, (33) Carpenter, (34) Water Carrier, (35) Despatch Rider, (36) Tradesman, (37) Junior Caretaker (38) Farash, (39) Messenger, (40) Ayah (Lady Attendant), (41) By Hand Peon, (42) Liftman, (43) Head Packer, (44) Office Peon, (45) Wireman/ Assistant Wireman, (46) Hamal, (47) Gestetner Operator, (48) Tinsmit and (49) Mail Guard.</p> | <p>Departmental Promotion Committee:</p> <p>For the post of Postal Assistant:-</p> <p>(1) Senior Superintendent of Post Offices (SSPOs) or Superintendent of Post Offices(SPOs) of the concerned Division. - Chairman</p> <p>2. A Group 'A' or Group 'B' (Gazetted) Officer from any other Central Government Department/office at the station or in the Region. – Member</p> <p>(3) Senior Superintendent of Railway Mail Service (SSRM) or Superintendent of Railway Mail Service(SRM) of the nearest Railway Mail Service Division. –Member</p> <p>For the post of Sorting Assistants:-</p> <p>(1)Senior Superintendent of Railway Mail Service(SSRM) or Superintendent of Railway Mail Service(SRM) of the concerned Railway Mail Service Division. - Chairman</p> <p>(2) A Group 'A' or Group 'B' (Gazetted) Officer from any other Central Government Department/office at the station or in the Region. – Member</p> <p>(3) Senior Superintendent of Post Offices(SSPOs) or Superintendent of Post Offices(SPOs) of the nearest postal Division. - Member</p> | <p>Not Applicable</p> |
|---|---|-----------------------|

| (1) | (2) | (3) | (4) | (5) |
|--|---|--|-------------------|----------------|
| 2. Postal Assistants and Sorting Assistants in the Foreign Post Organisation, Delhi, Kolkata, Chennai and Mumbai | 735* (2001) * Subject to variation dependent on work load | General Central Service Group 'C' non-gazetted (Ministerial) | Rs.4000-100-60000 | Not applicable |

| (6) | (7) | (8) |
|-----|---|--|
| No | <p>Between 18 and 25 years(Relaxable for Government servants upto 35 years in accordance with orders or instructions issued by the Central Government in this behalf).</p> <p>Note:- The crucial date for determining the age limit shall in each case 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 Nagland, Tripura, Sikkim, Ladakh Division of J &K State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands and Lakshadweep)</p> <p>In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto, which Employment Exchange is asked to submit the names.</p> | <p>(i) 10+2 standard or 12th class pass of a recognized University or Board of School Education or Board of Secondary Education with English as a compulsory subject. (excluding vocational streams)</p> <p>(ii) Knowledge of local language of the State concerned. The candidate should have studied the local language as a subject at least upto Matriculation or equivalent level.</p> |

| 9 | 10 | 11 |
|-----|---|---|
| No. | <p>Two years or passing of confirmation examination specified in the Director General of Posts and Telegraphs letter No. 63-56/67-SPB-I dated the 21st June 73, whichever is earlier.</p> <p>Note: In case a direct recruit fails to pass the said confirmation</p> | <p>(a) 50% by direct o recruitment.</p> <p>(b) 50% by promotion through a Limited Departmental Competitive Examination failing which by direct recruitment.</p> |

| | |
|---|---|
| <p>examination in 4 chances within 2 years, the probation period will be extended to a maximum of 4 years, within which he shall be allowed two additional chances of normal confirmation examination and or two special chances. Failures to do so will entail stoppage of increments or confirmation or both.</p> | <p>Note:- The procedure for recruitment shall be governed by the administrative instructions issued by the Department from time to time.</p> |
|---|---|

| 12 | 13 | 14 |
|---|---|-----------------------|
| <p>Promotion Permanent officials belonging to following categories who have rendered not less than 3 years of regular service in that grade namely:-</p> <p>(1) Liftman, (2)Carpenter, (3)Daftry, (4)Caretaker, (5)Packer, (6)Orderly, (7)Mail Peon, (8)Head Packer, (9)Farash, (10)Chowkidar, (11)Gateman, (12)Water Carrier, (13)Sweeper, (14)Jamadar, (15)Office Peon, (16) Non Test Category Group-D, (17)Driver, (18)Mechanic, (19)Tradesman, (20)Pumpman, (21)Watchman, (22)Lascar, (23)Despatch Rider, (24)Ayah (Lady Attendant), (25)Wireman/Assistant Wireman, (26)Hamal and (27) Gestetner Operator.</p> | <p>Departmental Promotion Committee</p> <p>(1) Senior Superintendent of Post Offices (SSPOs) Foreign Posts of the concerned Foreign Posts Unit. - Chairman</p> <p>(2) A Group 'A' or Group 'B' (Gazetted) Officer from any other Central Government Department/office at the Station or in the Region. – Member</p> <p>(3) Senior Superintendent of Railway Mail Service (SSRM) or Superintendent of Railway Mail Service(SRM) of the nearest Railway Mail Service Division.- Member</p> | <p>Not applicable</p> |