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## NOTIFICATION

### **Gramin Dak Sevak (GDS) Online Engagement Schedule-I, January-2025**

Applications are invited from the eligible candidates to fill the vacant posts of Gramin Dak Sevaks (GDSs) [i.e. Branch Postmaster (BPM)/Assistant Branch Postmaster (ABPM)/Dak Sevaks] in different offices of the Department of Posts. The detail of the vacant posts is given in Annexure-I. The applications are to be submitted online at the following link <https://indiapostgdsonline.gov.in>.

#### **2. Registration/Online application/Edit-correction Window:**

The candidates would need to register themselves before submitting an online application. They would need a valid Mobile No. and active email address for registration purposes. A candidate can have only one registration to submit an online application. Filling up duplicate/multiple registrations/applications are not allowed and filling up of duplicate/multiple applications would invite cancellation of all the applications filled by the candidate. The applicants are not required to attach any document with the application form. However, they will have to upload their recent photograph and signature in the portal.

The detailed instructions for registration and filing up the online application form are given in the Annexure-II. The candidates are advised to carefully fill their registration and application forms, and review the same before final submission. Still there is a mistake, the candidates need not to register again, as there would be an opportunity to edit/correct the registration/application form after the stipulate closing date. The edit/correction window of three days will be provided. The schedule of registration and edit/correction window is as under:

<b>Sl No</b>	<b>Activity</b>	<b>Schedule</b>
1.	Registration and submission of online applications	10.02.2025 to 03.03.2025
2.	Edit/Correction window	06.03.2025 to 08.03.2025

#### **3. SERVICE CONDITIONS AND BRIEF JOB PROFILE AND RESIDENT/ACCOMMODATION:**

The applicants must clearly understand that the GDSs are not regular employees of the Department/Central Government and their emoluments, allowances and other entitlements are not at par with the Central Government employees. Their

service conditions are governed by Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 [referred to as GDS Rules], as revised from time to time and not framed under the Article 309 of the Constitution of India. They are holders of Civil Posts outside the civil services of state. They are required to serve, mostly, in rural areas to render the services of the Department. As per Rule 3 A of the said GDS Rules, they are required to work for minimum for a period of four hours and maximum for five hours a day and they cannot be retained as Sevak beyond 65 years of age. A Sevak (Gramin Dak Sewak) should have other source of income besides the allowances to be paid by the Government for adequate means of livelihood for himself and his family. The candidates selected as BPMs are required to arrange accommodation for running the post office (called as Branch Post Office) at their own cost. The candidates are advised to carefully go through the said GDS Rules, which are available on the official website of the Department. The brief job profiles of different categories of GDSs are as under:

#### **i. BRANCH POSTMASTER (BPM)**

The Job Profile of Branch post Master include:

- a) Day to day postal operations of Branch post Office (B.O) 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 the 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 the Office, including mail conveyance and mail delivery.
- d) In the BOs other than single handed, the BPMs may be assisted by ABPM(s). However, BPM will be required to do combined duties of ABPM(s) as and when ordered or in the case of non-availability of ABPM (s). Any other work may also be assigned by superiors like Mail Overseer (M.O)/Inspector Post (IPO)/Assistant Superintendent of post (ASPOs)/Superintendent of post offices (SPOs)/Senior Superintendent of post Office (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, exchange the mail with account office etc. deposit/payments/other transactions of IPPB.
- b) To assist BPM in 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 duties of the BPM as and when ordered or in case of non-availability of BPM in addition to his/her regular duties.
- e) Any other work assigned by superiors like MO/IPO/ASPO/SPOS/SSPOS etc.
- f) Residence: ABPMs are required to reside within the delivery jurisdictions of the Post Office (BO) concerned.

## **iii. DAK SEVAK**

Dak Sevaks will be engaged in Departmental Offices line Sub Post Offices, Head Post Offices & offices of Railway Mails Services 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 mailbags, transhipment 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) concerned.

#### 4. EMOLUMENTS AND ALLOWANCES:

The GDSs are paid emoluments in form of Time Related Continuity Allowance (TRCA), which carry an annual increase of 3%, subject to fulfilment of conditions, as given in the GDS Rules. They are also entitled to Dearness Allowance on TRCA, as declared by the Govt. of India from time to time. The GDSs are also entitled to some other allowances and social security benefits, which include, GDS Gratuity and Service Discharge Benefit Scheme (akin to National Pension System applicable to regular employees), whose details are given under the GDS Rules and official website of the Department. The initial engagement of GDS is made in the following basic TRCA Slabs:

Sl No	Category	TRCA Slab
1.	BPM	Rs.12,000/- to Rs.29,380/-
2.	ABPM/Dak Sevak	Rs.10,000/- to Rs.24,470/-

#### 5. ELIGIBILITY CRITERIA (FOR ALL POSTS): -

##### 5.1. AGE Limits:

i. Minimum age: 18 years

Maximum age: 40 years

[Subject to relaxations as per sub para (a) below]

ii. Age will be determined as on the last date of submission of applications: -

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.	Disabilities (PwD) + SC/ST	15 years

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

### **1. EDUCATIONAL QUALIFICATION**

(a) Educational qualification for engagement of GDS is Secondary School Examination pass certificate of 10th standard with passing marks in Mathematics and English conducted by any recognized Board of School Education by the Government of India/State Governments/ Union Territories in India.

(b) The applicant should have studied the local language at least up to 10th Standard from a recognized board. The detail of post-wise local language prescribed by the Department is given in the Annexure-III.

#### **(c) Special Provision for engagement of GDS in the state of Arunachal Pradesh.**

The Govt. of Arunachal Pradesh has declared 23 tribal languages/dialects spoken in the state as 'Third Language' vide their Notification No. SJETA-1601/10/2023 dated 09.02.2024. Therefore, the Department has made special provision for engagement of GDS in the State of Arunachal Pradesh, which will be applicable for five years from 01.03.2024, as under:

Candidates applying for engagement as GDS in the offices situated in Arunachal Pradesh, should have the knowledge both, the languages, i.e, (i) 'English or Hindi' studied at least upto 10th standard and (ii) any of the tribal local languages/dialects, notified as third language from time to time by the Govt. of Arunachal Pradesh. As these tribal local languages/dialects are not taught upto 10th Standard at present in schools, the proficiency of the same in the will be ascertained by the Department based on certificate to be issued by the concerned Deputy Commissioners or any other officer authorized by the Government of Arunachal Pradesh in this behalf, which will have to be produced by the shortlisted candidate at the time of physical verification of the documents. Failure to produce this document will entail cancellation of candidature.

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

- i. Knowledge of computer
- ii. Knowledge of cycling
- iii. Adequate means of livelihood

## 6. RESERVATION:

(a) Candidates seeking reservation benefits available for SC/ ST/OBC/ PWBD/ EWS must ensure that they are entitled to such reservation as per eligibility prescribed in this notification. They should also be in possession of a valid certificate in the prescribed format in support of their claim.

**(b) Format of Certificates:** Applicants, who wish to be considered for reserved vacancies or seek age relaxation, will have to produce the requisite certificate from the competent authority in the prescribed Format in Annexure-V at the time of physical verification of documents. In case of failure to produce certificate in original, their candidature will be cancelled. In case of non-availability of caste certificate in the prescribed format, the shortlisted candidate, subject to verification of other documents, would be provisional selected and would require to submit the same within 15 days from the date of offer of provisional engagement. Failure in submitting the certificate during this period her/his candidature will entail rejection of the candidate and the post will be offered to the next available candidate in the subsequent lists to be issued by the Department. The conditions for issue of offer of provisional engagement and process for issuance of lists of shortlisted candidates is given in para (8) below.

(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.

(d) A person seeking engagement on the basis of reservation to EWS must ensure that she/he is in possession of a valid Income Certificate in accordance with the guidelines of the Central Government given in the Department of Personnel and Training OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

(e) A person seeking engagement on the basis of reservation of OBC/EWS may refer to the orders of DoPT/DoP mentioned para 6 of the Notification dated 12.07.2024, DoPT OM dated 25.07.2003 in the matter of crucial date in respect of OBC Certificate and clarification of Staff Selection Commission dated 09.08.2024 (copy enclosed) in respect of EWS Certificate to decide the matter in individual cases. For the sake of clarity, it is informed that in respect of OBC, the candidate should not fall in the creamy layer as on the closing date of the of application irrespective of its date of issue. [Refer order No. 17-08/2017-GDS dated 09.10.2024]

(f) In respect of EWS, the certificate of relevant financial year is to be accepted if it is valid as on the last date of submission of online application, irrespective of its date of issue. In both the cases, the candidate should, however, be in possession of the valid certificate at the time of verification of documents even if it is issued after the closing date of receipt of applications. [Refer order No. 17-08/2017-GDS dated 09.10.2024]

(g) Engagement of GDS will be subject to the instructions issued by the Department of Posts regarding the reservation of SC/ST/OBC/EWS/PWD categories. The applicants may go through the following instructions 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
- v. No. 17-08/2017-GDS dated 09.10.2024

(h) Candidates with only benchmark physical disability will be considered as PwBD and entitled to age-relaxation/ reservation for Persons with Disabilities. The permissible disability for PwD applicants is as under: -

Sl No	Category of GDS	Categories of disability suitable for GDS posts
	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 and d) Specific learning disability /Intellectual disability. Multiple disabilities from amongst disabilities mentioned at (a) to (d) above except Deaf and Blindness.

## 7. HOW TO APPLY

Applications are to be submitted in the online mode only at <https://indiapostgdsonline.gov.in>. Applications received from any other mode shall not be entertained and no communication in this respect will be entertained/replied. Detailed instructions for registration, payment of fee, documents to be uploaded with application, selection of posts etc. are given in Annexure-II.

## 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 xiii below) in Secondary School Examination of 10th standard of recognised Boards aggregated to percentage to the accuracy of 4 decimals.



(iii) For applicants where Secondary School Examination of 10th standard mark sheet contains the “marks” as mentioned in each subject or “marks” and “Grade/Points” both, their “marks’ will be worked out by taking into account the 'marks obtained'. In case any applicant applies with grades/points instead of marks, his/her application will be liable for cancellation. However, if for any particular subject (s) only grades are mentioned in the mark sheet then for that subject (s) grades can be mentioned and the same need not to be converted to the marks by the candidates.

(iv) For applicants having only grades subject-wise marks will be arrived for each subject, 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 contain 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. It is to clarify that the candidates are not required to convert their points/grades into “marks” and are required to mention the grades/points only (wherever applicable), while filling up the online application. The conversion of grades/points to the marks would be carried out by the system before declaration of result for the purpose of arriving at the merit.

(vii) There are certain boards, like, Delhi Board of School Education (DBSE) which awards both, the Percentage and the Grade Points in the Secondary School certificate to their candidates. In such cases the merit will be generated based on the percentage given in the marksheet. The applicants are, therefore, required to fill the 'Percentage' of marks obtained against each subject, while filling up the application form. In case an applicant applies with Grade Points instead of Percentage, his/her application will be liable for disqualification.

(viii) “The State Board of School Examinations (SBSE), Tamilnadu” has not awarded marks or grade points to their candidates in the Secondary level certificates for year 2020-2021 due to Covid and instead awarded a pass certificate to all the candidates.

Therefore, the system will award a uniform 66.67% in a such cases. Candidate has to select "Pass" against each subject while applying online.

(ix) While preparing the merit list in case of tie among the applicants, the same 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-male, SC Male, OBC trans-male, OBC male, EWS trans- male, EWS male, UR trans-male, UR male.*

**The Department would have the liberty and sole right to introduce any additional criteria in case of 'Tie' to determine the merit. The decision of the Department shall be final.**

(x) 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.

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

(xii) The candidates must enter their name, Date of Birth, father's name and mother's name strictly as given in the Matriculation Certificates.

(xiii) Applications with blurred/ illegible Photograph/ Signature will be rejected.

## **9. COMMUNICATION OF SELECTION AND PROCESS OF PHYSICAL VERIFICATION OF DOCUMENTS:**

(i) The list of applicants shortlisted for engagement will be released by the Department on GDS Online Portal. Upon declaration of the results, the shortlisted candidates will be informed of the result and dates of physical verification etc, through SMS on their registered mobile number as well as through email on the registered email addresses. However, in case of non-receipt of SMS/Email on the registered Mobile/Email address due to technical or any other reasons, the Department would not be responsible and no communication in this respect will be entertained. **Therefore, the applicants are advised to visit the website/Portal on a regular basis for latest updates.**

(ii) Thereafter, the shortlisted candidates would require to attend the office of the designated authority, i.e., the Divisional/Unit Head of the Division/Unit where the post is notified for physical verification of documents and further engagement formalities within a period of 15 days from the date of shortlisted. Candidates who fail to report to the designated authority within the stipulated 15-day period will be marked as 'Non-turned up' by the system/portal. Consequently, the system will block further document verification for these candidates, and their candidature will be automatically cancelled. While attending for documents verification the candidates

will be required to carry following documents in original (as applicable) and two sets of self-attested photocopies for submission:

- Marks sheet
- Identity proof
- Caste certificate
- PWD certificate
- EWS Certificate
- Transgender certificate
- Date of Birth Proof
- Medical certificate issued by a Medical officer of any Government

Hospital/Government Dispensaries/Government Primary Health Centre etc.  
(Compulsory)

- Certificate issued by the Competent Authority in respect of knowledge of tribal/local dialects in case of engagement in the state of Arunachal Pradesh.

(iii) The final selection of the shortlisted applicants will be subject to physical verification of the original documents, done by Divisional Head/Unit Head of the Division/Unit where the vacancy is notified. The Divisional Head/Unit Head of the Division/Unit will conduct the physical verification of documents for all candidates selected as BPM, ABPM, or Dak Sevak. If no discrepancy is found and the documents are found matched the originals, the verification will be deemed successful, and a system-generated 'Offer of provisional engagement' will be issued immediately.

(iv) Upon successful verification by the Divisional Head, the candidate will be required to undergo the pre-engagement formalities for joining within a period of 30 days from the date of 'offer of provisional engagement', which, inter-alia, include prescribed basic training of 3 days, arrangement of accommodation etc. Failure to complete these formalities or not joining there after due to any reason whatsoever would invite cancellation of the candidature immediately, on expiry of the said stipulated period of 30 days and the post will be offered to the next candidate. In case of ABPM/Dak Sevak, the candidate will be required to undergo the pre-engagement formalities for joining within a period of 30 days from the date of 'offer of provisional engagement', at their respective Engaging Authority.

(v) In case of non-availability of caste certificate in the prescribed format, at the time of document verification, the shortlisted candidate would require to submit the same within 15 days from the date of offer of provisional engagement, failing which his/her candidature will be rejected.

(vi) On successful completion the pre-engagement formalities, pending verification of documents from the issuing authorities and antecedent verification by the concerned Police Authorities, an order of provisional engagement will be issued by the respective Engaging Authorities and the candidate would be allowed to join accordingly.

(vii) On receipt of verification reports from the all issuing authorities/antecedent report, the final order of engagement will be issued to regularize the engagement of GDS in due course.

(viii) To sum up, the candidature of the candidates shortlisted in the any list will be cancelled in the following situations and Department will issue supplementary lists against the shortlisted candidates who:

(a) fail to turn up with the designated authority (i.e., the Divisional Head/Unit Head) for document verification within the stipulated time for verification of documents.

(b) whose verification of documents remains unsuccessful

(c) who fail to complete the joining formalities within the stipulated period,

(d) non submission of the caste certificate in the prescribed format within the extended period

(e) who are not willing to join or have resigned after joining or failed to join due to any reason within a period of 30 days from offer of provisional engagement.

(ix) Shortlisted candidates in supplementary lists will have to undergo the same process for verification of documents/pre-engagement formalities as discussed in the foregoing paragraphs. The process of engagement would be closed and no further list of shortlisted candidates will be issued after 30.06.2025. However, the Department may at its discretion modify/extend the dates for various activities without assigning any reasons and its decision in the matter will be final.

#### **10. IMPORTANT INSTRUCTIONS:**

(a) The Department 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 the engagement process altogether.

(b) Department is not responsible for non-receipt of email/SMS to the applicants due to any reasons and the candidates are, therefore, advised to continue to visit the online engagement portal regularly for the latest updates.

(c) The Department does not make any phone calls to the applicants/shortlisted candidates. 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 submitted status on the website by providing the registration number and mobile number.

(e) For any Queries, Division wise help desk and mobile numbers are provided on the website. The Department would not entertain any query on any other number, other than the help desks. The Department would also not entertain any communication regarding acceptance of applications in any other form and any such communication will be filed.

(f) After closing date for submission of online applications, a three days window has been kept for modification/editing in the same. The purpose of providing this correction window is to correct the names and other data/marks/choice filling etc. except mobile number and email ID. During this three-days window, if the modifications involve any change in category requiring fee to be paid, such modifications will be allowed only if the candidate deposits the fee as per the prescribed procedure. Upon modification, the previous online application would be treated as null and void and merit would be decided based on the details mentioned in the modified application.

Important Note: -

Note 1: The candidates who have been dismissed/removed/compulsory retired from Govt service/Gramin Dak Sevak in the past as a measure of penalty under the relevant conduct rule will be barred from applying against the vacancies notified. All the applicants will be required to submit an undertaking to this effect at the time of submission of their online application as per Annexure-IV. If at any stage it is found that the shortlisted GDS had concealed the information in this respect, his/her services would be terminated in accordance with extant rules and he/she will be liable to be prosecuted in accordance with applicable laws.

Note 2: 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). [Refer to Para-3]

Notes 3: 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). [Refer to Para-4]

Note-4: The selected candidates will have to submit an undertaking to the Engaging Authority regarding knowledge of Computer, Cycling and having adequate means of livelihood prescribed formats (refer to Annexure VI, VII & VIII respectively) at the time of engagement. [Refer to Para 5.2(2)].

Note-5: The Department will verify the authenticity of the Secondary Level Marksheets of Class X standard, if available on Digi locker, through API SETU PORTAL of the Department of eGovernance, Ministry of Information and Technology. Therefore, the candidates at the time of application as well as final selection will have to submit an understanding/consent, as given in the annexure X to authorize Department to access their marksheet through the said Portal for verification purpose.

Note: 6. (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. [Refer to Para 5.2(2)]

**ANNEXURE-I**

Gramin Dak Sevak Vacancy Position for \_\_\_\_\_ Division.

Sl	Name of Post	Name of Office	TRCA	No. of posts	Account office/Record Office	Taluk/Tehsil	District

Community-wise Consolidation of Posts: -

<b>Community</b>	<b>No of Posts</b>
OBC (As per state reservation %)	
PwD (Low vision (LV) - 01 %)	
PwD(D(Deaf), HH(Hard of hearing - 01%),	
PwD(One Arm (OA), One leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim - 01%)	
PwD(Specific learning disability/intellectual Disability – 01%)	
ST(AS per state reservation %)	
SC (As per state reservation %)	
EWS -10%	
UR	
<b>Total</b>	

### **Instructions for applicants**

(For registration and submission of Online application form)

#### **1. REGISTRATION:**

(a) Applicant will have to first register himself/herself on the GDS online Engagement Portal at the link <https://indiapostgdsonline.gov.in> details to obtain the Registration Number.

(b) For registration on the Portal, the applicants must have their own active email id and mobile number. All the important information, including declaration of result of shortlisting, offer of provisional engagement etc. would be sent on the registered mobile number and Email ID only. The Department will not communicate with applicant in any other form. However, the information sharing through mobile and Email ID is additional feature. Candidates are advised to visit the portal for regular updates.

(c) Once the applicants registered the same mobile number and Email ID will not be allowed for any further registrations of any other applicant.

(d) **In case any duplicate Registration is found by altering the basic details, the candidature of all such registrations will be removed from the selection process.**

(e) Any applicant who forgot the registration number can retrieve the registration number through option 'forgot registration.

(f) Before proceeding with One-Time Registration, keep the following information/documents ready:

#### **i. Mobile Number (to be verified through OTP)**



**ii. Email ID (to be verified through OTP).**

**iii. Aadhaar Number -if available**

**iv. Information about the Board, and Year of Passing the Matriculation (10th) Examination.**

**v. Scanned photo in .jpg/.jpeg format less than 50 kb**

**iv. Scanned Signature. .jpg/.jpeg format less than 20 kb**

## **2. PAYMENT OF FEE**

(a) **Fee:** A fee of Rs.100 (Rupees one hundred only) is to be paid by the applicants for all posts notified in choice of Division. However, payment of fee is exempted for all female applicants, SC /ST applicants, PwD applicants and Transwomen applicants.

(b) Applicants, except exempted category of applicant, may make payment of the fee through any of the online mode of payment using the link provided for payment. All recognized Credit/Debit cards and Net Banking facility/ UPI can be used for this purpose. Charges applicable for usage of Debit/credit cards and net banking, as per the rules from time to time will be levied.

(c) Applicants are advised to note their Registration number at a secure place for making the payment of fee.

(d) Fee once paid will not be refunded. Hence, candidate is advised to ensure his eligibility for applying to particular Division before making the fee payment.

(e) Applicants who are exempted from payment of fee may apply online directly.

## **3. ONLINE APPLICATION:**

### **3.1. SELECTION OF DIVISION AND EXERCISING PREFERENCES:**

An applicant can only apply one or more vacant posts of GDS in only in one of the selected Division. Before selecting Division option, applicant has to validate his/her details by giving Registration number and OTP sent to the registered mobile

number. On selecting the Division, a list of all eligible posts (based on the community, Age, PwD Status and Local Languages studied) will be displayed against which applicant has to give preferences. Applicant will not be considered for a post, for which he/she has not given/indicated his/her preference(s). However, if shortlisted, only one post only will be offered for engagement and his/her rights for all other posts will be forfeited.

Example: If an applicant opts for five posts in a Division with preference post1, post2, post3, post4, post5 etc. and selected as meritorious in more than one post, the first post in the order of preference, against which he/she is found most suitable, will be offered and the candidature for all the remaining posts will be forfeited.

### **3.2. UPLOADING OF DOCUMENTS:**

The applicant is required to upload only the following documents at the time of submitting online application in the formats and sizes as prescribed. Hence, it is advised to keep the scanned documents ready in softcopy form before applying online:

<b>Sl No</b>	<b>Name of the Document</b>	<b>Uploading file format</b>	<b>Permitted file size</b>
<b>1</b>	<b>Recent Photograph</b>	<b>.jpg/.jpeg</b>	<b>Not exceeding 50kb</b>
<b>2</b>	<b>Signature</b>	<b>.jpg/.jpeg</b>	<b>Not exceeding 20kb</b>

### **3.3 WINDOW FOR APPLICATION FORM CORRECTION**

(a) After closing date for submission of online applications, a three days window has been kept for modification/editing the same. During this three-day window, the candidate may modify/edit applications which were successfully submitted along with applicable fee payment, however, if the modifications involve any change in category requiring fee to be paid, such modifications will be allowed only if the candidate deposits the fee as per the prescribed procedure. Upon modification, the previous online application would be treated as null and void and merit would be decided based on the modified application.

(b) Before submission of the modified application, applicants must check that they have filled correct details in each field of the form. After the expiry of 'Edit/Correction' window, no change/ correction/ modification will be allowed in the application under any circumstances. No request in this regard in any form like by post, fax, email, by hand, etc. shall be entertained by the Department.

Note:-

(1) Applicants are advised in their own interest to submit the online application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.

(2) The Department will not be responsible for the applicants not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Department.

(3) Before submission of the online application, applicants must check through Preview/ Print option and must ensure that they have filled correct details in each field of the form.

**LIST OF LOCAL LANGUAGE FOR GDS ENGAGEMENT**

<b>S. No.</b>	<b>Name of the Circle</b>	<b>Name of the State/UT covered under Postal Circle</b>	<b>Local Language as prescribed by Department of Posts</b>
1	Andhra Pradesh	Andhra Pradesh and Yanam	Telugu
2	Assam	Assam (excluding three districts of Barak Valley and Bodoland Territorial Council Areas)	Assamese
		Three District of Barak Valley	Bengali
		Bodo Land Territorial Council Areas	Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	NCT of Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra Nagar Haveli & Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	J & K and Ladakh	Urdu or Hindi
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala, Lakshadweep & Mahe	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Konkani or Marathi
15	North East	Arunachal Pradesh	Both, Hindi or English, and any of the 23 dialects (as per area specified)
		Manipur	Manipuri or English
		Meghalaya	Both, Hindi or English, and Garo (For the areas covered under Sixth Schedule of the Constitution of India in East Garo Hills, North Garo Hills, South Garo Hills, West Garo

			Hills and South West Garo Hills)  Or Both, Hindi or English and Khasi  (For the areas covered under Sixth Schedule of the Constitution of India in East Khasi Hills, West Jaintia Hills, East Jaintia Hills, South West Khasi Hills, West Khasi Hills. Eastern West Khasi Hills and Ri Bhoi)  Or Hindi or English  (For the rest of the areas in Meghalaya which is not under the Sixth Schedule of the Constitution of India)
		Mizoram	Mizo
		Nagaland	Hindi or English
		Tripura	Bengali or Kak Barak
16	Odisha	Odisha	Odiya
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi or English
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (Excluding Mahe & Yanam)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Andaman & Nicobar Islands	Hindi or English
		Sikkim	Nepali or Bhutia or Lepcha or English
		Darjeeling Division	Bengali or Nepali
		Post offices under Gorkha Territorial Administration (GTA)	Nepali

**Undertaking regarding 'removed/dismissed/compulsory retired' as Govt.  
Servant/Gramin Dak Sevak**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby undertake to declare that, I have not been dismissed/removed/compulsory retired from Govt service/Gramin Dak Sevak in the past as a measure of penalty under the relevant conduct rule. **If at any stage, it is found that I had concealed the information in this respect, my services would be liable to terminated in accordance with extant rules and I will also be liable to be prosecuted in accordance with applicable laws.**

Place

Date

Signature \_\_\_\_\_  
Name of applicant \_\_\_\_\_  
Address \_\_\_\_\_

**FORMAT FOR SC/ST CERTIFICATE**

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India

This is to certify that  
Shri/Shrimati/Kumari\* \_\_\_\_\_ son/daughter of  
\_\_\_\_\_ village/town\* \_\_\_\_\_  
\_\_\_\_\_ of District/Division\* \_\_\_\_\_ of the State/Union  
Territory\* \_\_\_\_\_ belongs to  
the \_\_\_\_\_ caste/Tribes\* which is recognized as a Scheduled  
Castes/Scheduled Tribes under:-

@The Constitution (Scheduled Castes) Order, 1950

@The Constitution (Scheduled Tribes) Order, 1950

@The Constitution (Scheduled Castes) Union Territories Order, 1951

@The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956

@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.

@The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.

@ @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.

@The Constitution (Pondicherry) Scheduled Castes Order 1964

@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967

@ @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968

@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968

@The Constitution (Nagaland) Scheduled Tribes Order, 1970

@The Constitution (Sikkim) Scheduled Castes Order 1978

@The Constitution (Sikkim) Scheduled Tribes Order 1978

@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989

@The Constitution (SC) orders (Amendment) Act, 1990

@The Constitution (ST) orders (Amendment) Ordinance 1991

@The Constitution (ST) orders (Second Amendment) Act, 1991

@The Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002

@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002

@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati\* \_\_\_\_\_ Father/Mother of Shri/Srimati/Kumari\* \_\_\_\_\_ of village/town\* \_\_\_\_\_ in District/Division\* \_\_\_\_\_ of the State/Union Territory\* \_\_\_\_\_ who belong to the Caste/Tribe\* \_\_\_\_\_ which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory\* \_\_\_\_\_ of \_\_\_\_\_ issued by the \_\_\_\_\_ date \_\_\_\_\_

%3. Shri/Shrimati/Kumari\* \_\_\_\_\_ and/or\* his/her family ordinarily reside(s) in village/town\* \_\_\_\_\_ of \_\_\_\_\_ District/Division\* \_\_\_\_\_ of the State/Union Territory\* of \_\_\_\_\_

Signature

\*\*Designation \_\_\_\_\_

(with seal of office)

State/Union Territory

Place:

Date:

\*Please delete the words which are not applicable

@Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

\*\* List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/ Dy. Collector Ist Class Stipendiary Magistrate/+Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. + (not below of the rank of 1 Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).



**ANNEXURE-V**

**(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)**

This is to certify that Shri/Smt./Kumari\_\_\_\_\_ son/daughter of \_\_\_\_\_ of \_\_\_\_\_ village/town \_\_\_\_\_ in district/division \_\_\_\_\_ in the \_\_\_\_\_ State/Union Territory \_\_\_\_\_ belongs to the \_\_\_\_\_ Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's resolution No. \_\_\_\_\_ dated \_\_\_\_\_\*

Shri/Smt./Kumari \_\_\_\_\_ and/or his/her family ordinarily reside(s) in the \_\_\_\_\_ District/Division of the \_\_\_\_\_ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993. O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013\*\*.

Dated:

Signature \_\_\_\_\_

Designation \_\_\_\_\_

Seal

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\*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate's is mentioned as OBC.

\*\* - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.

Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**ANNEXURE-V**

Government of \_\_\_\_\_

(Name & Address of the authority issuing the certificate)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS**

Certificate No. \_\_\_\_\_

Date \_\_\_\_\_

VALID FOR THE YEAR \_\_\_\_\_

This is to certify that Shri/Smt./Kumari \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ permanent resident of \_\_\_\_\_ Village/Street \_\_\_\_\_ Post Office \_\_\_\_\_ District \_\_\_\_\_ in the state/Union Territory \_\_\_\_\_ Pin Code \_\_\_\_\_ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income of his/her 'family'\* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year \_\_\_\_\_. His/her family does not own or possess any of the following assets \*\*:

- i. 5 acres of agricultural land and above;
- ii. Residential flat of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari \_\_\_\_\_ belongs to the \_\_\_\_\_ caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office \_\_\_\_\_

Name \_\_\_\_\_

Passport size attested photograph of the applicant

Designation \_\_\_\_\_

Passport size attested

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\*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.

2: The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

**UNDERTAKING**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby undertake to declare that I am computer literate and able to use smart phone/laptop/computer device from the first day of engagement.

Place: -

Date: -

Signature \_\_\_\_\_

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_

**DECLARATION**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby declare that, I am able ride bicycle and/or drive two-wheeler scooter/bike for performing my duty as a GDS BPM/ABPM/Dak Sevak.

Place: -

Date: -

Signature\_\_\_\_\_

Name of applicant\_\_\_\_\_

Address\_\_\_\_\_

**UNDERTAKING**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby undertake to declare that, I will have other sources of income besides the TRCA and allowances to be paid by the Government to support livelihood for myself and my family, in the event of my engagement to the post of Gramin Dak Sevak BPM/ABPM/Dak Sevak.

Place: -

Date: -

Signature \_\_\_\_\_

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_

**Undertaking**

I \_\_\_\_\_ son/daughter/wife of \_\_\_\_\_ hereby undertake to declare that, the details of furnished by me (ie. Age/Address/Educational qualifications/Computer knowledge/EWS/PwD/Caste etc.) on the basis of which I am applying for the posts of GDSBPM/ABPM/Dak Sevak are true to the best of my knowledge and belief I also undertake that, in case, any detail submitted by me is found to be false at any stage of engagement process/during engagement, my candidature shall be liable to be rejected against all the vacancies, applied for, or after my engagement, I shall be terminated under GDS (Conduct and Engagement) Rules I also understood that I shall be liable for criminal/legal action for producing any of false details/documents etc

Place

Date

Signature \_\_\_\_\_

Name of applicant \_\_\_\_\_

Address \_\_\_\_\_

**ANNEXURE-X**

**Consent and declaration for verification of mark sheet through API Setu**

I..... hereby give my consent for verification of my mark sheet of Secondary Level Examination of Class X standard through API Setu.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

Name of the applicant: \_\_\_\_\_

Address \_\_\_\_\_