

**MINISTRY OF COMMUNICATIONS AND INFORMATION TECHNOLOGY**

**(Department of Posts)**

**NOTIFICATION**

New Delhi, the 3rd November, 2011

**G.S.R. 794(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, 2002, 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 posts of Postal Assistants and Sorting Assistants in the Department of Posts, Ministry of Communications and Information Technology, namely :—

**1. Short title and commencement.**—(1) These rules may be called the Department of Posts (Postal Assistants and Sorting Assistants) (Group C non-Gazetted), Recruitment Rules, 2011.

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

**2. Number of posts, their classification and Pay Band and Grade Pay/Pay Scale.**—The number of posts, their classification and the Pay Band and Grade Pay /Pay Scale 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 post 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 posts :

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 that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. 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.

6. **Saving.**—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, the Ex-Serviceman, 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.

**SCHEDULE**

Name of post	Number of post	Classification	Pay Band and Grade Pay/ Pay Scale	Whether selection post or non-selection post	Age limit for direct recruits
(1)	(2)	(3)	(4)	(5)	(6)
1. Postal Assistant and Sorting Assistant (in offices other than Foreign Post Organisation)	120291* (2011) *Subject to variation dependent on workload.	General Central Service, Group 'C' (Non-Gazetted, Ministerial)	₹ 5200— 20200 PB-1 Grade Pay ₹ 2400	Selection	18-27 years (Relaxable for candidates belonging to Scheduled Castes/ Scheduled Tribes up to 5 years and for candidates belonging to Other Backward Classes up to 3 years and for Government servants up to the age of 40 years in accordance with the instructions or orders issued by the Government of India).

**Note 1 :** 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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

**Note 2 :** In the case of recruitment made through the Employment Exchange the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.

[ भाग II-खण्ड 3(i) ]

भारत का राजपत्र : असाधारण

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Educational and other qualifications required for direct recruits	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any
(7)	(8)	(9)
(i) 10 + 2 standard or 12th class pass with at least 60% marks, from recognised University/Board of School Education Board of Secondary Education with English as a compulsory subject (excluding vocational streams), 55 % for Other Backward Classes and 45% for Scheduled Castes/Scheduled Tribes.	No	Two years
(ii) Should have studied local language of the State or Union Territory of the concerned Postal Circle or Hindi as a subject at least in Matriculation or equivalent.		

**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

- (a) 50% of the posts by promotion through a Limited Departmental Competitive Examination failing which the unfilled vacancies shall be filled up by direct recruitment of Gramin Dak Sevaks\* of the recruiting division or unit on fulfilling the following conditions, as on 1st day of January of the year to which the vacancy(ies) pertain to, on the basis of examination limited to such Gramin Dak Sevaks and if the posts still remain unfilled by the Gramin Dak Sevaks, these shall be filled by direct recruitment from amongst other open market candidates of the same year, fulfilling the age and qualification conditions.
- (i) The Gramin Dak Sevaks should have obtained at least 50 % marks in 10 + 2 Standard or 12th Class with English as a Compulsory subject (excluding vocational streams) and have put in a minimum service of five years;
- (ii) They should be within 30 years of age (35 years for those belonging to Scheduled Castes/Scheduled Tribes and 33 years for Other Backward Classes).  
\*Gramin Dak Sevaks are holder of Civil Posts but they are outside the regular Civil Service due to which their appointment will be by direct recruitment;

#### Promotion

1. Postman/Mail Guard, in the Pay Band 1 of ₹ 5200-20200 + Grade Pay ₹ 2000 of the concerned Unit/Division with three years of regular service in the Grade.
  2. Despatch Rider in the Pay Band 1 of ₹ 5200-20200 + Grade Pay ₹ 1900 of the concerned Unit/Division with five years of regular service in the Grade including any regular service put in the erstwhile Goupr 'D' post on regular basis.
  3. Multi Tasking Staff, in the Pay Band 1 of ₹ 5200-20200 + Grade Pay ₹ 1800 of the concerned Unit/Division with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.
- Note :** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st day of January, 2006, the date from which the revised pay structure based on the Sixth Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding pay/ pay scale extended based on the recommendations of the Pay Commission.

- (b) 50 % by direct recruitment.

**Explanation :**—The examinations for promotion and direct recruitment shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria of the applicants, syllabus and pattern of test etc. from time to time.

If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission is to be consulted in making recruitment
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(12)

(13)

**Departmental Promotion Committee  
(for considering Confirmation) :—**

Consultation with Union Public Service Commission not necessary.

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|---|-----------|
| 1. Senior Superintendent of Post Offices/<br>Superintendent of Post Offices | —Chairman |
| 2. Two Group 'B' (Gazetted) Officers  | —Members  |

(1)	(2)	(3)	(4)	(5)	(6)
1. Postal Assistant and Sorting Assistant (in the Foreign Post Organisations in Delhi, Kolkata, Chennai and Mumbai	457* (2011) *Subject to variation dependent on workload.	General Central Service, Group 'C' (Non-Gazetted, Ministerial)	PB-1 ₹ 5200— 20200 (Grade Pay ₹ 2400)	Selection	18-27 years (Relaxable for candidates belonging to Scheduled Castes/Scheduled Tribes up to 5 years and for candidates belonging to Other Backward Classes up to 3 years and for Government servants up to the age of 40 years in accordance with the instructions or orders issued by the

Government of India).

**Note :** 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 Jammu and Kashmir State, Lahaul and Spiti District and Pangi Sub-Division of Chamba District of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).

**Note 2 :** In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date up to which the Employment Exchange is asked to submit the names.

(7)	(8)	(9)
<p>(i) 10 + 2 standard or 12th class pass with at least 60% marks, from recognised University/Board of School Education/ Board of Secondary Education with English as a compulsory subject (excluding vocational streams), 55 % for Other Backward Classes and 45% for Scheduled Castes/Scheduled Tribes candidates.</p> <p>(ii) Should have studied local language of the State or Union Territory of the concerned Postal Circle or Hindi as a subject at least in Matriculation or equivalent.</p>	No	Two years
(10)	(11)	
<p>(a) 50% of the posts by promotion through a Limited Departmental Competitive examination.</p> <p>(b) 50 % by direct recruitment.</p> <p><b>Explanation :—</b>The examinations for promotion and direct recruitment shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria of the applicants, syllabus and pattern of test etc. from time to time.</p>	<p><b>Promotion</b></p> <p>1. Despatch Rider, in the Pay Band 1 of Rs. 5200-20200 + Grade Pay Rs. 1900 of the concerned Unit/Division with five years of Regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p> <p>2. Multi Tasking Staff, in the Pay Band 1 of Rs. 5200-20200 + Grade Pay Rs. 1800 of the concerned Unit/Division with five years of regular service in the grade including any regular service put in the erstwhile Group 'D' post on regular basis.</p>	

**Note :** For the purpose of computing minimum qualifying service for promotion, the service rendered on a regular basis by an officer prior to 1st day of January, 2006 (the date from which the revised pay structure based on the 6th Central Pay Commission recommendations has been extended) shall be deemed to be service rendered in the corresponding pay/ pay scale extended based on the recommendations of the Pay Commission.

(12)	(13)
<p><b>Departmental Promotion Committee (for considering Confirmation) :—</b></p> <p>1. Senior Superintendent of Post Offices/ Superintendent of Post Offices —Chairman</p> <p>2. Two Group 'B' (Gazetted) Officers —Members</p>	<p>Consultation with Union Public Service Commission not necessary.</p>

[F.No. 37-47/2010-SPB-I]  
RAJ KUMAR, Director (Staff).