

No.17-02/2025-GDS
Government of India
Ministry of Communications
Department of Posts
(GDS Section)

Dak Bhawan, Sansad Marg,
New Delhi- 110 001
Dated: 06.03.2025

To

1. All Chief Postmasters General/Postmasters General
2. General Manager, CEPT Bangalore/CEPT Unit at Hyderabad

Subject, GDS online engagement process Schedule-I, January- 2025 - Standard Operating Procedure (SOP) for pre and post engagement activities.

Sir/Madam,

Please find enclosed the Standard Operating Procedure (SOP) [**Annexure-A**] for conducting pre-engagement, joining, and post-engagement activities by the Verifying Authority (VA) and Engaging Authority (EA) for the Online GDS Engagement, **Schedule-I, January 2025.**

2. The SOP for this engagement cycles has been revised slightly from previous Schedules/cycles, with the following key changes:

(i) The option for candidates to verify documents (1st stage Verification) with any Divisional Head across different Circles has been discontinued. Document verification must now be conducted exclusively in the Division where the vacancy is notified, irrespective of the Engaging Authority, for all categories of GDS.

(ii) Divisional Heads will no longer be required to verify educational documents through Digilocker or the official websites of educational boards. Their role will be limited to physically verifying the original documents during the 1st Stage Verification. Once the VA successfully verifies the documents, the candidate's status will be automatically updated, and the joining process will be initiated by the respective EA without waiting for the outcome of the 2nd Stage Verification.

(iii) The verification of Secondary School Examination (SSE) class X certificates (2nd Stage Verification) for candidates who have passed the initial physical verification will be conducted by the Circle Nodal Officer of the Circle where the respective board exists. This verification will be done via API Setu, the board's official website, or manually through the respective education board.

(iv) A separate SOP will be issued for document verification through API Setu, specifically for Circle Nodal Officers (i.e., AD/APMG concerned).

3. This SOP outlines the following activities to be undertaken by Divisions:

Stage	Activities
Pre-Engagement	<ul style="list-style-type: none">- Document Verification (VoD) by the Divisional Head (VA) in the Division where the vacancy is notified.- Issuance of Offer of Provisional Engagement.
Joining Process	<ul style="list-style-type: none">- Physical verification of documents by the Divisional Head (VA).- Three-day basic training for successfully verified candidates, conducted by the EA.- Issuance of the Order of Provisional Engagement by the EA.
Post-Engagement	<ul style="list-style-type: none">- Verification of Class-X Marksheet by the respective Circle through API Setu or the board's official website. If unavailable, manual verification will be conducted through the respective education board.- Verification of other certificates (e.g., caste/category certificates) by the EA through the respective issuing authorities.- Antecedent verification of the candidate by the EA through the concerned police authorities.

4. CEPT will develop an appropriate MIS for monitoring the engagement process at the Directorate, Circle, and Division levels. CEPT is also requested to configure the provisions outlined in the SOP within the GDS online engagement portal, ensuring readiness before the verification process begins. A compliance report in this regard may be submitted. Additionally, the SOP should be uploaded to the GDS engagement portal for guidance to VAs and EAs.

5. All Circles are requested to communicate this SOP to all Divisional and Sub-Divisional Heads, actively monitor activities related to GDS engagement at the Circle level, and ensure strict adherence and implementation in letter and spirit.

This issued with the approval of the competent authority.

Yours faithfully,



(Ravi Pahwa) 06/02/2025
Director(GDS)

(Annexure-A to letter No. No.17-02/2025-GDS Dated 06.03.2025)

Subject: GDS online Schedule-I, January-2025 - Standard Operating Procedure (SOP) for pre and post engagement activities.

STANDARD OPERATING PROCEDURE (SOP)

1. Pre-engagement (Verification of Documents –VoD) activities:

(All activities to be carried out by Divisional Head for BPM/ABPM/Dak Sewak Posts notified under respective Divisions)


(i) As per the notification of even number dated 07.02.2025 in respect of the online engagement in this schedule, the candidates are required 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. [refer Para 9 (ii) of Notification dated 07.02.2025]

(ii) The shortlisted candidates are allowed a total of 15 days period from the date of shortlisting for reporting to Divisional Head for verification. The date by which the candidate is required to submit the documents is to be mentioned in the email/SMS sent to the candidate through Portal.

(iii) If the candidate fails to report to the VA within a prescribed maximum period of 15 days, the candidate will be treated as '**Non-turned up**' by the system/portal and the system will not allow verification of the documents of the candidate. The candidature of the shortlisted candidates in such cases will be automatically cancelled.

(iv) The shortlisted candidates while attending the Divisions for physical VoD with the VA within the prescribed period, would bring original documents (as applicable), as listed below and two sets of self-attested photocopies thereof for submission:

SSE Marks sheet
Identity proof
Caste certificate
PWD certificate
EWS Certificate
Transgender certificate
Date of Birth Proof


6/3/2025

Medical certificate issued by a Medical officer of any Government Hospital/Government Dispensaries/Government Primary Health Centre etc. (Compulsory)

Undertaking/consent, as given in the **Annexure-X** of the notification to authorize Department to access their marksheet through the API Setu Portal for verification purpose,

Certificate issued by the Competent Authority in respect of knowledge of tribal/local dialects in case of engagement in the state of Arunachal Pradesh. (Applicable only in case of engagement as GDS in Arunachal Pradesh)

Note: - Aadhar is not mandatory field in the Online Application. Therefore, the same is not be insisted upon at the time of VoD. Feeding of incorrect ADHAAR details in the online application has not bearing on the VoD and the application is not be rejected on this ground alone.

(v) Provision has been kept in the Portal for Divisional Head (VA) to delegate the work of VoD to any of the officers under his/her control not below the rank of ASPOs/IPs (referred to as VA) in consultation with CEPT, who will authorize such officer in the system to carry out the task assigned. The expression "Verifying Authority (VA)" being used, hereinafter, will include Divisional Head/designated officer.

(vi) On arrival of the shortlisted candidate for VoD at the designated once, the VA will login in the portal with his/her credentials. The VA after selecting < **Registration Number**> of the candidates from the, click on button. The system will generate an OTP on the registered mobile number of the candidate, which the latter would require to share with the VA for further processing. VA will also require to maintain a document verification register (DVRVA) to keep a record of the candidates approaching for VoD in the format given in the **Annexure-I**. Following steps would be followed for verification of documents by VA in different scenarios mentioned hereunder: -

- A. **Scenario-A:** - Candidate brings all the requisite documents and there is no mismatch in the entries fed in the online application/original documents and caste certificate is in prescribed format.
- a. VA/designated official will enter the particulars of documents submitted for verification in the DVRA. Signature of the candidates will also be obtained in the relevant column. The entries in the DVRA will be signed by the designated official receiving the documents and counter signed by the VA.
 - b. Two sets of duly self-attested copies of documents will be retained by the VA and kept in record.

- c. All the documents after scanning will be uploaded in the system. VA will ensure to scan the whole document so that legible copy of the SSE marksheet available in the Circle login for verification. Any blur document should be rescanned and upload before submission.
- d. **Original documents will be returned to the candidate on same day under proper receipt.**
- B. **Scenario-B:** - The candidate reports with some of the documents or with no documents or the documents (e.g. caste certificate etc) are not in the prescribed format or their mismatch in the entries filled in online applications and **original documents, not effecting the merit.**
- a. In case of non-production of any documents, an undertaking from the candidate as annexed at **Annexure II** to be taken in respect of documents not submitted and uploaded on the portal. (For Example, if candidate not produced SSE Certificate, then Annexure II has to uploaded against SSE Certificate and appropriate remarks can be selected)
- b. In case of **non-availability of caste certificate in the prescribed format**, an under taking from the candidate as annexed at **Annexure III** to be taken and uploaded on the portal. In such case, the shortlisted candidate, subject to verification of other documents, would be **provisionally selected** and would require to submit the certificate in the prescribed format same **within 15 days** from the **date of offer of provisional engagement (PE-OFFER) before the Engaging Authority**. The certificate so received in the prescribed format will be uploaded by the EA in the Portal and its two copies will be retained by him for getting it verified from the concerned issuing authority. In case of failure to submit the certificate in the prescribed format during the stipulated period, the candidature of such provisionally selected candidate will be cancelled by the engaging authority in the portal. The vacancy so created due to cancellation of the candidate, will be unfrozen by the EA so that next candidate can be selected by the System in the next/subsequent supplementary list.
- c. In case of mismatch of **candidate name, father or mother name** etc. or minor errors in the names in the online application which has no bearing on the merit drawn by the system, the candidature may be accepted on the basis of an undertaking as annexed at **Annexure-IV** from the candidate and uploaded on the Portal. Few examples of mismatch not effecting the merit are as under: -

Data in the in online application	Names mentioned in the original document
Katyanishri	Katyani Shri
Sushil Gupta	Sushil
Amit Aggarwal	Amit Agarwal
Nirmala Rani	Nirmala Devi

- d. VA to scan and upload the documents submitted by the candidates in all the above scenarios in the portal, including the undertaking obtained from them in the format given in the Annexure II, III, IV & X as the case may be. VA will ensure to scan the whole document so that legible copy of the SSE marksheet available in the Circle login for verification. Any blur document should be rescanned and upload before submission.

(vii) **Further processing: -**

- (a) After uploading the documents, a new page gets opened in the Portal, where options for accepting/rejecting the candidate with following dialogue box will be displayed and accordingly, VA will select the applicable dialogue box and relevant remark and save/update the page.

Dialogue Box	Remark
<Tallied>*	If online application data tallied with documents produced.
<Not tallied>*	If the entries fed in the portal are found mismatch with that of mentioned in the original document effecting the merit.

* Provision is available for recording remark

In case of provisional selection/selection with under taking VAs will use the dialogue box <Tallied> and select the related remarks to be printed on the document verification (DV) letter.

- (b) Upon completing the process mentioned in Para vii (a) above, the verification status would be changed to **“Document uploaded and verification completed”** against the <Registration No.> in the document verification page. A button will be displayed against the <Registration No.> to download the document verification (DV) letter. The VA will download the Documents verification letter and a signed copy will be given to the candidate for her/his record. Simultaneously, for accepted candidates, the PE-OFFER will be sent by the system on the registered emails (and information through SMS) of the candidate.

- (c) After issuance of **PE-OFFER**, the VA will require to Accept/Reject the candidature in the portal for all category of candidates for further processing by the concerned. Engaging Authority.

- (d) At this stage a reversal window to correct the errors made in verification is also available to the VA, which can be used in case of any

b

error made physical verification. This reversal window is available till two days after the last date fixed for verification of documents.

(e) After acceptance of candidature, the details of the candidates will now be moved in the concerned EA Module. In case of ABPM/Dak Sevak, the accepted candidates' details will be moved to the concerned SDH login for further joining process as **para 2 below**. In case of BPM the joining process as given below in para 2 will be carried out by the Divisional Head.

Note: This step (Acceptance/ Rejection of Candidature) by the VA is very important. In case of non acceptance of candidature of successful candidate by Divisional Head, the details of the candidates will not be available in the EA module for further joining process.

(f) Immediately after acceptance of the candidature of the GDS candidate the SSE marksheets documents will also move to the concerned Circle login for verification through API Setu Portal/issuing authorities of educational board by the concerned Circle office only, as part of post-engagement activities in the manner explained in **Para 3 below**. System will show a message "Documents *submitted successfully to Circle office for verification*". The status of the submitted document can be checked in the MIS report by the EA.


(g) After that the Divisional Head will take a printout of the application of the all category of GDS candidate from GDS Online portal and keep the same in personal file (PF) along with Xerox copy of all the relevant documents produced by the candidate.

(h) In case of ABPM/Dak Sevak, list of such candidates with their respective PF will be sent to the EAs for carrying out subsequent activities as per **para -2** by the EA (i.e. Sub Divisional Head).

2. Joining process:

[(To be undertaken by the Divisional Head for BPM and by the concerned SDH for other category of GDS (ABPM/Dak Sevak)]

2.1 Joining process will include the following two activities: -



- I. Three days basic training of the selected candidates.
- II. Issue of **order of provisional engagement (IN SHORT PE-ORDER)**.

- i. The manner in which the above activities are to be carried out are as under:
 - a. On acceptance of the candidature by the concerned Divisional Head, the details of the candidate will be available in the portal of the concerned EA. (For BPM in Divisional Head login and ABPM/Dak Seak in SDI login)
 - b. The candidate will be given per-engagement basic training of three days by the respective EA. The basic training would cover handling of IT devices, Mail Delivery, SB/SC work etc. before provisional engagement. This will be in addition to 15 days training to be imparted them as per letter No. 01-64/2009-Trg. Dated 22.06.2022 of the training division in due course.
 - c. A training completion remark will be updated on the GDS online portal by the EA on completion of 3 days basic training, else **PE- ORDER** will not be generated.
 - d. After updation of completion of 3 days pre-engagement basic training, provision to generate **order of provisional engagement (PE-ORDER)** will be enable in the system. The candidate will be engaged provisionally and the **PE-ORDER** generated through system will be issued immediately to candidate by the EA. The EA will update the details of date of Joining of candidate in the portal. The selected candidate will need to arrange a suitable accommodation in case of BPM within a period of 30 days from the date of **PE-ORDER**.

2.2. Provision has been kept to unfreeze the posts to be filled up in the subsequent lists in the same cycle (Schedule). The EA will have the liberty to unfreeze the posts under the following circumstances, where the candidate has turned up with EA but: -

- (i) Fails to complete the joining formalities (i.e., basic training, accommodation arrangement etc.) within stipulated period (i.e., 30 days from the date of PE-ORDER).
- (ii) Fails to submit the caste certificate in prescribed format within stipulated period (i.e., 15 days from PE-Offer)
- (iii) Not willing to join or submits resignation or candidate has expired or fails to join duties due to any reason within a period of 30 days from reporting to the EA or candidature rejected by EA due to any other reasons given 2.3 (i) below.

2.3. Procedure for unfreezing the vacancies by EA:

- (i) If the candidate has to be rejected for various reasons as mentioned at Para 2.2 then EA can reject the candidature by clicking on "Reject Candidature"



Button. The following reasons will be available while rejecting the candidature:

- a) Candidate Resigned/Not Willing to Join
 - b) Candidate Expired
 - c) Certificate uploaded not tallied with the originals.
 - d) original certificates not found to be genuine on verification (based on the remarks of the Circle Nodal Officer)
 - e) Incorrect Photo/Signature uploaded
 - f) Data entered in application form mismatches with uploaded certificates
 - g) Candidate failed to join within 30 days from Reporting to EA.
 - h) Candidate failed to produced Caste Certificate in Prescribed Format within 15 days from PE-Offer
 - i) Candidature is accepted erroneously by the VA
- (ii) Once the candidature is rejected with any of the above reasons, an "Unfreeze Vacancy" button will be displayed against the post/candidate after clicking on "Reject Candidature" button.
- (iii) Once "Unfreeze Vacancy" Button is displayed, then EA has to click on "Unfreeze Vacancy" button and provide the confirmation in the next step. Once confirmed by the EA then the post will be considered as vacant by the system during the processing of next list and another candidate will be allotted by the System.

3. Post engagement activities:

(To be carried out by the Divisional Head in case of BPM and by SDH for ABPM/Deak Sevak)

3.1 Post engagement activities will include the following:

- (i) Verification of Educational Certificates/mark sheets by concerned Circle.
- (ii) Verification of other certificates from concerned issuing authorities (caste certificate/category certificate etc.)
- (iii) Antecedent verification through concerned police authorities

3.2 The manner in which above activities are to be carried out, is discussed as under:

- (i) Verification of documents (other than the educational certificates) from the issuing authorities concerned and police verification will be initiated within one week from the issue of Order of Provisional (PE_ORDER) Engagement to the candidate.

(ii) If the document verification (other than educational documents) /police verification process is not completed within 3 months, the respective Engaging Authorities (Sub Divisional Head/Divisional Head) will bring it to the notice of next higher authority, i.e., DO/CO/RO for taking up the matter at their level with the concerned authorities.

(iii) Verification of educational mark sheets/certificates by Circle office a provision is made in system for auto transfer these certificates in the Circle login immediately after acceptance of the candidature of the candidate by the VA i.e Divisional Head (the Circle under whose territorial jurisdiction the board has its headquarter is located).

(iv) The verification result will be updated /uploaded in the system by the Circle and get updated in the GDS online portal. A MIS for monitoring the verification status of educational documents is available at Circle/DO/SDI level.

(v) The engaging authority will not send educational documents for verification directly to concerned education board, except where original documents are required by the board for verification, the documents will be sent to the Division concerned as nominated by the concerned Circle (WHERE BOARD EXISTS) only. The verification fee will be paid by the concerned Circle/Division (WHERE BOARD EXISTS) only. (Refer Para no. 3 letter No. 17-46/2023 dated 06.11.2023). The concerned Division (WHERE BOARD EXISTS) after obtaining verification report send a copy of the verification report to their Circle office (WHERE BOARD EXISTS) for updating the status on the Circle portal and return the original documents to the concerned EA with a verification report through insured post only.

(vi) In case blurred documents are uploaded by the VA at the time of verification of documents concerned Circle will send a mail to the respective EA and CEPT for uploading the revised and legible documents. A short period window will be providing the reupload such document to EA by the CEPT.

(vii) The EA can check the educational certificate verification status in the portal and if status is not found satisfactory, will take necessary action in accordance with the law for the time being in force.

3.3 Regularization of Engagement/ORDER OF REGULAR ENGAGEMENT (RE-ORDER)

The provisional engagement of candidate will be regularised by issuance of **ORDER OF REGULAR ENGAGEMENT (RE-ORDER)** upon successful verification of all relevant documents from the issuing authorities and receipt of a satisfactory report of antecedent verification report from concerned police authorities.



GDS Online engagement Schedule, January-2025

Document Verification Register (DVR)- Verifying Authority (VA)

Sl No	Name of Candidate	Registration Number	Date of report	Name of post for which selected	Proofs submitted by candidate			Name of official/office for verifying the documents	Signature of the official/office for verifying the documents	Remarks	Signature of the candidate	Counter signed by V A/E A
					Educational certificate	Caste certificate	Other (Specify)					

Handwritten mark

GDS Online engagement Schedule, January-2025

**UNDERTAKING TO BE GIVEN BY CANDIDATE SHORTLISTED
[In case of inability of candidate to produce the relevant documents as claimed in
the online application)**

DECLARATION/UNDERTAKING

In response to the notification issued by the Department of Posts vide No 17-02/2025 dated-07.02.2025 for GDS Online Engagement Schedule, January-2025. I _____ (name) have been provisionally selected for verification of documents for the Post of _____ (post name), _____ (Division) _____ (Circle). I hereby declare that I am unable to produce the following original document(s) as mentioned below to support the claim (s) made in my online application having Registration Number _____ (Regd. No.)

1. Marks/Board sheet
2. Community/Caste certificate Category certificate
3. PWD certificate
4. Transgender certificate
5. Date of Birth Proof
6. Medical certificate issued by a medical officer of any Government Hospital/Government.
7. Undertaking/consent, as given in the **annexure-X** of the notification DATED _____ to authorize Department to access their marksheet through the API Setu Portal for verification purpose.

2. I clearly understand that due to non-production of the above document (s) mentioned in the serial number (s) _____ during the document verification stage, my candidature is liable to be rejected in terms of Para 9 (iv) of the Notification.

3. I undertake that I will not claim any right to the post for which I have been shortlisted for document verification. The above information is furnished in the presence of document verifying authority

Signature of the Candidate

Signature of the verifying
Authority with Rubber Stamp

Place:

Date:


/

GDS Online engagement Schedule, January-2025

UNDERTAKING

I _____(name) have been shortlisted for the post of _____(post name) understand that the caste certificate produced by me is not in the prescribed format as mentioned in notification dated **07.02.2025**.

2. I clearly understand that I will submit the caste certificate in prescribed format within a period of 15 days from the date of offer of provisional engagement, failing which my candidature will be rejected.

Date.....
candidate.....
Place.....
candidate.....

Signature of
Name of

Registration Number.....

Signature of VA/EA.....
Name and designation of VE/EA.....
Seal/Stamp of VA/EA



GDS Online engagement Schedule, January-2025

UNDERTAKING

I _____ (name) have been shortlisted for the post
of _____ (Post name) _____ hereby declare that the following
particulars mismatch with the details fed in the online application registration No
_____ and the document submitted at the time of VoD:

Details Mentioned in the Online Registration Form	Description of document and mismatch

I _____ further declare that the above discrepancy in the online application is due to an inadvertent error on my part and Sh./Smt./Ms. _____ and Sh./Smt./Ms. _____ is one and the same person.

Date.....
candidate.....
Place.....
candidate.....

Signature of

Name of

Registration Number.....

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To
The Engaging Authority

Subject: - GDS Online engagement Schedule, January-2025: Reporting and submission of documents for verification.

Sir/Madam,

I _____ have been provisionally selected on the post of _____ and after successful verification of my documents, I hereby report myself for engagement formalities with the following documents.

Please \checkmark or X in the box

1. Marks/Board sheet
2. Community/Caste certificate Category certificate
3. PWD certificate
4. Transgender certificate
5. Date of Birth Proof
6. Medical certificate issued by a medical officer of any Government Hospital/Government.

7. Undertaking/consent, as given in the **annexure X** of the notification to authorize Department to access their marksheet through the API Setu Portal for verification purpose.

Date.....
Place.....

Signature of candidate.....
Name of candidate.....
Registration Number.....

Signature of EA.....
Name and designation of EA.....Seal/Stamp of EA

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 _____