

भारतीय डाक विभाग
Department of Post, India

मुख्य डाक महाध्यक्ष का कार्यालय ,बिहार परिमंडल ,पटना - 800 001
Office of the Chief Postmaster General, Bihar Circle, Patna – 800 001

To,

1. The Postmaster General, North Region, Muzaffarpur
2. The Postmaster General, East Region, Bhagalpur
3. All Group Circle, Circle office, Patna
4. The Chief Postmaster, Patna GPO, Patna
5. All Sr Supdt/Supdt. Of Post Offices/RMS in Bihar Circle
6. The Supdt., PSD, Patna/Muzaffarpur
7. The Supdt., CSD, Patna
8. The Manager, MMS, Patna
9. Incharge P & T Admin Cell, C/o 56 APO

No:- R&E-83//MTS/ PM-MG/Exam/2025

Dated at Patna, the 16.07.2025

Sub:- Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman and Mail Guard from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025).

Applications are invited in the format enclosed (**Annexure-I**) from the willing and eligible candidates who fulfill the eligibility criteria as given in subsequent paras, for appearing in the Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Postman and Mail Guard from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities of the examination is furnished hereunder:

S. No.	Activity	Proposed Date (Schedule)
1.	Date of notification	On or before 16.07.2025 (Wednesday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	08.08.2025 (Friday)
3.	Receipt of duly filled in Application forms along with List of Permitted Candidate at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified.	13.08.2025 (Wednesday)
4.	Receipt of duly filled in Application forms along with List of Permitted Candidate at the Circle Office (Nodal Officer) to be sent by RO duly verified.	19.08.2025 (Tuesday)
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	25.08.2025 (Monday)
6.	Date of Examination (date & time)*	31.08.2025 (Sunday)*



*Examination will commence exactly at 10:00 AM in all the circles and Paper-I, II & III will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/her seat before completion of examination.

2. **Vacancies:** Number of vacancies of Postman/Mail Guard for the year 2025 (01.01.2025 to 31.12.2025) will be intimated later on.

**The Guidelines for reservation in promotion to Persons with Benchmark Disabilities (PwBDs) issued by DOPT vide O.M No. 36012/1/2020-Estt. (Res.-II) dated 28.12.2023 and issued by SCT Section, DOP letter No. SC-12/9/2022-SCT-DOP dated 09.01.2024 shall be followed in letter and spirit.

The Proviso of Section 34 of the Rights of Persons with Disabilities (RPWD) Act, 2016 provides that the reservation in promotion shall be in accordance with such instructions as are issued by the appropriate Government from time to time.

As per the Department of Personnel & Training (DoPT) Office Memorandum No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, four percent (4%) of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

3. **Eligibility Criteria:** - As per the Department of Posts, Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020 and Recruitment (Amendment) Rules, 2023 notified in GSR 638 (E) dated 30.08.2023 (**Annexure-III**), the following category(ies) of official(s) are eligible to appear in the examination:

- (i) Multi-Tasking Staff (MTS) in Level-1 of the pay matrix with **three (3) years** regular service in the grade as on the crucial date of eligibility i.e. **01.01.2025**.
- (ii) Multi-Tasking Staff in level-1 of the pay matrix with total regular service of five years including service rendered regularly as Gramin Dak Sevaks as on the 1st day of January of the year to which the vacancy belongs to or as per the guidelines issued by the Central Government from time to time.
- (ii) Any other eligibility condition specified in Recruitment Rules shall also apply.

4. **Pattern & Syllabus of Examination:** The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPN-I dated 05th April, 2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 (**Annexure-IV**).

Note:

- (i) Paper-IV i.e. [Data Entry Skill Test (DEST)] will be held separately at a later date. Candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 3 times of the total vacancy of Postman and Mail Guard.
- (ii) Data Entry Skill Test (DEST) will be conducted only in ENGLISH for 15 Minutes on computer.
- (iii) Evaluation of performance in DEST will be done through the System in accordance with the instructions issued from time to time.



5. **Preference/Option:** Applicants are required to indicate the following 'option' for post and 'order of preference' for Divisions/Units as per instructions issued vide DOP letter No. 17-08/2018-SPN-I dated 18.10.2023 followed by clarifications issued by letter dated 31.10.2023.

- (i) **Option for Post:** An applicant may give option for one, two or both posts and candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard.
- (ii) **Preference of Division by applicants (For Postman/Mail Guard):** The candidates who have applied for the post of Postman/Mail Guard [Refer Point (i) above] shall give order of preference of Division/Unit for which they intend to be considered. A candidate shall not be considered for a Division/Unit for which preference has not been submitted by him/her.

Note: The proforma for the Preference/Option is enclosed as **Annexure-II**.

6. **Centers of Examination:** The examination will be conducted at Circle Headquarters. The candidates will have to appear from the respective Centers of their circle only and under no circumstances, they be permitted to appear from other Circles centre.

Sl. No.	Region	Examination Centre
I	Central Region	Patna
II	East Region	
III	North Region	

Name of venue will be intimated later on.

7. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle office.
8. The guidelines issued vide letter No. 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by the Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled person shall be followed in letter and spirit.
9. All instructions issued by Directorate vide letter No. X-7/6/2022-SPN-II dated 17.05.2023 as amended vide letter No. X-7/6/2022-SPN-II dated 22.09.2023 and 04.03.2024 regarding Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary/criminal prosecution are pending will be followed scrupulously.
10. The Standard Operation Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022, letter dated 21.09.2023 and amendment letter No. A-34013/02/2024-DE dated 13.01.2025 to be followed in the conduct of examination at every stage.
11. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.
12. The candidates who are willing to apply for the examination should ensured that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.

13. This notification may be given wide publicity amongst all eligible candidates working in Circle Office/Divisions/Units.

14. This notification is also available on the Departmental Website i.e. www.indiapost.gov.in.

This issues with the approval of the Competent Authority.


16/7/2015
Assistant Director (Rectt.)
O/o the Chief Postmaster General
Bihar Circle, Patna – 800 001

Enclosures:- Annexure- I, II , III & IV

Copy to:

1. **The GM, CEPT**, Mysore – 570010. He is requested to upload the above notification of Bihar Circle on India Post Website.


16/7/2015
Assistant Director (Rectt.)

Annexure – II

Option for Post/Order of preference

(Postman/Mail Guard)

MTS candidates shall give option for one or both posts and candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard for the vacancy of 2025 (01.01.2025 to 31.12.2025). The candidates shall exercise option for post and order of preference for Division/Unit and to be submitted along with the application form.

(a) Option for Post:

Sl. No.	Name of Post	Mark (yes/no)	Order of Preference (i.e. 1 st /2 nd)
1.	Postman		
2.	Mail Guard		

(b) Order of preference of Divisions/Units by MTS applicants (for Postman/Mail Guard)

Order of Preference	
Other Postal Divisions/Units	
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	
22	
23	
24	
25	

RMS Divisions/Units	
1	
2	

3	
4	

DATE	
PLACE	

Signature of Candidates

I certify that the candidate is eligible for vacancy year 2025 and I have verified the list of Divisions/Units preferred by the candidate in the order of preference where vacancies are notified and correct.

Signature of Divisional/Unit Head with Designation stamp

Note: Order of preference should be filled properly and must be certified by Divisional Head/Unit Head only. Divisional Head/Unit Head must ensure that order of preference should not be left blank.



Annexure- I

Application form for Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman and Mail Guard from eligible Multi-Tasking Staff officials for the vacancy year 2025 (01.01.2025 to 31.12.2025) – to be held on 31.08.2025.

Affix recent passport sized photograph duly attested by Divisional Head/Unit Head.

Note: All Particulars shall be filled up in BLOCK letters.

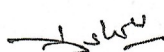
Sl. No.	Particulars	Detail(s)
1	Name of the candidate	
2	Gender (Male / Female / Transgender)	
3	Designation	
4	Name of the Division /Unit	
5	Date of Birth (attach self-attested matriculation certificate / marks sheet)	
6	Category (UR/SC/ST)	
7	Whether belongs to Person with Benchmark Disability (PwBDs), if so, details thereof along with supporting documents and percentage of disability	
8	Date of entry in the Department	
9	Date of appointment as Multi-Tasking Staff on regular basis	
10	Total eligible service as Multi-Tasking Staff as on 01.01.2025	
11	Whether working in APS (Yes/ No)	
12	Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof.	
13	Whether applicant is claiming his/her eligibility with respect to his/her junior as per the provisions of Recruitment Rules, details thereof.	

DECLARATION:

I, hereby, declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/Incorrect information found at any stage, my candidature/appointment will be summarily rejected/terminated and appropriate action would be taken against me.

DATE	
PLACE	

Signature of Candidate




I certify that I have verified the particulars of candidate from service record and found correct/ incorrect. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED. In case NOT RECOMMENDED, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

[Handwritten signature]

[Handwritten signature]