

## NOTIFICATION

**F. No. R&E/12-2/2025/I**  
Government of India  
Ministry of Communications  
Department of Posts  
Office of Chief Postmaster General  
Haryana Circle  
107, Mall Road, Ambala Cantt-133001

Dated at Ambala 16.07.2025

**Sub: Competitive Examination for recruitment to the cadre of Postman, Mail Guard and Multi-Tasking Staff from Gramin Dak Sevaks (GDSs) for vacancies earmarked for GDS and unfilled vacancies of Limited Department Competitive Examination vacancy of Postman/Mail Guard of 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 GDSs for appearing in the Competitive Examination (CE) for recruitment to the cadre of Postman, Mail Guard and Multi-Tasking Staff from eligible Gramin Dak Sevaks for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities of the examination is as under:

S. No.	Activity	Schedule
1.	Date of notification	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.	Issue of Admit Card by DO/Head of Unit to eligible candidates	25.08.2025 (Monday)
4.	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 (for Postman, Mail Guard) and Paper-I (for Multi-Tasking Staff) 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:

**a. Postman and Mail Guard** - Number of vacancies (**Provisional**) available to GDS for recruitment to the posts of Postman/Mail Guard/MTS, Recruiting Division/Unit-wise are as under:

Sr. No.	Name of Division	Vertical							Horizontal			
		OC	OBC	SC	ST	ST Backlog	EWS	Total	VH	HH	OH	Others
1.	Ambala	1	1	-	1	3	2	5+3	1	-	-	-
2.	Bhiwani	2	-	-	-	-	2	4	-	-	-	-
3.	Faridabad	2+2*	1	1+1**	-	10	1	5+10+2*+1**	1*+1**	1*		
4.	Gurgaon	3+1*	2	1	1	5	-	7+5+1*	1*	-	-	-
5.	Hisar	1	1	-	-	-	-	2	-	-	-	-
6.	Karnal	2	1	-	-	-	-	3	-	-	-	-
7.	Kurukshetra	2	1	1	-	-	-	4	-	-	-	-
8.	Rohtak	-	-	-	-	-	-	-	-	-	-	-
9.	Sonapat	-	-	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>13+3*</b>	<b>7</b>	<b>3+1**</b>	<b>2</b>	<b>18</b>	<b>5</b>	<b>30+18+3*+1**</b>	<b>1+2*+1**</b>	<b>1*</b>	<b>-</b>	<b>-</b>

\* Backlog PH vacancy from previous vacancy year.

\*\* Backlog PH vacancy 2023 year.

  
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**Mail Guard:**

Sr. No.	Name of Division	Vertical					Horizontal			
		OC	OBC	SC	EWS	Total	VH	HH	OH	Others
1.	RMS 'HR'	2	-	-	-	2	-	-	-	-
2.	RMS 'D'	-	-	-	-	-	-	-	-	-
	<b>Total</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**b. Multi-Tasking Staff** - Number of vacancies (**Provisional**) available under CO, RO and Recruiting Division/Unit - wise are as under:

**Subordinate Offices:**

Sr. No.	Name of Division	Vertical							Horizontal			
		OC	OBC	SC	ST	ST Backlog	EWS	Total	VH	HH	OH	Others
1.	Ambala	4	3	-	1	2	2+1*	10+2+1*	2+1*	-	-	-
2.	Bhiwani	1	-	1	-	-	1	3	-	-	-	-
3.	Faridabad	2	1	-	-	1	2	5+1	-	-	-	-
4.	Gurgaon	2+1*	-	2	-	-	2	6+1*	-	-	1*	-
5.	Hisar	2	-	1	-	-	1	4	-	-	-	-
6.	Karnal	1	1	-	-	-	-	2	-	-	-	-
7.	Kurukshetra	1	-	1	-	-	1	3	-	-	1	-
8.	Rohtak	3	1	1	-	-	-	5	-	-	-	-
9.	Sonipat	-	-	-	-	-	-	-	-	-	-	-
10.	RMS 'HR'	8	4	3	1	4	2	18+4	-	-	-	-
11.	RMS 'D'	11	7	3	-	-	2	23	-	1	-	-
	<b>Total</b>	<b>35+1*</b>	<b>17</b>	<b>12</b>	<b>2</b>	<b>7</b>	<b>13+1*</b>	<b>79+7+2*</b>	<b>2+1*</b>	<b>1</b>	<b>1+1*</b>	<b>-</b>

\* Backlog PH vacancy from previous year

**Administrative Offices:**

Sr. No.	Name of Unit	Vertical							Horizontal			
		OC	OBC	SC	ST	ST Backlog	EWS	Total	VH	HH	OH	Others
1.	DAP	1	-	-	-	-	-	1	-	-	-	-
2.	Circle Office	2	1	1	1	1	1	6+1	-	-	-	-
	<b>Total</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>7+1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Note:** - Vacancies are tentative and subject to change.

**3. Eligibility Criteria: -****A. Postman and Mail Guard:-**

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 G.S.R. 638 (E) dated 30.08.2023 (**Annexure III-A**), the following are eligibility conditions to appear in the examination:

- Educational and Other Qualification:** (a) 10th standard pass from a recognized Board, (b) Knowledge of working on Computer, (c) knowledge of local language of concerned Postal Circle or Division and (d) Possesses a valid license to drive two-wheeler or light motor vehicle. [Point D is valid for the Care of Postman only].
- Age:** Should be within fifty (50) years of age as on 01.01.2025 (relaxable for different categories as notified by the Government of India from time to time).
- Service eligibility:** Five (05) years regular engagement as Gramin Dak Sevaks.

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16/7/24



- (iv) “A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment, however, such person not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. However, Persons with Benchmark Disability shall be exempted from the possession of such license.

**[This condition is required for recruitment to the cadre of Postman only]”.**

Note -1: The crucial date of eligibility for reckoning the eligibility conditions as above shall be **01.01.2025**.

Note-2: (a) The crucial date, for submitting income and asset certificate by the EWS candidate, may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise (As per para 5.3 of DoPT OM No. 36039/1/2019-Estt (Res) dated 31.01.2019).

(b) Person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset Certificate valid for the financial year 2025-26 issued on the basis of income for the financial year 2024-25 in accordance with the para 4.1 of DoP&T's OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

- (V) Any other eligibility conditions specified in Recruitment Rules shall also apply.

**B. Multi-Tasking Staff:** - As per the Department of Posts Multi Tasking Staff (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018, read with the Department of Post (Multi Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850 (E) dated 15.11.20219 and the Department of Posts (Multi Tasking Staff) Recruitment Amendment Rules, 2023 notified in GSR 639 (E) dated 30.08.2023 (**Annexure III-B**), GDSs with following conditions are eligible to appear in the Competitive Examination:

- i. Educational Qualification and Age limit: There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination from GDS to MTS.
- ii. Service eligibility: Three (3) years of regular engagement as Gramin Dak Sevaks as on the crucial date of eligibility.
- iii. Any other eligibility conditions 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 05.04.2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 enclosed as **Annexure-IV**.

Note:

- (i) **Only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper-III).**
- (ii) Paper-IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS 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.

(iii) Data Entry Skill Test (DEST) will be conducted only in ENGLISH for 15 minutes on computer.

(iv) 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 all three 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 give 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 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.

(iii) **Preference by candidates appearing in competitive examination for the post of MTS:** Candidates applying for the posts of MTS shall submit his/her order of preference for Administrative Offices, DAP (PAOs), Subordinate Offices, Civil/Electrical wing etc, wherever vacancy (ies) exist. In addition, they shall also give order of preference for Division/Unit.

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

6. **Centres of Examination:** The examination will be conducted at all Circle Headquarters of the Circle. The candidates will have to appear from the respective centres of their Circle.

7. The Guidelines issued vide letter F.No. 29-6/2019-DD-II dated 10.08.2022 (as modified from time to time) by Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled persons shall be followed in letter and spirit.

8. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022 and 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.

9. The competent authority reserves the right to cancel this notification or change/modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.

10. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.

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

12. This notification is also available on the Departmental website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in) and Haryana Postal Circle website i.e. <https://circleadmin.haryanapost.gov.in/>.

13. This issues with the approval of the Competent Authority.

14. Hindi version will follow.

  
(प्रभात गोयल/Prabhat Goyal)

सहायक निदेशक डाक सेवाएं (भर्ती)  
Assistant Director Postal Services (Recruitment)  
हरियाणा परिमण्डल, अम्बाला-133001  
Haryana Circle, Ambala – 133001



Enclosures: - Annexure- I, II, III (A, B) & IV

Copy to:-

1. The Postmaster General (Marketing & Business Promotion), Gurgaon-122016
2. All the Senior/Superintendent of Post Offices/RMS/PSD in Haryana Circle

  
(प्रभात गोयल/Prabhat Goyal)

सहायक निदेशक डाक सेवाएं (भर्ती)  
Assistant Director Postal Services (Recruitment)

हरियाणा परिमण्डल, अम्बाला-133001

Haryana Circle, Ambala – 133001

**Annexure-I**

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD & MTS FROM ELIGIBLE GDS FOR THE VACANCIES EARMARKED FOR GDS AND UNFILLED VACANCIES OF LDCE FOR POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2025 (01.01.2025 TO 31.12.2025).

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

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

Sl. No.	Particulars	Detail(s)
1.	NAME OF THE CANDIDATE	
2.	GENDER (MALE / FEMALE / TRANSGENDER)	
3.	DESIGNATION (BPM / ABPM / DAK-SEVAK)	
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	CATEGORY (UR/SC/ST/OBC/EWS)	
6.	EDUCATIONAL QUALIFICATION (Attach self-attested copies of Marks sheet)	
7.	OFFICE WHERE PRESENTLY ATTACHED	
8.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
9.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2025 (YY/MM/DD)	___/___/___
10.	AGE AS ON 01.01.2025 (YY/MM/DD)	___/___/___
11.	WHETHER PERSON WITH DISABILITY(ies)	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/HH/VH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies)	
12.	WHETHER WORKING IN APS	<input type="checkbox"/> YES <input type="checkbox"/> NO
13.	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	<input type="checkbox"/> YES <input type="checkbox"/> NO

*Signature*

**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.

**\*\*Strike out (x) whichever is not applicable.**

DATE	
PLACE	

Signature of Candidate

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is recommended for the following posts: -

Post	Eligible (Yes/ No)	Recommended *(Yes/ No)
Postman		
Mail Guard		
Multi Tasking Staff		

\*If not recommended, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

*16/7/24*

**Option for Post/Order of preference****(Postman/Mail Guard/MTS)**

GDS candidates shall give option for one, two or all three 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 Mail Guard while preparing merit list for Mail Guard for the vacancy of 2025 (01.01.2025 to 31.12.2025) 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 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> )
1.	Postman		
2.	Mail Guard		
3.	MTS		

**(b) Order of preference of Divisions/Units by GDS applicants: (For Postman/Mail Guard)**

Order of Preference for Divisions/Units	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	

DATE	
PLACE	

Signature of candidate



(c) Preference by GDS applicants for the post of MTS:

Order of Preference for Administrative Office, DAP (PAOs), Subordinate Offices, Civil/Electrical Wing, Division/Unit	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	

DATE	
PLACE	

Signature of candidate

16/7/24