No. RE/34-20/2015 dated 14 April, 2015
Government of India,
Department of Posts
Office of the Chief Postmaster General,
Odisha Circle, Bhubaneswar-751001.

DIRECT RECRUITMENT OF GRAMIN DAK SEVAK IN POSTAL/RMS DIVISIONS OF ODISHA POSTAL CIRCLE

Applications are invited from the eligible persons in pursuance of the Recruitment Rules,2015 framed and subsequent modifications made for **GRAMIN DAK SEVAK**(GDS) published vide Postal Directorate letter No. 17-39/6/2012-GDS and 17-39/6/2012-GDS dtd 14.01.2015 for filling the vacancies of **GRAMIN DAK SEVAK**(GDS) in Postal Divisions, RMS Divisions in Odisha Postal Circle. The categories of Gramin Dak Sevaks for which applications invited are as follows-

i. Gramin Dak Sevak Branch Postmaster (GDS BPM)
ii. Gramin Dak Sevak Mail Deliverer (GDSMD)
iii. Gramin Dak Sevak Mail Carrier (GDS MC)
iv. Gramin Dak Sevak Mail Packer (GDS Packer)
v. Gramin Dak Sevak Stamp Vendor (GDS Stamp Vendor)
vi. Gramin Dak Sevak Mailman (GDSMM)
vii.

2. The details of category-wise vacancies in each cadre in each of the Postal/RMS Divisions is furnished under the link "VACANCIES" for **GRAMIN DAK SEVAK**(GDS).

3. The words PH-I, PH-II and PH-III shown in the vacancy position represents **Visually Impaired, Hearing Impaired and Orthopedically Impaired respectively**

4. **CATEGORIES OF APPLICANTS ELIGIBLE TO CLAIM PH CONCESSION.**

(A) **Visually Impaired:** Categories of Visually Impaired persons suitable for the posts:

Low Vision

Visual acuity not exceeding 6/60 or 20/200 (Snellen) in the better eye with correcting lenses;

- c. Limitation of the field of vision subtending an angle of 20 degrees or worse.

(B) **Hearing Impaired: Categories suitable for the posts** :: The Deaf or those in whom the sense of hearing is non functional for ordinary purposes of life. They do not hear, understand sounds at all even with amplified speech. The cases included in this category will be those having hearing loss more than 90 decibels (db) in the better ear (Profound impairment) or the total loss of hearing in both ears.

(C) **Orthopaedically Impaired:** The Orthopedically Impaired are those who have a minimum 40% of physical defect or deformity which causes an interference with the normal

functioning of bones, muscles and joints. Categories of Orthopedically Impaired applicants suitable for the posts:

1. One Arm affected
2. One Leg Affected
3. One Arm & One Leg Affected
4. Both Legs Affected
5. Muscular Weakness.

The Applicants should possess valid Medical certificate in the forms prescribed by the Government issued by competent Medical authorities for the purpose of employment, as on the date of Registration.

Note: The applicant can avail relaxation only for the Predominant disability. The applicant should be in possession of Original Medical Certificate for the same issued by competent medical authorities in the format prescribed by the Government at the time of Online Registration. In the event of their selection under PH categories mentioned above, their engagement shall be subject to capacity of the candidate to perform the job, in consultation with the prescribed medical authority.

5. **The vacancies indicated in the enclosures are likely to vary/change without any prior intimation or assigning any reason.**

6. **Scale of Time Related Continuity Allowance (TRCA)**

Category of GDS	TRCA in Rs	Workload in points	Workload in hours
GDS Branch Postmaster	2745-50-4245	75 points	Up to 3 hours work
	3200-60-5000	87.5 points	More than 3 hours up to 3 hrs 30 min
	3660-70-5760	100 points	Up to 4 hours
	4115-75-6365	112.5 points	More than 4 hours up to 4 hrs 30 min
	4575-85-7125	Up to 125 points	More than 4 hours 30 min up to 5 hrs
GDS Mail Deliverer/Stamp Vendor	2665-50-4165	-----	For work up to 3 hrs for new entrants
	3330-60-5130	---	For work up to 3 hrs 45 minutes
	4220-75-6470	----	More than 3 hrs 45 minutes up to 5 hours
GDS Mail Carrier/Packer/Mailman	2295-45-3695	----	For work up to 3 hrs for new entrants

	2870-50-4370	----	More than 3 hrs up to 3 hrs 45 minutes
	3665-65-5585	----	More than 3 hrs 45 minutes up to 5 hours

In addition to the TRCA, admissible allowances as prescribed from time to time will be paid.

7. **Age limit: 18-30 years**: (a) For General Category (Unreserved Applicants) and maximum age limit of Casual Labourers shall be 35 yeras

(b) Permissible relaxation of upper age limit as per Government of India orders are as indicated below:-

Category	**Age relaxation permissible beyond the Upper age limit.**
Scheduled Castes/ Scheduled Tribes (SCs/STs)	5 years
Other Backward Castes (OBC)	3 years
Physically Handicapped	PH+ Unreserved 10 years. In regard to PH+SC/ST 15 years. In regard to PH+OBC 13 years
Casual Labourers	38 years & 40 years for SC/ST with further relaxable to the extent of number of years of service as provided in the relevant provision concerning casual labourers serving in the Department and engaged on or before 01.09.1993

8. **Crucial date for reckoning of age limit**:- The crucial date for determining the age limit shall be as on the date of notification of vacancy.

9. **Educational Qualification**:- (a) Secondary School Examination pass certificate of 10th standard conducted by any board of school education in India**.**

(b) The candidates for all approved categories referred to in (a) above will be required to furnish at least 60 days' duration basic computer training certificate from a recognized Computer Training Institute. Computer Certificates from Central Government/ State Government/University/Boards etc. will also be acceptable for this purpose. Certificates from Private Computer Training Institutes shall also be acceptable subject to their recognition by the Chief Postmaster General, Odisha Postal Circle based on their reputation, capability and quality of education. This requirement of basic computer knowledge certificate shall be relaxable where a candidate has studied computer as a subject in Matriculation or Class XII of higher

educational qualification and in such cases , a separate certficate will not be insisted upon.

9©- Residence-

Residence in post village/delivery jurisdiction of the Post Office within one month after selection but before engagement shall be mandatory for a GDS. Failure to reside in place of duty for GDS BPM and within delivery jurisdiction of the Post Office for other categories of GDS after engagement shall be treated as violative of conditions of engagement and liable for disciplinary action under Rule-10 of the Conduct Rules, requiring removal/dismissal. Post office shall be located in the accommodation to be provided by GDS BPM suitable for use as Post Office premises.

9(d) Other terms and conditions-

(i) A GDS shall not be required to perform duty beyond a maximum period of 5 hours a day.

(ii) A GDS shall not be retained beyond 65 years of age

(iii) A GDS shall have to give an undertaking that he has other sources of income besides the allowances to be paid by the Government for adequate means of livelihood for himself/herself and his/her family. This condition is required to be complied within 30 days after selection but before engagement.

(iv) A GDS can be transferred from one post/unit to another post/unit in public interest.

(v) A GDS shall be outside the Civil Services of the Union.

(vi) A GDS shall not claim to be at par with the Central Government employees.

(vii) Combination of duties of a GDS shall be permissible.

(viii) On engagement as GDS, the person so engaged shall be required to furnish security in such manner as may be prescribed from time to time. The existing security amount in case of GDS Branch Postmaster & other approved categories of GDS is Rs 25000-& Rs 10000- respectively.

9(e)- Disqualification-

If an applicant holds any Govt. Post, holds any elective post, is a member of any political organization, is involved in any criminal case, has been convicted by any court of law, then his/her candidature will not be accepted.

10. **Pattern of Examination**: The applicants shall be subjected to an Aptitude Test with a total 100 maximum marks covering the following subjects/topics. **Aptitude Test** will be comprising three parts (Part A, B(I) & B(II)). The duration of the Aptitude Test will be for 2 hours (120 minutes). There is no negative marking.

Part 'A' Mathematics (50 marks with 50 questions of 1 mark each)	Topics: Number systems, Decimals and Fractions, Percentages, Ratio and Proportion,Profit and loss, Simple interest, Average , Discount, Partnership, Time & work, and Time & distance.
Part B(i) English (25 marks with 25	Topics- Articles, Prepositions, Conjuctions, Tenses, Verbs, Synonyms & Antonyms, Vocabulary, Sentence

questions of 1 mark each)	structure, Proverbs, Phrases& question from a small unseen passage.
Part B(ii)- Regional Language- Odia (25 marks with 25 questions of 1 mark each)	Topics- Mishra o Sanyukta Vakya, Vakya ra Rupantara, Swara Sandhi, Alankara, Rudhi o Lokakatha, Ashuddha Vakya Suddharupa, Padhinathiba Gandyansha-

11. All eligible Applicants belonging to various categories who have the educational qualification of (a) Secondary School Examination pass certificate of 10th standard conducted by any board of school education in India and (b) 60 days' duration basic computer training certificate from a recognized Computer Training Institute shall be invited for appearing in Aptitude test. **No weightage for marks secured by the Applicants will be given while preparing the Merit Lists**.

11.1 Total number of applicants as per the total number of vacancies in each category i.e., OC, SC, ST, OBC, etc shall be declared qualified in descending order of merit based on the marks secured by them in the Aptitude Test. The minimum qualifying marks to be obtained in each part of the Aptitude Test is prescribed as under:-

Parts A	Minimum 20 marks for OC, 17 marks for SC/ST and 19 marks for OBC candidates .
Part-B(I), B(II)Two segments)	Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC candidates in each segment

40% marks for OC, 33 marks for SC/ST and 37 marks for OBC candidate in aggregate.

11.2 <u>The merit list for the whole Divisions shall be prepared in respect of all categories of posts put together.</u> For the said purpose, the candidates shall furnish a single application online only and is allowed to give an option for a maximum of ten(10) Posts out of 569 posts in order of their preference. The details of posts from Sl No 1 to 569 is given in the Instruction Sheet for the applicant. The candidate will have to select 10 such serial nos. amongst 1to 569 and click the same in the space "**Name of the Post**" appearing in the on-line application format Thereafter, the candidates will be allotted to the posts and Division as per their preference based on their position in the merit list and availability of vacancy. In case the name of a particular candidate figures in select panel for more than one post, he/she will be offered, subject to availability , the post against which his/her preference is highest.

The candidates who are not able to get the allocation in any of the post of his/her preference because of his/her performance, such candidates might be allocated to the post/Division where the vacancies exist. The candidates will have to give an undertaking that in the event of his/her not getting the post in his preference, he/she is willing to accept the appointment in any category of the post to which he/she is allotted. **The candidates who do not indicate their preference, it will be presumed that they have equal preference for all the posts and may be allocated to the post to the Division where vacancy exists at the discretion of the Competent Authority**.

12. **Cost of Application Form Registration**: -Rs. 100- for all categories of applicants who have registered.

13. **Examination Fee**: - The Examination fee prescribed for all male applicants in General and OBC categories is Rs. 400/-. **Candidates belonging to Scheduled Castes / Scheduled Tribes / Physically Impaired/ Women are exempted from payment of Examination Fee**.

14.(i) The vacancies for each category of post in 18 Postal Divisions and 3 RMS Divisions under Odisha Postal Circle is displayed under the link "VACANCIES" on the website http://odisha.postalcareers.in, www. odishapost.gov.in, www.indiapost.gov.in. The Examination Cities/Venues and the details of Postal/RMS Divisions in the Circle are also displayed in the website for facilitating the applicants for indicating his preference of posts/division while submitting their online application.

(ii)The Applicants are clearly informed that the allotment of Examination City in the Postal Circle applied for is the prerogative of the Department and requests received for any change in examination centre/venue will not be permitted under any circumstances. Examination City is allotted as per the Preferences marked by the applicant. However depending upon of the candidates volume of the exam city other exam cities of this Postal Circle may also be considered out of other city options.

(iii) The applicants have to access the http://odisha.postalcareers.in, www. odishapost.gov.in, www.indiapost.gov.in regarding detailed information on the recruitment process from portal in PDF Format. The applicant has to fill the inputs including standard information i.e. Name, DOB, community, sex, educational qualification, etc. No column of the application form should be left blank.

15. **How to Apply**:-

(i) The Applicant has to access the website http://odisha.postalcareers.in or seeing the detailed Notification/Advertisement issued by the Department and the Instruction Sheet.

(ii) Before starting Registration of his/her application on the website, the Applicant should read the notification, instruction sheet and FAQs carefully. He/she has to evaluate his/her eligibility for the category. His/her eligibility will be evaluated during the registration process and the process shall terminate for ineligible applicants and reasons there for would be prompted.

(iii) Before starting his/her registration of his/her application on-line, the applicant should be ready with the soft copies of passport size photo (not more than 20 KB in .JPG/JPEG format) and signature (not more than 10 KB in .jpg/jpeg format) which are required to be uploaded after filling up of the inputs and uploading the application on-line.

(iv) **One applicant has to submit only one application**. If more than one application is registered, it will lead to rejection of all the applications registered by the applicant.

(v) Applicant should fill the details/inputs in the On-line Application at the appropriate places very carefully and click on the SUBMIT button at the end of the Registration of On-line Application Form. Before Pressing the SUBMIT button, the applicants are advised to verify carefully every field/inputs mentioned in the application. Name of the Applicant or his/her father name etc. should be spelt correctly in the Application as it so appears in the Secondary School Certificate Examination/mark sheet. Any change/alternation found/detected later on may lead to his disqualification of candidature.

(vi) The applicants will kindly note that the particulars mentioned in the On-line application will be considered as **final** and no change/alteration/modification will be allowed/entertained after submission of the On-line application under any circumstances.

(vii) After successful registration, a provisional Unique Registration Number (URN) will be generated by the system and displayed on the screen. The registration number along with password shall be sent to the Applicant to the given email ID and SMS to given Mobile Number in the application. The Applicant has to use the registration number and password for log in into the website where he can generate, the challan in triplicate to enable him to pay the fee. Applicant has to take out a print out of the system generated Fee Payment Challan. The Applicant has to retain this number and password for future references.

(viii) The Applicant is further advised to fill in the On-line Application Form in one go and save the data. The Applicant can edit the particulars if needed before final Submission of the Application Form. Once the application is filled completely, the applicant should submit the data.

(ix) **Mode of Payment**:- The Cost of Application Form and Examination Fee are already prescribed in Para No. 12 and 13 above of this notification. The applicants have to approach their nearest e-payment Post Offices, (listed under e-payment link of http://odisha.postalcareers.in and to produce Fee Payment Challan printed by him & to pay the FEE in CASH (INR) only. Once the fee has been paid, the Registration process is completed. The Applicant can check his/her status of payment on the website http://odisha.postalcareers.in after 3 working days after payment of the fee. **In case of Non-payment the application registered will not be considered for further process. The applicants who have registered the applications on the closing date of registration are permitted to pay the FEE till 18th May, 2015.**

16. The Applicants after successful registration of the On-Line Application are advised to keep print out of the "PREVIEW" of his Application, copy of fee challan, receipt issued by the Post office and Registration slip for any future reference.

17. The Applicants are advised not to enclose/upload copies of any certificates/documents. The application Registered on-line will be treated as Provisional and it will be subject to Verification of respective Certificates/documents. The Applicant has to furnish a Declaration to the effect that the inputs furnished by him/her are true, complete and correct to best of his/her knowledge and they will be supported by the original documents/testimonials as and when required/demanded. Any false/incorrect information found/detected at any stage, his/her candidature/appointment will be summarily rejected/terminated. Therefore it is mandatory for the applicant to Tick the Check Box about this Declaration at end of the Application form, before saving and uploading the application.

18. Closing Date for Registration of Application. The registration of on-line application will commence on 15/04/2015 at 00:00hrs and closes by 14/05/2015 by 23:59hrs.

Asst. Director(RE)
For Chief Postmaster General,
Odisha Circle, Bhubaneswar-751001.