

APPLICATION FORM FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION FOR PROMOTION TO THE POSTS OF POSTAL ASSISTANT (CIRCLE OFFICE AND REGIONAL OFFICES), POSTAL ASSISTANT (POST OFFICE) AND SORTING ASSISTANT (RAILWAY MAIL SERVICE) FROM ELIGIBLE OFFICIALS FOR THE VACANCY YEAR 2025 (01.01.2025 TO 31.12.2025) TO BE HELD ON 20.07.2025.

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

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

S.N.	Particulars	Detail(s)			
1.	Name of the candidate (IN CAPITALS)				
2.	Gender (Male / Female / Transgender)				
3.	Designation				
4.	Name of the Division /Unit				
5.	Date of Birth (DD-MM-YYYY) (attach self-attested matriculation certificate/ marks sheet)	DD	MM	YYYY	
6.	Category (UR/SC/ST)				
7.	Whether belongs to Person with Benchmark Disability (Yes/No)				
(a)	If yes, type of disability (VH / HH / OH / Others) (attach permanent disability certificate)				
(b)	Percentage of disability				
8.	Date of entry in the Department (DD-MM-YYYY)	DD	MM	YYYY	
9.	Details of Posts held substantively	Pay Level in Pay Matrix	Name of the Posts	From	To
		Level-3			
		Level-2			
		Level-1			
10.	Details of regular engagement as Gramin Dak Sevaks (GDS), if any	From	To	Total eligible service as GDS (YY-MM-DD)	
				YY	MM DD
11.	Total eligible service as on 01.01.2025 (YY/MM/DD)	YY	MM	DD	
(a)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2025) (YY/MM/DD)	YY	MM	DD	
(b)	Length of engagement rendered as GDS (YY/MM/DD)	YY	MM	DD	
12.	Whether eligible as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification				
13.	Whether working in APS (Yes/ No)				
14.	Whether any penalty is in currency Disciplinary or Proceedings Pending. If yes, 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 the Candidate)

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED as Category (A) / Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification) / NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefore.

(Strike off the options which are not required)

Date : _____

Place : _____

Signature of Divisional /Unit Head with
designation stamp

ORDER OF PREFERENCE FOR CADRE & DIVISIONS / UNITS

The candidates shall mandatorily indicate the Order of Preference for all Cadres and Divisions / Units in the Circle along with the Application Form. Allotment of Division/ Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

Sl. No.	Cadre associated with Division/Unit	Order of Preference (1/2/3)
1.	POSTAL ASSISTANT (CIRCLE OFFICE & REGIONAL OFFICES)	
2.	POSTAL ASSISTANT (POST OFFICES)	
3.	SORTING ASSISTANT (RAILWAY MAIL SERVICE)	

ORDER OF PREFERENCE FOR DIVISIONS / UNITS

Sl. No.	Divisions / Units under Odisha Circle	Preference (Write the name of the Division/Unit with order of preference)	
		Name of the Division / Unit	Order of Preference (i.e. 1 st 2 nd & 3 rd ...etc.)
1.	CIRCLE OFFICE & REGIONAL OFFICES		
2.	BALASORE		
3.	BHADRAK		
4.	BHUBANESWAR		
5.	CUTTACK CITY		
6.	CUTTACK SOUTH		
7.	JAJPUR		
8.	KENDRAPARA		
9.	MAYURBHANJ		
10.	NAYAGARH		
11.	PURI		
12.	RAIRANGPUR		
13.	ASKA		
14.	BERHAMPUR		
15.	KALAHANDI		
16.	KORAPUT		
17.	PHULBANI		
18.	RAYAGADA		
19.	BOLANGIR		
20.	DHENKANAL		
21.	KEONJHAR		
22.	ROURKELA		
23.	SAMBALPUR		
24.	SUNDERGARH		
25.	RMS N		
26.	RMS BG		
27.	RMS K		

Note:-

- Order of preference once exercised can't be changed in later stage at any circumstances.
- A candidate shall not be considered for a Cadre or Division/Unit for which preference has not been submitted by him/her.
- If a candidate is selected for PA(CO/RO) cadre, then he/she will be posted either in Circle Office, Bhubaneswar / RO Sambalpur / RO Berhampur.

Date :

Place :

(Signature of the Candidate)

I certify that the candidate is eligible for the vacancy year 2025 and he/she has filled the order of preference form for Cadre and Divisions / Units as per his/her choice.

Date :

Place :

Signature of Divisional/Unit Head
with designation stamp

Proforma Report i.e.w. applications submitted for Limited Departmental Competitive Examination for promotion to the posts of Postal Assistant (Circle/Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2025 (01.01.2025 to 31.12.2025) to be held on 20.07.2025.

Sl. No.	Name of the Division / Unit	Name of the Candidate (Shri / Smt. / Ms.) (in BLOCK LETTERS)	Gender (Male / Female / Transgender)	Designation	Name of the office where working	Date of Birth (DD-MM-YYYY)	Category (UR/SC/ST)	Details of Physical Disability status			Date of Entry in the department (DD-MM-YYYY)	Date of joining in the Feeder Cadre (refer to Col-5) (DD-MM-YYYY)	Details of Posts held substantively (as per SL No.9 in the form)	Details of regular engagement as Gramin Dak Sevaks, if any			Total eligible service as on 01.01.2025 (YY-MM-DD)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2025) (YY/MM/DD)	Length of engagement rendered as GDS (YY/MM/DD)	Whether working in APS (Yes/ No)	Whether any penalty is in currency Disciplinary Proceedings Pending (Yes / No)	If yes, details thereof	Eligibility as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification		Remarks, if, any
								Whether belongs to Person with Benchmark Disability (Yes / No)	If yes, type of disability (VH / HH / OH / Others)	Percentage of disability				From (DD-MM-YYYY)	To (DD-MM-YYYY)	Total eligible service as Gramin Dak Sevaks (YY-MM-DD)							Recommendations (Recommended/ Not Recommended)	Recommended for Category (A) / Category (B)	
(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)	(26)

SUMMARY :

Total No. of applications received	
Total No. of Recommended candidates :	
Total No. of Not Recommended candidates :	

Certified that the particulars of the applicants have been checked, verified as per record and found to be correct.

Signature of Divisional Head with Designation and stamp

N.B. : (i) The application forms may be arranged in the alphabetical order by the name of the candidate and the Proforma Report (Annexure-IV) may be filled accordingly.
(ii) The information should be furnished in the Excel Sheet and send soft copy to this office through email id: adrect-odi-dop@nic.in