

F. No. RE/30-23/2025(PA/SA) dated 09.06.2025
भारतीय डाक विभाग / Department Of Posts; India
मुख्य पोस्टमास्टर जनरल का कार्यालय, ओडिशा परिमंडल
Office of the Chief Postmaster General, Odisha Circle
Bhubaneswar-751001 / भुवनेश्वर - ७५१००१

NOTIFICATION

Sub : Limited Departmental Competitive Examination (LDCE) 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).

In pursuance of the Directorate letter No. DE-12/1/2025-DE-DOP dated 30.05.2025, 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 for promotion to the cadre of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities for the examination are as under:-

Sl. No.	Activity	Schedule
1.	Date of Notification	09.06.2025 (Monday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	02.07.2025 (Wednesday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/ Controlling Unit duly verified.	07.07.2025 (Monday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	10.07.2025 (Thursday)
5.	Issue of Admit Card by CO/RO/DO/Unit to the eligible candidates	14.07.2025(Monday)
6.	Date of Examination (Date &Time)	20.07.2025 (Sunday)*

* Exam will commence exactly at 10.00 AM in all the Centres.



2. Vacancies:

The details of tentative vacancies for the year 2025 (01.01.2025 to 31.12.2025) are as under:

(A) Circle-wise vacancy:

Name of the Circle	Name of the Cadre	Vertical vacancies				Horizontal vacancies				Total for PwBDs**
		UR	SC	ST	Total	VH	HH	OH	Others	
Odisha	Postal Assistant (Circle Office and Regional Offices)	1	1	0	2	0	0	0	0	0
	Postal Assistant (Post Office)	26	0	0	26	1	0	1	0	2
	Sorting Assistant (Railway Mail Service)	1	1	0	2	0	0	0	0	0
	Total	28	2	0	30	1	0	1	0	2

(B) Division-wise vacancy:

(i) Postal Division/Unit:

Sl. No.	Name of the Division/Unit	Number of vacancies
1.	Balasore	1
2.	Bhadrak	0
3.	Bhubaneswar	3
4.	Cuttack City	1
5.	Cuttack South	0
6.	Jajpur	1
7.	Kendrapara	3
8.	Mayurbhanj	1
9.	Nayagarh	1
10.	Puri	1
11.	Rairangpur	0
12.	Aska	0
13.	Berhampur	2
14.	Kalahandi	1
15.	Koraput	0
16.	Phulbani	2
17.	Rayagada	0
18.	Bolangir	1
19.	Dhenkanal	2
20.	Keonjhar	2
21.	Rourkela	0
22.	Sambalpur	2
23.	Sundergarh	2
Total (PAPO Cadre)		26

(ii) Railway Mail Service Division/Unit:-

Sl. No.	Name of the Division/Unit	Number of vacancies
1.	RMS 'N'	1
2.	RMS 'BG'	1
3.	RMS 'K'	0
Total (SA Cadre)		02

**** DoPT vide O.M. No. 36012/1/2020-Estt.(Res.-II) dated 28.12.2023 has issued a set of instructions regarding reservation in promotion to PwBDs. The Proviso of Section 34 of the 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 DoPT Office Memorandum No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, four per cent (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 (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified vide GSR 459 (E) dated 17.06.2022 as amended vide Department of Posts (Postal Assistant and Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21(E) dated 13.01.2023 and (Amendment) notified vide G.S.R. 470(E) dated 01.08.2024, the following categories of official(s) of the Circle, excluding officials from Postal Account Office or Wing, are eligible to appear in the examination.

Category (A):

- (i) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix.
- (ii) Officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix.
- (iii) Officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post.

Category (B):

- (i) Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks.

Provided that for officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix, who have rendered regular service as Gramin Dak Sevaks on or before 17.06.2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.

Note 1:-Eligibility of service condition shall be as on **01.01.2025**.

Note 2:- The officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category (A) are not available for filling up the notified vacancy.

Note3:- Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression etc.



Note 4:- "Where juniors who have completed qualifying or eligibility service are eligible for Limited Departmental Competitive Examination or Competitive Examination, their seniors would also be eligible for such examination provided they are not short of the requisite qualifying or eligibility service by more than half of such qualifying or eligibility service or two years, whichever is less, and have successfully completed their probation period for promotion to the next higher grade subject to the condition that both the senior and junior were recruited through same mode of recruitment and were holding same feeder cadre prior to appointment to the present post on regular basis.

This condition shall not be applied with reference to such junior officials who lost their seniority after availing transfer under Rule-38 of the Postal Manual Volume-IV."

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-SPB-I dated 10.05.2019 under Annexure-C which shall be read with letter No. 17-08/2018-SPB-I(pt.) dated 10.06.2019 and 17-08/2018-SPB-I dated 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019, letter no. 17-08/2018-SPN-I dated 09.09.2021, letter No. 17-08/2018-SPN-I(pt.) dated 21.11.2022, letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 29.05.2024 enclosed as **Annexure-II**.

Note: (i) The component of local language test (Paper-II) has been removed vide letter No. 17-08/2018-SPN-I dated 29.05.2024.

Note: (ii) The Data Entry Skill Test (DEST) will be conducted subsequently as per the Instructions on the subject mentioned in Directorate's letter no. 17-08/2018-SPN-I dated 19.12.2022.

5. Preference/Option:

Applicants are required to indicate the order of preference for Cadre and then give order of preference for Division/Unit as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023 in **Annexure-III**. Allotment of Cadre/Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy. **A candidate shall not be considered for a Cadre or Division/Unit for which preference has not been submitted by him/her.**

6. Centres of Examination :

The examination will be conducted at Circle/Regional Head Quarters only. The candidates will have to appear from the respective centres of their Region/Circle only and under no circumstances, they will be permitted to appear from other Region/Circle centres. The venue of the examination will be intimated in due course.

7. The application of the APS candidates should be sent to the concerned Divisions/Units 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 persons shall be followed in letter and spirit. Further, instructions contained in Directorate letter no. F.No. SC-12/3/2024-SCT-DOP dated 13.03.2025 regarding "Admissibility of reservation to PwBDs on the basis of Temporary Disability Certificate" may be adhered to strictly while forwarding applications of PwBD candidates to Circle Office / Regional Offices.
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 Operating Procedure (SOP) issued vide letter No.A-34012/02/2022-DE dated 11.08.2022 and letter dated 21.09.2023 and 13.01.2025 to be followed in the conduct of the 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 ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.
13. All the Divisional/Unit/Controlling Heads are directed for giving wide publicity to this Notification for inviting the Applications from eligible candidates in the prescribed form (**Annexure-I**). The Divisional/Unit/Controlling Heads have to scrutinize the details furnished in the Applications submitted by the candidates, thoroughly with reference to Name, Date of Entry into service, Date of Birth, Category/ Community, Physical Disability Status, Eligibility Criteria etc. with reference to the relevant Recruitment Rules and service records of the concerned candidate.
14. The Divisional/Unit/Controlling Heads are requested to start the activity as per the notified schedule immediately. The schedule should be adhered to strictly.
15. The Divisional/Unit/Controlling Heads are requested to intimate the number of applications received to the concerned Regional Office by **07.07.2025** and the Regional Offices are requested to send particulars of the candidates in the prescribed proforma (**Annexure -IV**) duly filled in excel sheet to the Circle Office (along with Soft Copy) through e-Mail id: adrectt-odi@indiapost.gov.in by **10.07.2025** positively for issue of Hall Permit / Roll Numbers. In case of any dispute in permitting any candidate to appear in the examination, the same will be settled by Divisional/Unit Head or Regional Level. The Divisional/Unit Heads will issue the Hall Permits to the candidates on **14.07.2025**.
16. While forwarding the application forms to the Regional Office / Circle Office, 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 in accordingly. The serial number mentioned in the Proforma Report may be mentioned on the top of the respective application forms.


17. The Regional Offices at Berhampur and Sambalpur are requested to scrutinize the applications thoroughly received from Divisions duly compiling the data of candidates in enclosed proforma (**Annexure-IV**) with recommendation or otherwise to this office as per scheduled date fixed with reference to the prevailing rules and guidelines. Circle Office, Bhubaneswar will no way be responsible for faulty recommendation or non-recommendation. Similarly, Divisions under Head Quarter region will also follow the above procedure. Further, before forwarding the application form of the candidates to Circle Office, Bhubaneswar **it is requested to keep a copy of all application forms at Division/Unit/Regional Office for record.**

18. **The application received after prescribed closing date will not be entertained under any circumstances.**

19. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units. This notification is also available on the Departmental website i.e. <https://www.indiapost.gov.in/> and <https://odishapost.gov.in/>.

20. This is issued with the approval of the Competent Authority.

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


(ग. प्र. कर) (G.P. Kar)
सहायक निदेशक (भर्ती) / Asst. Director (RE)
मुख्य पोस्टमास्टर जनरल का कार्यालय, ओडिशा परिमंडल
O/o the Chief Postmaster General, Odisha Circle
भुवनेश्वर – ७५१००१ / Bhubaneswar-751001

A copy of this notification is issued for information and necessary action to:-

1. The Director (DE), Dak Bhawan, Sansad Marg, New Delhi w.r. 12/1/2025-DE-DOP dated 30.05.2025.
2. The Postmaster General, Sambalpur / Berhampur Region.
3. The Director of Accounts (Postal), Mahanadi Vihar, Cuttack.
4. All SSPOs / SPOs / SSRM / SRMs / Other Unit Heads in Odisha Circle.
5. The Officer-in-Charge, 56 APO, P&T Admin Cell, APS Wing - 900746
6. The General Manager, CEPT, Mysuru for uploading the notification in India Post website.
7. All Group Officers of Circle Office, Bhubaneswar.
8. The Asst. Director (OL), Circle Office, Bhubaneswar. It is requested to translate the content of this letter into Hindi version and supply the same directly to the Asst. Director (TO), Circle Office, Bhubaneswar for uploading of the same on Odisha Post Website.
9. The Asst. Director (TO), Circle Office, Bhubaneswar. It is requested to upload the notification in Odisha Post Website.
10. All recognized Service Unions as per standard list.
11. Office copy.