

No. 17-08/2018-SPN-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated the, 18th October, 2023

To

1. All Chief Postmasters General / All Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Sr. DDG (PAF)
4. Director, RAKNPA / GM, CEPT / Directors of all PTCs
5. Addl. Director General, Army Postal Service, New Delhi
6. All General Managers (Finance), Directors Postal Accounts/DAP
7. Chief Engineer, Civil / Electrical Wing

Subject: Procedure for selection of candidate based on single examination for the posts of MTS / Postman / Mail Guard – reg.

Madam/Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPN-I dated 15.06.2022 vide which procedure for selection of candidate based on single examination for the posts of MTS / Postman / Mail Guard was circulated. Subsequently, the Recruitment Rules of MTS / Postman / Mail Guard have been modified. Accordingly, the Competent Authority has approved the revised procedure as under:-

A. At the time of seeking application for examination, applicants shall be asked to exercise following 'option' and 'order of preference':-

- a) **Option for Post:-** To be considered for which posts – Postman / Mail Guard / MTS. 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 given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard.


18/10/2023

- b) **Preference of Division by applicants (both MTS and GDS) (For Postman / Mail Guard):-** MTS / GDS 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.
- c) **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 Office, Civil / Electrical wing etc., wherever vacancy(ies) exist. In addition, they shall also give order of preference for Division / Unit.
- B. **Stage-I (List of MTS candidates for vacancies of Postman / Mail Guard):-** Publication of list of successful MTS candidates (merit list) for the posts of Postman and Mail Guard, equal to the number of vacancies in each category separately.
- C. **Stage-II (Refusal / acceptance of offer of appointment for MTS candidates for appointment to the post of Postman / Mail Guard):-** Promotion orders will be issued in case of these successful candidates clearly indicating that if the official does not join the promotional post within seven (07) days it will be deemed to have been refused. Controlling officer shall immediately relieve the official to join promotional post. Official on leave may be allowed to join even after seven days if they communicate in writing to accept the promotion and in that case the official will be allowed to join after expiry of approved leave period. *[Controlling officers are advised to contact such successful candidates who are on leave for obtaining their consent to join promotional post in writing. Similarly, candidates who do not wish to join promotional posts may be encouraged to communicate the same in writing.]*
- D. **Stage-III (Selection of candidate against refusal):-** In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate (refusal of promotion), promotion orders will be issued to the next MTS candidate in the Merit list. Process of joining promotional post / refusal of promotion as at Stage-II above will be repeated. This process will be repeated till all the vacancies are exhausted or qualified MTS candidates are not available for promotion.
- E. **Stage-IV (Unfilled vacancies of Postman / Mail Guard):-** After completion of Stage-III if still some vacancies are left unfilled, those will be added to the vacancies earmarked for GDS candidates to arrive at the total vacancies available for GDS candidates and to decide category-wise vacancies.
- F. **Stage-V (List of GDS Candidates for vacancies of Postman / Mail Guard):-** Publication of list of successful GDS candidates (merit list), out of the qualified GDS candidates for the


10/10/2023

posts of Postman and Mail Guard, equal to the number of vacancies in each category. Process of appointment to the selected post / refusal of offer of appointment, similar to the process at Stage-II to Stage-III above will be repeated till all the vacancies are exhausted or qualified candidates are not available for appointment.

G. **Stage-VI (List of GDS Candidates for the post of MTS):-** List of successful GDS candidates (merit list) for the posts of MTS, equal to the number of vacancies in each category, shall be published. Process of appointment to the selected post / refusal of offer of appointment, similar to the process at Stage-II and III above will be repeated. This process will be repeated till all the vacancies are exhausted or qualified GDS candidates are not available for appointment.

2. It is requested to bring these instructions to the notice of all concerned.

Yours faithfully,



(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:-

1. Director (DE), Dak Bhawan
2. GM, CEPT for uploading the order on India Post website.