

**X-20/58/2023-SPN-II-DOP (Part- I)**

Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg,
New Delhi-110 001
Dated: 11-03-2025

To

1. All Heads of Circles
2. Director, RAK National Postal Academy, Ghaziabad
3. All Directors of PTCs

Subject: Probation and / or Confirmation of Direct Recruit Inspector Posts in the Department of Posts- regarding.

Sir/Madam,

I am directed to say that issue of action to be taken in case of Direct Recruit Inspector Posts (IPs) Officials who are unable to clear the prescribed tests during their training has been engaged for the sometime.

2. Presently on their appointment, such IPs are imparted induction training at Postal Training Centres (PTCs) and they have to pass the prescribed tests during the said training. Currently, Such Direct Recruit IPs undergo training at the Postal Training Centres (PTCs) are required to obtain at least 60% marks in the tests in order to come out of training successfully.

3. Matter has been examined. At the outset, it is emphasized that the tests, which the Direct Recruit IPs undergo while on training, need to be closely monitored and it should be ensured that only those IPs who obtain required marks in the tests may be declared to have satisfactorily completed the probation period and confirmed in the service, provided such IPs has also performed/ acted satisfactorily during the probation period. As per the Recruitment Rules of IPs issued by Department of Posts, the Direct Recruit IPs are confirmed in service by a Department Confirmation Committee (DCC) and pending confirmation, they remain on probation and their services are governed by CCS (Temporary Service), Rules, 1965.

4. The Competent authority has approved the following instructions in case of the Direct Recruit IPs (on Probation) who fail in the training test held in PTCs:

- a. If any Direct Recruit IP (on probation) is unable to clear the tests in the first attempt, he/she may be given two more chances to pass the tests. These three chances (including first chance during training) may be held/conducted within the two-year mandatory probation period. In the interregnum, such IP may be posted temporarily against a non-sensitive post.
- b. Before the third chance is given to an IP who has failed in two attempts, he/she may be given a written warning to the effect that his/her failure in mandatory test does not justify his/her confirmation in the service and that, unless he/she showed substantial improvement within a specified period and clears the test, **the issue of**

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terminating him from service will be considered.

- c. If any IP is still unable to clear the Tests in three attempts within two years, the probation period in his/her case will be extended by six months during which time he/she shall have to mandatorily pass the tests. **For such IPs, whose probation period has been extended by six months due to failure to pass the tests, a qualifying test will also be introduced which will be in addition to the existing tests. The modalities of such qualifying test will be prepared/finalized by the Training Division of the Postal Directorate.**
- d. In case he/she passes the required tests and qualifying test and has also acted/performed satisfactorily during the entire period of probation including extension also, he/she may be declared to have successfully completed probation period and may be confirmed in service by the DCC.
- e. **If an IP again fails in the tests and/or does not pass the qualifying test, the services of such temporary Direct Recruit IP shall be terminated.**
5. The PTCs shall send reports relating to passing/failures in the tests/qualifying test etc. in respect of each Direct Recruit IP (on probation) to the Appointing Authority of the such official.
6. In order to ensure that termination cases are decided appropriately, the Appointing Authority of IP, will first issue a speaking show cause notice covering reasons in detail for termination to the IPs concerned within 15 days after completion of extended six months' period of probation. The said IP will be given 15 days' time to make representation if any. Subsequently, the appointing authority, after carefully examining all relevant documents as also the representation, if any, of the official concerned, will decide the case of his/her termination within 45 days from the date of issue of Show Cause Notice.
7. Successful completion of training is a pre-requisite for completion of probation. Therefore, above may be included in the provisional offer of appointment issued to the candidates.
8. This may be brought to the notice of all concerned.

Yours faithfully,

Digitally signed by
VANGARA PRASAD
Date: 11-03-2025

15:12:40 (Vangara Prasad)

Assistant Director General (SPN).

Copy to:

1. PPS to Secretary (Posts)/ DGPS
2. PPS to Member (P)
3. O/o CGM (Parcel)/CGM (PLI)/CGM (BD)
4. O/o Additional DG, APS Directorate
5. PPS to-DDG (P)
6. GM (CEPT)- With request to upload the letter on the India Post Website
7. DDG (Training)- for suitable action with respect to Qualifying Test as mentioned in Para 4 (c) above.