

भारतीय डाक विभाग

Department of Posts: India

मुख्य पोस्टमास्टर जनरल कार्यालय, आं.प्र. सर्किल, विजयवाड़ा - 520 013

O/O Chief Postmaster General, Andhra Pradesh Circle, Vijayawada-520 013

To

1. The Postmaster General,  
Kurnool Region/Vijayawada Region/Visakhapatnam Region
2. The Officer In-charge, P&T Admn. Cell, APS Centre C/o 56 APO, PIN-900746.

**No.RE/APCO/3-5/DP/2018****Dated at Vijayawada-13 the****23.10.2018**

Sub: Conduct of Limited Departmental Competitive Examination for promotion of Lower Grade Officials to the cadre of Postal Assistant/Sorting Assistant for the years 2016-17, 2017-18 and 2018 (upto 31.12.2018) to be held on 09.12.2018 (Sunday) - Reg

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In accordance to Directorate letter No. A-34012/05/2018-DE dated 27.07.2018, it is to inform that the Limited Departmental Competitive Examination for Lower Grade Officials for promotion to the cadre of Postal Assistants/Sorting Assistants from Postman/Mailguard, Despatch Riders and MTS cadres for the vacancies of the years 2016-17, 2017-18 and 2018 (upto 31.12.2018) under Departmental quota will be held on **09.12.2018 (Sunday)**.

## 2. Eligibility Criteria:

2.1 As per the Revised Recruitment Rules notified vide Directorate letter No. 4-5/2015-SPB-I dated 05.06.2015, 50% of the PA/SA vacancies in Post Offices and Mail Offices are to be filled up by promotion through a Limited Departmental Competitive Examination. The following categories of officials are eligible to appear for the above LGO Examination as per Recruitment Rules.

1	Postman / Mail Guard in the Pay Band-1 of Rs. 5200-20200 + Grade Pay of Rs.2000 (Level-3 in the Pay Matrix - Rs.21700 to Rs.69000) of the concerned unit/division with 3 years of regular service in the Grade.
2	Despatch Rider, in the Pay Band-1 of Rs. 5200-20200 + Grade Pay of Rs.1900 (Level-2 in the Pay Matrix - Rs.19900 to Rs.63200) of the concerned unit/division with 5 years of regular service in the grade including any regular service put in the erstwhile Group 'D' post on regular basis.
3	Multi-Tasking Staff in the Pay Band of Rs.5200-20200 + Grade Pay of Rs.1800 (Level-1 in the Pay Matrix - Rs.18000 to Rs.56900) of the concerned unit/division with 5 years of regular service in the grade including any regular service put in the erstwhile Group 'D' post on regular basis.

2.2 The eligibility of the applicants having any of the following infirmitites should be decided by the Divisions/Regions as per the instructions contained in the Directorate letter No.A-34020/08/2015-DE dated 10.12.2015.

- (i) If any, disciplinary action is pending or contemplated.
- (ii) If any, punishment is current.
- (iii) If, there is any adverse entry in the APAR in the last 5 years.

## 3. Pattern and Syllabus:

3.1 The revised pattern and syllabus has already been circulated vide Directorate letter No.60-10/2011-SPB-I dated 10.03.2011 and the same is indicated below for reference. **The Examination will be without the aid of the Books.**

No. of Paper	Syllabus	Duration	No. of MCQs	Qualifying marks
Paper-I	General English/Hindi and Grammar, Arithmetic & Tabulation.	1 Hour	50	40% marks for General Category and 33% marks for SC/ST.
Paper-II	<b>For Postal Assistant:</b> Part A- Knowledge of Postal/Mail Office Operations with reference to Post office guides. <b>For Sorting Assistant:</b> Part B - Postal Manual Volume-VII	1 Hour	50	40% marks for General Category and 33% marks for SC/ST.

**3.2 Computer and Skill Test (CST):** Computer and Skill Test (CST) involving Data Entry and Typing Test will be conducted. Only those candidates who qualify the Aptitude Test will be allowed to appear in the CST as per the Directorate letter No.F.No.34012/05/2018-DE datd 11.10.2018(Copy enclosed).

4. The crucial date for service eligibility condition for the following years of examination will be as under:

Sl.No.	Exam Year	Crucial date of eligibility
1.	2016-17	01.04.2016
2.	2017-18	01.04.2017
3.	2018	01.04.2018

5. **No. of chances:** As per the Directorate letter No.60-10/2011-SPB-I dated 26-7-2011, the number of chances prescribed for General category is 8. In respect of SC/ST category, the number of chances is 10 provided there are vacancies reserved for candidates belonging to SC/ST and in case any SC/ST candidate is appointed on the basis of his/her 9<sup>th</sup> or 10<sup>th</sup> chance he/she shall be appointed against the vacancy reserved for SC/ST, as the case may be irrespective of his/her merit in the examination.

6. **Venues for conducting the examination:** The Examination will be conducted at Circle/Regional Head Quarters. The APS Candidates have to appear for the examination from the regional centre, to which they belong.

7. **Photos:** The applicant should enclose two passport size photos along with the application.

8. The schedule for conduct of the above examination is furnished in **Annexure IV**.


9. The PA/SA is a Divisional cadre, the year-wise vacancy position is furnished in **Annexure-I, II & III**, which may be circulated to all concerned. The vacancies notified are likely to vary/change without any prior intimation.

In case in any division, vacancies are not eventually identified and notified, the qualified candidates of that division will be treated as **surplus qualified candidates** and will be considered for allotment to divisions where there is shortfall to the extent of notified vacancies. **The candidates may take up the examination in ENGLISH/HINDI.**

10. **Application format:** The application format is enclosed. The controlling authority has to verify the details furnished in the Applications submitted by the candidates, thoroughly with reference to Name (as entered in the service records), Date of entry into service, Date of birth, category, eligibility criteria, etc. with reference to the relevant recruitment rules and service records of the concerned.


11. **Issue of Hall Permits:** To be issued by concerned Divisional Heads within due date. The Hall Permit Number will be allotted by the Circle Office.
12. The Divisional Heads/Controlling Authority are requested to intimate the number of applications received to the concerned Regional Office by **19.11.2018** and the Regional Offices to furnish the consolidated information to Circle Office by **22.11.2018**.
13. The Regional Heads are requested to nominate supervising officer to conduct the Examination in respect of their Region. Based on the number of applications received/candidates permitted, the Regions will decide the Venue and to intimate the particulars to the Divisions and to the Circle Office to enable them to incorporate the particulars of the venue in the Hall Permits.
14. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle Office.
15. The specimen form of application is enclosed. The application should be submitted in the prescribed form to the Divisions/Units in time. All officials including those on leave etc. should be informed of the examination without omission.
16. The Divisional Heads/Regional Heads/controlling authority are requested for circulating this notification immediately and to start the activity as per the notified schedule. The schedule should be adhered strictly.
17. The Divisional Offices have to verify the details thoroughly in the applications with reference to number of chances, category, date of birth, date of entry in feeder cadre, eligibility criteria with reference to regular service in feeder cadre etc. It is once again made clear that it will be the responsibility of the Regions/Divisions for ensuring that, the applications are properly checked, to see that the candidates have fulfilled the eligibility conditions and also filled the entries correctly relating to their date of birth, community, feeder cadre, examination centre with full address.
18. The Regions are requested to send particulars of the candidates in the **Annexure-V (enclosed)** duly filled in excel sheet to the Circle Office and also to sent the same through email to [rectt.ap@indiapost.gov.in](mailto:rectt.ap@indiapost.gov.in) by **22.11.2018** for allotment of Hall Ticket Numbers.
19. Kindly acknowledge the receipt of this letter.

DA: As above

  
Assistant Director (Rectt.)  
O/o Chief Postmaster General  
A.P. Circle, Vijayawada-520 013

**Copy to:**

1. The A.P.M.G (Staff & Vig.), Circle Office, Vijayawada-13 for information.
2. The AD (CEPT), Hyderabad - 01 for upload the copy of the notification on <https://appost.in>.

  
Assistant Director (Rectt.)  
O/o Chief Postmaster ccGeneral  
A.P. Circle, Vijayawada-520 013

**APPLICATION FOR LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION OF  
LGOs FOR PROMOTION TO THE CADRE OF POSTAL ASSISTANT/SORTING  
ASSISTANT FROM POSTMAN/MAIL GUARD, DESPATCH RIDERS AND MTS FOR  
THE YEARS 2016-17, 2017-18 and 2018**

1. Name of the applicant :  
(IN BLOCK LETTERS)
2. Present post held on regular basis :  
(Postman/Mail Guard /MTS/others)  
and office in which working
3. Sex (Male/Female) :
4. Date of Birth :
5. Category (UR/SC/ST/PH) :  
(Sub category- PH-I,II,III, IV&V)
6. Name of the Division :
7. Date of appointment on regular basis :
8. Service in respective cadre (Years - Months-Days) :  
as on 01.04.2016  
as on 01.04.2017  
as on 01.04.2018
9. Eligible for the vacancy year/years :
10. Name of the post applied for :  
(Postal Assistant/Sorting Assistant)
11. Number of chances already availed :
12. Language opted (English/Hindi) :

Paste a recent  
colour  
photograph

I hereby certify that the above particulars are correct to the best of my knowledge.

Place :  
Date :

Signature of the applicant

**Note:**

**Recommendations of the Appointing Authority:**

1. The candidate is eligible in all aspets.
2. Particulars furnished by the applicant are verified and found to be correct.
3. No punishment is current.
4. No Disciplinary/Vigilance case is peinding/contemplated against the official.


Place :  
Date :

Signature of appointing authority

**Annexure-I**

**CATEGORY WISE VACANCY POSITION OF DIVISIONS IN AP CIRCLE FOR THE YEAR 2016-17  
PERTAINING TO LIMITED DEPARTMENTAL EXAMINATION (LGO 2016-17) TO THE CADRE  
OF POSTAL ASSISTANTS/SORTING ASSISTANTS (50% PROMOTIONAL QUOTA)**

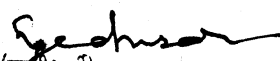
POSTAL ASSISTANTS								
Sl. No.	Name of Region / Division					Part of total vacancies reserved for		
		OC	SC	ST	Total	PH-I	PH-II	PH-III
						(VH)	(HH)	(OH)
Kurnool Region								
1	Anantapur	-	-	-	-	-	-	-
2	Chittoor	2	-	1	3	-	-	-
3	Cuddapah (Kadapa)	2	1	1	4	-	-	-
4	Hindupur	2	2	-	4	-	-	1
5	Kurnool	-	-	-	-	-	-	-
6	Nandyal	4	-	-	4	-	-	-
7	Proddatur	2	1	-	3	-	-	-
8	Tirupathi	-	-	-	-	-	-	-
Vijayawada Region								
9	Bhimavaram	2	1	1	4	-	-	-
10	Eluru	2	1	-	3	-	-	-
11	Gudivada	2	1	-	3	-	-	-
12	Gudur	2	1	1	4	-	-	-
13	Guntur	-	-	-	-	-	-	-
14	Machilipatnam	1	-	-	1	-	-	-
15	Narasaraopet	4	3	1	8	1	-	-
16	Nellore	3	2	1	6	-	-	-
17	Prakasam	4	2	1	7	-	-	-
18	Tadepalligudem	1	1	1	3	-	-	-
19	Tenali	2	-	-	2	-	-	-
20	Vijayawada	11	4	1	16	-	1	-
Visakhapatnam Region								
21	Amalapuram	4	2	-	6	-	-	-
22	Anakapalli	2	-	1	3	-	-	-
23	Kakinada	3	2	1	6	-	-	-
24	Parvathipuram	2	-	1	3	-	-	-
25	Rajahmundry	4	1	1	6	-	-	-
26	Srikakulam	5	2	2	9	-	-	1
27	Visakhapatnam	4	1	2	7	-	-	-
28	Vizianagaram	-	1	-	1	-	-	-
	Grand Total	70	29	17	116	1	1	2
SORTING ASSISTANTS								
Sl. No.	Name of the Division	OC	SC	ST	Total	Part of total vacancies reserved for		
						PH-I	PH-II	PH-III
						(VH)	(HH)	(OH)
1	RMS Y Dn Vijayawada	7	1	1	9	-	-	-
2	RMS AG Dn Guntakal	5	-	1	6	-	-	-
3	RMS TP Dn	2	1	-	3	-	-	-
4	RMS V Dn Visakhapatnam	4	-	1	5	-	-	-
	Total	18	2	3	23	-	-	-

  
 सहायक निदेशक (कर्मचारी भर्ती) Assistant Director (Legal/Recruitment/Welfare)  
 मुख्य पोस्टमास्टर जनरल कार्यालय O/o. Chief Postmaster General  
 आंध्र प्रदेश सर्किल Andhra Pradesh Circle  
 विजयवाड़ा Vijayawada-520 002

**ANNEXURE-II**

**CATEGORY-WISE VACANCY POSITION OF DIVISIONS IN A.P. CIRCLE FOR THE VACANCIES OF THE YEAR 2017-18 PERTAINING TO LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION (LGO-2017-18) TO THE CADRE OF POSTAL ASSISTANTS / SORTING ASSISTANTS (50% PROMOTIONAL QUOTA)**

POSTAL ASSISTANTS									
Sl. No.	Name of Region / Division					Part of total vacancies reserved for			
		OC	SC	ST	Total	PH-1 (VH)	PH-2 (HH)	PH-3 (OH)	PH-4,5
Kurnool Region									
1	Anantapur	3	0	0	3				
2	Chittoor	0	1	1	2				
3	Cuddapah	1	0	0	1				
4	Kurnool	4	1	0	5	1			
5	Nandyal	4	0	0	4				
6	Tirupathi	1	1	0	2				
Vijayawada Region									
7	Bhimavaram	4	3	0	7				
8	Eluru	0	1	0	1				
9	Gudivada	1	0	1	2				
10	Gudur	2	2	1	5				
11	Guntur	3	0	0	3				
12	Machilipatnam	1	1	0	2				
13	Narasaraopet	3	1	1	5				
14	Nellore	3	2	1	6				
15	Prakasam	5	3	2	10	1			
16	Tadepalligudem	2	1	0	3				
17	Tenali	3	2	1	6				
18	Vijayawada	6	5	1	12		1		
Visakhapatnam									
19	Amalapuram	2	2	0	4				
20	Anakapalli	3	2	1	6				
21	Kakinada	3	1	1	5				
22	Rajahmundry	3	1	1	5				
23	Srikakulam	2	1	0	3				
24	Visakhapatnam	5	1	2	8		1		
25	Vizianagaram	3	1	0	4				
	Grand Total	67	33	14	114	2	2	0	0
SORTING ASSISTANTS									
Sl. No.	Name of the Division	OC	SC	ST	Total	Part of total vacancies reserved for			
						PH-1 (VH)	PH-2 (HH)	PH-3 (OH)	PH-4,5
1	RMS Y Dn Vijayawada	2	1	1	4	-	-	-	-
2	RMS TP Dn,	2	1	0	3	-	-	-	-
3	RMS V Dn Visakhapatnam	4	3	1	8	-	-	1	-
	Total	8	5	2	15	-	-	1	

  
 सहायक निदेशक (कानून एवं भर्ती) Assistant Director (Legal/Recd./Welfare)  
 मुख्य पोस्टमास्टर जनरल काकोटिया (A.P. Circle) Chief Postmaster General  
 आंध्र प्रदेश सर्किल Andhra Pradesh Circle  
 विजयवाड़ा Vijayawada-520 003

**ANNEXURE-III**


**Category-Wise Vacancy Position of Divisions in A.P. Circle for the vacancies of the year 2018 (calculated upto 31.12.2018) pertaining to Limited Departmental Competitive Examination (LGO-2018) to the cadre of Postal Assistants / Sorting Assistants (50% Promotional Quota)**

**POSTAL ASSISTANTS**

Sl. No.	Name of Region / Division	OC	SC	ST	Total
	<b>Kurnool Region</b>	0	0	0	0
	<b>Vijayawada Region</b>				
1	Machilipatnam	1	0	0	1
	<b>Visakhapatnam Region</b>				
2	Visakhapatnam	2	0	0	2
	<b>Grand Total</b>	3	0	0	3


**SORTING ASSISTANTS**

Sl. No.	Name of the Division	OC	SC	ST	Total
1	RMS AG Dn, Guntakal	8	0	0	8
2	RMS TP Dn, Tirupati	6	3	2	11
3	RMS Y Dn Vijayawada	1	1	0	2
4	RMS V Dn Visakhapatnam	5	3	1	9
	<b>Total</b>	20	7	3	30

  
महानगर निदेशक (कानूनी & भर्ती) Assistant Director Legal/Recd/Welfare  
मुख्य पोस्टमास्टर जनरल कार्यालय O/o Chief Postmaster General  
आंध्र प्रदेश सर्किल Andhra Pradesh Circle  
विजयवाड़ा Vijayawada-520 003

**Annexure - IV**

Sl. No.	Activity		Schedule
1	Date of issue of notification		23.10.2018
2	Last date for submission of application form from willing applicants at their controlling unit DO/APS to decide their eligibility.		15.11.2018
3	Last date for submission of information by Divisional office to Regional Office to decide their eligibility.		19.11.2018
4	Last date for submission of information from RO to the Circle Office.		22.11.2018
5	Issue of Hall Permits		30.11.2018
6	Date of Examination		09.12.2018 (Sunday)
7	Timing of the Examination	Paper-I (without the aid of books)	10:00hrs to 11:00hrs
		Paper-II (without the aid of books)	11.30hrs to 12.30hrs

  
सहायक निदेशक (कानूनी & भर्ती) Assistant Director (Legal/Recd./Welfare)  
मुख्य पोस्टमास्टर जनरल कार्यालय O/o. Chief Postmaster General  
आंध्र प्रदेश सर्किल Andhra Pradesh Circle  
विजयवाड़ा Vijayawada-520 003



**ANNEXURE -V**

Sl.No.	Name of the Division	Name of the candidate	Present Designation (PM/MG/MTS)	Present working office address	Date of birth (DD-MM-YYYY)	Date of entry in Postman/Mail guard or MTS (DD-MM-YYYY)	Exam Year for which the Applicant is eligible as on crucial date of eligibility			Category (UR/SC/ST)	Sub-category (PH-I, II, III, IV & V)	Period of service rendered as on the crucial date of eligibility of the exam year		
							2016-17 (Yes/No)	2017-18 (Yes/No)	2018 (Yes/No)			2016-17 (Years-Months - Days)	2017-18 (Years-Months - Days)	2018 (Years - Months - Days)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

No. of chances availed	Language opted (English/Hindi)	Whether any Disc. Action is pending or contemplated as on crucial date of eligibility			Whether any punishment is current as on crucial date of eligibility			Recommendations (Recommended/Not Recommended)			Remarks
		2016-17 (Yes/No)	2017-18 (Yes/No)	2018 (Yes/No)	2016-17 (Yes/No)	2017-18 (Yes/No)	2018 (Yes/No)	2016-17	2017-18	2018	
16	17	18	19	20	21	22	23	24	25	26	27

**SIGNATURE**

\* The information must be furnished in the Excel Sheet with Font Name-Calibri, Font Size-11 and soft copy of the same to be sent to this office email id: rectt.ap@indiapost.gov.in