

**X-7/4/2018-SPN-II**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(Personnel Division)**

.....

Dak Bhawan, Sansad Marg  
New Delhi - 110 001.

Dated the 28th May, 2021

**OFFICE MEMORANDUM**

**Subject : Calling for Option/Preference of Postal Circle from candidates recommended by Staff Selection Commission for appointment as Inspector Posts in Department of Posts through Combined Graduate Level Examination, 2018.**

On the basis of the results of Combined Graduate Level Examination (CGLE), 2018, Staff Selection Commission (SSC) has recommended **69 candidates** for appointment as Inspector Posts in Department of Posts.

2. Candidates will be allocated to one of the 17 Postal Circles for appointment as Inspector of Posts, which had reported the vacancy. Thereafter, the concerned Postal Circle will take further action leading to the appointment of the recommended candidates. **Following criteria have been approved by the Competent Authority for allocation of Postal Circles.**

- a. A candidate shall be allocated to a Postal Circle on the basis of her/his merit(rank) *vis-a-vis* order of preference (option) subject to availability of vacancy at her/his turn in the category under which she/he has been selected.
- b. A candidate who does not give order of preference or provide limited preference and is not allocated to any of the Postal Circles mentioned in their limited preference, shall be allocated Circle in alphabetical order of name of Postal Circles subject to availability of vacancy in relevant category under which she/he has been selected, when allocation of Postal Circle to all other candidates who have provided complete order of preference.

3. Postal Circle-wise and Category-wise vacancy available in 17 Postal Circles are enclosed as **Annexure-I**. The candidates are requested to provide their order of preference for allocation to Postal Circle. The candidate who does not provide order of preference or provide limited preference will be at disadvantageous position, as they will be allocated as per 2(b) above. Therefore, candidates are requested to provide order of preference for all the Postal Circle in which vacancy exists.

4. Option once exercised shall be final and candidates will be allocated to Postal Circles as per criteria noted in para 2 above. No request for revision of order of preference or change of Postal Circle once allocated shall be entertained.

5. All candidates are requested to indicate their order of preference for Postal Circle in the proforma at **Annexure-II** in the manner outlined therein. The duly filled-in option form (**Annexure-II**) must be sent to this office by e-Mail at [sospb2dakbawan@gmail.com](mailto:sospb2dakbawan@gmail.com) and through Speed Post latest by 1700 hrs on 15.06.2021, failing which it would be presumed that the candidate has no preference for Postal Circle and he/she will be allocated to a Postal Circle as per criteria for allocation.

**Enclosure: Annexure: I & II**

Digitally Signed  
**(Muthuraman C)**  
**Assistant Director General (SPN)**

**Copy to: -**

General Manager (CEPT), Mysore with request to upload the letter on India Post website.

**ANNEXURE — I**

S.No.	Postal Circles	States covered	Category-wise break-up of DR vacancies of Inspector Posts for the year 2018				Total
			UR	OBC	SC	ST	
1	Andhra Pradesh	Andhra Pradesh	4	2	1	1	8
2	Assam	Assam	1	0	0	0	1
3	Bihar	Bihar	1	1	0	0	2
4	Chhattisgarh	Chhattisgarh	1	0	0	1	2
5	Delhi	Delhi	0	0	0	0	0
6	Gujarat	Gujarat	1	1	0	0	2
7	Haryana	Haryana	0	0	0	0	0
8	Himachal Pradesh	Himachal Pradesh	0	0	0	0	0
9	Jammu & Kashmir	Jammu & Kashmir	1	0	0	0	1
10	Jharkhand	Jharkhand	0	0	0	1	1
11	Karnataka	Karnataka	4	2	1	1	8
12	Kerala	Kerala	2	0	0	0	2
13	Madhya Pradesh	Madhya Pradesh	0	0	0	0	0
14	Maharashtra	Maharashtra & Goa	4	3	0	0	7
15	North East	Arunachala Pradesh, Sikkim, Meghalaya, Nagaland, Tripura & Manipur	0	0	0	0	0
16	Odisha	Odisha	5	0	0	0	5
17	Punjab	Punjab	1	0	0	0	1
18	Rajasthan	Rajasthan	0	0	0	0	0
19	Tamil Nadu	Tamil Nadu	8	4	2	0	14
20	Telangana	Telangana	9	1	0	0	10
21	U.P.	U.P.	2	0	1	0	3
22	Uttarakhand	Uttarakhand	0	0	1	0	1
23	West Bengal	West Bengal	1	0	0	0	1
<b>Total</b>			<b>45</b>	<b>14</b>	<b>6</b>	<b>4</b>	<b>69</b>

**ANNEXURE - II**

To,

The Assistant Director General (SPN),  
Department of Posts,

Dak Bhawan, Sansad Marg,  
New Delhi - 110 001.  
Dated the 2021

**Subject: Calling for Option/ Preferences of Postal Circle from candidates nominated by Staff Selection Commission for appointment as Inspector Posts in Department of Posts through Combined Graduate Level Examination, 2018.**

Sir,

With reference to Department of Posts Letter X-7/4/2018-SPN-II Dated May 28, 2021 on the subject cited above, I hereby exercise following option/order of reference for allocation of Postal Circle.

<b>Order of Preference</b>	<b>Name of the Postal Circle (please refer to ANNEXURE-I)</b>
1	
2	
3	
4	
5	
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14	
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16	
17	

**Signature of the Candidate with date**

Name of the Candidate :  
 Father's/Husband's Name :  
 Roll No. :  
 CGLE, 2018 Rank :  
 E-Mail Id & Mobile Number :

Note: -

I	Candidate should submit their option only for the Postal Circle where vacancy exists in the category under which she/he is selected.
II	Candidates are advised to provide order of preference for all the Postal Circles where vacancy exists in category under which she/he is selected, failing which, their allocation shall be made as per criteria noted in para 2(b) of Letter No.X-7/4/2018-SPN-II, Dated May 28, 2021.
III	Signed Copy of this order of preference shall be sent by e-mail at <a href="mailto:sospb2dakbhawan@gmail.com">sospb2dakbhawan@gmail.com</a> besides sending hard copy through Speed Post. Subject of the e-mail shall contain only <b><u>Roll. No. and Name of the candidate.</u></b>
IV	Candidates shall ensure that their order of preference reaches this office latest by 1700 hrs on 15.06.2021, either by e-mail or by Speed Post, failing which it will be presumed that the candidate has no preference for Postal Circle and she/he will be allocated as per criteria for allocation.