

**भारतीय डाक विभाग**  
**Department of Posts, India**  
**कार्यालय मुख्य पोस्टमास्टर जनरल, हरियाणा परिमण्डल, अम्बाला - 133001**  
**Office of the Chief Postmaster General, Haryana Circle, Ambala - 133001**

Memo No. **APS/Con-28/2019**  
Dated at Ambala the **13.10.2022**

**Sub: Direct Recruitment of Postal Assistant/Sorting Assistant/Postal Assistant (Circle Office)/Postal Assistant (SBCO) for the vacancy year 2019 on the basis of Combined Higher Secondary Level Examination, 2019 conducted by Staff Selection Commission.**

Direct Recruitment of Postal Assistant/Sorting Assistant/Postal Assistant (Circle Office)/Postal Assistant (SBCO) for the year 2019 was done centrally by Directorate through Staff Selection Commission. Staff Selection Commission (SSC) has recommended 3379 candidates on the basis of final result of CHSL Examination, 2019 for appointment as Postal Assistant/Sorting Assistant for the vacancy year 2019. SSC has confirmed nomination of 3333 candidates and forwarded their dossiers to the Postal Directorate. Haryana Circle had conveyed 42 vacancies in different categories i.e. PA/SA/PA (CO)/PA (SBCO) for the year 2019. The Postal Directorate has forwarded dossiers of 42 candidates allocated to Haryana Circle for appointment as Postal Assistant and Sorting Assistant for the year 2019 for being retained as part of personal file (s) of the candidate (s) concerned.

2. Postal Directorate has also forwarded the merit list of these candidates. A copy of the same is enclosed for your ready reference. As per the selection list provided by Postal Directorate, allotment of candidates to various cadres and divisions/units has been done on the basis of merit-cum- preference. As per the instructions of the Postal Directorate, following criteria has been adopted for allocation of Division/Unit to selected candidates:-

- (a) A candidate has been allocated to a Division/Unit as per merit (rank) vis a vis order of preference (option) exercised by him/her subject to availability of vacancy in a Division/Unit, treating Circle as a whole, irrespective of the category.
- (b) Person with Disability (PwD) candidates has been allocated first, irrespective of their ranks, followed by Ex-Serviceman candidates as per the available vacancies.
- (c) After the allocation of divisions/units to PwD and Ex-Serviceman candidates, remaining candidates has been allocated in the manner mentioned in (a) above.
- (d) All such candidates who did not submit any order of preference (option) has been allocated Division/Unit after allocation of all other candidates, whose preferences was received by due date, subject to availability of vacancy in a Division/Unit.

3. Names of the candidates who have been declared provisionally selected for the posts of Postal Assistant (Post Offices), Sorting Assistant (RMS), Postal Assistant (Circle Office) and Postal Assistant (SBCO), the category against which they are selected and the name of the units to which they have been allocated are indicated in **Annexure-I**.

4. Dossiers of provisionally selected candidates allocated to division/unit indicated in the Annexure-I are sent herewith to initiate further action. *{The Divisional Heads concerned are requested to depute ASP/IP level officer for collection of Dossiers from Circle Office Ambala. The officer so deputed may be issued a duly signed Authority letter}.*

5. Divisional Heads concerned are requested to take immediate action for appointment of the selected candidates as per the following communications issued by Department of Personnel & Training (DoP&T) & Postal Directorate from time to time:



(a) DOPT OM No. 18011/2(s)/2016-Estt. (B) (i) dated 29.06.2016, which inter alia provides that offer of appointment need not be withheld pending verification of character and antecedents.

(b) DOPT OM No. 36011/1/2012-Estt (Res.) dated 14.03.2016 which inter alia provides that where a candidate belonging to a Schedule Caste, Schedule Tribe or Other Backward Class is unable to produce a certificate from any of the prescribed authorities, he/she may be appointed provisionally on the basis of whatever prima-facie proof, he/she is able to produce in support of his/her claim, subject to his/her furnishing the prescribed certificate within a reasonable time. If there is genuine difficulty in his/her obtaining a certificate, the appointing authority should itself verify his/her claim through the District Magistrate concern.

(c) DOPT OM(s) No. (i) 1259494-Estt. (D) dated 09.08.2017 and (ii) X-07/1/2017-SPB-II dated 13.09.2017 regarding validity of offer of appointment.

(d) Directorate letter No. 60-9/2010-SPB-I dated 10.11.2010, wherein it was informed that direct recruit PA/SA may be deputed for training as soon as the slots become available in PTCs. However, keeping in view the limited slots available in PTCs, in house training may be imparted to such PA/SA by the Circles, although such training in no way shall be treated as substitute for the formal training at PTC. Till such PAs/SAs are trained in PTC, they may be detained from sensitive seats or deputed to man the counters. However, they can be utilized in back office under effective supervision.

6. Directorate letter No. 15-04/2015-SPB-I dated 30.11.2017, wherein approval of the competent authority was conveyed to discontinue the practice of execution of bonds under the provisions stipulated in Appendix 21 of Postal Manual Volume IV by direct recruit Multi Tasking Staff, Postman, Mail Guard, Postal Assistant, Sorting Assistant and Inspector of Posts at the time of joining Department of Posts.

7. It is also requested that the following documents/particulars of the candidate (s) may be checked thoroughly at the time of joining keeping in view the instructions listed in Para 5 above:-

(a) Certificate regarding Date of Birth.

(b) Certificate relating to Essential Qualification as on date prescribed in the Notice of the Examination.

(c) SC/ST/OBC/EWS/ESM/PwD Certificate, if any, issued by the competent issuing authority in the prescribed format approved by the Government of India.

(d) In respect of OBC Certificate, the guidelines regarding creamy layer status may be strictly followed.

(e) Candidates claim in respect of age relaxation, if any.

(f) Candidate's result, Rank, Category etc. may be tallied with the result available on the Staff Selection Commission's website.

(g) Photograph, signature, LTI and Handwriting specimens taken on Admission Certificate (Commission's copy) and documents at different stages of examination need to be verified with those obtained from the candidate (s) at the time of joining his/her service.

(h) Photograph of the candidate captured at the time of Computer Based Examination (all Tiers/Stages), Skill Test and Document Verification have been provided in the candidate's dossier. These photographs may be matched with each other as well as with the physically reporting candidate.

(i) The offer of appointment should be sent only by Registered Post/AD as per the address in the Dossiers directing them to attend for Original Certificates/documents for completion of their pre-appointment formalities. If the letters are returned undelivered, the letter along with the envelope containing remarks made by the Postal authorities should be retained for record. In such cases, a copy of the offer of appointment should be sent to the permanent address and email id of the candidates. The dossiers of such candidates should be returned to the concerned Regional Office of SSC only if the second letter/mail is also undelivered/unanswered.

(j) Selected candidates may also be informed that their provisional selection is subject to verification of documents like Educational Certificates, Caste, Age, Police Verification, Medical Examination etc. from competent Medical Officer and fulfilling of other terms and conditions.

(k) In cases where offer of appointment is cancelled by the Divisions/units, full facts thereof should be intimated to this office along with the dossier of the candidate concerned.


7. Directorate had further clarified vide letter No. 04-02/2017-SPB-I dated 07.02.2018 that while issuing provisional offer of appointment, the candidates may be asked to produce the originals of educational certificates and other documents such as caste certificate, ex-servicemen certificate, persons with disability certificates, certificate of date of birth etc. on the day of joining. The originals may be verified on the day of joining by the Appointing Authority that has the liberty to get the documents verified from the issuing authorities, if any of the documents appear to be suspicious. However, the appointment shall not be kept on hold on the ground that any such document appears to be suspicious.

8. The provisional offer of appointment as well as the appointment order shall clearly specify that if any information or document submitted by the candidate is found incorrect at a later stage, which would have rendered him ineligible for appearing in the Combined Higher Secondary Level Examination, 2019, he/she shall be terminated from service. In addition to this, the selected candidates may also be informed that the offer of appointment would lapse if the candidate did not join within the specified period and would lapse automatically after the expiry of six months from the date of issue of original offer of appointment.

9. On receipt of all the original certificates, the candidates may be got medically examined. Thereafter, the candidates may be appointed provisionally and posted by seeking recommendations of transfer and placement committee formed for the purpose. After completion of this appointment process, a consolidated report inter alia including names of the candidates appointed, refused to join and do not respond to offer of appointment may be sent to this office.

10. As per the instructions of the Postal Directorate, Attestation Forms and other requisite documents were also called from the candidates along with the Post Preference Form itself. The scanned PDFs of the documents submitted by the candidates are being sent herewith to their respective Divisional Heads to which they have been allocated. The scanned documents herein may be considered for issuance of Provisional Offer of Appointment to the candidates. However, original documents (Attestation Forms, Character Certificates, and necessary Declarations etc.) may also be obtained for the candidates.

**DA/As stated above**

  
(विजय कुमार/Vijay Kumar)  
सहायक निदेशक डाक सेवाएं (स्टाफ)  
Assistant Director Postal Services (Staff)  
हरियाणा परिमण्डल, अम्बाला-133001  
Haryana Circle, Ambala – 133001

**Copy to: {for information and necessary action}**

1. All Senior/Superintendent of Post Offices/RMS in Haryana Circle along with Original Dossiers of allotted candidates.  
{Except Karnal and Rohtak Division}
2. All the selected candidates with a request to report to their allotted Division/Unit for initiation of pre-appointment formalities as soon as offer of appointment is issued to them.
3. CEPT Mysore for uploading on India Post website.
4. The O&M/Staff Clerk and SBCO lot through ADPS (Staff), Circle Office, Ambala
5. The PA lot, Circle Office, Ambala through ADPS (Staff), Circle Office, Ambala for updation of reservation roster.
6. File number R&E/34-3/2019
7. Office copy and spare.

**List of provisionally selected candidates for Direct Recruitment of Postal Assistant/Sorting Assistant/Postal Assistant (Circle Office)/Postal Assistant (SBCO) for the vacancy year 2019 on the basis of Combined Higher Secondary Level Examination, 2019 conducted by SSC**

**1. Ambala Division :- {4 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2006606488	NITIN RAJ SINGH	4583	SC	ESM
2	2201784891	KARMJEET NAIN	450	UR	UR
3	5501009966	KULVINDER	2067	SC	SC
4	2201778676	SATISH	2982	EWS	EWS

**2. Bhiwani Division :- {3 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2201653342	SUNIL	180	UR	UR
2	2201882632	DEEPAK	534	UR	UR
3	2201925522	POOJA	585	UR	UR

**3. Faridabad Division :- {7 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	3010124025	NAVEEN KUMAR SHUKLA	4594	UR	ESM
2	2203002231	ABHISHEK SHARMA	680	UR	UR
3	2402618849	DEEPAK MEHRA	2882	SC	SC
4	2201923136	PRAGYA TANWAR	3050	EWS	EWS
5	2201722748	AJIT GUSAIN	3072	EWS	EWS
6	2202068885	ADITYA AHLAWAT	3073	EWS	EWS
7	2407616995	ARUN KUMAR	3520	SC	SC

**4. Gurgaon Division :- {2 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2201728764	MANVIR SINGH	4570	OBC	ESM
2	2402621955	SUMIT YADAV	94	OBC	UR

(विजय कुमार/Vijay Kumar)

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Assistant Director Postal Services (Staff)  
हरियाणा परिमण्डल, अम्बाला-133001  
Haryana Circle, Ambala – 133001



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**5. Hisar Division :- {5 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2201926778	ANKIT	156	UR	UR
2	2201661498	SEEMA	200	UR	UR
3	2402620824	SUMIT KUMAR	348	UR	UR
4	2407612138	SONIA	385	UR	UR
5	2201840832	KULDEEP BISHNOI	1568	EWS	EWS

**6. Karnal Division :- {No vacancy was notified}**

**7. Kurukshetra Division :- {4 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2005001705	POOJA DEVI	479	OBC	UR
2	2201722004	AJAY AHLAWAT	487	EWS	UR
3	2005600419	SUMIT RAWAL	594	OBC	UR
4	2201720812	SANJAY	620	EWS	UR

**8. Rohtak Division :- {No vacancy was notified}**

**9. Sonipat Division :- {2 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2005605386	NISHANT	115	UR	UR
2	2201652942	SUMAN	369	UR	UR

(विजय कुमार/Vijay Kumar)

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**10. RMS 'HR' Division :- {7 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2407616106	DEEPAK	151	UR	UR
2	2408613237	KAMALVEER SINGH	343	UR	UR
3	2201615272	SEHDEV DAHIYA	434	EWS	UR
4	2005600521	VARUN	747	UR	UR
5	2201734423	PRADEEP KUMAR	760	UR	UR
6	2005600675	ASHU	825	UR	UR
7	2201663731	ABHISHEK	3599	SC	SC

**11. RMS 'D' Division :- {2 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	3206101008	MD SHAPHI AHMAD ANSARI	4587	OBC	ESM
2	2201869591	HARSH	3672	SC	SC

**12. PACO :- {1 vacancy}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	1402054513	RAJAT KAPOOR	162	UR	UR

**13. PA SBCO :- {5 vacancies}**

S. No.	Roll No	Name (S/Sh./Ms)	CHSL Rank	Category	Category selected against
1	2201822046	ANSHUL	401	OBC	UR
2	2005605394	ANKIT	777	UR	UR
3	2405629064	RAJESH KUMAR SUTHAR	2507	OBC	OBC
4	2206005414	KULDEEP	3093	EWS	EWS
5	1203050480	BRIJESH BHORYA	4037	ST	ST

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