

भारतीय डाक विभाग/DEPARTMENT OF POST
मुख्य पोस्टमास्टर जनरल कार्यालय, कर्नाटक परिमंडल, बेंगलूर 560001
O/o The Chief Postmaster General, Karnataka Circle, Bengaluru-560 001

NOTICE

No. R&E/2-1/ADR/2019 dated at Bengaluru-560001 the 27-09-2022

Subject: Calling for Options/Preferences of Cadre and Division from selected candidates for appointment as Postal Assistant/Sorting Assistant on the basis of Combined Higher Secondary Level Examination-2019 conducted by SSC.

Ref: Postal Directorate Letter No. W-04/7/2022-SPN-I dated 26-08-2022

&&&

Based on the results of Combined Higher Secondary Level Examination 2019 declared by Staff Selection Commission, your name has been sponsored for appointment as Postal Assistant/Sorting Assistant in Department of Posts, in Level 4 of the Pay matrix. Subsequently, the Director General, Department of Posts, New Delhi 110001 has allotted you to Karnataka Postal Circle as per your merit and preference of Circle for taking further action for completion of other procedural requirements.

2. A candidate will be allotted to any one cadre amongst the following three (3) cadres only subject to availability of vacancy (**Annexure-I to III**) in the cadre under their category:

SL. No.	Name of the cadre	Cadre Code
1	Postal Assistants in Post Offices	PA(PO)
2	Sorting Assistants in Railway Mail Service	SA (RMS)
3	Postal Assistants in Circle Office and Regional Offices	PA(CO/RO)

Note : Cadre once allotted will be final and is not interchangeable / transferrable afterwards.

3. Important notes for candidates:

(a) **Postal Assistants (PO) cadre posts and Sorting Assistants (SA) cadre posts** are Divisional level posts located in offices covering the respective Postal/RMS divisional jurisdiction.

(b) **Postal Assistants (CO/RO) posts** in Karnataka are available in Circle Office located in Bengaluru, Bengaluru HQ Regional office located in Bengaluru and North Karnataka Regional office located at Dharwad and transferable among these offices in the Circle. However, posting of selected candidates will be **subject to Administrative exigencies and availability of vacancies in each office on merit.**

(c) The candidate should submit his/her option/ preference form as per **Annexure-IV**. The submission of preference is mandatory. Details of category-wise break up of vacancies including all cadres i.e., PA, SA, PA(CO/RO) are as follows:

— Ruikar

UR	SC	ST	ST	OBC	EWS	TOTAL	PH-I	PH-II	PH-III	PH-IV	EX-SM
30	9	7	0	13	12	71	1	0	2	2	7

4. (a) A candidate shall be allocated to the cadre and division/unit/office on the basis of her/his merit(rank), order of preference(option) and vacancy available at her/his turn in the category she/he has been selected.

(b) **SC/ST/OBC candidates selected against UR vacancies, if any will be allotted against vacancies available under UR category only.**

(c) **The candidates selected against the quota for Persons with Disabilities (PWD) and Ex-serviceman will be placed in the appropriate category viz. (SC/ST/OBC/General) depending upon the category to which they belong.**

5. (a) All the selected candidates who are allotted to Karnataka Postal Circle are requested to indicate their preference of cadre in the applicable option form in the space provided at **'A'**. **The order of preference once submitted to this office cannot be changed.**

Note: A candidate should indicate her/his option/order of preference for all cadres, if applicable.

(b) Further, candidates are also requested to indicate their preference of divisions in the selected cadres in the option letter in the space provided at **'B'**.

Note: 1. A Candidate should indicate her/his option/order of preference for all divisions / units (where vacancies are available) in all the cadres. The order of preference once submitted to this office cannot be changed.

6. (a) Person with Disability (PWD) candidate irrespective of the ranks will be allocated cadre and division/unit/office first followed by Ex-Serviceman candidates as per the vacancy available in the category.

(b) After allocation of cadres and divisions/unit/office to PWD candidates and Ex Serviceman candidates, remaining candidates will be allocated cadres and divisions/units/office in the manner mentioned at para 4 above.

(c) The SC/ST/OBC candidates selected against UR vacancies will be posted against vacancies available under UR category only. The candidates will be posted against the category selected (shown by the Postal Directorate).

(d) Such candidates who are not able to get allocation in any of the post of her/his preference because of her/his preference might be allocated to the post/division where the vacancies exist at the discretion of the Competent Authority.

(e) All such candidates who do not give any order of preference shall be allocated to cadres and divisions subject to availability of vacancy in the category she/he has been selected after allocation of posts to all other candidates (who have given preferences) **at the discretion of the competent authority which will be final.**



7. (a) The duly filled in and signed option form must be sent either by **Speed Post/Registered Post only** and scanned copy of option form by e-mail to email Id karssc2018@gmail.com so as to reach this office **on or before 12-10-2022** failing which it would be presumed that she/he has no preferences for cadre/divisions and will be allotted as per para 6 (e).

(b) Order of preference received after **12-10-2022 shall not be taken into account for consideration for allotment of cadre/division**. However, order of preference received after **12-10-2022 shall** be taken into account only if the scanned copy of the preference form is received through e-mail before **12-10-2022**.

(c) **Attestation Form, Candidates' statement and declaration, Health Certificate, Character Certificate i.e., Annexure-V to X should be filled, signed and kept ready before 21-10-2022 and the same should be produced while reporting to Divisions/ Units.**

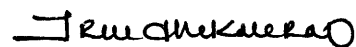
(d) **ORIGINAL DOCUMENTS MENTIONED AT POINT No. 7(c) ABOVE SHOULD NOT BE SENT BY POST, candidate should keep these Original documents safely with them for verification later on by the concerned appointing authority.**

8. The envelope should be superscribed as:

"PA/SA OPTION/PREFERENCE FORM- 2019- KARNATAKA CIRCLE

9. The envelope should be addressed to

The Chief Postmaster General (R&E)
Karnataka Postal Circle
No.1, Palace Road
Bengaluru-560001.



/T RAMASUDHAKARA RAO/

सहायक निदेशक Assistant Director (R & E)

मुख्य पोस्टमास्टर जनरल का कार्यालय

O/o the Chief Postmaster General

कर्नाटक परिमंडल/Karnataka Circle, बैंगलूरु/Bengaluru-560001

To:

1. All Selected candidates of Combined Higher Secondary Level Examination 2019 recommended for appointment to the posts of Postal Assistant/Sorting Assistant and allotted to Karnataka Postal Circle in Department of Posts, Ministry Of Communications.
2. The General Manager, CEPT Mysuru-570010 with a request to upload this letter in Departmental website.
3. The Asst. Postmaster General (TGY), Circle Office with a request to upload this letter in Karnataka Postal Circle website.

ANNEXURE-I		
DIVISION WISE PA VACANCY FOR CHSL 2019		
SL. No	Name of the Division	Vacancies
1	Bengaluru East	0
2	Bengaluru West	4
3	Bengaluru South	0
4	Bengaluru GPO	3
5	Channarayana	0
6	Bagalkot	0
7	Belagavi	0
8	Ballari	0
9	Bidar	2
10	Vijayapura	1
11	Chikodi	1
12	Dharwad	0
13	Gadag	0
14	Gokak	1
15	Kalaburagi	0
16	Yadgiri	0
17	Haveri	0
18	Karwar	0
19	Raichur	0
20	Sirsi	2
21	Chikkamagaluru	1
22	Chitradurga	0
23	Hassan	1
24	Kolar	3
25	Kodagu	0
26	Mandya	1
27	Mangaluru	0
28	Mysuru	7
29	Nanjangud	0
30	Puttur	4
31	Shivamogga	5
32	Tumakuru	0
33	Udupi	2
34	Davangere	0
	Total	38

सहायक पोस्टमास्टर जनरल (स्टाफ)
 Asst. Postmaster General (Staff)
 मुख्य पोस्टमास्टर जनरल कार्यालय
 O/o The Chief Postmaster General
 चर्चक सर्किल Karnataka Circle
 बेंगलूर Bangalore - 560 001

ANNEXURE-II		
DIVISION WISE SA VACANCY FOR CHSL 2019		
SL. No	Name of the Division	Vacancies
1	Bengaluru Sorting	16
2	RMS Q	8
3	RMS HB	6
	Total	30

सहायक पोस्टमास्टर जनरल (स्टाफ)
 Asst. Postmaster General (Staff)
 मुख्य पोस्टमास्टर जनरल कार्यालय
 Chief Postmaster General
 कार्यालय, बंगलूरु, कर्नाटक
 Bangalore - 560 001

ANNEXURE-III		
PA (CO / RO) VACANCY FOR CHSL 2019		
Sl no.	Office	Vacancies
1	Circle Office	1
2	BG HQ	1
3	South Karnataka	0
4	North Karnataka	1
	Total	3

अधीनस्थ पोस्टमैस्टर जनरल (स्थापक)
 Asst. Postmaster General (Stam)
 अधीनस्थ पोस्टमैस्टर जनरल कार्यालय
 The Chief Postmaster General
 अधीनस्थ पोस्टमैस्टर जनरल कार्यालय
 बंगलूरु Bangalore - 560 001

Order of preference

(to be submitted by the candidates through email to karssc2018@gmail.com or by Registered / Speed post)

To,

The Chief Postmaster General (R&E)
Karnataka Postal Circle,
No. 1, Palace Road,
Bengaluru -560 001

Subject: Calling for Options/preferences of cadre/divisions from selected candidates for appointment as Postal Assistant/Sorting Assistant on the basis of Combined Higher Secondary Level Examination 2019 declared by SSC and allotted to Karnataka Postal Circle.

Sir,

With reference to the Karnataka Circle letter No. R&E/2-1/ADR/2019 dated 27-09-2022 on the above mentioned subject, I do hereby submit the order of Preference of cadre/ Division/unit as per the vacancies listed furnished by Karnataka Circle in Annexure- II as follows:

A. ORDER OF PREFERENCE FOR CADRE (Reference para 2 of letter under reference)

Option / Preference No.	Name of the cadre	Cadre code
1		
2		
3		

B. ORDER OF PREFERENCE OF DIVISION/UNIT:

In PA(PO) cadre		In SA (RMS) cadre	
Preference	Name of the Division	Preference	Name of the Division
1		1	
2		2	
3		3	
4			
5		In PA(CO/RO) cadre	
6		1	
7		2	
8		3	
9			
10			
11			
12			
13			
14			
15			

(Note: Candidate should indicate her / his option / order of preference for all cadres / divisions /unit where vacancies are available)

Signature of the Candidate with date _____

Name _____

Father/Mother/Husband Name _____

State _____

Date of Birth _____

Roll Number _____

CHSL Rank _____

Permanent Address _____

PIN Code _____

E-mail ID _____

Mobile Number _____

INSTRUCTIONS TO CANDIDATES

- 1) The candidates are requested to go through all the instructions contained in the letter and Annexures carefully before giving preferences to the Cadres/Divisions/unit.
- 2) The candidates are requested to go through the vacancy position of all the three cadres/category indicated in annexures before giving preferences.
- 3) The order of preference once submitted to this office cannot be changed.

ATTESTATION FORM

<p style="text-align: center;">Affix signed Passport size (5 cms x 7 cms) Approx. copy of recent photograph</p>		<u>WARNING</u>	
		1	The furnishing of false information or suppression of any factual information in the Attestation Form would be disqualification, and is likely to render the candidate unfit for employment under the Government.
		2	If detained, arrested, prosecuted, bound down fines convicted, debarred, acquitted etc. subsequent to the completion and submission of this form the details should be communicated immediately to the authorities to whom the Attestation Form has been sent earl, failing which it will be deemed to be a suppression of factual information.
		3	If, the fact that false information has been furnished or that there has been suppression of any factual information in the Attestation Form comes to notice at any time during the service of a person his services would be liable to be terminated.
1.	Name in full (in block capitals)	<div style="display: flex; justify-content: space-between;"> <u>Name</u> <u>Surname</u> </div>	
2.	Present Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):		
3.	Home Address in full (i.e. Village, Thana and District, or House No., Lane/Street/Road & Town):		
4.	Aadhar Card No.		
5.	PAN No.		
6.	Nationality		
7(a)	Date of Birth		
(b)	Present Age		
(c)	Age at Matriculation		

8(a)	Place of birth, district and state in which situated					
(b)	District and State to which you belong					
(c)	District and State to which your father originally belong					
9(a)	Your Religion					
(b)	Are you a member of a scheduled Caste/Scheduled Tribe? (Answer Yes/No)					
10	Particulars of places (with periods of residence) where you have resided for more than one year at a time during the proceeding five years. In case of stay abroad (including Pakistan particulars of all places where you have resided for more than one year after attaining the age of 21 years, should be given.					
From	To	Residential Address in full (i.e. Village, Thana & District or House No. Lane/Street/Road & Town)			Name of the District Head Quarter or the place mentioned in preceding column.	
11.	Name (in full & aliases if any)	Nationality (by birth &/or by domicile)	Place of birth	Occupation if employed give designation & official address	Present postal address (if dead give last address)	Permanent Home address
a) Father						
b) Mother						
c) Spouse						

12.	Information to be furnished with regard to son(s) and/or daughters in case they are studying/living in a foreign country				
Name	Nationality by birth and or by domicile	Place of birth	Country in which studying/living with full address	Date from which studying/living in the country mentioned in the previous column	
13.	Educational Qualification showing places of education with years in Schools and Colleges since 15 th year of age:				
Name of School/College (with full address)		Date of Entering	Date of leaving	Examination passed	
14.(a)	Are you holding or have any time held an appointment under Central or State Government or a Semi-Government or a Quasi Government body or an autonomous body or a public Sector Undertaking or a private firm or institution? If so, give full particulars with date of employment up-to-date				
Period		Designation, emoluments & nature of employment	Full name & address of employer	Reasons for leaving previous service	
From	To				

16	Names of two responsible person of your locality or two references to whom you are known	1) 2)
<p>I certify that the foregoing information is correct and complete to the best of my knowledge and belief.</p> <p>I am fully aware that by providing false information or suppressing material information while filling this form, the authorities have full right to terminate my appointment letter and I am also liable for appropriate criminal/civil action as a consequence.</p> <p>I am not aware of any circumstances which might impair my fitness for employment under Government.</p> <p style="text-align: right;">Signature of the Candidate:</p> <p style="text-align: right;">Date:</p> <p style="text-align: right;">Place:</p>		

TO BE FILLED BY THE OFFICE (for office use only)

Name, Designation and full address of the appointing authority

Post for which the candidate is being considered

CERTIFICATE OF CHARACTER BY A GAZETTED OFFICER

Certified that Shri/Smt./Miss. _____
son/daughter of Shri _____ is known to me for the last
_____ years _____ months and to the best of my knowledge and belief,
he/she bears a reputable character and has no antecedents, who render him/her unsuitable for
Government Employment.

Shri/Smt./Miss. _____ is not
related to me.

Place: _____

Date: _____

Signature

Designation

Office Stamp

DECLARATION

I _____ hereby solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India as by Law establishment that I will uphold sovereignty and integrity of India and that I will carry out the duties of my office in totality and with impartiality.

I do hereby declare that I have read/had been explained to me the Central Civil Services (Conduct) Rules, 1964, as amended from time to time and thoroughly understand them.

I hereby declare that I have read/had been explained to me Rule 103 of P&T Manual Vol.- II as amended by correction slip No. 167 dated 1st July 1949 and I agree to abide by the term of the Rules.

I, _____ declare as under: -

- (i) That I am unmarried/a widower/widow.
- (ii) That I am married and have one wife/husband living.
- (iii) That I am married and during the lifetime of spouse I have contracted another marriage (application for grant of exemption is enclosed).
- (iv) That I am married and have more than one wife living.
- (v) That I am married and my husband has no other living wife to the best of my knowledge.
- (vi) That I have contracted a marriage with a person who has already one wife or more living. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and understand in the event of the declaration being found to be incorrect after my appointment, shall be liable to be dismissed from service.

I do hereby declare that I have read/had been explained to me the contents of letter No. SB-134-7/40 dated 8th May 1941 of the Govt. of India, Ministry of Communications, regarding insolvency and indebtedness and understand them and also agree to abide by the terms and orders.

I understand that my appointment under Govt. is temporary and that my service may be terminated at any time after notice for a period not less than 30 days but without any reason being assigned. I agree that if I wish to resign my employment, I shall give notice in writing for a period not less than 30 days of my intention to resign or in default forfeit to the President of India such sum not exceeding my pay for one month as the Appointing Authority may fix.

I hereby declare that I have read the Indian Telegraphs Act, the Indian Official Secret Act and the Govt. Servants Conduct Rules and clearly understand that I become liable to the provisions and penalties therein being appointed in the Postal Department.

Attested

Signature

(Signature of the candidate)

Designation Stamp

Certificate/Declaration in case of OBC Candidate

I Shri/Smt/Kum _____
son/daughter of Shri _____ resident of village/town/city
_____ District _____ State
_____ hereby declare that I belong to the
_____ community which is recognized as a
backward class by the Government of India for the purpose of reservation in
services as per order contained in Department of personnel and Training
Office Memorandum No. 36012/22/93-Estt. (SCT) dated 08-09-1993. It is
also declare that I don't belong to persons/sections (creamy layer)
mentioned in column 3 of the Schedule to the above referred Office
Memorandum dated 08-09-1993.

(Signature of Candidate)
With complete address

Date :

Place :

HEALTH CERTIFICATE

I hereby certify that I have examined Shri/ Smt/ Ku. -----
a candidate for employment in the Department of Posts and can not discover that
he / she has any disease (communicable or otherwise) constitutional weakness or
bodily infirmity except -----.

I do not consider this a disqualification for employment in the
Department of Posts. His/her age is according to his /her own statement -----
years and by appearance about ----- years.

Date:

Signature of Civil Surgeon :

Place:

Designation:



Signature of the candidate
taken in my presence.

I also declare that I have never been pronounced unfit for Government
employment by a Medical Board or any other duly constituted Medical Authority.

Date :

Signature of the candidate

Place :

Name

DEPARTMENT OF POSTS: INDIA**CANDIDATE'S STATEMENT AND DECLARATION**

The candidate must make the statement required below prior to his/her Medical Examination and must sign the declaration appended thereto. His/her attention is specially directed to the warning contained in the Note below:-

1. State your name in full (in block letters)
2. State your age and place of birth.
3. (a) Have you ever had small pox, intermittent or any other fever, enlargement or suppuration of glands, spitting of blood, asthma, heart disease, lung disease, fainting attacks, rheumatism, appendicitis?

OR

- (b) Any other disease or accident requiring confinement to bed and medical or surgical treatment?
4. When were you last vaccinated?
5. Have you or any of your near relations been afflicted with consumption, scrofula, gout, asthma, fits, epilepsy, or insanity?
6. Have you suffered from any form of nervousness due to over work or any other cause?
7. Have you been examined and declared fit for Government service by a Medical Officer/Medical Board within the last three years?

Furnish the following particulars concerning your family:-

Father's age if living and state of health	Father's age at death and cause of death	No. of brothers living, their ages and state of health	No. of brothers dead, their ages at death and cause of death

Mother's age if living and state of health	Mother's age at death and cause of death	No. of sisters living, their ages and state of health	No. of sisters dead, their ages at death and cause of death

I declare that all the above answers to be, to the best of my belief, true and correct.

I also solemnly affirm that I have not received disability certificate/pension on account of any disease or other condition.

Candidate's Signature

Signed in my presence

Signature of Medical Officer.

Note: The candidate shall be held responsible for the accuracy of the above Statement. By wilfully suppressing any information, he/she will incur the risk of losing the appointment, and if appointed, or forfeiting all claim to superannuation allowance or gratuity.