भारत सरकार/**Government of India**
संचार मंत्रालय/**Ministry of Communication**
डाक विभाग /**Department of Posts**
(जीडीएस अनुभाग/**GDS Section)**

Notification No : 17-12/2026-GDS dated 20th, August ,2026

Gramin Dak Sevak (GDS) Online Engagement Schedule-II, July-2026.

Applications are invited from the eligible candidates to fill vacant posts of Gramin Dak Sevaks (GDSs) **[i.e. Branch Postmaster (BPM)/Assistant Branch Postmaster (ABPM)/Dak Sevaks]** in different offices of the Department of Posts. The details of the tentative vacant posts in each Circle/Division are given in **Annexure-I**. The applications are to be submitted online at the following link: **https://indiapost.gov.in/gdsonlineengagement.**

2. Registration/Online application/Edit-correction Window:

Only one registration is permitted per candidate for submission of the online application. **Multiple or duplicate registrations/applications are strictly prohibited**. If at any stage—before or after engagement—it is found that a candidate has submitted duplicate or multiple applications, the candidature shall be cancelled or appropriate action will be initiated under GDS (Conduct and Engagement) Rules, 2020.

Candidates are not required to attach/upload any documents along with the application form. However, they must upload their recent photograph and signature on the portal as prescribed. Detailed instructions for registration and submission of the online application are provided in **Annexure-II**. Candidates are advised to carefully fill in all details in the registration and application forms and review them thoroughly before final submission.

In case any mistake is noticed after registration/submission of the application form, candidates are not required to make registration again, but to rectify the mistakes in registration/application form, an edit/correction window of two (02) days will be provided after the stipulated closing date, during which candidates may edit or correct their registration/application details.

The **schedule for registration and the edit/correction window** is as under:

S. No.	Activity	Schedule
1.	Online One-Time Registration	31.08.2026 to 19.09.2026 (upto 1700 Hrs)
2.	Submission of online applications and fee payment	02.09.2026 to 21.09.2026 (upto 1700 Hrs)
3.	Corrections in Registration/Application Forms, including payment of the online fee, if applicable.	23.09.2026 to 24.09.2026 (upto 1700 Hrs)

3. SERVICE CONDITIONS AND BRIEF JOB PROFILE AND RESIDENT/ACCOMMODATION:

The service conditions, brief job profile and resident/accommodation of different categories of GDS are as follows: -

(i) The applicants must clearly understand that the **GDSs are not regular employees of the Department/Central Government and their emoluments, allowances and other entitlements are not at par with the Central Government employees**.

(ii) Their service conditions are governed by the Department of Posts, Gramin Dak Sevaks (Conduct and Engagement) Rules, 2020 [referred to as GDS Rules], as revised from time to time and not framed under Article 309 of the Constitution of India.

(iii) **They are holders of Civil Posts outside the civil services of the state.**

(iv) They are required to serve, mostly, in rural areas to render the services of the Department.

(v) As per Rule 3 A of the said GDS Rules, they are required to work for minimum for a period of four hours and a maximum of five hours a day, and they cannot be retained as Sevak beyond 65 years of age.

(vi) A Sevak (Gramin Dak Sevak) should have another source of income besides the allowances to be paid by the Government for adequate means of livelihood for himself and his family**.**

(vii) The candidates selected as BPMs are required to arrange accommodation for running the post office (called as Branch Post Office) at their own cost.

(viii) The candidates are advised to carefully go through the said GDS Rules, which are available on the official website of the Department.

The brief job profiles of different categories of GDSs are as under:

i. BRANCH POSTMASTER (BPM)

The Job Profile of the Branch post Master include:

a) Day-to-day postal operations of the Branch Post Office (B.O.) and India Post Payments Bank (IPPB) in the manner as prescribed by the Department from time to time.

b) Marketing and promotions of products and services being provided by the Department and operating various services in the customer service centres (CSC) of the Department etc.

c) In the single-handed BOs, BPMs have the overall responsibility of the smooth and timely functioning of the Office, including mail conveyance and mail delivery.

d) In the BOs other than single-handed, the BPMs may be assisted by ABPM(s). However, BPM will be required to do combined duties of ABPM(s) as and when ordered or in the case of non-availability of ABPM (s). Any other work may also be assigned by superiors like Mail Overseer (M.O)/Inspector Post (IPO)/Assistant Superintendent of Post (ASPOs)/Superintendent of Post Offices (SPOs)/Senior Superintendent of Post Office (SSPOs) etc.

e) **Residence/Accommodation**: The applicant selected as GDS BPM will have to provide accommodation for the Branch post Office after selection but before engagement. A declaration to this effect with details of accommodation is to be submitted before engagement. The applicant so selected will be required to reside in the post village (the village in which the BO is functioning) only. The accommodation should meet the standards as prescribed by this Directorate letter No. 17-02/2018-GDS dated 08.03.2019 as amended from time to time.

ii. ASSISTANT BRANCH POSTMASTER (ABPM)

The Job Profile of the Assistant Branch post Master include:

a) Sale of stamps/stationery, conveyance and delivery of mail at doorstep, exchange the mail with the account office etc., deposit/payments/other transactions of IPPB.

b) To assist BPM in postal operations in a manner as prescribed by the Department from time to time.

c) Marketing and promotions of products and services being provided by the Department and operating various services in the Customer Services Centres (CSC) of the Department etc.

d) ABPM may also be required to do combined duties of the BPM as and when ordered or in case of non-availability of BPM in addition to his/her regular duties.

e) Any other work assigned by superiors like MO/IPO/ASPO/SPOS/SSPOS etc.

f) **Residence**: ABPMs are required to reside within the delivery jurisdictions of the Post Office (BO) concerned.

iii. DAK SEVAK

Dak Sevaks may be engaged in Post Offices, Sorting Offices, Mail Offices, Transit Mail Offices, Delivery Centres or any other office of the Department. The job profile of a Dak Sevak includes the following duties:

a) **In Post Offices :** Sale of stamps and stationery, conveyance and delivery of mail at the doorstep, deposits, payments and other transactions of India Post Payments Bank (IPPB), and any other duties assigned by the Postmaster/Sub Postmaster.

b) **In Sorting/Mail/Transit Mail Offices :** Handling of mail, mail bags and parcels, transhipment of bags and other related duties.

c) **In Delivery Centres :** Handling of mail, mail bags and parcels, transhipment of bags, delivery of mail and parcels, and other related duties.

d) **Assistance in the functioning of Post Offices :** Dak Sevaks will assist the Postmaster/Sub-Postmaster/Officer-in-Charge in ensuring the smooth functioning of Departmental Post Offices. They may also be assigned duties relating to marketing, business procurement and any other work by the Postmaster or other senior officers, including the Sub Divisional and Divisional Heads.

e) **Residence :** Dak Sevaks are required to reside within the delivery jurisdictions of the Post Office (HO/SO) to which they are attached.

4. EMOLUMENTS AND ALLOWANCES:

The GDSs are paid emoluments in the form of Time Related Continuity Allowance (TRCA), which carry an annual increase of 3%, subject to fulfilment of conditions, as given in the GDS Rules. They are also entitled to Dearness Allowance on TRCA, as declared by the Govt. of India from time to time. The GDSs are also entitled to some other allowances and social security benefits, which include, GDS Gratuity and Service Discharge Benefit Scheme (akin to National Pension System applicable to regular employees), whose details are given under the GDS Rules and official website of the Department. The initial engagement of GDS is made in the following basic TRCA Slabs:

Sl No	Category	TRCA Slab
1.	BPM	Rs.12,000/- to Rs.29,380/-
2.	ABPM/Dak Sevak	Rs.10,000/- to Rs.24,470/-

5. ELIGIBILITY CRITERIA (FOR ALL GDS POSTS): -

5.1. Age Limits :

i. Minimum age: 18 years

Maximum age: 40 years

[Subject to relaxations as per sub para (a) below]

ii. Age will be determined as on the last date of submission of applications.

a. Relaxations in upper age limit: -

S. No.	Category	Permissible age relaxation
1.	Schedule Caste/Scheduled Tribe (SC/ST)	5 years
2.	Other Backward Classes (OBC)	3 years
3.	Economically Weaker Sections (EWS)	No relaxation
4.	Persons with Benchmark Disabilities (PwBD)	10 years
5.	Persons with Benchmark Disabilities (PwBD) + OBC	13 years
6.	Persons with Benchmark Disabilities (PwBD) + SC/ST	15 years

5.2. QUALIFICATION AS ON THE DATE OF NOTIFICATION:

5.2.1. EDUCATIONAL QUALIFICATION

(a) Educational qualification for engagement of GDS is Secondary School Examination (SSE) pass certificate of 10th standard with passing marks in Mathematics and English conducted by any recognized Board of School Education by the Government of India/State Governments/ Union Territories in India. The candidates having equivalent qualification from any other board are not eligible to apply for engagement as GDS.

(b) The applicant should have studied the local language at least up to 10th Standard from a recognized board. The details of post-wise local language prescribed by the Department is given in **Annexure-III.**

(c) Special Provisions in respect of knowledge of the local language for engagement of GDS in the state of Arunachal Pradesh, Goa, Sikkim and Nagaland :

i. Arunachal Pradesh

The Govt. of Arunachal Pradesh has declared 23 tribal languages/dialects spoken in the state as 'Third Language' vide their Notification No. SJETA-1601/10/2023 dated 09.02.2024. Therefore, the Department has made special provision for engagement of GDS in the State of Arunachal Pradesh, which will be applicable for five years from 01.03.2024, as under:

Candidates applying for engagement as GDS in the offices situated in Arunachal Pradesh, should have the knowledge both, the languages, i.e, (i) 'English or Hindi' studied at least upto 10th standard and (ii) any of the tribal local languages/dialects, notified as third language from time to time by the Govt. of Arunachal Pradesh. As these tribal local languages/dialects are not taught upto 10th Standard at present in schools, the proficiency of the same in the will be ascertained by the Department based on certificate to be issued by the concerned Deputy Commissioners or any other officer authorized by the Government of Arunachal Pradesh in this behalf, which will have to be produced by the shortlisted candidate at the time of physical verification of the documents. Failure to produce this document will entail cancellation of candidature.

(Refer OM No. 17-11/2019-GDS dated 01.03.2024)

ii. Goa

Candidates applying for GDS posts in post offices located in Goa must have studied Konkani or Marathi at the 10th standard level. However, candidates who have studied only Marathi must also possess proficiency in Konkani. In cases where Konkani has not been studied up to the 10th standard, the candidate's proficiency shall be verified based on a certificate issued by Goa Konkani Akademi or any other Government-authorised authority, as nominated by the State of Goa for the purpose.

(Refer OM No. 17-11/2019-GDS dated 07.10.2025)

iii. Sikkim

The Govt. of Sikkim has declared 19 tribal languages/dialects spoken in the state vide their Notification No. HOME/LAN-23/02/2024 dated 16.12.2025. *The local language(s) for the purpose of engagement of GDS in the Post Offices/other offices of the Department situated in the State of Sikkim shall be as under:*

> *"English and any one of the following 12 languages —Nepali, Bhutia, Lepcha, Limbu, Newari, Rai, Gurung, Mangar, Sherpa, Tamang, Sunuwar or Bhujel — studied at the 10th standard level.*

In cases where the candidate has not studied the aforesaid language(s) up to the 10th standard, proficiency in the concerned language shall be verified on the basis of a Certificate of Proficiency issued by the Joint Director (Languages & Text Book), Education Department, Government of Sikkim, or any other authority, duly notified by the Government of Sikkim in this behalf from time to time.

(Refer OM No. 17-11/2019-GDS dated 05.01.2026)

iv. Nagaland

The 'local language of Nagaland for the purpose of engagement of GDS' in the state of Nagaland will be as under:

> *"English or Hindi [as compulsory or elective subject] studied at least upto 10th standard and knowledge of any of the 19 tribal local languages/dialects, notified by the Govt. of Nagaland vide notification no. HOME/LAN-23/02/2024 dated 16.12.2025."*

For GDS engagement in the Offices of Nagaland, the proficiency/knowledge in the tribal local languages/dialects may be ascertained based on certification issued by the concerned Deputy Commissioners of the respective District, as these languages/dialects are not taught upto 10 th Standard at present in schools.

The list of 19 tribal local languages/dialects, notified vide ibid notification, the Govt. of Nagaland is provided as under :

Angami	Konyak	Sangtam
Ao	Kachari	Sumi
Chang	Lotha	Tikhir
Chakhesang	Mikir	Yimkhiung
Garo	Phom	Zellang
Khiamniungan	Pochury	
Kuki	Rengma	

(Refer OM No. 17-11/2019-GDS. dated 21.05.2026)

5.2.2. OTHER QUALIFICATIONS: -

i. Knowledge of computers.
ii. Knowledge of cycling.
iii. Adequate means of livelihood.

6. RESERVATION:

(a) Candidates seeking reservation benefits available for SC/ ST/OBC/PwBD/ EWS must ensure that they are entitled to such reservation as per the eligibility prescribed in this notification. They should also be in possession of a valid certificate in the prescribed format in support of their claim.

(b) Format of Certificates: Applicants who wish to be considered for reserved vacancies or seek age relaxation, will have to produce the requisite certificate from the competent authority in the prescribed Format in **Annexure-V** at the time of physical verification of documents. **In case of failure to produce the certificate in original, their candidature will be cancelled**. In case of non-availability of caste certificate in the prescribed format, the shortlisted candidate, subject to verification of other documents, would be provisionally selected and would be required to submit the same **within 15 days** from the date of offer of provisional engagement. Failure in submitting the certificate during this period, her/his candidature will entail rejection of the candidate, and the post will be offered to the next available candidate in the subsequent lists to be issued by the Department. The conditions for issue of offer of provisional engagement and process for issuance of lists of shortlisted candidates are given in **para (8) & 9 below**.

(c) There will be no relaxation in the upper age limit to EWS applicants. However, the persons belonging to EWS who are not covered under the scheme of reservation for SC, ST and OBC shall get 10% reservation in engagement to the GDS posts.

(d) A person seeking engagement on the basis of reservation to EWS must ensure that she/he is in possession of a valid Income Certificate in accordance with the guidelines of the Central Government given in the Department of Personnel and Training OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

(e) A person seeking engagement on the basis of reservation of OBC/EWS may refer to the orders of DoPT/DoP mentioned para 6 of the Notification dated 12.07.2024, DoPT OM dated 25.07.2003 in the matter of crucial date in respect of OBC Certificate and clarification of the Staff Selection Commission dated 09.08.2024 in respect of EWS Certificate to decide the matter in individual cases. For the sake of clarity, it is informed that in respect of OBC, the candidate should not fall in the creamy layer as on the closing date of the of application irrespective of its date of issue. [Refer order No. 17-08/2017-GDS dated 09.10.2024]

(f) In respect of EWS, the certificate of the relevant financial year is to be accepted if it is valid as on the last date of submission of the online application, irrespective of its date of issue. In both cases, the candidate should, however, be in possession of the valid certificate at the time of verification of documents even if it is issued after the closing date of receipt of applications. [Refer order No. 17-08/2017-GDS dated 09.10.2024]

(g) Engagement of GDS will be subject to the instructions issued by the Department of Posts regarding the reservation of SC/ST/OBC/EWS/PWD categories. The applicants may go through the following instructions available on the official website of the Department: -

i. No. 19-11/97-ED & TRG dated 27.11 1997
ii. No. 17-08/2017-GDS dated 26.02.2019
iii. No.17-08/2017-GDS dated 02.06.2022
iv. No. 17-09/2019-GDS dated 26.02.2019

v. No. 17-08/2017-GDS dated 09.10.2024

vi. No. 17-08/2017-GDS dated 06.01.2025

(h) Candidates with only benchmark physical disability will be considered as PwBD and entitled to age-relaxation/ reservation for Persons with Disabilities. Further, in case of a temporary disability certificate, the clarification issued by letter No. SC-12/20/2025-RC-DOP Dated 22-12-2025 may be referred to, which inter alia provides as under: -

(i) That the disability condition falling under the category "**likely to improve**" under the temporary disability category are not eligible for reservation.

(ii) That the condition falling under other categories, i.e, **progressive, non-progressive or not likely to improve**, are to be treated as eligible for reservation.

(iii) The permissible disability for PwBD applicants is as under: -

Name of the Posts	Revised Sub Categories of disability suitable for the post.	Percentage of reservation in each category
Branch Postmaster (BPM)/Assistant Branch Postmaster (ABPM)/Dak Sevaks	**A)** Low Vision (LV);	**1%**
	B) D(Deaf), HH (Hard of Hearing)	**1%**
	C) One Arm (OA), One Leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim, **Both Leg (BL)*, Spinal Infirmity/ Spinal Deformity without any associated neurological/ limb dysfunction****	**1%**
	D) Specific learning disability/ Intellectual Disability **E)** Multiple disabilities from amongst the disabilities mentioned at (a) to (d) above, except Deaf and Blindness.	**1%**

***Note 1 – Persons having disability in 'Both Leg (BL)'** are eligible to apply for only on the posts of Dak Sevaks, which involve both delivery and stationery duties. Wherever candidates are selected in BL category for posts involving delivery duties, they will be transferred and posted on any other suitable non-delivery assignments having stationery duties.

****Note 2** - Persons with **Spinal Deformity and Spinal Injury (SD/SI)** with any associated neurological/ limb dysfunction shall be covered under the respective subcategory, such as One Arm (OA), One leg (OL) for all categories of GDS and Both Leg (BL) in case of Dak sevak only as specified in Note 1 above.

Examples of multiple disabilities

i. Multiple disabilities under different categories:

An applicant with a benchmark disability under a different category, like low vision (LV) under category (a) & One Arm (OA) benchmark disability under category (c), will have to apply for the post under category (DE) only.

ii. Multiple disabilities under the same categories

An applicant with multiple benchmark disabilities under the same category, like One Arm (OA) and Acid Attack Victim benchmark disability under category (c), she/he will have to apply in the same category by selecting only one benchmark disability (in this instance, category (C) and not under category E.

7. HOW TO APPLY

Applications are to be submitted in the online mode only at **https://indiapost.gov.in/gdsonlineengagement**. Applications received from any other mode shall not be entertained and no communication in this respect will be entertained/replied. Detailed instructions for registration, payment of fee, documents to be uploaded with the application, selection of posts etc. are given in **Annexure-II.**

8. SELECTION CRITERIA

(i) The applicants will be shortlisted for engagement on the basis of a system-generated merit list.

(ii) The Merit list will be prepared on the basis of marks obtained/ conversion of Grades/Points to marks (**as explained in sub-paragraphs - iii to xiii below**) in Secondary School Examination of 10th standard of recognised Boards aggregated to percentage to the accuracy of 4 decimals.

(iii) For applicants where the Secondary School Examination of 10th standard mark sheet contains the "marks" as mentioned in each subject or "marks" and "Grade/Points" both, their "marks' will be worked out by taking into account the 'marks obtained'. **In case any applicant applies with grades/points instead of marks, his/her application will be liable for cancellation**. However, if for any particular subject (s) only grades are mentioned in the mark sheet, then for that subject (s) grades can be mentioned and **the same need not to be converted to marks by the candidates.**

(iv) For applicants having only grades, subject-wise marks will be arrived for each subject, by applying the multiplying factor of 9.5 in the following manner:

Grade	Grade Point	Multiplication factor
A1	10	9.5
A2	9	9.5

B1	8	9.5
B2	7	9.5
C1	6	9.5
C2	5	9.5
D	4	9.5

(v) In case of the marks lists contain the Grades/Points, marks will be reckoned by taking the conversion of Grades and points with the multiplication factor (9.5) against the maximum points or grade as 100.

(vi) Where Cumulative Grade Point Average (CGPA) is also provided, the marks will be arrived at by multiplying the CGPA by 9.5. Where individual grades in each subject as well as CGPA is given, the higher of the two marks will be taken**. It is to clarify that the candidates are not required to convert their points/grades into "marks" and are required to mention the grades/points only (wherever applicable), while filling up the online application.** The conversion of grades/points to the marks would be carried out by the system before the declaration of results for the purpose of arriving at the merit.

(vii) There are certain boards, like the Delhi Board of School Education (DBSE), which award both the Percentage and the Grade Points in the Secondary School certificate to their candidates. In such cases, the merit will be generated based on the percentage given in the marksheet. The applicants are, therefore, required to fill the 'Percentage' of marks obtained against each subject, while filling up the application form. In case an applicant applies with Grade Points instead of Percentage, his/her application will be liable for disqualification.

(viii) "The State Board of School Examinations (SBSE), Tamilnadu" has not awarded marks or grade points to their candidates in the Secondary level certificates for the year 2020-2021 due to the Covid-19 Pandemic and instead awarded a pass certificate to all the candidates. Therefore, the system will award a uniform 66.67% in such cases. The candidate has to select "Pass" against each subject while applying online.

(ix) While preparing the merit list in case of tie among the applicants, the same would be decided on the basis of the following priority order: -

"DOB (Older in age), ST trans-woman, ST female, SC trans- woman, SC female, OBC trans-woman, OBC female, EWS trans- woman, EWS female, UR trans-woman, UR female, ST trans-male, ST Male, SC trans-male, SC Male, OBC trans-male, OBC male, EWS trans- male, EWS male, UR trans-male, UR male.

The Department would have the liberty and sole right to introduce any additional criteria in case of 'Tie' to determine the merit. The decision of the Department shall be final.

(x) Applications submitted without complete data will be rejected. In case an applicant uploads wrong documents/information and unnecessary documents, his/her candidature will be rejected.

(xi) Shortlisted applicants will have to submit an undertaking in the format annexed as **Annexure-IX,** regarding liability in case of furnishing fake/incorrect information/details in the form.

(xii) Applicant should enter all the details such as name, Date of Birth, father's name and mother's name, etc., strictly as per the SSC (Class X) marksheet.

(xiii) Applications with blurred/ illegible photographs/signatures will be rejected.

9. COMMUNICATION OF SELECTION AND PROCESS OF PHYSICAL VERIFICATION OF DOCUMENTS:

(i) The list of applicants shortlisted for engagement will be released by the Department on the GDS Online Engagement Portal. Upon declaration of the results, the shortlisted candidates will be informed of the result and dates of physical verification etc, through SMS on their registered mobile number as well as through email on the registered email addresses. However, in case of non-receipt of SMS/Email on the registered Mobile/Email address due to technical or any other reasons, the Department would not be responsible, and no communication in this respect will be entertained. **Therefore, the applicants are advised to visit the website/Portal on a regular basis for the latest updates.**

(ii) Thereafter, the shortlisted candidates would be required to attend the office of the designated authority, i.e., the Divisional/Unit Head of the Division/Unit where the post is notified, for physical verification of documents and further engagement formalities within a period of 15 days from the date of shortlisting. Candidates who fail to report to the designated authority within the stipulated 15-day period will be marked as 'Non-turned up' by the system/portal. Consequently, the system will block further document verification for these candidates, and their candidature will be automatically cancelled. While attending for document verification, the candidates will be required to carry the following documents in original (as applicable) and two sets of self-attested photocopies for submission:

- Marks sheet
- Identity proof
- Caste certificate
- PwBD certificate
- EWS Certificate
- Transgender certificate
- Date of Birth Proof

- Medical certificate issued by a medical officer of any Government Hospital/Government Dispensaries/Government Primary Health Centre, etc. (Compulsory)
- Certificate issued by the Competent Authority in respect of knowledge of tribal/local dialects or language in case of engagement in the state of Arunachal Pradesh, Sikkim, Goa or Nagaland.

(iii) The final selection of the shortlisted applicants will be subject to physical verification of the original documents, done i.e. by the ENGAGING AUTHORITY (Divisional Head/Unit Head of the Division/Unit where the vacancy is notified). The ENGAGING AUTHORITY will conduct the physical verification of documents for all the shortlisted GDS candidates. If no discrepancy is found and the documents are found to match the originals, the verification will be deemed successful, and a system-generated **'Offer of provisional engagement'** will be issued immediately.

(iv) Upon successful verification by the ENGAGING AUTHORITY, the candidate will be required to complete the pre-engagement formalities for joining within a period of 30 days from the date of '**offer of provisional engagement'**, which, inter-alia, include prescribed basic training of 3 days, arrangement of accommodation etc.

(v) Failure to complete these formalities or not joining there after due to any reason whatsoever would invite cancellation of the candidature immediately**, on expiry of the said stipulated period of 30 days, and the post will be offered to the next candidate**.

(vi) On successful completion the pre-engagement formalities, pending verification of documents (EDUCATIONAL CASTE, DISABILITY CERTIFICATE ETC.) from the issuing authorities and antecedent verification by the concerned Police Authorities, an order of provisional engagement will be issued by the Engaging Authority and the candidate will be allowed to join pending receipt of such verification report.

(vii) On receipt of verification reports from all issuing authorities/antecedent reports, the final order of engagement will be issued to regularize the engagement of GDS in due course.

(viii) During the process of document verification or at any later stage, if it is found during inquiry that the candidate disguised his or her identity to take any unfair advantage in the GDS Engagement process, his or her engagement may be terminated in accordance with the extant rules, after making such inquiry, as may be considered necessary. The engagement of such candidates will be put on hold during the course of inquiry, and in case of unsatisfactory findings, the candidature of such candidates is liable to rejection.

(ix) To sum up, the candidature of the candidates shortlisted in any list will be cancelled in the following situations, and the Department will issue supplementary lists against the shortlisted candidates who:

(a) fail to turn up before the designated authority (i.e., the Divisional Head/Unit Head) for document verification within the stipulated time for verification of documents.
(b) whose verification of documents remains unsuccessful.
(c) who fail to complete the joining formalities within the stipulated period,
(d) Non-submission of the caste certificate in the prescribed format within the extended period
(e) who are not willing to join or have resigned after joining or failed to join due to any reason within a period of 30 days from the offer of provisional engagement.
(f) disguised his or her identity in any manner whatsoever to take unfair advantage.

(x) Shortlisted candidates in supplementary lists will have to undergo the same process for verification of documents/pre-engagement formalities as discussed in the foregoing paragraphs. The process of engagement will be closed, and no further list of shortlisted candidates will be issued **after 31.12.2026**. However, the Department may at its discretion, modify/extend the dates for various activities without assigning any reasons and its decision in the matter will be final.

(xi) After selection for the GDS post, the SSE documents of selected candidates may be verified through the API Setu/Digi Locker/Official Website of the Educational Board by the Department, if the same is available online (API Setu/Digi Locker/Official Website). **All the candidates who will be shortlisted for engagement are therefore advised to ensure that they have a Digilocker account and the available relevant documents (marksheet/caste certificate/PwBD Certificate etc.) are duly fetched in.** In the event of any discrepancy in the marks or other details in the marksheet/document available online the candidature will be rejected. Hence, candidates are advised to check/correct details in his/her SSE marksheets available online before applying for the post if the same is available on Digi Locker/online website of the educational board.

10. IMPORTANT INSTRUCTIONS:

(a) The Department and engaging authorities of each post reserve the right to modify, cancel the notification or **revise the number of posts** at any time without assigning any reason or to stop the engagement process altogether.

(b) Department is not responsible for non-receipt of email/SMS to the applicants due to any reasons, and the candidates are, therefore, advised to continue to visit the online engagement portal regularly for the latest updates.

(c) The Department does not make any phone calls to the applicants/shortlisted candidates. The correspondence, if any, will be made with applicants through the respective Engaging Authority only. Applicants are advised not to disclose their personal information/registration number/ mobile numbers/email ids to others and be guarded against any unscrupulous phone calls.

(d) Applicant can view his/her application submission status on the website by logging in to the Website using their registration number as username and password.

(e) For any Queries, division-wise help desk and phone numbers are provided on the website. The Department would not entertain any query on any number other than the help desks. The Department would also not entertain any communication regarding acceptance of applications in any other form, and any such communication will be filed.

(f) After the closing date for submission of online applications, a two-day window has been kept for modification/editing in the same. The purpose of providing this correction window is to correct the names and other data/marks/choice filling etc., except mobile number and email ID. During this two-day window, if the modifications involve any change in category requiring fee to be paid, such modifications will be accepted/allowed only if the candidate deposits the fee as per the prescribed procedure. Upon modification, the previous details in the online application would be treated as null and void, and merit would be decided based on the details mentioned in the modified application.

(g) If a candidate initiates modification of the application during the editing window but does not **reach the final stage and submit/complete the application**, such modifications shall be treated as **null and void**, and the **merit will be decided based on the details furnished in the previously submitted online application**.

(h) Before applying, candidates must to go through the instructions given in this notification very carefully. The notification is available both in English and Hindi. In case of any dispute, the English version will prevail.

Important Note: -

Note 1: The candidates who have been dismissed/removed/compulsory retired from Govt. service/Gramin Dak Sevak in the past as a measure of penalty under the relevant conduct rule will be barred from applying against the vacancies notified. All the applicants will be required to submit an undertaking to this effect at the time of submission of their online application as per **Annexure-IV**. If at any stage it is found that the shortlisted GDS had concealed the information in this respect, his/her services would be terminated in accordance with extant rules and he/she will be liable to be prosecuted in accordance with applicable laws.

Note 2: GDS are holder of a Civil posts but they are outside the regular Civil Services of the Union of India and governed by GDS (Conduct and Engagement) Rules, 2020 issued vide OM. No. 17-30/2019-GDS dated 14.02.2020 as revised from time to time available on the website www.indiapost.gov.in. [Refer to Para-3]

Nots 3: OM. No.17-31/2016-GDS dated 25.06.2018 related to payment of TRCA and other allowances to all approved categories of GDS is available on www.indiapost.gov.in. [Refer to Para-4]

Note-4: The selected candidates will have to submit an undertaking to the Engaging Authority regarding knowledge of Computer, Cycling and having

adequate means of livelihood, prescribed formats (refer to **Annexure VI, VII & VIII respectively**) at the time of engagement. [Refer to Para 5.2(2)].

Note-5: The Department will verify the authenticity of the Secondary Level Marksheets of Class X standard, if available on Digi locker, through the API SETU PORTAL of the Department of e-Governance, Ministry of Information and Technology. Therefore, the candidates at the time of application, as well as final selection, will have to submit an understanding/consent, as given in **Annexure-X,** to authorize Department to access their marksheet through the said Portal for verification purposes.

Note: 6: (i) No person holding an elective office will be considered for engagement to the post.

(ii) The applicant selected as GDS shall not engage in any activity with any outside agency, which would be detrimental to the business or interest of the Post Office/IPPB.

(iii) Past experience or service of any kind will not be considered for selection. [Refer to Para 5.2(2)]

ANNEXURE-I*

Gramin Dak Sevak Vacancy Position for_____Division.

Sl	Name of Division	Name of Office	Post ID	TRCA	Account office/Record Office	Language	PIN Code

Community-wise Consolidation of Posts: -

Community	**No of Posts**
OBC (As per state reservation %)	
A) PwBD [Low vision (LV) **-01%]**	
B) PwBD [D (Deaf), HH(Hard of hearing -**01%],**	
C) PwBD [One Arm (OA), One Leg (OL), Leprosy Cured, Dwarfism, Acid Attack Victim, Both Leg (BL)*, Spinal Infirmity/ Spinal Deformity without any associated neurological/ limb dysfunction**, -01%]**	
D) PwBD(Specific learning disability/intellectual Disability E) Multiple disabilities from amongst the disabilities (**01%)** **-**mentioned at (a) to (d) above, except Deaf and Blindness**.**	
ST(AS per state reservation %)	
SC (As per state reservation %)	
EWS -**10%**	
UR	
Total	

*Division-wise vacancy position will be available on the Portal.

ANNEXURE-II

Instructions for applicants
(For registration and submission of the online application form)

The process of filling online application for the examination consists of two parts:

(A) One-Time Registration (OTR)

(B) Filling of Online Application

1. Part-A (One-Time Registration):

(a) Applicant will be required to make one time Registration on the GDS online Engagement Portal using the link **https://indiapost.gov.in/gdsonlineengagement.** The candidate has to enter all the details to obtain a unique Registration Number.

(b) For registration on the Portal, the applicants must have their own active email id and mobile number. All the important information, including declaration of the result of shortlisting, offer of provisional engagement etc. would be sent on the registered mobile number and Email ID only. The Department will not communicate with the applicant in any other form. However, the information sharing through mobile and Email ID is an additional feature. Candidates are advised to visit the portal for regular updates.

(c) Once the applicants are registered, the same mobile number and Email ID will not be allowed for any further registrations of any other applicant.

(d) **In case any duplicate Registration is found by altering the basic details, the candidature of all such candidates will be removed from the selection process.**

(e) Any applicant who forgot the registration number can retrieve the registration number through the option Forgot Registration.

(f) Before proceeding with One-Time Registration, keep the following information/documents ready:

i. Mobile Number (to be verified through OTP)
ii. Email ID (to be verified through OTP).
iii. Information about the Board and the Year of Passing the Matriculation (10th) Examination.

(g) For One-time Registration (OTR), click on the "Candidate Login/Register " button and then for 1st time registration, click on New Candidate Registration.

(h) One-time Registration process requires filling up of following information:

(i) Contact: -Valid mobile number and email id
(ii)Details: - Personal Details
(ii) Password Creation

(i) For filling up the "One-time Registration Form", please follow the following steps:

i) Contact: Validate your mobile number and email address: -Your Mobile Number and email id must be functional as it will be verified through One Time Password (OTP). It may be noted that any information which the Department of Posts may like to communicate with you, will be sent on this mobile number/email id only. Your mobile number/email id will also be used for the retrieval of password/ Registration Number, if required.

ii**) Personal Details**: A few critical details/fields (eg. Name, Date of birth, Gender, Father's/Guardian's name, Mother's name & Community etc.) are required to be entered in the relevant columns of the Registration Form.

Note: The candidate should be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to the cancellation of your candidature.

iii) Password Creation: - Once the details are submitted, the registration number and a random password will be sent to the registered mobile number. However, the candidate can change the password after the first login.

(j) On successful completion of the registration process, a registration number will be generated. The candidate will note the registration number for further login and submission of the application form. Registration Number will also be provided to the applicant's mobile number and Email ID.

(k) Once registered, an applicant can edit the registration details **only during the application submission process**. During application submission, while filling in the **Personal Details** under the **Basic Details** section, the information provided at the time of registration will be **auto-populated**.

(l) If the applicant wishes to correct any registration details, he/she may click on the link **"Click here to update the registration data"**. A pop-up window will open, allowing the applicant to edit and save the details.

(m) **Mobile number and email ID cannot be modified under any circumstances.** The candidate should be very cautious while filling up details in the One-time Registration. Wrong/incorrect information may lead to the cancellation of your candidature.

(n) Candidates are again advised to ensure that their Name, Father's name, Mother's name, Date of Birth (DoB) and other details should be filled exactly as recorded in the Matriculation (10th class) certificate. Candidature may get cancelled if the Candidate Name, Father's name, Mother's name, Date of Birth (DoB) and other details as mentioned in the application are not matched with what is recorded in the matriculation certificate.

2. Part-II (Online Application Form)

(a) For submitting the application candidate has to log in to the online system using their **Registration Number** and the **password received through SMS**.

Note: Login and application submission are allowed only during the dates mentioned for "**Submission of Online Applications**" in the notification.

(b) Click the "Apply Online" link in the GDS Online Engagement Schedule I " Section under the "Active Notification" tab.

(c) For filling up the "Online Application Form", please follow the following stages :

(i) **Personal Details**: - In this section, some of the information will be automatically filled from your One-time Registration Data. Candidates to fill all other details of the remaining information.

(ii) **Board/Educational Details**: - In this section, candidates to select the Circle's name where he/she completed his/her SSE (10th class), Board Name, passing year and enter the marks obtained in the SSE.

(ii) **Division selection and Post preference**: - Based on the local language studied by the candidate in their SSE, vacancies available in the respective Circles and their Divisions will be available for the candidate as detailed in para-4 below.

(iv) **Upload photo and Signature**: - In this section candidate has to upload his/her recent photo and signature as detailed in para-5 below.

(v) **Preview before Final submission**: - On filling in details in all previous sections, the candidate can check a preview of his/her application form. Before final submission, he/she can edit the filled details.

(vi) **Fee payment**: -Before final submission of online application, the system will be prompt for fee payment, if applicable, else the application will be submitted successfully. The detail for fee payment is given in para-3 below.

3. PAYMENT OF FEE

(a) **Fee**: A fee of **Rs.100 (Rupees One Hundred only)** is to be paid by the applicants for all posts notified in the choice of Division.

(b) However, payment of fee is exempted for all female applicants, SC /ST applicants, PwBD and Transwomen applicants.

(c) Applicants, except the exempted category of applicants, may make payment of the fee through any of the online available modes. All recognised Credit/Debit cards and Net Banking/UPI facility can be used for this purpose. Charges applicable for usage of Debit/credit cards and net banking, as per the rules from time to time, will be levied.

(d) Applicants are advised to note their registration number at a secure place for making the payment of fee.

(e) **Fee once paid will not be refunded**. Hence, the candidate is advised to ensure his eligibility for applying to a particular Division before making the fee payment.

(f) Applicants who are exempted from payment of fee, may submit their application without making any payment.

(g) Applicants who are eligible for fee payment and initiate the fee payment will make the payment within 10 minutes of the window. Applicants are advised not to close or refresh the window till the payment process is completed.

(h) Online fee can be paid by candidates up to 17:00 hours of the last date fixed for online application submission and fee payment. Candidates who are required to pay the application fee must complete the fee payment within the prescribed closing date and time. The application submission process, including successful fee payment, shall be completed on or before the closing time.

(i) If the closing time is 17:00 hours, the application along with fee payment, must be completed by 17:00 hours exactly. Applications with pending or incomplete fee payment after the closing time shall be rejected, and no extension or additional time shall be granted under any circumstances. If any payment made after the closing date and time, such payment will not be refund.

4. SELECTION OF DIVISION AND EXERCISING PREFERENCES:

An applicant can only apply one or more vacant posts of GDS in only in **one of the selected Divisions.** On selecting the Division, a list of all eligible posts (based on the community, Age, PwD Status, and Local Languages studied) will be displayed, against which the applicant has to give preferences. Applicant will not be considered for a post for which he/she has not given/indicated his/her preference(s). However, if shortlisted, only one post only will be offered for engagement, and his/her rights for all other posts will be forfeited.

Example: If an applicant opts for five posts in a Division with preference post1, post2, post3, post4, post5 etc. and selected as meritorious in more than one post, the first post in the order of preference, against which he/she is found most suitable, will be offered and the candidature for all the remaining posts will be forfeited.

Note: If an office has more than one post with the same post name, each post is uniquely identified by its **Post ID**. Candidates who wish to apply for such posts must give their preference for **all the relevant Post IDs**.

5. UPLOADING OF PHOTOGRAPHS AND SIGNATURE: -

The applicant is required to upload only his recent photograph and signature at the time of submitting the online application in the formats and sizes as prescribed as under: -

Recent Photograph:

- File format: JPG/JPEG only
- File size: 30 KB to 100 KB
- Image dimensions: Recommended 320 × 400 pixels

- Aspect Ratio: 4:5 (Width: Height)
- DPI: 72 to 150
- Background: Plain white or light-coloured
- Face should occupy 70–80% of the image with no shadows or red-eye
- Cropping Tip: Use editing tools to crop to a 4:5 ratio (e.g., 320×400 or 240×300 px). Ensure the face is centred and clearly visible.
- Avoid uploading scanned photos or selfies.
- Ensure the photo is clear, well-lit, and in focus.

Signature:

Upload your scanned signature written on white paper with a **black or blue pen**:

- File format: JPG/JPEG only
- File size: 20 KB to 100 KB
- Image dimensions: Recommended 300 × 120 pixels
- Aspect Ratio: 5:2 (Width : Height)
- DPI: 72 to 150
- Background: Plain white with clear signature
- Cropping Tip: Crop image to a 5:2 ratio (e.g., 300×120 px). Ensure the signature fits completely in the frame.
- Do not upload typed or digital text as your signature
- Ensure the signature is clear, not shaky, not pixelatedon and white background only
- Signature should occupy **70–80%** of the image
- No shadows, borders, or extra marks

Note : Applications with blurred photographs or with blurred/miniature signatures will be rejected.

After uploading the photograph and signature, the candidate **must verify the preview**. It is **solely the responsibility of the candidate** to ensure that the uploaded photograph and signature are **correctly uploaded, as per the prescribed specifications, and are clearly visible in the preview**.

If the preview of the uploaded photograph or signature is **not clear or not visible**, the candidate **must upload revised images as per the prescribed**

specifications before final submission. **No request for correction or replacement shall be entertained after final submission**.

6. WINDOW FOR APPLICATION FORM CORRECTION

(a) After the closing date for submission of online applications, a **two-day window has been kept for modification/editing the same**. During this two-day window, the candidate may modify/edit registration/applications which were successfully submitted along with applicable fee payment, however, if the modifications involve any change in category requiring fee to be paid, such modifications will be applicable only if the candidate deposits the fee as per the prescribed procedure. Upon modification, the previous online application would be treated as null and void, and merit would be decided based on the modified application.

(b) Before submission of the modified application, applicants must check that they have filled correct details in each field of the form. After the expiry of 'Edit/Correction' window, no change/ correction/ modification will be allowed in the application under any circumstances. No request in this regard in any form like by post, fax, email, by hand, etc., shall be entertained by the Department.

(c) During the edit/resubmission window, once a candidate resubmits the application, no further corrections shall be allowed thereafter. No request for correction in any form—such as by post, fax, email, by hand, or any other mode—shall be entertained by the Department.

(d) If a candidate initiates modification of the application during the editing window but does not complete and finally submit the modified application, including payment (wherever applicable), within the prescribed timeline, such modifications shall be treated as **null and void**, and the merit shall be decided based on the details furnished in the **previously submitted online application**.

(e) During the initial application submission, if a candidate has paid the fee and, during resubmission, the application becomes **fee-exempt based on the details furnished in the application**, the fee already paid shall **not be refunded**.

Note: -

(1) Applicants are advised in their own interest to submit the online application much before the closing date and time and not to wait till the last date to avoid the possibility of disconnection/ inability or failure to login to the website on account of heavy load on the website during the closing days.

(2) The Department will not be responsible for the applicants not being able to submit their applications within the last date and time on account of the aforesaid reasons or for any other reason beyond the control of the Department.

(3) Before submission of the online application, applicants must check through the Preview/ Print option and must ensure that they have filled in the correct details in each field of the form. They should also check that the photograph and signature meet all the given requirements.

(4) The cut-off time for submission of online applications shall be **up to 17:00 hours on the last date fixed for submission of the online application form**.

(5) **Note**: It is the sole responsibility of the candidate to ensure that the online application is fully completed and finally submitted, including successful fee payment, if applicable, within the date and time as prescribed in notification.

Annexure-III

LIST OF LOCAL LANGUAGES FOR GDS ENGAGEMENT

S. No.	Name of the Circle	Name of the State/UT covered under the Postal Circle	Local Language as prescribed by Department of Posts
1	Andhra Pradesh	Andhra Pradesh and Yanam	Telugu
2	Assam	Assam (excluding three districts of Barak Valley and Bodoland Territorial Council Areas)	Assamese
		Three District of Barak Valley	Bengali
		Bodo Land Territorial Council Areas	Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	NCT of Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra Nagar Haveli & Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	J & K and Ladakh	Urdu or Hindi
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala, Lakshadweep & Mahe	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Konkani or Marathi*
15	North East	Arunachal Pradesh	Both Hindi or English, and any of the 23 dialects (as per the area specified)*
		Manipur	Manipuri or English
		Meghalaya	Both, Hindi or English, and Garo (For the areas covered under Sixth Schedule of the Constitution of India in East Garo Hills, North Garo Hills, South Garo Hills, West Garo Hills and South West Garo Hills) Or Both, Hindi or English and Khasi

			(For the areas covered under Sixth Schedule of the Constitution of India in East Khasi Hills, West Jaintia Hills, East Jaintia Hills, South West Khasi Hills, West Khasi Hills. Eastern West Khasi Hills and Ri Bhoi) Or Hindi or English (For the rest of the areas in Meghalaya which is not under the Sixth Schedule of the Constitution of India)
		Mizoram	Mizo
		Nagaland	Hindi or English and knowledge of any of the 19 tribal local languages/dialects- Angami, Ao, Chakhesang, Chang, Garo, Kachari, Khiamniungan, Konyak, Kuki, Lotha, Mikir, Phom, Pochury, Rengma, Sangtam, Sumi, Tikhir, Yimkhiung, Zellang
		Tripura	Bengali or Kak Barak
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi or English
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (Excluding Mahe & Yanam)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Andaman & Nicobar Islands	Hindi or English
		Sikkim	English and any one of the following 12 languages — Nepali, Bhutia, Lepcha, Limbu, Newari, Rai, Gurung, Mangar, Sherpa, Tamang, Sunuwar or Bhujel — studied at the 10th standard level. *
		Darjeeling Division	Bengali or Nepali
		Post offices under Gorkha Territorial Administration (GTA)	Nepali

***Refer para 5.2 (1) (c) of the notification for special provision for engagement of GDS in the state of Arunachal Pradesh, Goa, Nagaland and Sikkim.**

Annexure-IV

Undertaking regarding 'removed/dismissed/compulsory retired' as Govt. Servant/Gramin Dak Sevak

I_____son/daughter/wife of_____hereby undertake to declare that, I have not been dismissed/removed/compulsory retired from Govt service/Gramin Dak Sevak in the past as a measure of penalty under the relevant conduct rule. **If at any stage, it is found that I had concealed the information in this respect, my services would be liable to be terminated in accordance with extant rules and I will also be liable to be prosecuted in accordance with applicable laws.**

Place: -

Signature_____

Date: -

Name of applicant_____

Address_____

ANNEXURE-V

FORMAT FOR SC/ST CERTIFICATE [$]

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India

This is to certify that Shri/Shrimati/Kumari*_____son/daughter of _____village/town*_____ _____ of District/Division*_____of the State/Union Territory*_____ belongs to the_____caste/Tribes* which is recognized as a Scheduled Castes/Scheduled Tribes under:-

@The Constitution (Scheduled Castes) Order, 1950

@The Constitution (Scheduled Tribes) Order, 1950

@The Constitution (Scheduled Castes) Union Territories Order, 1951

@The Constitution (Scheduled Tribes) Union Territories Order, 1951

[As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) order, 1956, the Bombay Reorganization Act, 1960 & the Punjab Reorganization Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganization) Act, 1971; the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976, the State of Mizoram Act, 1986, the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

@The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
@The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976.
@The Constitution (Dadra and Nagar Haveli) Scheduled Castes order 1962.
@ @The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order 1962.
@The Constitution (Pondicherry) Scheduled Castes Order 1964
@The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
@ @The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968
@The Constitution (Goa, Daman & Diu) Scheduled Tribes Order 1968
@The Constitution (Nagaland) Scheduled Tribes Order, 1970
@The Constitution (Sikkim) Scheduled Castes Order 1978
@The Constitution (Sikkim) Scheduled Tribes Order 1978
@The Constitution (Jammu & Kashmir) Scheduled Tribes Order 1989
@The Constitution (SC) orders (Amendment) Act, 1990
@The Constitution (ST) orders (Amendment) Ordinance 1991
@The Constitution (ST) orders (Second Amendment) Act, 1991
@The Scheduled Castes and Schedules Tribes Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
@The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
@The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

%2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati*_____Father/Mother of Shri/Srimati/Kumari*_____of village/town*_____in District/Division*_____of the State/Union Territory*_____ who belong to the Caste/Tribe* which is recognized as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* of_____ issued by the_____date_____

%3. Shri/Shrimati/Kumari*_____and/or* his/her family ordinarily reside(s) in village/town*_____of_____District/Division* of the State/Union Territory* of _____

Signature

**Designation_____

(with seal of office)

State/Union Territory

Place:

Date:

*Please delete the words which are not applicable

@Please quote specific presidential order

% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

** List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificates:

(i) District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/ Dy. Collector Ist Class Stipendiary Magistrate/+Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner. + (not below of the rank of 1 Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

(v) Administrator/ Secretary to Administrator/ Development Officer (Lakshadweep).

$ Format as revised time to time by DOPT

ANNEXURE-V

(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kumari_____son/daughter of_____of village/town_____in district/division_____in the State/Union Territory_____belongs to the_____Community which is recognized as a backward class under the Government of India, Ministry of Social Justice and Empowerment's resolution No._____ dated_____*

Shri/Smt/Kumari_____and/or his/her family ordinarily reside(s) in the_____District/Division of the_____ State/Union Territory. This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Scheduled to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt (SCT) dated 8.9.1993. O.M. No. 36033/3/2004-Estt. (Res) dated 9th March, 2004, O.M. No.36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Dated:

Signature_____

Designation_____

Seal

---

*The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate's is mentioned as OBC.
**- As amended from time to time.
$- List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled caste/ Scheduled Tribe Certificates.
Note: The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

ANNEXURE-V

Government of_____

(Name & Address of the authority issuing the certificate)

INCOME & ASSET CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS

Certificate No. Date

VALID FOR THE YEAR_____

This is to certify that Shri/Smt./Kumari_____ son/daughter/wife of_____permanent resident of_____ Village/Street_____PostOffice_____District_____in the state/Union Territory_____Pin Code_____ whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income of his/her 'family'* is below Rs. 8 Lakh (Rupees Eight Lakh only) for the financial year_____. His/her family does not own or possess any of the following assets **:

i. 5 acres of agricultural land and above;
ii. Residential flat of 1000 sq. ft. and above;
iii. Residential plot of 100 sq. yards and above in notified municipalities;
iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt/Kumari_____ belongs to the_____caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office_____

Name_____

Passport size attested photograph of the applicant

Designation_____

Passport size attested

---

*Note 1: Income covered all sources i.e. salary, agriculture, business, profession etc.
2: The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.
3: The property held by a "Family" in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

ANNEXURE-VI

UNDERTAKING

I_____son/daughter/wife of_____hereby undertake to declare that I am computer literate and able to use smart phone/laptop/computer device from the first day of engagement.

Place: -

Date: -

Signature_____

Name of applicant_____

Address_____

ANNEXURE-VII

DECLARATION

I_____son/daughter/wife of_____hereby declare that, I am able ride bicycle and/or drive two-wheeler scooter/bike for performing my duty as a GDS BPM/ABPM/Dak Sevak.

Place: -

Date: -

Signature_____

Name of applicant_____

Address_____

ANNEXURE-VIII

UNDERTAKING

I_____son/daughter/wife of_____hereby undertake to declare that, I will have other sources of income besides the TRCA and allowances to be paid by the Government to support livelihood for myself and my family, in the event of my engagement to the post of Gramin Dak Sevak BPM/ABPM/Dak Sevak.

Place: -

Date: -

Signature_____

Name of applicant_____

Address_____

ANNEXURE-IX

Undertaking

I_____son/daughter/wife of_____hereby undertake to declare that, the details of furnished by me (ie. Age/Address/Educational qualifications/Computer knowledge/EWS/PwD/Caste etc.) on the basis of which I am applying for the posts of GDSBPM/ABPM/Dak Sevak are true to the best of my knowledge and belief I also undertake that, in case, any detail submitted by me is found to be false at any stage of engagement process/during engagement, my candidature shall be liable to be rejected against all the vacancies, applied for, or after my engagement, I shall be terminated under GDS (Conduct and Engagement) Rules I also understood that I shall be liable for criminal/legal action for producing any of false details/documents etc

Place :

Date :

Signature_____

Name of applicant_____

Address_____

ANNEXURE-X

Consent and declaration for verification of mark sheet through API Setu

I..... hereby give my consent for verification of my mark sheet of Secondary Level Examination of Class X standard through API Setu.

Place: _____
Date: _____

Signature :_____
Name of the applicant: _____
Address_____