

**DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL
DELHI CIRCLE, MEGHDOOT BHAWAN, LINK ROAD
NEW DELHI – 110001**

To

1. Chief Postmaster General concerned
2. All Head of Postal & RMS Divisions/Units in Delhi Circle.

No: R&E/R-1/PM-MG-MTS/NIT/2018(Part-B)

Dated: 01.11.2024

Sub:- Step by step procedure for appointment of GDS selected for the post of Postman/Mailguard in Delhi Circle through Special Drive Recruitment from willing and surplus qualified GDS candidates of other circle.

Kindly refer to this office letter no. R&E/R-1/PM-MG-MTS/NIT/2018 dated 04.10.2024 whereby the result of aforementioned recruitment was declared.

Sl. No.	Procedure	Action to be taken by	Date/Time Period for completion of activities
1	<p>As per para 6 of aforementioned letter, the Parent Division of the selected GDS candidate will send the personal file/engagement file of willing candidate alongwith following documents to the allotted Divisions through insured letter-</p> <ol style="list-style-type: none">i. Appointment/Engagement letter of initial GDS Post.ii. 10th/Matriculation Certificate- 2 sets of attested copiesiii. Proof of DoB, if DoB is not available in 10th Certificate-2 sets of attested copiesiv. Caste Certificate, if belongs to SC/ST/OBC-2 sets of attested copiesv. EWS/PwDs certificate- if applicable-2 sets of attested copies.vi. Residential Address Proof (Aadhaar etc.)- 2 sets of attested copiesvii. Verification Report of Edu. Certificates and caste certificate, PwDs/EWS certificate as applicable - In originalviii. Attestation form.- In originalix. Character & antecedent verification (Police verification) report.- In originalx. Medical Examination report.- in original as available. <p>Note- P. file/Engagement file of willing officials are to be sent only. Personal file of those candidates, who have submitted their unwillingness after declaration of result, need not be sent to the allotted Division. In such case, unwillingness/refusal of candidate may be sent.</p>	Parent Division	By 16.11.2024

2	<p>On receipt of P. file/Engagement file, its contents will be checked by the allotted Division with reference to the documents mentioned in the point 1 above.</p> <p>A copy of result/corrigendum (relevant pages only) will be kept in the file.</p> <p>Allotted division may check whether the medical examination of the candidate has been done from the prescribed medical authority.</p>	Allotted Division of Delhi Circle	23.11.2024
3	<p>If the medical examination of the selected GDS candidate has already been done by the prescribed medical authority and the medical certificate of fitness is available in the file, the offer of appointment cum training order will be issued by the allotted Division & sent to the candidate through Parent Division.</p> <p>If the medical examination of the selected GDS candidate has not been done from the Medical authority equivalent to that prescribed for Group C post, Unit Head of allotted Unit being appointing authority will get the selected GDS medically examined as per Govt. of India's Order (2nd) mentioned under SR-3 of FRSR Part-I. As per said GIO the authority which directs the candidates for medical examination should also attach with the Form of medical certificate in a declaration form (copy enclosed) which is to be filled in by the candidate concerned in the presence of Medical Officer. In view of above, the Unit head of allotted Division of Delhi Circle will issue a letter enclosing aforesaid declaration form in the name of selected GDS candidates with a copy to Parent Unit/Division requesting to facilitate the candidate in his/her medical examination. (In this regard, SR-3 & SR-4 read with GIO mentioned below them (FRSR Part-I) may refer to)</p> <p>Note- The selected candidates have either to accept or refuse the offer of appointment within 30 days from the date of offer of appointment. In such case, refusal will be sent by Parent Division to the allotted Division and after acceptance of refusal, the allotted Division will return the P. files of the candidate to Parent Unit.</p>	Allotted Division/ Parent Division	30.11.2024
4	<p>The candidate will report to the respective CMO/Civil Surgeon for the medical examination.</p> <p>After the medical examination, the candidate will obtain a copy of medical examination report in sealed cover from the respective medical authority & handover the same to his Parent Division.</p>	Candidate/ Parent Division	—
5.	The Parent Division will send a scanned copy the medical examination report through email and original copy by Post to the allotted Division.	Parent Division	Within 3 days of receipt of report

6.	On receipt of medical examination report/medical certificate of fitness, the allotted Division will issue the offer of appointment cum training order to the candidate.	Allotted Division	Within a week of receipt of report
7.	The candidate will report to the concerned office for training as per training order.	Candidate	As per training order
8.	After completion of prescribed training successfully, the appointment letter will be issued to the candidate by the appointing authority/allotted Division.	Allotted Division	Same day on completion of training
9.	On receipt of appointment letter, the candidate will report to the concerned office for joining the post of PM/MG.	Candidate	As per appointment orders.

2. It may be ensured that no provisional candidate is given appointment without clearance of his/her provisional candidature. It is clarified that the P. file/engagement file of such candidates who were recommended provisionally by the Parent Division/Circle against whom any disciplinary case is pending/contemplated, will not be sent to the allotted Division and no offer of appointment should be issued by the allotted Division without clearance of their provisional candidature.

3. In case of non-availability or pending verification reports of education certificates, caste certificates if applicable, Police Verification etc.(all other than medical examination report), the candidate shall be appointed provisionally subject to the successful verification all other documents/certificates of the candidate as per provision in the rule.

4. This has been issued with the approval of the CPMG.

Encl: As stated above.


Assistant Director (Rectt.)
Q/o CPMG, Delhi Circle
New Delhi-110001

CANDIDATE'S STATEMENT AND DECLARATION

The candidate must make the statement required below prior to his medical examination and must sign the declaration appended thereto. His 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 smallpox, 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 overwork 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?
8. 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 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 will incur the risk of losing the appointment and, if appointed, or forfeiting all claim to superannuation allowance or gratuity.