

BD-25/2/2024-BDMD-DOP
Government of India
Ministry of Communications
Department of Posts
Parcel & CCS Directorate

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 03.02.2026

To,
All CPMsG

Subject:- Sponsoring names for the post of Office Assistants on 'Posting in Headquarter' basis in Citizen Centric Services Directorate-reg.

With reference to the subject mentioned above and it is stated that posts of Office Assistant are required to be filed up in this Directorate on 'Posting at Headquarters' basis for four year period as per the guidelines issued by Establishment Division vide OM no. Y-41/12/2023-PE-II dated 06.01.2026 & Personnel Division's Letter dated 16.03.2023.

2. In this regard, it is requested to circulate this order amongst eligible officials and names of eligible and willing Postal/Sorting Assistants may kindly be forwarded in the prescribed Annexure (copy attached) along with Vigilance clearance to this Directorate through proper channel latest by 15.02.2026 positively.

Encl: A/a.

(Rakesh Meena)
Section Officer (CCS)

Copy to:

1. ADG(SPN), Dak Bhawan. It is requested to forward the copy of applications duly recommended by CPMsG received for posting in Directorate.
2. CEPT for publishing/uploading on India Post website.

Annexure

Application for Posting in Parcel & CCS Directorate on Attachment Basis

To,
The Chief General Manager (Parcel & CCS)
Parcel & CCS Directorate
Dak Bhawan, New Delhi – 110001

Subject:- Application for Posting in Parcel & CCS Directorate on Posting at Headquarters.

I hereby submit my application for posting in the Directorate on Posting at Headquarters basis. The information furnished below is true to the best of my knowledge and belief.

Sl. No.	Particulars	Details
1	Name of the Applicant	
2	Employee ID	
3	Present Cadre (Regular Appointment)	
4	Date of Regular Appointment in the Present Cadre	
5	Date of Entry into Government Service	
6	Name of the Post presently held in Department of Posts	
7	Total Service in the Department of Posts	
8	Duties / Responsibilities presently handled	
9	Educational Qualification	
10	Technical Qualification (Preference will be given)	
11	Proficiency in working on Computers (MS Word, Excel, PowerPoint etc.)	
12	Special performance/achievement in service career which the official would like to highlight	
13	Role of the official in the special performance mentioned above	
14	Specific reasons for seeking posting in Directorate	
15	APAR Gradings (if available)	
16	Email ID / Mobile Number	

Date: _____

Signature of Applicant: _____

Place: _____

(Name of applicant)

Name & Contact Number of Controlling Officer:

Recommendation of Head of Circle (HoC):