

**Government of India**  
**Ministry of Communications**  
**Department of Posts**  
**(GDS Section)**

**NOTIFICATION NO: No.17-31/2023-GDS**

**Dated: 20.05.2023**

**'Gramin Dak Sevak (GDS) Online Engagement-Special Cycle, May, 2023**

Online applications are invited from the eligible applicants for engagement as Gramin Dak Sevaks (GDS) [Branch Postmaster (BPM)/Assistant Branch Postmaster (ABPM)] in Branch Post Offices (BOs) created in the year 2023. Applications are to be submitted online at [www.indiapostgdsonline.gov.in](http://www.indiapostgdsonline.gov.in). Details of the vacant posts are given in **Annexure-I**.

**2. ENGAGEMENT SCHEDULE IS AS UNDER:**

Sl No.	Activities	Schedule
(i)	Registration and submission of online applications by candidates	22.05.2023 to 11.06.2023
(ii)	Edit/Correction Window for Applicants:	12.06.2023 to 14.06.2023


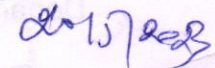
**3. EMOLUMENTS:** Emoluments in the form of Time Related Continuity Allowance (TRCA) plus Dearness Allowance thereon are paid to the GDS. The applicable TRCA to different categories are as under: -

Sl.	Category	TRCA Slab
i.	BPM	Rs.12,000-29,380
ii.	ABPM	Rs.10,000-24,470

**4. BRIEF JOB PROFILE AND RESIDENCE /ACCOMMODATION:**

**(i) BRANCH POSTMASTER (BPM)**

The Job Profile of Branch Post Master include:

a) Day to day postal operations of 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 Services' Centres (CSC) of the Department etc.

c) In the single-handed BOs, BPMs have the overall responsibility of 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 can also be assigned by superiors like Mail Overseer (M.O)/Inspector Post (IPO) / Assistant Superintendent of Post (ASPO)/ Superintendent of Post offices (SPOs) /Senior Superintendent of Post Office (SSPOs) etc.

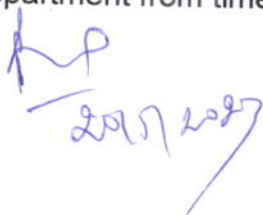
**e) Residence/Accommodation: The applicant selected as GDS BPM will have to provide accommodation for Branch Post Office after selection but before engagement. A declaration to this effect with details of accommodation is to be submitted before engagement. The applicant so selected will be required to reside in 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 Assistant Branch Post Master include:

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

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

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- c) Marketing and promotions of products and services being provided by Department and operating various services in the Customer Services' Centres (CSC) of the Department etc.
- d) ABPM may also be required to do Combined Duty of BPM as and when ordered in case of non-availability of BPM in addition to his/her regular duties.
- e) Any other work assigned by superiors like IPO/ASPO/SPOs/SSPOs etc.
- f) **Residence: ABPMs are required to reside within the delivery jurisdictions of the Post Office (HO/SO/BO) concerned.**

## 5. ELIGIBILITY CRITERIA (FOR ALL 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, i.e., 11.06.2023.

### (a) Relaxations in upper age limit :

Sl. 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 Disabilities (PwD)	10 years
5.	Persons with Disabilities (PwD) + OBC	13 years
6.	Persons with Disabilities (PwD) + SC/ST	15 years

- (b) **Process of Certification and Format of Certificates:** Applicants, who wish to be considered for reserved vacancies or seek age relaxation, will have to submit the requisite certificate from the competent authority in the prescribed Format. In case of failure to do so, their candidature will be cancelled.

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