

JOB NOTIFICATION FOR GRAMEEN DAK SEVAK AT POST OFFICE

An exciting career at the Post Office as Gramin Dak Sevak

Asc/D/O
Concess of wide publicity of same. To upload on website too
19/4

| | |
|-------------------------------------|--|
| Job notification number | A/Mandi |
| Job notification date | 09.03.2015 |
| Name of Post | Gramin Dak Sevak Mail Deliverer |
| Location of the vacant post | Mandi SO under Rajouri HO |
| Reservation of post, if any | OC Category |
| Closing date | 09.04.2015 ✓ |
| Office issuing the Job Notification | Asstt. Supdt of Post Offices, Rajouri Sub Division, Rajouri ---185131 |

Job Vacancy

This notification seeks applications from the eligible candidates for the post of Gramin Dak sevak to work at the Post Office under Gramen Dak Sevak Rules. It gives an opportunity to serve the society by providing high quality postal services that meets the expectations of the customers. This significant role in the Branch Post Office with responsibility for post office operations, mail delivery, mail carriage and related postal services. The eligibility criteria selection process and other details are given in Annexure A to the notification.

Selection process

The selection will be done solely on merits bases on the marks obtained at the Matriculation examination. There will be no interview for the purpose of selection. In the normal course, the merit list will be published by the office issuing the job notification within 14 days from the closing date. Department of Posts is an equal opportunity employer, value inclusion and seeks to have a diverse workshop. We welcome applicants from all sections of the community.

How to apply ?

To apply, please submit the attached application form along with the required documents and sent it as to reach the address given below latest by closing date. The application form must be sent only by Registered Post or by Speed Post. Applications received after the closing date will not be entertained:-

Asstt Supdt of Post Offices, Rajouri Sub Division, Rajouri (J&K) Pin 185131
Contact No ; 9419425360,

Handwritten signatures and initials in blue ink, including 'D/O' and '19/4'.

.Annexure A to the Job Notification

Eligibility Criteria

1. The applicant shall be of 18 years of age or above on the date of the Notification. For Gramin Dak Sevek Mail Deliverer , the applicant should be VIII std is required qualification, preference should be given to candidates with Matriculation Qualification.
2. The selected candidate should have an independent and adequate means of his livelihood other than salary from the employment, if selected.
3. Selected candidate does not belong to the post village , he/she shall have to take up his residence in the post village immediately after selection.
4. Selected candidate shall have to furnish a Security deposit of Rs 25000/- in the shape of saving certificate or Post Office Saving Bank Account pledged to the President of India.

Documents to be sent along with the Application

Candidate fulfilling the eligibility criteria shall fill up the application form given in Annexure B and send it by Registered Post or Speed Post, latest by closing date. Along with application form, the applicant shall send self-attested copies of the following documents :-

- a. Copy of Date of birth Certificate.
- b. Copy of Marks Certificate of Matriculation Examination.
- c. Pass port size photo
- d. Copy of the Community certificate (in case of reserved posts)
- e. Copy of the Disability certificate (in case of reserved post)
- f. Copy of Sports Participant certificate (in case of reserved posts)

Applications forms received without the copies of the required documents will not be considered.

On the top left corner of the envelope containing the application form, please quote the job notification number.

Note : The application received after the cutoff date fixed ie 09.04.2015 will not be entertained in any case.

11/4 09/3/2015
Asstt Supdt of Post Offices
Rajouri Sub Division,
Rajouri - (J&K), Pin - 185131

REGD AD

Copies of the notification

The copies of the notification have been sent to the following for display in the notice board.

- a. Deputy Commissioner, Rajouri - 185131.
- b. Supdt of Police Rajouri - 185131.
- c. The Supdt of Post Offices Rajouri Division Rajouri-185131.
- d. All Head Post Offices in the Division,
- e. The Sub Postmasters Mandi SO- 185102
- f. All Sub Division Head in the Division.
- g. The Tehsildar, Mandi - 185102
- h. The Station House Officer, Mandi- 185102
- i. The Sarpanch, Panchyat Mandi-185102
- j. The Headmaster, Govt High School Mandi - 185102
- k. The Chief Postmaster General, J&K Circle Jammu/Srinagar.
- l. District Employment Officer Rajouri-185131 - for sending nomination if any.

Annexure 'B' Application Form

Application for Gramim Dak Sevak

In Department of Posts, Jammu & Kashmir Postal Circle.

Please read the job notification carefully before completing this form. Merit list will be prepared solely on the basis of information provided. Please send your completed application form along with the required documents to the address given in the job notification.

| | |
|-------------------------|------------|
| Job Notification Number | A/ Mandi |
| Job Notification Date | 09.03.2015 |

A. YOUR PERSONAL DETAIL

| | |
|--|--|
| Your Name | |
| Your Full Address | |
| Your date of birth (attach the copy of Your date of birth certificate) | |
| Your Community(SC/ST/OBC Community and if so attach the copy Of the certificate) | |
| Your Telephone No & email id | |
| Your percentage of Disability (%) | |

B. YOUR EDUCATION DETAILS :

| | |
|--|--|
| Name of School | |
| Year in which you passed Matriculation Examination | |
| Marks obtained in Matriculation Examination (Attach copy of Marks certificate) | |
| Percentage of marks obtained In Matriculation Examination) | |

C. YOUR DECLARATION

I declare that to the best of knowledge and belief, the information given above is correct.

| | | | |
|-----------|--|------|--|
| Signature | | Date | |
|-----------|--|------|--|