

भारतीय डाक विभाग  
DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय- तिरुवनंतपुरम, केरल परिमंडल,  
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भारतीय डाक

India Post

पंजीकृत REGISTERED वीजांकित / INVOICED

सेवा में /To

1. The SSPOs Kollam/ Kottayam/ Kozhikkode/ Palakkad/Thrissur
2. The SPOs Manjeri/ Tirur/ Vadakara/Idukki/Irinjalakkuda/Kasargode
2. The SRM RMS EK Dn/ SRM RMS CT Dn.
3. Asstt.Director (Staff), Circle office, Trivandrum-33

**No.Rectt/4-3/2015-16**

**Dated at Trivandrum 33,**

**05 /04/ 2018**

विषय / Sub : Direct Recruitment to the cadre of Postal Assistants / Sorting Assistants for Filling up of vacancies of the year 2015-16 on the basis of Combined Higher secondary level Exmaination-2015 conducted by SSC- Second allotment reg

संदर्भ/ Ref:- This office letter of even number dated 23/6/2015.

Kindly refer to this office letter cited above regarding provisional selection of candidates for Direct Recruitment to the cadre of Postal Assistants in Postal Offices, Savings Bank Control Organization in Kerala Circle, Circle/Regional Offices, Returned Letter Office Trivandrum and Sorting Assistants in RMS Divisions through Combined Higher Secondary Level Examination-2015 conducted by Staff Selection Commission for the vacancies 2015-16.

2. Selected candidates received in the second list have been allotted to Postal Divisions/units as per their merit and option exercised by them subject to availability of vacancies as shown in the Annexure. **OBC, SC candidates selected under UR category have been allotted to UR category.**

3. Divisional heads are requested to take immediate action to issue offer of appointment to the selected candidates **Provisionally** as per the instructions contained in the following DOPT OMs/Dte instructions:

- i. OM No. 18011/2(s)/2016-Estt.B(i) dated 29/6/2016
- ii. OM No. 36011/1/2012-Estt(Res) dated 14/3/2016.
- iii. OM No. 1259494-Estt.(D) dated 9/8/2017
- iv. Dte Letter No.5-3/2017-SPB-I dated 19/6/2017
- v. Dte Letter No. X-07/1/2017/SPB-II dated 13/9/2017

**(Soft copy of the above OMs/Instructions was already given by the e-mail)**

4 (1) AD (Staff), Central Region, Northern Region and SSPOs, Kollam may collect the relevant documents in connection with allotment of candidates to their respective Regions and Division from this office as early as possible.

(2) The following documents/particulars of the candidate(s) may be checked thoroughly at the time of joining:

- i. Certificate regarding date of birth
- ii. Certificate relating to essential qualification as on date prescribed in the Notice of the exam



- iii: SC/ST/OBC certificate if any issued by the competent Authority in the prescribed format approved by the Government of India. Certificates issued in the State Government format will not be considered),
- iv. In respect of OBC certificates, the guidelines regarding creamy layer status may be strictly followed.
- v. Candidates claim in respect of age relaxation, if any.
- vi. The offer of appointment should be sent only by Registered post with AD. If the letters are returned undelivered, the letter along with the envelopes containing remarks made by the postal authorities should be retained for record. In such cases, a copy of the offer of appointment should be sent to the permanent address and e-mail id of the candidates. The dossiers of such candidates should be returned to Circle office with details.

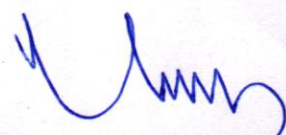
5. The educational qualification, character and antecedences and caste certificate of provisionally selected candidates may be got verified from the issuing authorities. The certificates and other details in respect of candidates outside the State in one lump may be furnished to Circle Office, Staff section Circle, Trivandrum for necessary verification through concerned CPMG/PMGs.

6. Appointment of selected candidates will be **PROVISIONAL** and subject to completion of formalities like verification of all records (Certificate of educational qualification, community etc) and Medical Examination from Competent Medical Officer and other verification prescribed in the rules. However the appointment shall not be kept on hold on the ground that any such document appears to be suspicious. The provisional offer of appointment as well as the appointment order shall clearly specify if any information or document submitted by the candidate is found incorrect at later stage, which would have rendered him ineligible for appearing in the Combined Higher Secondary Level Examination, 2015 he/she shall be terminated from the service.

7. Your attention is also invited to Dte letter No. 15-04/2015 SPB-I dated 30/11/2017 wherein approval of the competent authority was conveyed to discontinue the practice of execution of bonds under the provisions stipulated in Appendix 21 of Postal Volume IV by the direct recruit at the time of joining Department of Posts.

8. Appointment order issued to the selected candidates may be endorsed to Circle Office Recruitment Section also. After completion of appointment process a consolidated report inter alia including the name of candidates appointed, number of candidates refused to join and number of candidates who do not respond to the offer of appointment may also be sent to Circle Office along with the dossiers of such candidates.

9. All the pre appointment formalities may be completed by **05 /05 /2018** and compliance reported.

  
वी / नारायणन कुट्टी.V. Narayanankutty  
सहायक निदेशक (स्थापना एवं भर्ती)  
Asst. Director (Estt & Rect)