

भारतीय डाक विभाग
DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम – 695 033
Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram – 695 033

E-mail/ REGD -AD

To

All the selected candidates of CHSLE, 2017
recommended for appointment to the posts of
PA/ SA in Department of Posts, Kerala Circle

No. Rectt/4-3/CHSLE-2017/I dated at Trivandrum-33 the 12-05-2020

Sub: - Calling for preferences/ option of cadre and Division from selected candidates for appointment as Postal Assistant/Sorting Assistant on the basis of Combined Higher Secondary Level Examination-2017 conducted by SSC-reg.

Ref: - Department of Posts, New Delhi letter No.04-11/2019-SPN-I dated 03.03.2020.

Based on the results of Combined Higher Secondary Level Examination, 2017 declared by Staff Selection Commission, your name has been sponsored for appointment as Postal Assistant/ Sorting Assistant in Department of Posts, New Delhi 110001, has allotted you to Kerala Postal Circle as per your merit and preference of circle, for taking further action for completion of other procedural requirements.

2. A candidate will be allotted to any one cadre amongst the following five Cadres only.

Sl. No. & Name of the cadre	Cadre Code	Vertical Vacancies					Horizontal Vacancies			
		UR	SC	ST	OBC	Total	PH-I (VH)	PH-II (HH)	PH-III OH	Ex-Service
1 Postal Assistant in Post Offices	PA (PO)	54	5	2	35	96	1	1	0	8
2 Postal Assistant in Savings Bank Control Organization	PA (SBCO)	4	2	0	1	7	0	1	0	1
3 Postal Assistant in Circle Office/ Regional Offices	PA (CO/RO)	4	1	0	3	8	0	0	1	1
4 Postal Assistant in Returned Letter Office, TVM	PA (RLO)	1	0	0	0	1	0	0	0	0
5 Sorting Assistant in Railway Mail Services	SA	30	11	1	16	58	1	1	1	7
TOTAL		93	19	3	55	170	2	3	2	17

Note 1: Posts reserved for PH and Ex-Service category are part of total vacancies.

Note 2: Cadre once allotted will be final and is not interchangeable/ transferrable afterwards.

3. Important notes for candidates:

- a) Postal Assistants (PO) cadre posts and Sorting Assistants (SA) cadre posts are Divisional level posts located in offices covering the respective Postal/RMS Divisional jurisdiction. To enable the candidates to decide the order of preference of Divisions, category-wise vacancies available in different Divisions of the Circle is indicated in Annexure-I.
- b) Postal Assistant (SBCO) posts are circle cadre transferable posts located in all the Head Post offices in the entire Kerala Postal Circle. However, Posting of selected candidates will be to any Head Post office in Kerala Circle subject to administrative exigencies and availability of vacancy in that particular Head Post office at the direction of the Competent Authority.
- c) Postal Assistant (CO/RO) posts are located in Circle office at Trivandrum and Region Offices at Kochi and Kozhikode. However posting of selected candidates will be subject to administrative exigency and availability of vacancy.
- d) Postal Assistant (RLO) posts are located in Returned letter office at Circle office, Trivandrum. However posting of selected candidate will be subject to administrative exigency and availability of vacancy.

4. A candidate shall be allocated the cadre and Division on the basis of her/his merit(SSC rank), order of preference(option) and vacancy available at her/his turn in the category she/he has been selected.

5. a) Therefore all the selected candidates who are allotted to Kerala Postal Circle are requested to indicate their preference of cadre in the enclosed OPTION LETTER (Annexure-II) in the space provided at 'A'.

Note: A candidate should indicate her/his option/order of preference for all 5 cadres.

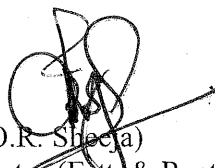
- b) Further, candidates are also requested to indicate their preference of Division in the selected cadres in the option letter in the space provided at 'B' (Annexure-II).

Note: In respect of PA in PO and SA in RMS units, a candidate should indicate his/ her option/ order of preference for all Postal and RMS Divisions

6. a) Person with disability (PWD) candidates irrespective of the ranks will be allocated cadre and Division first followed by Ex-serviceman candidates as per the vacancy available.
- b) After allocation of cadres and Divisions to PWD candidates and Ex-serviceman candidates, remaining candidates will be allocated cadres and Division/units in the manner mentioned at Para 4 above.
- c) **Candidates who are not able to get allocation in any of the post of her/his preference because of her/his preference might be allocated to the post/Division where the vacancies exist at the discretion of the competent authority.**
- d) All such candidates who do not give any order of preference shall be allocated cadre and Divisions subject to availability of vacancy in the category she/he has been selected after allocation of posts to all other candidates at the **discretion of the competent authority, which will be final.**

7. a) **The soft copy of the duly filled option form (Annexure-II) may please be sent by e-mail to rectt.kl@indiapost.gov.in immediately to avoid delay and hard copy of the option by Speed Post/ Registered Post so as to reach this office on or before 01.06.2020 failing which it would be presumed that she/he has no preferences for cadre/Divisions.**
- b) Order of preference received after 01.06.2020 shall not be taken into account for consideration for allotment of cadre/Division.

Encl: - Annexure-I, II


(O.R. Shreeja)
Asst. Director (Estt. & Rectt.)
Ph: 0471-2303930

Copy to:-

The Asst. Director (GA/TGY), CO – *for uploading this letter on website of Kerala Postal Circle.*

PA/SA DIRECT RECRUITMENT VACANCIES OF 2017- 2018

Sl. No.	Name of the Division	Vertical vacancies					Horizontal vacancies			
		UR	SC	ST	OBC	Total	PH-I (VH)	PH-II (HH)	PH-III (OH)	Ex-Service
1	TRIVANDRUM NORTH	2	1	-	1	4	-	-	-	-
2	TRIVANDRUM SOUTH	1	1	-	-	2	-	-	-	-
3	KOLLAM	1	-	-	1	2	-	-	-	-
4	TIRUVALLA	4	1	-	2	7	-	-	-	1
5	PATHANAMTHITTA	3	-	-	2	5	-	-	-	-
6	ALAPPUZHA	2	-	-	1	3	-	-	-	-
7	MAVELIKARA	1	-	1	-	2	-	-	-	-
8	CHANGANACHERRY	3	-	-	2	5	-	-	-	1
9	KOTTAYAM	2	-	-	2	4	-	-	-	-
10	IDUKKI	4	-	-	4	8	-	1	-	1
11	ERNAKULAM	2	-	-	-	2	-	-	-	-
12	IRINJALAKUDA	3	-	-	3	6	-	-	-	1
13	THRISSUR	4	-	-	4	8	-	-	-	1
14	OTTAPALAM	2	-	-	2	4	-	-	-	-
15	PALAKKAD	1	-	-	-	1	-	-	-	-
16	TIRUR	2	-	-	2	4	-	-	-	-
17	CALICUT	4	1	-	2	7	-	-	-	1
18	VADAKARA	2	-	-	1	3	-	-	-	-
19	THALASEERY	2	-	-	1	3	-	-	-	-
20	KANNUR	2	-	1	1	4	-	-	-	-
21	KASARAGOD	7	1	-	4	12	1	-	-	2
Total PA (PO)		54	5	2	35	96	1	1	0	8
1	RMS 'TV'	11	4	1	6	22	-	1	-	3
2	RMS 'EK'	10	5	-	4	19	1	-	-	2
3	RMS 'CT'	9	2	-	6	17	-	-	1	2
Total SA		30	11	1	16	58	1	1	1	7
1	CO/ RO	4	1	-	3	8	-	-	1	1
2	RLO	1	-	-	-	1	-	-	-	-
3	SBCO	4	2	-	1	7	-	1	-	1
GRAND TOTAL		93	19	3	55	170	2	3	2	17

OPTION LETTER

To

The Chief Postmaster General (Rectt.& Estt.)
Kerala Circle, Trivandrum-695033

Sub: - Option/preferences for appointment as Postal Assistant/Sorting Assistant on the basis of **CHSLE-2017** declared by SSC and allotted to **Kerala Postal Circle**

Sir,

With reference to your letter No. Rectt/4-3/CHSLE-2017/I dated 12.05.2020 on the subject mentioned above, I..... hereby exercise following preference of cadre/Division.

A. ORDER OF PREFERENCE FOR CADRE (from Para 2 of letter)

Option/ Preference	Name of the Cadre	Cadre code
1		
2		
3		
4		
5		

B. ORDER OF PREFERENCE OF DIVISION

In PA (PO) cadre	
No.	Name of the Division
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	

In PA (PO) cadre	
No.	Name of the Division
12	
13	
14	
15	
16	
17	
18	
19	
20	
21	

Signature of the candidate with date:

In SA cadre	
No.	Name of the Division
1	
2	
3	

(Note: Candidate should indicate his/ her option/order of preference for all five cadres in 'A' and Postal Divisions/ RMS units in 'B'.)

Signature of the candidate with date: Date of Birth:/...../.....

Name: Roll Number:

Father/Husband Name: CHSL Rank:

Permanent address: E-mail:

..... Mobile:.....

.....

.....Pin..... State:.....