

# 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, 2019  
recommended for appointment to the posts of  
PA/SA in Department of Posts, Kerala Circle

No. ST/Rectt/4-3/CHSLE-2019

Dated at Trivandrum 33,

20-09-2022

Sub: - Calling for preferences/ option of cadre and Division from candidates selected for appointment as Postal Assistant/ Sorting Assistant on the basis of Combined Higher Secondary Level Examination-2019 conducted by SSC-reg.

Ref: - Directorate's letter No. W-04/7/2022-SPN-I dated 26.08.2022

Based on the results of Combined Higher Secondary Level Examination-2019 declared by Staff Selection Commission, I am pleased to intimate that your name has been sponsored for appointment as Postal Assistant/ Sorting Assistant in Department of Posts and allotted 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 four Cadres only.

Sl. No& Name of the cadre	Cadre Code	Vertical Vacancies						Horizontal Vacancies				
		SC	ST	OBC	EWS	UR	Total	VH	HH	OH	Other	Ex-Service
1 Postal Assistant in Post Offices	PA(PO)	9	-	32	17	59	117	1	2	1	-	11
2 Postal Assistant in Savings Bank Control Organization	PA(SBCO)	2	-	2	1	4	9	-	-	-	-	1
3 Postal Assistant in Circle Office/ Regional Offices	PA(CO/RO)	1	-	3	1	5	10	-	-	-	1	1
4 Sorting Assistant in Railway Mail Services	SA	3	1	1	4	8	17	-	-	1	-	2
TOTAL		15	1	38	23	76	153	1	2	2	1	15

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 [PA(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 to any Head Post office in Kerala Circle is subject to administrative exigencies and availability of vacancy in that particular Head Post office and at the discretion 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.

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. Therefore all the selected candidates who are allotted to Kerala Postal Circle are requested to indicate their preference of cadre/ Division in the enclosed OPTION LETTER (Annexure-II).

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

5. 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.
6. a) The soft copy of the duly filled option form (Annexure-II) may please be sent by e-mail to [staff.kl@indiapost.gov.in](mailto:staff.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 03.10.2022 failing which it would be presumed that she/he has no preferences for cadre/Divisions.
- b) Order of preference received after 03.10.2022 shall not be taken into account for consideration for allotment of cadre/Division.

Encl: - Annexure-I, II

  
(Ganesh Kumar. V.B)  
Asst. Postmaster General (Staff)

Copy to: -

The Asst. Director (TGY) – for uploading this letter on the website of Kerala Postal Circle.

**Direct Recruitment quota vacancies of Postal Assistant and Sorting Assistant  
for the vacancy year 2019**

Cadre	Name of the Unit/ Division	Vertical Vacancies						Horizontal Vacancies				
		SC	ST	OBC	EWS	UR	Total	VH	HH	OH	Others	Ex.SM
PA (PO)	Trivandrum North	-	-	2	1	3	6	1	2	1	-	11
	Kollam	-	-	1	-	2	3					
	Pathanamthitta	1	-	2	1	3	7					
	Tiruvalla	1	-	2	1	4	8					
	Changanassery	-	-	1	1	2	4					
	Idukki	-	-	2	1	3	6					
	Lakshadweep	-	-	-	-	2	2					
	Ernakulam	1	-	3	2	5	11					
	Aluva	-	-	-	-	2	2					
	Irinjalakuda	1	-	2	1	3	7					
	Thrissur	1	-	3	1	5	10					
	Palakkad	1	-	2	1	4	8					
	Ottapalam	1	-	1	1	2	5					
	Tirur	-	-	1	1	2	4					
	Manjeri	-	-	1	-	2	3					
	Calicut	1	-	3	2	5	11					
	Vadakara	-	-	-	-	2	2					
	Thalassery	-	-	2	1	3	6					
	Kannur	-	-	2	1	3	6					
Kasaragod	1	-	2	1	2	6						
PA (SBCO)		2	-	2	1	4	9	-	-	-	-	1
PA (CO/RO)		1	-	3	1	5	10	-	-	-	1	1
SA	RMS 'TV'	1	1	-	2	3	7	-	-	1	-	2
	RMS 'EK'	1	-	1	1	3	6					
	RMS 'CT'	1	-	-	1	2	4					
Total		15	1	38	23	76	153	1	2	2	1	15

**OPTION LETTER**

To

The Chief Postmaster General (Staff)  
Kerala Circle  
Thiruvananthapuram- 695033

Sub: - Option/ preferences for appointment as Postal Assistant/ Sorting Assistant based on the result of **CHSLE-2019** declared by SSC and allotted to **Kerala Postal Circle**

Sir,

With reference to your letter No. ST/Rectt/4-3/CHSLE-2019 dated 20.09.2022 on the subject mentioned above, I ..... hereby exercise following preference of cadre/ Division.

**ORDER OF PREFERENCE**

Cadre	Name of the Division/ Unit	Order of preference (1,2,3.....)
Postal Assistant (CO/RO)	Circle Office and Regional Offices	
Postal Assistant (SBCO)	Circle	
Postal Assistant (PO)	Trivandrum North	
	Trivandrum South	
	Kollam	
	Pathanamthitta	
	Tiruvalla	
	Alappuzha	
	Mavelikara	
	Kottayam	
	Changanassery	
	Idukki	
	Lakshadweep	
	Ernakulam	
	Aluva	
	Irinjalakuda	
Thrissur		

Signature of the candidate with date: .....

Postal Assistant (PO) (continuation)	Palakkad	
	Ottapalam	
	Tirur	
	Manjeri	
	Calicut	
	Vadakara	
	Thalassery	
	Kannur	
	Kasaragod	
Sorting Assistant	RMS 'TV'	
	RMS 'EK'	
	RMS 'CT'	

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

Name: ..... Roll Number: .....

Father Name: ..... CHSL Rank: .....

Permanent address: ..... eMail: .....

..... Mobile No:.....

.....PIN..... State: .....