

## Annexure-I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD & MTS FROM ELIGIBLE GDS FOR THE VACANCIES EARMARKED FOR GDS AND UNFILLED VACANCIES OF LDCE FOR POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2025 (01.01.2025 TO 31.12.2025).

Affix recent  
Passport sized  
Photograph duly  
attested by  
Divisional/Unit Head

Note: All Particulars shall be filled up in **BLOCK** letter.

Sl. No.	Particulars	Detail(s)		
1	NAME OF THE CANDIDATE			
2	GENDER (MALE/FEMALE/TRANSGENDER)			
3	DESIGNATION (BPM/ ABPM/DAK-SEVAK)			
4	DATE OF BIRTH (Attach self – attested Matriculation certificate/mark sheet)	DD	MM	YYYY
5	CATEGORY (UR/SC/ST/OBC/EWS)			
6	EDUCATIONAL QUALIFICATION (Attach self-attested copies of Mark sheet)			
7	OFFICE WHERE PRESENTLY ATTACHED			
8	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT			
9	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2025 (YY/MM/DD)	YY	MM	DD
10	AGE AS ON 01.01.2025 (YY/MM/DD)	YY	MM	DD
11	WHETHER PERSON WITH DISABILITY (ies) (Yes /No)			
11.1	IF YES, NATURE OF DISABILITY (ies) (OH/HH/VH/OTHERS) (Attach permanent Disability certificate)			
	PERCENTAGE OF DISABILITY (ies)			
12	WHETHER WORKING IN APS (Yes/No)			
13	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THERE OF. (Yes/No)			

**DECLARATION:**

I, hereby, declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by original documents as and when required. I fully understand that in case of False/Incorrect information found at any stage, my candidature/appointment will be summarily rejected /terminated and appropriate action would be taken against me.

**\*\* Strike out (x) whichever is not applicable.**

Date:.....

Place:.....

Signature of the candidate

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is **recommended** for the following posts:-

Post	Eligible (Yes/No)	Recommended* (Yes/No)
Postman		
Mail Guard		
Multi Tasking Staff		

\*If **NOT RECOMMENDED**, reasons thereof.

Date :.....

Place: .....

Signature of the Divisional/Unit Head  
with designation stamp

**Option for Post/Order of preference****(Postman/Mail Guard/MTS)**

GDS candidates shall give option for one, two or all three posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard for the vacancy of 2025 (01.01.2025 to 31.12.2025). The candidates shall exercise option for post and order of preference for Division/Unit and to be submitted along with the application form.

**(a) Option for Post:**

Sl. No.	Name of Post	Mark (Yes/No)	Order of Preference (i.e 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> )
1.	Postman		
2.	Mail Guard		
3.	MTS		

**(b) Order of preference of Divisions/Units by GDS applicants (For Postman/Mail Guard)**

Order of Preference for Division/Units			
Sl. No.	Name of the Division under Odisha Circle	Preference (write the name of the Division / Unit with order of preference)	
		Name of the Division / Unit	Order of preference (i.e. 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> ....etc)
1.	BHUBANESWAR		
2.	PURI		
3.	CUTTACK CITY		
4.	JAJPUR		
5.	KENDRAPARA		
6.	CUTTACK SOUTH		
7.	BALASORE		
8.	BHADRAK		
9.	MAYURBHANJ		
10.	RAIRANGPUR		
11.	NAYAGARH		
12.	SUNDARGARH		
13.	SAMBALPUR		
14.	ROURKELA		
15.	BOLANGIR		
16.	DHENKANAL		
17.	KEONJHAR		
18.	BERHAMPUR		
19.	KORAPUT		
20.	RAYAGADA		
21.	ASKA		
22.	PHULBANI		
23.	KALAHANDI		
24.	RMS N		
25.	RMS K		



**(C) Preference by GDS applicants for the post of MTS:**

Order of Preference for Administrative Office, DAP(PAOs), Subordinate Office, Civil/Electrical wing, Division/Units			
Sl. No.	Name of the Division/Unit under Odisha Circle	Preference (write the name of the Division / Unit with order of preference)	
		Name of the Division / Unit	Order of preference (i.e. 1 <sup>st</sup> ,2 <sup>nd</sup> ,3 <sup>rd</sup> ....etc)
1.	CIRCLE OFFICE / REGIONAL OFFICE		
2.	DAP (CUTTACK)		
3.	CIVIL WING		
4.	ELECTRICAL WING		
5.	BHUBANESWAR		
6.	PURI		
7.	CUTTACK CITY		
8.	JAJPUR		
9.	KENDRAPARA		
10.	CUTTACK SOUTH		
11.	BALASORE		
12.	BHADRAK		
13.	MAYURBHANJ		
14.	RAIRANGPUR		
15.	NAYAGARH		
16.	SUNDARGARH		
17.	SAMBALPUR		
18.	ROURKELA		
19.	BOLANGIR		
20.	DHENKANAL		
21.	KEONJHAR		
22.	BERHAMPUR		
23.	KORAPUT		
24.	RAYAGADA		
25.	ASKA		
26.	PHULBANI		
27.	KALAHANDI		
28.	RMS N		
29.	RMS K		
30.	RMS BG		

**Note:-**

1. If a candidate is selected for MTS (Circle Office/Regional Office), then he/she will be posted either in Circle Office, Bhubaneswar/RO, Sambalpur/RO, Berhampur.
2. Order of preference once exercised can't be changed in later stage under any circumstances.
3. A candidate shall not be considered for a post or Division/Unit for which preference has not been submitted by him/her.

**Date :**

**Place :**

**Signature of the candidate**

I certify that the candidate is eligible for the vacancy year 2025 and he/she has filled the order of preference form for Post and Divisions/Units as per his/her choice.

**Date :**

**Place :**

**Signature of Divisional/Unit Head**

*with designation stamp*

