

NOTIFICATION FOR THE POSTS OF GRAMIN DAK SEVAKS CYCLE – II/2019-2020
UTTARAKHAND CIRCLE

RECTT./GDS ONLINE/CYCLE-II/2020

Applications are invited by the respective engaging authorities as shown in the annexure 'li **Against** each post, from eligible candidates for the selection and engagement to the following posts of **Gramin Dak Sevak**s.

I. Job Profile:-

- (i) Name of Position: BRANCH POSTMASTER (BPM)**
Number of Positions: 8
Stipend: 22000

Description: The Job Profile of Branch Post Master will include managing affairs of Branch Post Office, India Posts Payments Bank (IPPB) and ensuring uninterrupted counter operation during the prescribed working hours using the handheld device/Smartphone/laptop supplied by the Department. The overall management of postal facilities, maintenance of records, upkeep of handheld device/laptop/equipment ensuring online transactions, and marketing of Postal, India Post Payments Bank services and procurement of business in the villages or Gram Panchayats within the jurisdiction of the Branch Post Office should rest on the shoulders of Branch Postmasters. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. Branch Postmaster will be the team leader of the Branch Post Office and overall responsibility of smooth and timely functioning of Post Office including mail conveyance and mail delivery. He/she might be assisted by Assistant Branch Post Master of the same Branch Post Office. BPM will be required to do combined duties of ABPMs as and when ordered. He will also be required to do marketing, organizing melas, business procurement and any other work assigned by IPO/ASPO/SPOs/SSPOs/SRM/SSRM and other Supervising authorities. In some of the Branch Post Offices, the BPM has to do all the work of BPM/ABPM.

- (ii) Name of Position: ASSISTANT BRANCH POSTMASTER (ABPM)**
Number of Positions: 18
Stipend: 12000

Description: The Job Profile of Assistant Branch Post Master will include all functions of sale of stamps/stationery, conveyance and Delivery of mail at doorstep deposits/payments/other transactions under IPPB, assisting Branch Postmasters in counter duties using the handheld device/Smart phone supplied by the Department. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He will also be required to do marketing, organizing melas, business procurement and any other work assigned by the Branch Postmaster or

IPO/ASPO/SPOs/SSPOs/SRM/SSRM and other Supervising authorities. ABPMs will also be required to do Combined Duty of BPMs as and when ordered.

(iii) Name of Position: DAK SEVAK

Number of Positions: 28

Stipend: 15000

Description: The Job Profile of Dak Sevaks will include all functions of viz sale of stamps and stationery, conveyance and delivery of mail and any other duties assigned by Postmaster/Sub Postmaster including IPPB work in the Departmental Post Offices/RMS. However, the work performed for IPPB will not be included in calculation of TRCA, since the same is being done on incentive basis. He may also have to assist Post Masters/Sub Postmasters in managing the smooth functioning of Departmental Post Offices and do marketing, business procurement or any other work assigned by the Postmaster or IPO/ASPO/SPOs/SSPOs/SRM/SSRM and other Supervising authorities. In Railway Mail Services (RMS), GDS has to handle the work related to RMS, like, closing/opening of bags, transport of bags from one place to other manually and any other works allotted by the RMS authorities.