

Standard Operating Procedure – Vacancy Notification for GDS online Engagement Process

The following standard operating procedure is derived and circulated in connection with the New Process for Engagement of Grameen Dak Sevak (henceforth will be referred as GDS) vacancies in the Department of Posts through online Vacancy and filling up of posts for the vacancies with effect from January 2022 for the functionality of Divisional Data entry for vacancy notification.

1. All the vacancies of the GDS category having the categories BPM and ABPM/Dak Sevak in the jurisdiction of the Division are to be notified for the online filling by the concerned Divisional Heads.
2. The Divisional Head will have to collect the information of vacancies from all the Sub Units called Sub Divisions under the Division for all the categories.
3. The vacancies arrived need to be consolidated and entered in the data entry module by the Division.
4. For the purpose the Divisional Head to ensure that the notified vacancies are taken accurately by him/her and all the sub units under the jurisdiction also.
5. While identifying the vacancies the Divisional Head should also ensure that the Proportion of earmarking of community and other reservations gets filled up as per the roster and rules for all kinds of eligible reservations.
6. The Divisional Head should also ensure that the vacancies are considered till the date of 31st March for the January Schedule and 30th September for the July Schedule.
7. While ensuring the vacancy notification it should also be ensured that the post and reservation is earmarked and kept ready for data entry.
8. The ear marking of posts is to be done as per the rules for all the categories like OBC/SC/ST/PWD/EWS... etc as per the GDS Recruitment Rules and quota.

9. The Identification of Posts is to be made so as not to include the posts that have the Compassionate appointment pending, pending for court cases, pending for Request Transfer under Rule 3 considered up to 31st December and 30 June for July Schedule .

10. Division should able to provide one Help line number and Email for the candidates support during the application submission and in further processes.

11. On the date of opening of Data entry window by Directorate, Divisions should enter the data as per the collected above details in the module in the URL **indiapostgdsonline.in/Employee corner** (Data entry module User Manual is provided for the guidance of operators)

12. For logging into the above URL by the Divisional Heads the Username and Password are required which are already circulated. In case any Division requires the credentials respective Regional Office can share the details to the Divisions.

13. For logging into the above Data entry module System requires the OTP which will be sent to the registered mobile number of the Divisional head. In case of there is a change in the incumbents name/ mobile number or email id, the same can be altered by respective Regional Office on the request of the Divisions.

14. After login, before entering the data, Division requires to enter the consolidated vacancies count separately for BPM and ABPM/Daksevak. Divisions should enter the details of vacant posts equivalent to no. of vacancies that are configured. In case of any revision required for the consolidated number, the Division can do it by editing the consolidated vacancy count at their level itself.

15. Division should select the HO/SO/BO name and post details. In case of new BO/SO is not available, the same can be added by the Division itself under the menu office modification. If it is Head office, the same need to be taken with the Circle SPOC.

16. The data entered will be displayed immediately under the screen as a grid for the purpose of modification of entered data i.e. if any details are to be modified, the entry can be deleted by clicking **Delete** button and correct details can be

entered. The modification of data is available continuously till the last date of data entry. On completion of the details, Division can view the Annexure of the vacancies notified.

17. In case of notification requires multiple posts i.e. same office, same category and same community (for example, XYZ SO ABPM UR – 2 posts), this can be entered as multiple posts by clicking on the check box. For the purpose of record count, multiple posts will be taken as one record. However, the total number of vacancies to be notified will be taken as full count including multiple posts.

18. The Divisions can preview the Annexure even after the freezing of data and any requirement comes for the modification of the submitted data, the same can be attended by requesting the respective CO/RO to permit the Divisions for modification. However, this is subject to the last date of finalization of notifications i.e. one day before the live notification scheduled for the public. After that, there will not be any provision for modification of data.

Annexure – Data entry module user manual

Divisional Heads ensuring factors for Data Entry

Divisional Heads required to ensure the following activities to be completed well in advance as on the date of data entry to be performed by the Divisional office for generation of online engagement notification.

Ensuring Activities

- ✎ Divisional Head have to ensure and confirm with RO that their Name and Mobile Number are registered under the same Division in which they are working now, since all the OTPs will be received to the registered Mobile Number only without which, login to the portal is not possible, if not the same can be requested to be got updated from RO.
- ✎ DO should perform establishment review before notifying for the posts and accordingly the addition/deletion of BO/SO are to be done by DO in its login. In case of any new HO/Sub Divisional change to be made the same can be requested to CEPT, Hyderabad for taking necessary action. Please ensure that this is happened before the commencement of data entry by DO since once the data entry is done, modification of establishment to that cycle cannot be entertained.
- ✎ DO should obtain and keep in record all the sub divisional vacancies with the proper break up of category wise and also posts are earmarked to respective reservation categories like (UR, OBC, SC, ST, EWS, PH., etc. as per the Directorate orders from time to time on the engagement process). Divisional office should also prepare the same in respect of the vacancies to be filled up by the DO. The same process should be carried over at Sub Divisional level for the posts of GDS ABPM/DakSewak by Sub Divisional Heads The consolidated information based on category wise depending on existing vacancies as per the vacancies earmarked by Division and Sub Divisions in respect of GDS BPM/ABPM/DakSewaks should be kept ready before proceeding to the vacancy data entry.
- ✎ While notifying the post, make sure that no court case pending, no compassionate quota appointment pending and no Rule-3 request pending cases are included in the vacancies.
- ✎ While notifying the posts, the unfilled vacancies for the previous cycle should be included for the purpose of notification whereas the pipeline cases i.e.; for which the intimation is served or appointment letter is issued etc. should not be counted for current cycle.
- ✎ DO should collect the data from all Sub Divisions and prepare a consolidated final vacancy list for the upcoming notification process.
- ✎ Make sure with RO that all Engagement authority details are mapped correctly. If changes any, RO should perform before getting into Data Entry to avoid further complications.

By this, Divisional offices are ready for the process of Data Entry at their level. Please make sure that all the above mentioned check list is readily available with proper verification.

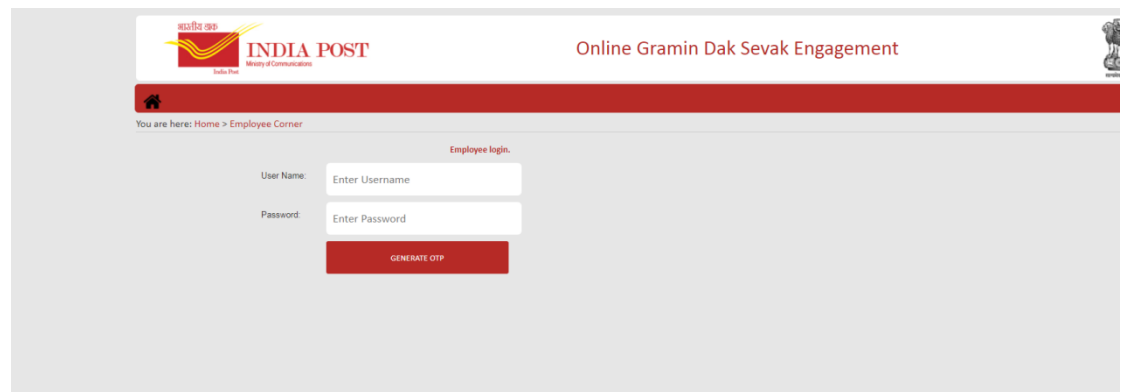
Role of DO

DO plays main role in identification of number of vacancies available for the notification. Hence utmost care should be taken and Ensuring activities list should be checked twice before proceeding to further to avoid unnecessary complication at future.

- **Procedure for login**

DO should make sure that their credentials for login means user name, password, mobile number to receive OTP's are available with them. Contact RO to make required modifications if any new incumbent got received. Before going to login DO should contain the latest credentials to avoid unnecessary confusion while login.

- Now, open the login page through employee corner.
- Enter user name and password, click on generate OTP.
- Now an OTP will be sent to the registered mobile number.
- Please enter that OTP and click on Login.
- By this DO enter into the screen for process of data entry for notified posts.



The screenshot displays the 'Employee login' interface on the India Post website. At the top, the India Post logo and 'Ministry of Communications' are visible on the left, and 'Online Gramin Dak Sevak Engagement' is on the right. Below the header, a breadcrumb trail reads 'You are here: Home > Employee Corner'. The main content area features a form with two input fields: 'User Name: Enter Username' and 'Password: Enter Password'. A red button labeled 'GENERATE OTP' is positioned below the password field. The page has a clean, professional layout with a white background and red accents.

The screenshot shows the 'Employee login' section of the India Post portal. The header includes the India Post logo and the text 'Online Gramin Dak Sevak Engagement'. Below the header, there is a breadcrumb trail: 'You are here: Home > Employee Corner'. The login form consists of the following fields and buttons:

- User Name:** A text input field containing 'doadilabad.ap@indiapost.gov.in'.
- Password:** A text input field with the placeholder 'Enter Password'.
- GENERATE OTP:** A red button located below the password field.
- OTP:** A text input field with the placeholder 'Enter OTP'.
- LOGIN:** A red button located below the OTP field.

- **Process of Data Entry**

DO should collect the information for notified posts from all Sub Divisions along with their data. If any addition of BO/SO is noticed, that process should be completed before proceeding for data entry.

Procedure for addition of BO/SO:

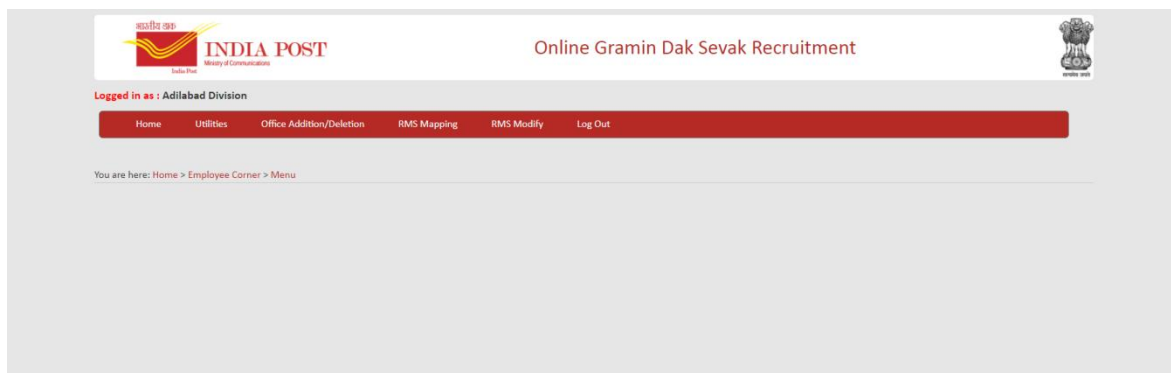
1. Click on the **Office addition/deletion** in the menu bar.
2. Select BO modification or SO modification as per requirement.
3. Select the BO/SO under which HO to be added and click on Add.
4. Now, The BO/SO added for selection.
5. For RMS modification, go to RMS Modify.

Note: To add HO, Sub Division contact CEPT.

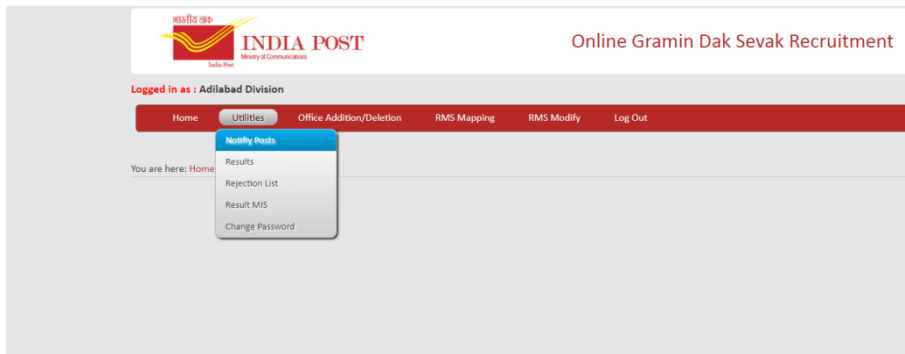
After making all the required changes, DO is ready for Data entry process to prepare notification for submission to RO.

Generation of Notification :

- Now, Select **Utilities** on the menu bar.



- Click on Notify Posts.



- A screen will be displayed to enter the data.
- Enter the consolidated number of posts for GDS BPM, GDS ABPM/Daksevak as identified under their DO. Click on **submit consolidation Number**.

Posts	No of Posts Entered for notification
GDS BPM	0
GDS ABPM/Dak Sevak	0

Submit Consolidation number

Posts	No of Posts Entered for notification
GDS BPM	2
GDS ABPM/Dak Sevak	4

Submit Consolidation number

- **Edit Consolidation number** option will be given to the DO to edit the notified posts at any time before the last date of the data entry. (For example, i

Directorate Letter on Engaging Authorities [Download here](#)

Any changes in recruiting/engaging authority cadre or Division/Subdivision name, may be carried in region login before notifying posts.

Posts

No of Posts Entered for notification

GDS BPM	2	0
GDS ABPM/Dak Sevak	4	0

Edit Consolidation number

Circle	Telangana
Region	Hyderabad
Division	Adilabad
Head Office	Mancherial H.O
Head/Sub Office	Asifabad S.O
Head/Sub/Branch Office	Babapur B.O
Post	GDS BPM
Post Slab	12000
Post Reserved for	SC
Recruiting Authority	Superintendent of Posto
Multiple Posts <input type="checkbox"/>	No of Posts - 1

(Note: Tick multiple posts check box , number of posts only when there are more than one post for same post,same community,same slab in same office)

Notify Post

- Now, Start proceeding to enter the details of each post by selecting HO, SO, BO.

Directorate Letter on Engaging Authorities [Download here](#)

Any changes in recruiting/engaging authority cadre or Division/Subdivision name, may be carried in region login before notifying posts.

Posts

No of Posts Entered for notification

GDS BPM	2	1
GDS ABPM/Dak Sevak	4	0

Edit Consolidation number

Circle	Telangana
Region	Hyderabad
Division	Adilabad
Head Office	Mancherial H.O
Head/Sub Office	Asifabad S.O
Head/Sub/Branch Office	Select Branch Office
Post	Select Post
Post Slab	Select Post Slab
Post Reserved for	Reserved for
Recruiting Authority	Select Recruiting Author
Multiple Posts <input type="checkbox"/>	No of Posts - 1

(Note: Tick multiple posts check box , number of posts only when there are more than one post for same post,same community,same slab in same office)

Notify Post

Sno	HO	Attached HO/SO	Post Notified for	Post Type	Community	Multiple Posts	No of Posts	Post Slab	Recruiting Authority	
Delete	1	Mancherial H.O	Asifabad S.O	Babapur B.O	GDS BPM	SC	No	1	12000	Superintendent of Postoffices, Adilabad

- Select the post to be notified and the post slab for the selected will be displayed automatically. Select the category of the post, Recruiting authority and number of posts.
- Take utmost care while selecting recruiting authority for the post of GDS ABPM/DakSevak notified by considering under which sub division the post is notifying. However, for GDS BPM, the recruiting authority will be Divisional Head.
- If ABPM/DakSevak post is available at HO/SO, select the same office in both SO and BO accordingly.
- Click on Multiple number of posts if applicable.
- Multiple posts mean posts of same designation and same category under same office. If any such kind of posts are available for any office, click on multiple posts check box and select the actual number of posts available for that office from drop down bar.
- Click on **Notify Post**
- The details entered will be displayed at down as a list and the number of posts will get updated on the left side at details entered.

Posts

No of Posts Entered for notification

GDS BPM	2	2
GDS ABPM/ Dak Sevak	4	4

[Edit Consolidation number](#)

Region: Hyderabad

Division: Adilabad

Head Office: Mancherial H.O

Head/Sub Office: Coal Chemical Complex

Head/Sub/Branch Office: Select Branch Office

Post: Select Post

Post Slab: Select Post Slab

Post Reserved for: Reserved for

Recruiting Authority: Select Recruiting Author

Multiple Posts: No of Posts - 1

(Note: Tick multiple posts check box, number of posts only when there are more than one post for same post,same community,same slab in same office)

[Verify Post](#)

Sno	HO	Attached HQ/SO	Post Notified for	Post Type	Community	Multiple Posts	No of Posts	Post Slab	Recruiting Authority
Delete 1	Mancherial H.O	Asifabad S.O	Babapur B.O	GDS BPM	SC	No	1	12000	Superintendent of Postoffices, Adilabad
Delete 2	Mancherial H.O	Asifabad S.O	Goyagaon B.O	GDS ABPM/ Dak Sevak	OBC	Yes	3	10000	Inspector of Postoffices, Adilabad Sub Division
Delete 3	Mancherial H.O	Coal Chemical Complex S.O	Nasapur B.O	GDS BPM	UR	No	1	12000	Superintendent of Postoffices, Adilabad
Delete 4	Mancherial H.O	Coal Chemical Complex S.O	Singapur B.O	GDS ABPM/ Dak Sevak	PWD-A	No	1	10000	Inspector of Postoffices, Bellampally Sub Division

[Check Notification Preview](#)

All eligible vacant posts of division/subdivision have been notified.

All pending court cases posts/pending request transfer posts/pending compassionate posts have not been included.

- Enter the details for each post like this and it can be observed that the number of posts at details entered will be updated each time and the post will be added to the list.
- If any data entered mistakenly, it can be changed by deleting that post data by clicking on delete option available in that list shown and can add correct data.
- Once the total consolidated number of posts and details entered number of posts are equal, no post can be added.
- Check whether all the posts are entered correctly, make modification if any.
- Now Check **Notification Preview** button get enabled, click on that to see the preview of all the posts entered.

Notification_Preview_Division_126.pdf

1 / 2 | 100% | [Print] [Refresh]

1

2

Gramin Dak Sevak Vacancy Position Preview for Adilabad Division - Cycle III

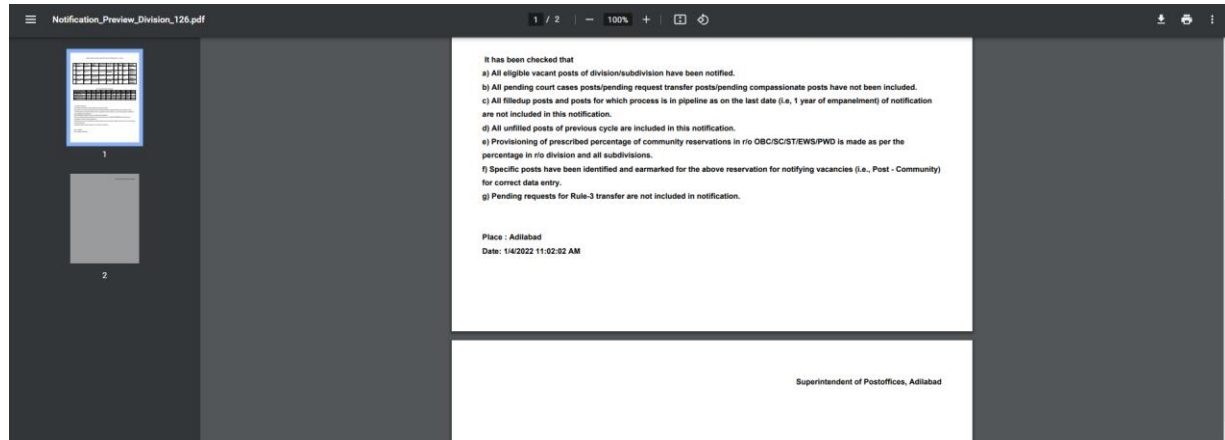
S.No	Division	HO Name	Attached HO/SO	Post Notified for	Post Name	Categor y	No of Posts	Scale of Pay	Recruiting Authority
1	Adilabad	Mancherial H.O	Asifabad S.O	Babapur B.O	GDS BPM	SC	1	12000	Superintende nt of Postoffices, Adilabad
2	Adilabad	Mancherial H.O	Asifabad S.O	Goyagaon B.O	GDS ABPM/ Dak Sevak	OBC	3	10000	Inspector of Postoffices, Adilabad Sub Division
3	Adilabad	Mancherial H.O	Coal Chemical Complex S.O	Nasapur B.O	GDS BPM	UR	1	12000	Superintende nt of Postoffices, Adilabad
4	Adilabad	Mancherial H.O	Coal Chemical Complex S.O	Singapur B.O	GDS ABPM/ Dak Sevak	PWD-A	1	10000	Inspector of Postoffices, Bellampally Sub Division

Community wise Posts Percentage

Engaging Authority	UR	OBC	SC	ST	EWVS	PWD-A	PWD-B	PWD-C	PWD-DE	Total
SP, Adilabad	1 (0%)	0 (0%)	1 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	2
SP, Adilabad Sub Division	0 (0%)	3 (100%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	3
SP, Bellampally Sub Division	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	0 (0%)	1
Total										6

It has been checked that

- All eligible vacant posts of division/subdivision have been notified.
- All pending court cases posts/pending request transfer posts/pending compassionate posts have not been included.
- All reserved posts and posts for which process is in pipeline as on the last date (i.e. 1 year of empanelment) of notification are not included in this notification.
- All unfilled posts of previous cycle are included in this notification.
- Provisioning of prescribed percentage of community reservations in r/o OBC/SC/ST/EWS/PWD is made as per the percentage in r/o division and all subdivisions.
- Specific posts have been identified and earmarked for the above reservation for notifying vacancies (i.e., Post - Community) for correct data entry.
- Pending requests for Rule-3 transfer are not included in notification.



Check for total number of posts at Sub Divisional level and Reservation policy with respect to the data given from their level, as well as check the same for the posts notified at DO level.

Directorate Letter on engaging Authorities [View/Modify here](#)

Any changes in recruiting/engaging authority cadre or Division/Subdivision name, may be carried in region login before notifying posts.

Posts

No of Posts Details for [Entered](#) notification

GDS BPM: 2 | 2

GDS ABPM/ Dak Sevak: 4 | 4

[Edit Consolidation number](#)

Circle:

Region:

Division:

Head Office:

Head/Sub Office:

Head/Sub/Branch Office:

Post:

Post Slab:

Post Reserved for:

Recruiting Authority:

Multiple Posts |

(Note: Tick multiple posts check box, number of posts only when there are more than one post for same post,same community,same slab in same office)

[Notify Post](#)

Sno	HO	Attached HO/SO	Post Notified for	Post Type	Community	Multiple Posts	No of Posts	Post Slab	Recruiting Authority	
Delete	1	Mancherial H.O	Asifabad S.O	Babapur B.O	GDS BPM	SC	No	1	12000	Superintendent of Postoffices, Adilabad
Delete	2	Mancherial H.O	Asifabad S.O	Goyagaon B.O	GDS ABPM/ Dak Sevak	OBC	Yes	3	10000	Inspector of Postoffices, Adilabad Sub Division
Delete	3	Mancherial H.O	Coal Chemical Complex S.O	Nasapur B.O	GDS BPM	UR	No	1	12000	Superintendent of Postoffices, Adilabad

Directorate Letter on Engaging Authorities [Download here](#)

Any changes in recruiting/engaging authority cadre or Division/Subdivision name, may be carried in region login before notifying posts.

Posts

No of Posts Entered for notification

GDS BPM:

GDS ABPM/ Dak Sevak:

Circle:

Region:

Division:

Head Office:

Head/Sub Office:

Head/Sub/Branch Office:

Post:

Post Slab:

Post Reserved for:

Recruiting Authority:

Multiple Posts

(Note: Tick multiple posts check box , number of posts only when there are more than one post for same post,same community,same slab in same office)

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Post Reserved for:

Recruiting Authority:

Multiple Posts

(Note: Tick multiple posts check box , number of posts only when there are more than one post for same post,same community,same slab in same office)

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Delete	4	Mancherial H.O	Coal Chemical Complex S.O	Singapur B.O	GDS ABPM/ Dak Sevak	PWD-A	No	1	10000	Inspector of Postoffices, Bellampally Sub Division

- All eligible vacant posts of division/subdivision have been notified.
- All pending court cases posts/pending request transfer posts/pending compassionate posts have not been included.
- All filledup posts and posts for which process is in pipeline as on the last date (i.e, 1 year of empanelment) of notification are not included in this notification.
- All unfilled posts of previous cycle are included in this notification.
- Provisioning of prescribed percentage of community reservations in r/o OBC/SC/ST/EWS/PWD is made as per the percentage in r/o division and all subdivisions.
- Specific posts have been identified and earmarked for the above reservation for notifying vacancies (i.e., Post - Community) for correct data entry.
- Pending requests for Rule-3 transfer are not included in notification.

- If all found correct, DO has to click on **Confirm that post notification is completed**
- Then RO/CO has the option enabled to **view notification**.

If any mistake identified after the last date of data entry for DO i.e. before the 2 days of notification, Contact RO to disapprove the notification, modifications can be done and again follow the same procedure for generation of notification. The modification will be allowed till the notification got released. Once notification got released, no modification will be entertained.

¹Modification procedure for disapproved notification:

- The disapproved notification will be reverted back to DO from RO/CO for required modifications.
- DO has to enter the consolidated number of posts and submit the same.
- Already entered posts list will be displayed as in previous process.
- Make the modifications by deleting the wrongly notified post and add the post again with correct details.
- If number of posts to be changed, enter the correct consolidated number of posts and then add the post details to increase the number of posts or delete the wrongly post details from the displayed list. Now also should ensure that entered consolidated number of posts and details entered number of posts tallied.
- Preview notification will be enabled. After checking the preview notification and click on the **Confirm that post notification is completed**

Precautions to be taken to avoid mistakes:

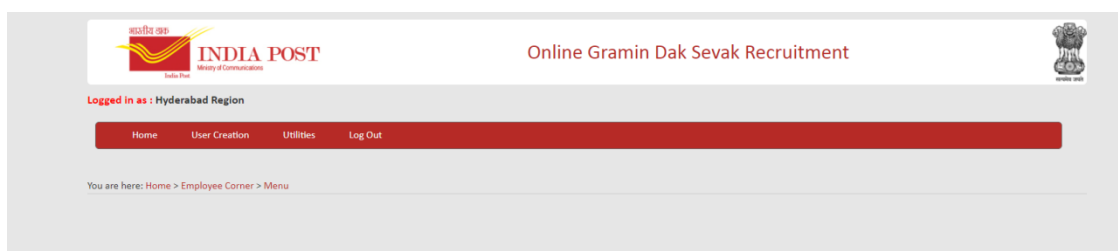
- The Recruiting Authority details should be checked twice whether selected correctly or not for the office of the post notified.

Role of RO

The RO plays a main role for assisting the DO in data entry process. RO should communicate to all DO for checking the user credentials, all Engagement Authorities are available or not. If any new incumbent received/modifications are requested by DOs the credentials should be updated.

Procedure to login

- The RO nodal officer has to login with his existing digital signature token



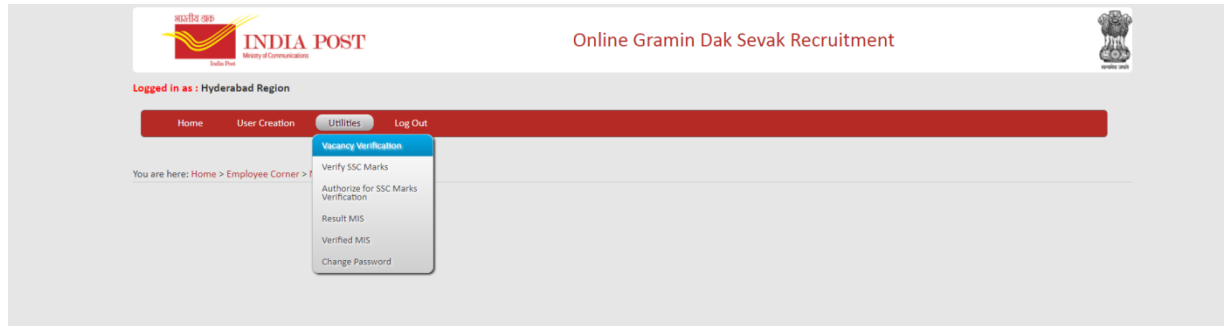
- The digital signature token browser settings (ref. Annex) to be checked at this level to get login to the module.
- If the digital token mapped nodal officer has changed, the new incumbent has to procure his digital signature token and this new token of RO is to be mapped by the CO.

For making modifications if any new incumbent request received from DO, the following procedure to be followed.

- Find the menu **User Creation** on menu bar. Click on the menu.
- Four sub menu will be observed.
- To make modification in DO level, select Division User creation, for modifications in sub divisional level select sub divisional user creation.
- To make modification regarding Recruiting authority, select either postal/RMS recruiting authority user creation based on the request.
- After selecting the sub menu, make the necessary modifications and submit.
- The corresponding changes will be updated and intimate to the concerned Division.

- **Vacancy verification by ROs**

- RO should check that notification from all Divisions by click on the **Vacancy verification** under the **Utilities** in the menu. RO has to check whether the Divisions are notifying the posts . If not the same should be communicated to DO. The same may be observed by color coding appeared on screen.



The screenshot shows the 'Approve Posts' page of the India Post Online Gramin Dak Sevak Recruitment portal. It displays a table with columns for S.NO., Division, Total Posts, Notified GDS BPM, Notified GDS ABPM/ Dak Sevak, View_Posts, Disapprove, and Notification. A legend indicates: Blue dot for 'Not Logged In', Red dot for 'Notifying of Posts at Division', and Green dot for 'Notified & Approved'.

S.NO.	Division	Total Posts	Notified GDS BPM	Notified GDS ABPM/ Dak Sevak	View_Posts	Disapprove	Notification
1	Khammam	0	91	59	View_Posts	Disapprove	View Notification
2	RMS 2 Division	0	0	6	View_Posts	Disapprove	View Notification
3	Hanamkonda	0	46	27	View_Posts	Disapprove	View Notification
4	Nizamabad	0	62	29	View_Posts	Disapprove	View Notification
5	Peddapalli	0	24	12	View_Posts	Disapprove	View Notification
6	Wanaparthy	0	96	18	View_Posts	Disapprove	View Notification
7	Warangal	0	45	22	View_Posts	Disapprove	View Notification
8	Suryapet	0	33	28	View_Posts	Disapprove	View Notification
9	Adilabad	0	2	4	View_Posts	Disapprove	View Notification
10	Karimnagar	0	50	43	View_Posts	Disapprove	View Notification
11	Mahabubnagar	0	57	33	View_Posts	Disapprove	View Notification
12	Nalgonda	0	48	29	View_Posts	Disapprove	View Notification
	Total	0	494	310			

- RO has an option to **Disapprove** if any mistake/ modification request received from the DO. The notification will be reverting back to DO for required correction.
- The same should be communicated to DO.
- RO has an option to view the notifications which has to be generated by all the Dos.
- **The modification will be allowed till the notification got released. Once notification got released, no modification will be entertained.**

Role of CO

CO plays vital role in releasing the notification. The nodal officer should communicate with all RO nodal officers. Here the nodal officer mapping will be done with CEPT.

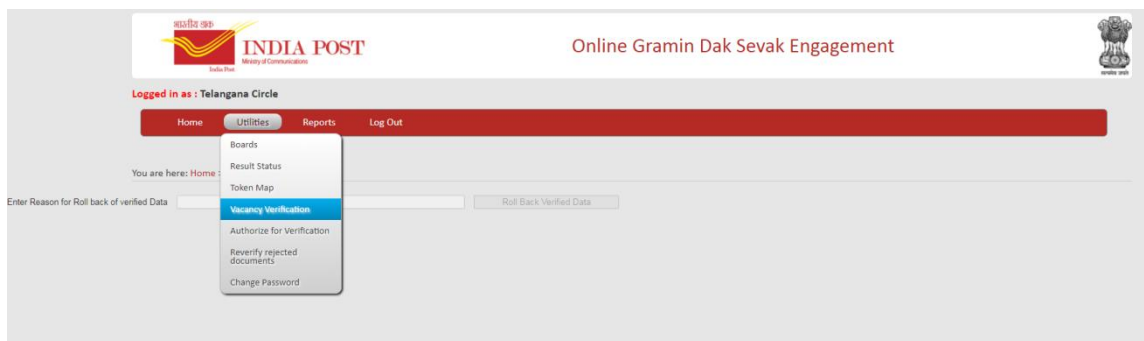
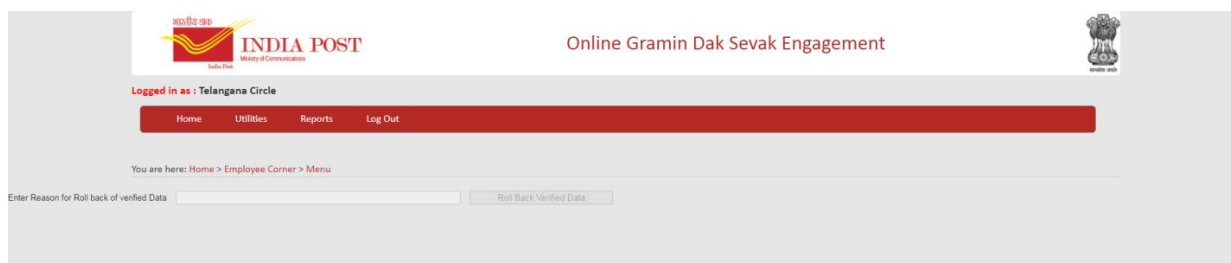
- **Procedure to login**

- Digital token settings
- The digital signature token browser settings (ref. Annex) to be checked at this level to get login to the module.
- If the digital token mapped nodal officer has changed, the new incumbent has to procure his digital signature token and this new token of CO is to be mapped by the CEPT



If any token map issues are placed from RO, the CO nodal officer resolve them by using the sub menu Token Map under Utilities menu found on menu bar.

Vacancy verification by CO :

- CO should check that notification from all Divisions by click on the **Vacancy verification** under the **Utilities** in the menu



- CO should check that consolidated notifications from all RO received. This can be easily observed by color coding displayed on screen.


Online Gramin Dak Sevak Engagement 

Logged in as : **Telangana Circle**

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● Not Logged In ● Notifying of Posts at Division ● Notified & Approved

S.NO.	Region	Total Posts	Notified GDS BPM	Notified GDS ABPM/ Dak Sevak
1	Hyderabad	6	494	310
2	Hyderabad HQ	0	87	181
		6	581	491

- By clicking on the RO name, CO can view the all DO notifications under that RO.

S.NO.	Region	Total Posts	Notified GDS BPM	Notified GDS ABPM/ Dak Sevak
1	Hyderabad	6	494	310
2	Hyderabad HQ	0	87	181
		6	581	491

S.NO.	Division	Total Posts	Notified GDS BPM	Notified GDS ABPM/ Dak Sevak	View_Posts	Disapprove	Notification
1	Khammam	0	91	59	View_Posts	Disapprove	View Notification
2	RMS Z Division	0	0	6	View_Posts	Disapprove	View Notification
3	Hanamkonda	0	46	27	View_Posts	Disapprove	View Notification
4	Nizamabad	0	62	29	View_Posts	Disapprove	View Notification
5	Peddapalli	0	24	12	View_Posts	Disapprove	View Notification
6	Wanaparthy	0	36	18	View_Posts	Disapprove	View Notification
7	Warangal	0	45	22	View_Posts	Disapprove	View Notification
8	Suryapet	0	33	28	View_Posts	Disapprove	View Notification
9	Adilabad	6	2	4	View_Posts	Disapprove	View Notification
10	Karimnagar	0	50	43	View_Posts	Disapprove	View Notification
11	Mahabubnagar	0	57	33	View_Posts	Disapprove	View Notification
12	Nalgonda	0	48	29	View_Posts	Disapprove	View Notification
	Total	6	494	310			

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6	Wanaparthy	0	36	18	View_Posts	Disapprove	View Notification
7	Warangal	0	45	22	View_Posts	Disapprove	View Notification
8	Suryapet	0	33	28	View_Posts	Disapprove	View Notification
9	Adilabad	6	2	4	View_Posts	Disapprove	View Notification
10	Karimnagar	0	50	43	View_Posts	Disapprove	View Notification
11	Mahabubnagar	0	57	33	View_Posts	Disapprove	View Notification
12	Nalgonda	0	48	29	View_Posts	Disapprove	View Notification
	Total	6	494	310			

Sno	Division	HO/NRO	SO/SRO	Office	Post Type	Community	No of Posts	Post Slab	EWS	Recruiting Authority
1	Adilabad	Mancherial H.O	Asifabad S.O	Goyagaon B.O	GDS ABPM/ Dak Sevak	OBC	3	10000	No	Inspector of Postoffices, Adilabad Sub Division
2	Adilabad	Mancherial H.O	Coal Chemical Complex S.O	Singapur B.O	GDS ABPM/ Dak Sevak	PWD-A	1	10000	No	Inspector of Postoffices, Bellampally Sub Division
3	Adilabad	Mancherial H.O	Asifabad S.O	Babapur B.O	GDS BPM	SC	1	12000	No	Superintendent of Postoffices, Adilabad
4	Adilabad	Mancherial H.O	Coal Chemical Complex S.O	Nasapur B.O	GDS BPM	UR	1	12000	No	Superintendent of Postoffices, Adilabad

- If any modification request received, CO can disapprove the notification by selecting that DO. The disapproved notification will directly be sent to corresponding DO.
- CO has an option to view the notifications which has to be generated by all the Dos.
- The modification will be allowed till the notification got released. Once notification got released, no modification will be entertained.

By this the data entry got completed by DO and is ready to upload the notification.

