

## **SERVICE PROFILE FOR INDIAN POSTAL SERVICE (IPoS), GROUP “A”**

### ***(i) Overview***

Indian Postal Service (IPoS), one of the Group “A” Central Civil Services of the Government of India, was formed in 1948. For administrative convenience the postal network of the country is divided into twenty two Postal Circles. The Circles are generally co-terminus with a State with a few exceptions. Each circle is headed by a Chief Postmaster General. The Circles are further divided into Regions comprising groups of field units, called Divisions (Postal/ RMS Divisions). Each Region is headed by a Postmaster General. In addition to these twenty two Circles, there is a separate wing called the Army Postal Service (APS) Corps to take care of the postal needs of the Armed Forces. The APS is designated as a separate Circle called the Base Circle and is headed by the Additional Director General, Army Postal Service in the rank of a Major General. The officers’ cadre of the APS is drawn on deputation from the Indian Postal Service. The country has 1.55 lakh Post Offices comprising General Post Offices, Head Post Offices, Sub Post Offices and Branch Post Offices.

### ***(ii) Sanctioned Strength:***

The sanctioned strength of Indian Postal Service, Group “A” is 561 and their details are as follows:-

S. No.	Grade	Pay Band & Grade Pay	Number of Posts
(1)	Member, Postal Services Board (HAG +)	Rs. 75,500- 80,000/-	06
(2)	Sr. DDG/PMG(HAG)	Rs. 67,000 – 79,000/-	26
(3)	Senior Administrative Grade	Pay Band – 4 (Rs. 37,400 – 67,000/- + Grade Pay Rs. 10,000/-)	73
(4)	Junior Administrative Grade (including NFSG)	Pay Band -4(Rs. 37,400- 67,000/- + Grade Pay Rs. 8,700/-) for NFSG/ Pay Band -3(Rs. 15,600 – 39,100/- + Grade Pay Rs. 7,600/-) for JAG	105
(5)	Senior Time Scale	Pay Band -3(15,600 – 39,100/- + Grade Pay Rs. 6,600/-)	198
(6)	Junior Time Scale	Pay Band -3(15,600 – 39,100/- + Grade Pay Rs. 5,400/-)	67
(7)	Reserves		
(i)	Deputation		51
(ii)	Training Reserve		30
(iii)	Leave Reserve		05

**(iii) Recruitment:-**

Initial recruitment to the Indian Postal Service is made in the Junior Time Scale in the following manner:-

- (i) Through Civil Services Examination conducted by UPSC every year.
- (ii) Through promotion from amongst officers regularly appointed to the Postal Service, Group "B" with three years' regular service in that grade on the recommendations of a duly constituted departmental Promotion Committee and in consultation with the UPSC.

**(iv) Training**

Direct Recruits are imparted Foundational Course (FC) training at one of the leading Training Academies in the country viz. Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie, Sardar Vallabhbhai Patel National Police Academy, Hyderabad, National Academy of Direct Taxes, Nagpur etc. as identified by the Department of Personnel & Training (DOP&T). The professional training in postal management and administration is given at Rafi Ahmed Kidwai National Postal Academy (RAKNPA), Ghaziabad.

**(v) Posting:**

Direct recruit IPoS Officers are posted in any of the 22 Postal Circles except their home Circle in their first posting in accordance with the Transfer Policy for IPoS, Group "A" Officers.

**(vi) Functions of an IPoS Officer:-**

An IPoS Officer, while posted in field as Junior Time Scale (JTS) Officer either as Senior Superintendent of Post Offices (SSPOs) or Senior Superintendent Railway Mail Service (SSRM), is responsible for overall administration of the Postal/ RMS Division, wherein he / she is posted. A Postal Division is generally co-terminus with one or two/ three revenue districts. The functions of SSPOs/ SSRM broadly include the following:-

- (i) Effective management and monitoring of postal services and operations in the Division.
- (ii) Administering control overall the Post Offices and Mail Offices in the Division.
- (iii) Planning for optimization and expansion of the postal network in the Division.

- (iv) Technology Management
- (v) Financial Management
- (vi) Materials Management including upkeep and maintenance of Post Offices, Letter Boxes and Vehicles / Mail Vans, etc.
- (vii) Marketing of various products and services of India Post including Banking and Insurance Products.
- (viii) Customer relations and Public Grievance Redressal Mechanism
- (ix) Coordination with District, Police and other public authorities
- (x) Personnel Management, Recruitment, Transfer, Promotion and Disciplinary matters of employees and staff relations.

(vii) **Designation held by IPoS Officers during field posting:**

- (i) Senior Superintendent of Post Offices (SSPOs)
- (ii) Senior Superintendent Railway Mail Service (SSRM)
- (iii) Chief Postmaster (CPM)
- (iv) Assistant Postmaster General (APMG)

(viii) **Promotional Aspects:**

An IPoS Officer is eligible for promotions in his career span. His/ her promotion takes place after evaluating the performance on the basis of Annual Performance Appraisal Reports (APARs), Vigilance Clearance and other related documents. The scrutiny for promotion is done by Departmental Promotion Committee. Promotions are dependent upon the time period spent in a particular feeder grade. The time-bound promotions have been envisaged to attract and retain the best talent in the country. Following are promotional posts for an IPoS Officer:-

- (i) **Senior Time Scale:** Appointment to the Senior Time Scale in the Services is made by promotion of officers in the Junior Time Scale with four years regular service in that grade in the order of seniority.
- (ii) **Junior Time Scale:-** Appointment to the Junior Administrative Grade in the service is made by selection on merit from amongst officers of the Senior Time Scale of the Service with 5 years regular service in that grade.
- (iii) **Selection Grade of the Junior Administrative Grade:** Officers of the Service in the Junior Administrative Grade, who have entered

the 14<sup>th</sup> year of the service on the 1<sup>st</sup> January of the year calculated from the year following the year of examination on the basis of which the member of the Service was recruited / year of inclusion in the select list of Junior Time Scale on Promotion.

- (iv) **Senior Administrative Grade:** Appointment to the Senior Administrative Grade in the Service is made by selection on merit from amongst officers of the Junior Administrative Grade of the Service who have put in not less than 16 years total regular service in Group "A" of the Service.
  - (v) **Higher Administrative Grade:** Appointment to the Higher Administrative Grade in the Service is made on the basis on merit from amongst officers of the Senior Administrative Grade with two years of regular service in that grade.
  - (vi) **Member Postal Services Board:** Appointment to the post of the Member Postal Services Board is made by selection on merit from amongst officers of the Higher Administrative Grade.
- (ix) **Deputation to other Department/ Ministries, Organizations, Foreign Assignments:**
- (i) Central Government Ministries / Department under Central Staff Scheme (mainly in the ranks of Deputy Secretary and above).
  - (ii) State Government / Organization other than Central Government Ministries / Department under non – Central Staff Scheme (mainly in the ranks of Deputy Secretary and above).
  - (iii) Public Sector Undertakings as Chief Vigilance Officer either in the capacity of Director of Joint Secretary under non- Central Staff Scheme.
  - (iv) Foreign Assignment or deputation with Universal Postal Union, Asia Pacific Postal Union, United National Development Programme, etc.
- (x) **Regulations Governing IPoS:-**

IPoS Officers are regulated by the Recruitment Rules (Service Rules) of Indian Postal Service, Group "A", Central Civil Service (Classification, Control & Appeal) Rules, 1965; Central Civil Services (Conduct) Rules, 1964 and other Rules and Instructions issued by the Department of Personnel & Training and Department of Posts. etc.

\*\*\*\*\*