


Instructions for the applicants in connection with application for the post of GDS engagement under Compassionate grounds


1. The application has to be filled by the applicant carefully and all the mandatory fields marked are to be entered by the application during online application submission.
2. If any information/documents furnished is found to be false at any stage, application shall be rejected or engagement shall be terminated, if engaged and applicant shall be liable for criminal proceedings.
3. The applicant is advised to keep the following documents handy and readily made available with them while filling up the online application. **All the documents shall be self-attested by the applicant along with the date.**
4. The online application has 3 sections i.e., Deceased GDS section, Family details section and Applicant details section.

a. Deceased GDS Section: -

- ❖ **In this section the following list of Documents/Information of deceased GDS required while applying in online (* All the documents should be in JPEG format with Maximum size of 200KB).**
- ❖ Upload FIR and non-traceable report (In case of missing)
- ❖ Departmental ID card of GDS (In case ID card of GDS is not available, Aadhaar card of Deceased/Missing GDS can be uploaded).
- ❖ Death Certificate of the deceased GDS.
Family members certificate (Ration card/Family certificate issued by Revenue department).
- ❖ The screenshot in respect of the sample GDS section is mentioned below for reference.



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GDS COMPASSIONATE ENGAGEMENT


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Details of GDS died/missing while in Service

Compassionate Type: Death		
GDS ID:		
GDS Name:		
GDS Designation:		
Date of Birth:		
Date of Engagement as regular GDS in Department:		
Date of Death/Date of missing		
Upload FIR and non traceable report (In case of missing) File Format : ".jpg/.jpeg"; Size upto 200 KB	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
ID Card Number (Dept. ID Card): (Aadhar card in case of non availability of ID card) File Format : ".jpg/.jpeg"; Size upto 200 KB	<input type="text"/> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
Aadhaar Card Number: File Format : ".jpg/.jpeg"; Size upto 200 KB	<input type="text"/> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
Dearth Certificate Number: File Format : ".jpg/.jpeg"; Size upto 200 KB	<input type="text"/> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	
Family members certificate (Ration card/Family certificate issued by Revenue department): File Format : ".jpg/.jpeg"; Size upto 200 KB	<input type="text"/> <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	

Enter the text shown below *



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b. Family members section: -

- ❖ In this section all the dependent family members details to be entered.
- ❖ **In this section the following list of applicant Documents required while applying in online (* All the documents should be in JPEG format with Maximum size of 200KB).**
- ❖ Applicant ID copy
- ❖ Applicant SSC certificate
- ❖ Applicant education certificate
- ❖ Applicant Aadhaar Card
- ❖ Upload prescribed proforma as in Annexure VIII regarding adequate knowledge to operate Computer desktop/laptop/PoS/mobile etc., -
- ❖ Upload prescribed proforma as in Annexure VIII regarding knowledge of Cycling/ Riding a Two Wheeler –

- ❖ Upload prescribed proforma as in Annexure VIII regarding Other Source of Income besides the allowances to be paid by Government to support livelihood for himself/herself and his/her family
 - ❖ Upload prescribed proforma as in Annexure VIII regarding not engaged with any outside agency, which would be detrimental to the business or interest of the Post Office
 - ❖ Upload prescribed proforma as in Annexure VIII to provide the accommodation for BO in case of BPM
 - ❖ Annexure VIII format
 - ❖ In case applicant is widow daughter/daughter-in-law system will ask the declaration for the same.
- ❖ **Note:-** All the prescribed proforma's are available in the applicant's login under application forms tab for reference.



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Deceased GDS Name: <input type="text" value="ABPM"/>	GDS ID: <input type="text" value=""/>
Designation: <input type="text" value="ABPM"/>	Date of Death: <input type="text" value="01/03/2023"/>

Details of Dependent Family members including Applicant other than the deceased GDS

Delete	Family member Name	Family member relation	Gender	Education Qualification	Date of Birth	Marital Status	Employment status	Monthly Income
	TEST	Son	Male	Tenth Class	29/09/2005	Unmarried	Unemployed	0
Delete	<input type="text" value="Enter Family member Na"/>	<input type="text" value="Select Relationship"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Select Date"/>	<input type="text" value="Select"/>	<input type="text" value="Select"/>	<input type="text" value="Enter Monthly Income"/>

Upload documents of Dependent Family members including Applicant

Please upload the documents of dependent applicant **TEST**

1. Applicant ID copy * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
2. Applicant SSC certificate * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
3. Applicant education certificate - File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
5. Applicant Aadhaar Card - * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
6. Upload prescribed proforma as in Annexure VIII regarding adequate knowledge to operate Computer desktop/laptop/Pos/mobile etc., - * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
7. Upload prescribed proforma as in Annexure VIII regarding knowledge of Cycling/ Riding a Two Wheeler, - * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
8. Upload prescribed proforma as in Annexure VIII regarding Other Source of income besides the allowances to be paid by Government to support livelihood for himself/herself and his/her family - * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
9. Upload prescribed proforma as in Annexure VIII regarding not engaged with any outside agency, which would be detrimental to the business or interest of the Post Office - * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		
10. Upload prescribed proforma as in Annexure VIII to provide the accommodation for BO in case of BPM - * File Format : ".jpg" ; Size upto 200 KB; not exceeding A4 size	<input type="button" value="Choose File"/>	No file chosen		

I hereby declare that all the family member details furnished above are correct who were dependent on the deceased GDS and in case it is proved at any time that the said family member(s) is being neglected or not being properly maintained by me, my appointment will be terminated, if my appointment is made.

I also here by declare that all the details provided such as Computer knowledge, Cycling knowledge, Other source of income, outside agency, accommodation details and respective documents are correct

I also here by declare that I have no police case contemplated/pending against me .

c. Applicant's section: -

- ❖ In this section applicant needs to enter the local language studied details, whether English and maths subjects passed in Tenth class and address details.
- ❖ Finally submit the application and the system will generate the application number which can be noted for future reference.

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GDS COMPASSIONATE ENGAGEMENT

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Details of the applicant for Employment of GDS died while in Service/Missing in Service

Name of the applicant: [Text Field]
 Applicant's relationship with GDS: [Text Field]
 Date of Application: 2023-10-25
 Local languages studied and passed in Tenth Class: [Select Here]
 Whether English and Maths subjects studied and passed in Tenth Class: [Select]
 Class: [Text Field]

Address details

Present Address:
 Door/House/Plot No. [Text Field]
 Street [Text Field]
 State [Select State]
 District [Select]
 Panchayat/Mandal [Select]
 Pincode [Text Field]

Permanent Address: Same as Present Address
 Door/House/Plot No. [Text Field]
 Street [Text Field]
 State [Select State]
 District [Select]
 Panchayat/Mandal [Select]
 Pincode [Text Field]

Enter the text shown below: [Text Field] T 6 UK 9

Declaration/Undertaking:
 I hereby declare that all the details furnished in the online application for GDS Compassionate Engagement are correct and in case it is proved at any time that the said details is being neglected or not being properly maintained by me, my engagement will be terminated, if my engagement is made..

Preview | Submit

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- ❖ This completes the process of submission of the online application. Once the application is submitted by the applicant system will send the SMS and Email alerts to the applicant.
- ❖ After submission of the application, applicant can view the entire application under the “View” tab and also download option is available for the user.

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GDS COMPASSIONATE ENGAGEMENT

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- ❖ Once view application is clicked system will show the application details and the same can be downloaded using download option.

Annexure-VI

Download Application