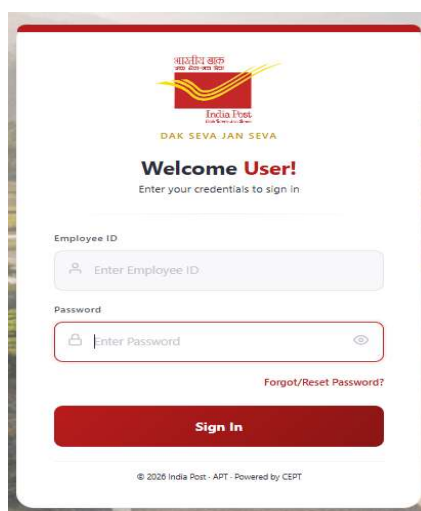
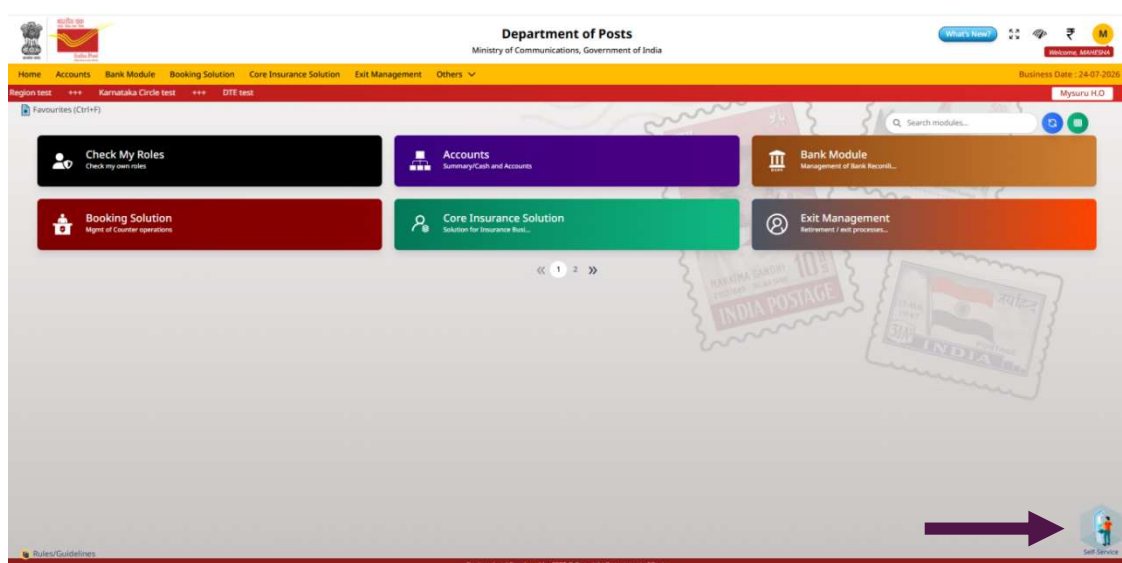


Process for Application Submission for LDCE IP Exam

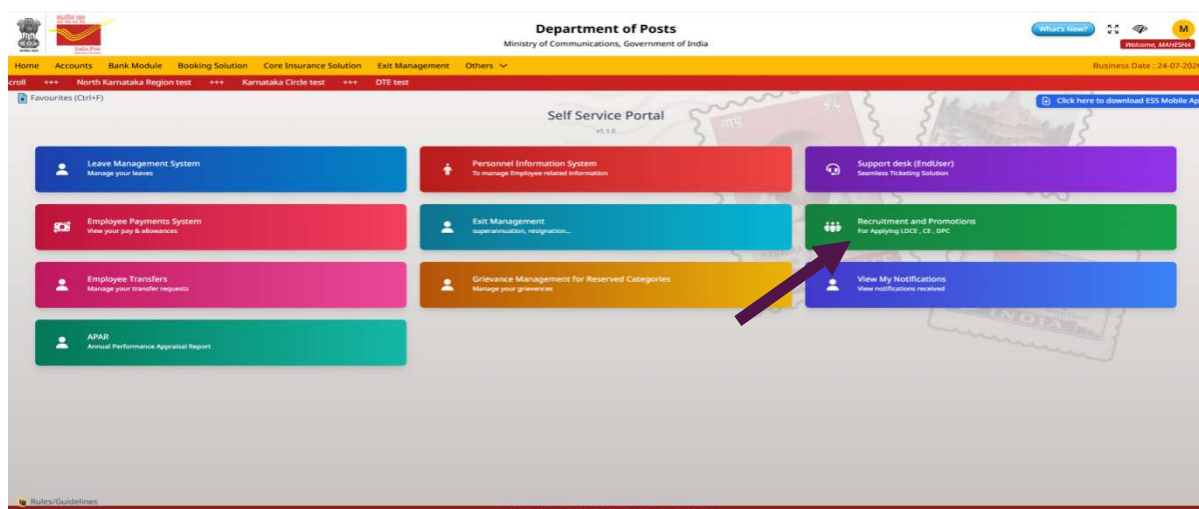
- In APT (IT 2.0) there will be no separate URL for LDCE IP exam module. All employees have to use the below said common employee portal URL
- **Production / Live URL:** <http://app.indiapost.gov.in/employeeportal>
- **Login Credentials / Details:**
 - ➔ **Login ID:** Employee ID (8 digit).
 - ➔ **Password:** <employee_password> (The same which is being used by all employees for login to APT employee portal module)



- After successful login, home page for the logged in user will be displayed. Visibility of cards in the home screen is dependent on roles assigned to the user and one icon at the right-hand bottom corner with name “Self Service” will be displayed. Click on that “Self Service” icon.



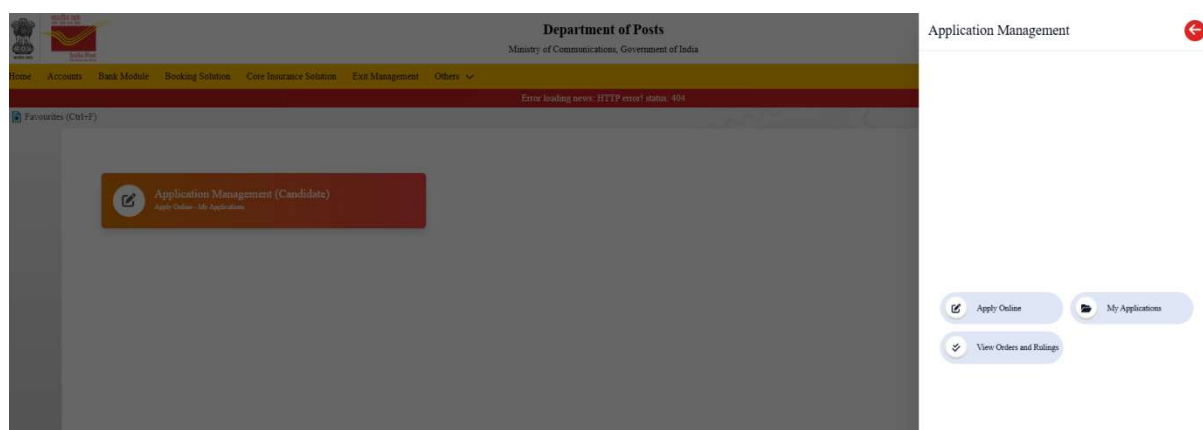
- After Clicking on “Self Service” icon following cards will be shown. Click on “Recruitment and Promotions” card.



- After Clicking on “Recruitment and Promotions” card, it will redirect to below said screen.



- In this Page after clicking on Application Management (Candidate) card, following 3 sub cards will be displayed



- A. Apply Online:** To apply for LDCE exams
- B. My Applications:** To view already applied applications year wise
- C. View Orders and Rulings:** To view orders and rulings related to respective notification year and notification name.

A. Apply Online:

- After clicking on Apply Online sub card, following page will be displayed.

- Candidate has to choose Parent Circle and Original (Lien) cadre, then click on Submit button. Then list of notifications available for that selected cadre and circle will be shown in drop down as shown below.

- After selecting notification from the drop-down online application will be loaded.

1. **Basic details** such as Employee Name, Gender, Category, Date of Birth, and Disability will be auto fetched from the PIS (Personal Information System) module.

2. Mobile and Email has to be entered and must be validated by clicking on Send OTP buttons. All future communication and application updates will be sent only to the updated mobile number and email.

Parent Circle

Karnataka Circle

Lien / Original Cadre

Postal Assistant(PA) (LDCE)

Submit

Limited Departmental Competitive Examination (LDCE) for promotion to:

Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts(66.66%)from Postal Assistant/Sorting Assistant/Stenographer - 2026

Personal details are pre-filled where the PIS module contains the information. If the information already in the PIS module is different from the information entered by the candidate, the candidate should update the information in the PIS module. If the information is not available in the PIS module, the candidate should enter the information in the PIS module.

Basic Details

Enter your personal information. Required fields are marked with an asterisk (*).

Employee Id *

10122668

Your unique employee identification number

Employee Name

AJAY KUMAR BONTU

Your Legal Name

Gender *

MALE

Your gender identity

Category *

Unreserved

Your category

Date Of Birth *

20th May 1986

Your date of birth

Disability *

No

Your disability status if applicable

Mobile Number *

9999999999

Enter your 10-digit mobile number.

Send OTP

Email ID *

example@gmail.com

Enter your active email address.

Send OTP

3. In the **Service History**, Present Cadre details will be auto fetched from PIS module, whereas Feeder cadre and Feeder cadre joining date should be entered by the candidate. Service eligibility of the candidate will be calculated based on Feeder cadre joining date.

4. In **Office Details**, after entering parent office pin code and clicking on Fetch button, Parent office name, controlling authority (Verifying authority) name and Nodal authority (Circle) name will be auto populated in respective fields.

5. Candidates working on deputation (Directorate, CEPT, APS, other offices) should select deputation option as Yes and enter respective deputation office details.

7. Submitting First Step of Application:

- Before clicking **Save Above Details**, candidates must verify accuracy of all data.
- On saving, if all entries are valid, system shows a green message: *“Details saved successfully”*. If not, an error message in red is displayed.
- After saving, data becomes **read-only**. To modify, click **Edit**, which will reopen fields for editing.

8. Posting Preferences:

- For IP Exam, candidates must provide preference for all 23 circles.

9. Upload Photo and Signature

- Photo – JPG format only, size 30KB–100KB, aspect ratio 4:5 (portrait, $\pm 10\%$).
- Signature – JPG format only, size 20KB–100KB, aspect ratio 5:2 (landscape, $\pm 10\%$).

Posting Preferences (All circles must be selected) ⓘ

Select Circle ▾

1. Karnataka Circle (ID: 21300001) ×

2. Andhra Pradesh Circle (ID: 11300001) ×

3. Assam Circle (ID: 12300001) ×

4. Bihar Circle (ID: 13300001) ×

5. Chhattisgarh Circle (ID: 14300001) ×

6. Delhi Circle (ID: 15300001) ×

7. Gujarat Circle (ID: 16300001) ×

8. Haryana Circle (ID: 17300001) ×

9. Himachal Pradesh Circle (ID: 18300001) ×

10. Jammu&Kashmir Circle (ID: 19300001) ×

11. Jharkhand Circle (ID: 20300001) ×

12. Kerala Circle (ID: 21300001) ×

13. Madhya Pradesh Circle (ID: 22300001) ×

14. Maharashtra Circle (ID: 23300001) ×

15. North Eastern Circle (ID: 24300001) ×

16. Odisha Circle (ID: 25300001) ×

17. Punjab Circle (ID: 26300001) ×

18. Rajasthan Circle (ID: 27300001) ×

19. Tamil Nadu Circle (ID: 28300001) ×

20. Telangana Circle (ID: 29300001) ×

21. Uttar Pradesh Circle (ID: 30300001) ×

22. Uttarakhand Circle (ID: 31300001) ×

23. West Bengal Circle (ID: 32300001) ×

Upload Photo and Signature

Photo ⓘ

Upload Photo

Only JPEG (.jpeg) files allowed. File size: 30KB - 100KB.
Required aspect ratio: 4:5 (portrait) ($\pm 10\%$ tolerance).

Choose File photo_50kb.jpeg

Remove

Signature ⓘ

Upload Signature

Only JPEG (.jpeg) files allowed. File size: 20KB - 100KB. Required aspect ratio: 5:2 (landscape) ($\pm 10\%$ tolerance).

Choose File sign_35kb.jpeg

Remove

sign

Preview & Submit

10. Preview and Submit:

- Before proceeding to the next step, ensure all entries are correct.
- On clicking **Preview and Submit**, all fetched and entered details will be displayed.

LDCE-IP-From-PA-SA
Please review your application details before confirming.

Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts(66.66%)from Postal Assistant/Sorting Assistant/Stenographer Candidate Copy		
Employee ID	10122668	 
Name	AJAY KUMAR BONTHU	
Gender	MALE	
Community	UR	
Date of Birth	20-May-1986	
Mobile Number	9999999988	
Email	example666@gmail.com	
Disability	NO	
On Deputation	No	
Parent Office	Mysuru H.O	
Verification Office	Mysuru Division	
Nodal Office	Karnataka Circle	
Feeder Cadre & Joining Date	Postal Assistant(PA) & 28-Feb-2011	
Present Cadre & Joining Date	Postal Assistant(PA) & 28-Feb-2011	
Designation	Postal Assistant	

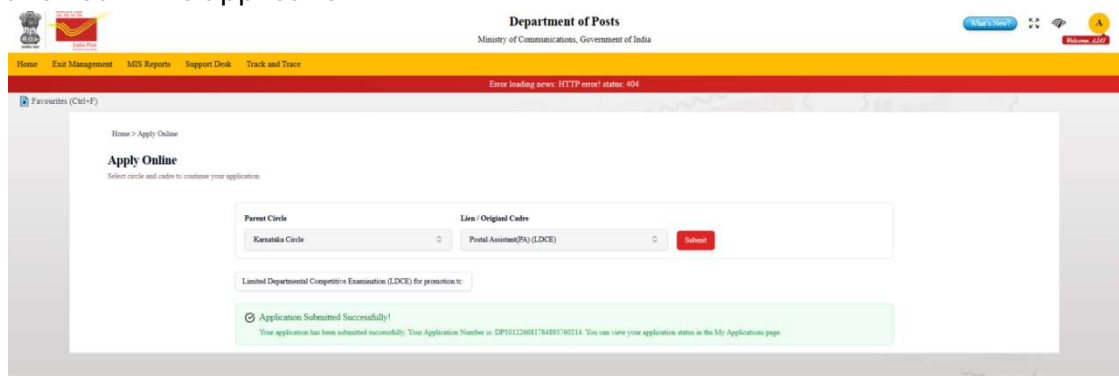
- Upon clicking on **“Confirm and Submit”** button, the candidate has to give accept the declarations by ticking the **“Check Boxes”** and click on **Submit Application**

 **Confirm Application Submission**

Please confirm the following before proceeding with your application submission:

- ☒ I have read and understood the notification and all the instructions mentioned therein.
- ☒ I confirm that all the information provided in this application is correct and complete.
- ☒ I understand that providing false information may lead to rejection of my application or cancellation of my candidature.

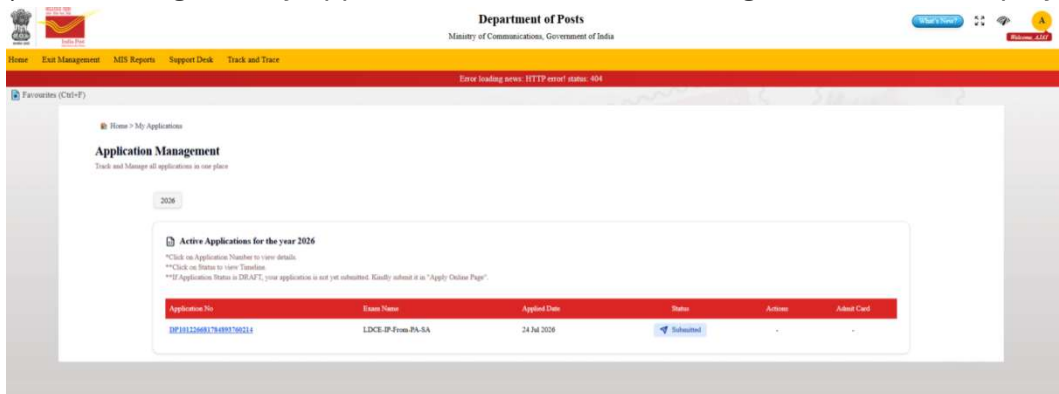
- d. On clicking **Submit Application**, if saved without any error, a green message will be displayed: “*Application Submitted Successfully*” and further no edit allowed in the application.



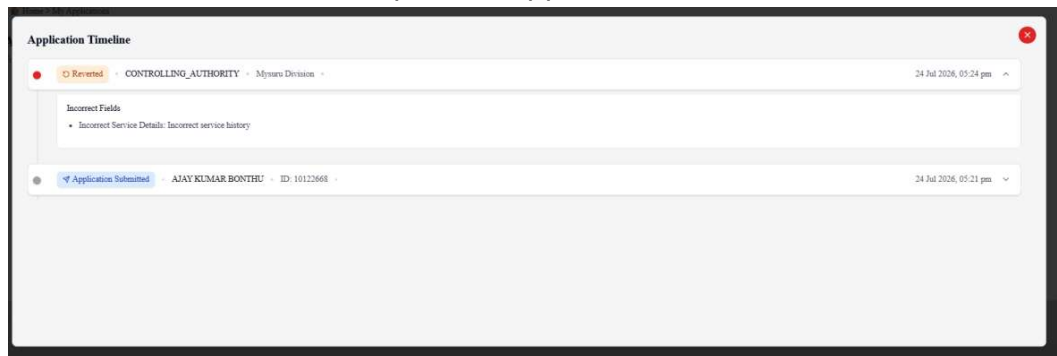
- e. In case of an error, a red error message will be shown. The candidate must rectify the error and resubmit.
- f. If the same error persists, the candidate should raise a Service Desk ticket with a full screenshot of the error, along with an explanation of the issue and the option being used when the error occurred.
- g. If application is submitted successfully, then application details will immediately be available to the Controlling Authority (Verification authority).
- h. If the Controlling Authority marks any input (field) as incorrect, then application will be reverted to the candidate. Then the candidate allowed editing and correcting those specific fields.

B. My Applications:

i) On Clicking the “My Applications” sub card, following screen will be displayed.



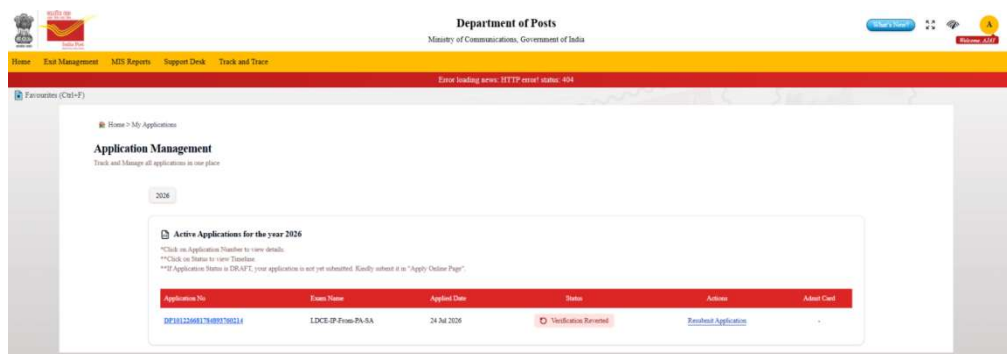
- By clicking the application number hyperlink, candidates can view and download their submitted application PDF.
- On clicking “Status” it will show the latest status and on clicking the button it show all the status and disposal of application.



- Whenever Hall ticket / Admit card is issued. Option available in the above screen to download the Hall ticket / Admit card

ii) Re-submission of application by candidate for the application reverted by Controlling authority.

If the application is reverted by the Controlling Authority, its status in “My Applications” will be displayed as “Verification Reverted.” Click the “Resubmit Application” hyperlink under the **Action** column to review, correct, and resubmit the application.

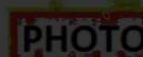


Candidates are responsible for checking this page regularly for updates until the date of the examination.

During resubmission, if the candidate has not corrected a field marked as incorrect, an alert message will be displayed, as shown in the image below. However, the candidate will still be allowed to resubmit the application.

Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts(66.66%)from Postal Assistant/Sorting Assistant/Stenographer
Please review your application details before confirming.

Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts(66.66%)from Postal Assistant/Sorting Assistant/Stenographer Application Resubmission	
Employee ID	10122668
Name	AJAY KUMAR BONTHU
Gender	MALE
Community	
Date of Birth	
Mobile Number	
Email	
Disability	
On Deputation	No
Parent Office	Mysuru H.O
Verification Office	Mysuru Division
Nodal Office	Karnataka Circle
Feeder Cadre & Joining Date	Postal Assistant(PA) & 28-Feb-2011
Present Cadre & Joining Date	Postal Assistant(PA) & 28-Feb-2011
Designation	Postal Assistant


Confirm Submission

The field marked as incorrect—Service History—has not been updated. Are you sure you want to submit the application?

Hall Ticket Generation:

1. Navigation

- Available in 'My Applications' under “Admit card” column

2. Download Admit Card

- By clicking 'View', candidates can download their Hall Ticket / Admit Card.

The **View** button will be enabled only after the Circle completes the hall ticket generation process.