



Operational Guide

Advanced Postal Technology (APT)

FOR

**Divisional Users – GDS Online
Engagement Management**



INDEX

Contents

1. Overvie of GDS Online Engagement Management.....	01
2. Index.....	02
3. Abbreviations.....	03
4. Introduction & Disclaimer.....	04
3. Document Verification Process.....	05-26



ABBREVIATIONS

SL NO.	ABBREVIATION	FULL FORM
1.	IT	Information Technology
2	APT	Advance Postal Technology
3	GDS	Gramin Dak sevak
4	BO	Branch Office
5	GDS	Grameen Dak Sewak
6	BPM	Branch post Master
7	ABPM	Assistant Branch Post Master
8	TRCA	Time-Related Continuity Allowance
9	RMS	RAILWAY MAIL SERVICES
10	SC/ST	Schedule Caste/ Schedule Tribe
11	OBC	Other Backward Community
12	EWS	Economically Weaker Section
13	PwBD	Person with Benchmark Disability
14	NPS	New Pension Scheme
15	LV	Low Vision
16	OA	One Arm
17	HH	Hard of Hearing
18	OL	One Leg
19	CGPA	Cumulative Grade Point Average
20	IPPB	India Post Payments Bank
21	VA	Verifying Authority
22	EA	Engaging Authority



Operational Guide:

Operational Guide Version 1.0 Dated 09.03.2026

INTRODUCTION:

This Operational Guide provides comprehensive instructions in respect of various activities to be performed related to Gramin Dak Sevak (GDS) Online Engagement at the Division level. It is intended for division users (administrative staff) and authorized personnel involved in the GDS online Engagement process. The guide specifically outlines the procedures for document verification, Pre engagement and post engagement activities to be performed by the Divisions.

DISCLAIMER:

The procedures described in this Operational Guide are illustrative in nature and are intended to assist division users in effectively operating the APT software solution. This guide is for reference purposes only and must not be construed or cited as official rules or rulings. For Rules and guidance refer GDS Engagement rules, notification and SOP issued by Directorate time to time.

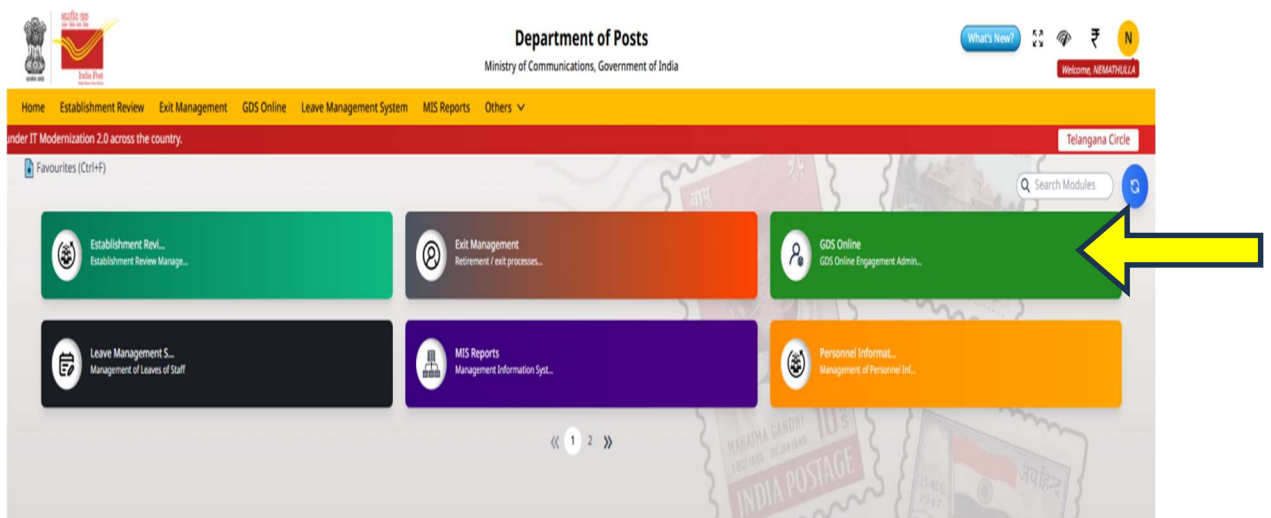


1) Document Verification of Shortlisted Candidates for GDS Online Engagement.

1. An authorized Division/Unit user assigned with the **GDS-DO-CRUD (Division office role for GDS Online Engagement)** role can perform the document verification process for shortlisted candidates in the GDS Online Engagement system.

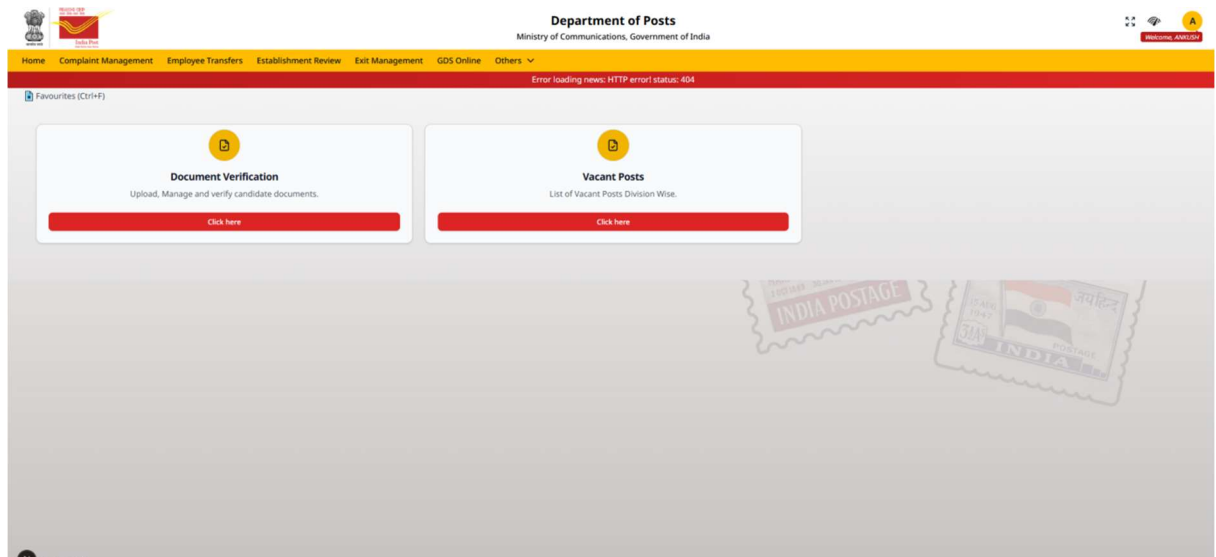
DIVISION OFFICE DIVISION ROLE FOR GDS ONLINE ENGAGEMENT

2. For Access, please use the URL <https://app.indiapost.gov.in/employeeportal> and log in using valid Division/unit user credentials. After successful login, click on the **GDS Online** card as shown below.

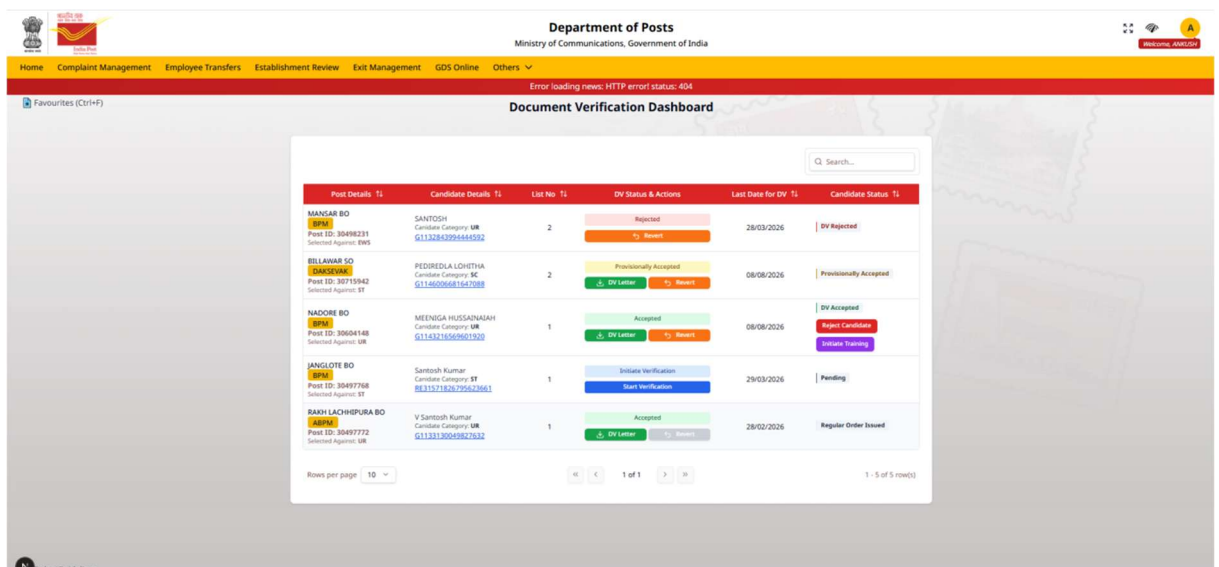




3. Upon clicking the GDS Online card, the VA will be redirected to the GDS Admin Panel, where the Document Verification option will be available.



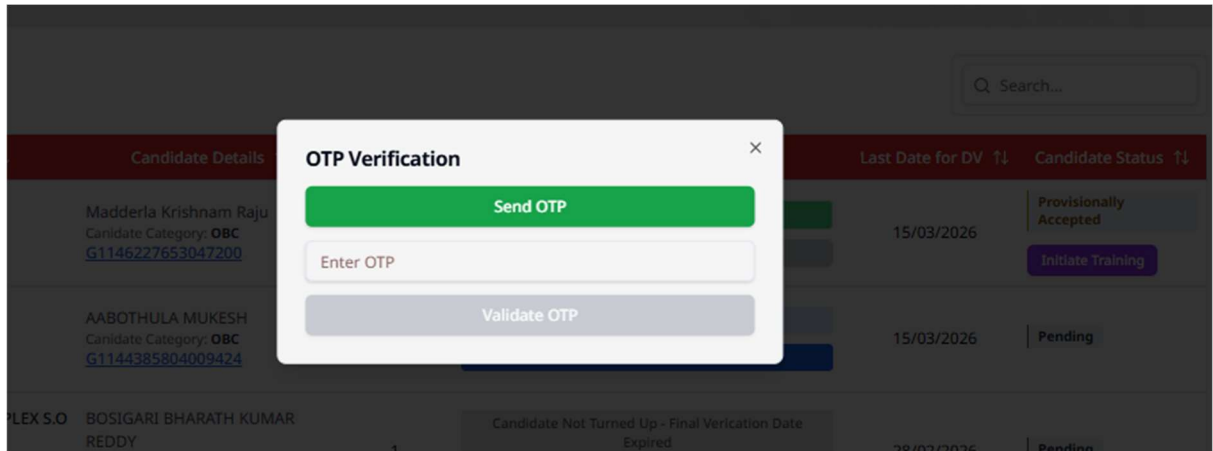
4. After clicking on Document Verification, Document Verification Dashboard is seen with list of all short-listed candidates under the division.



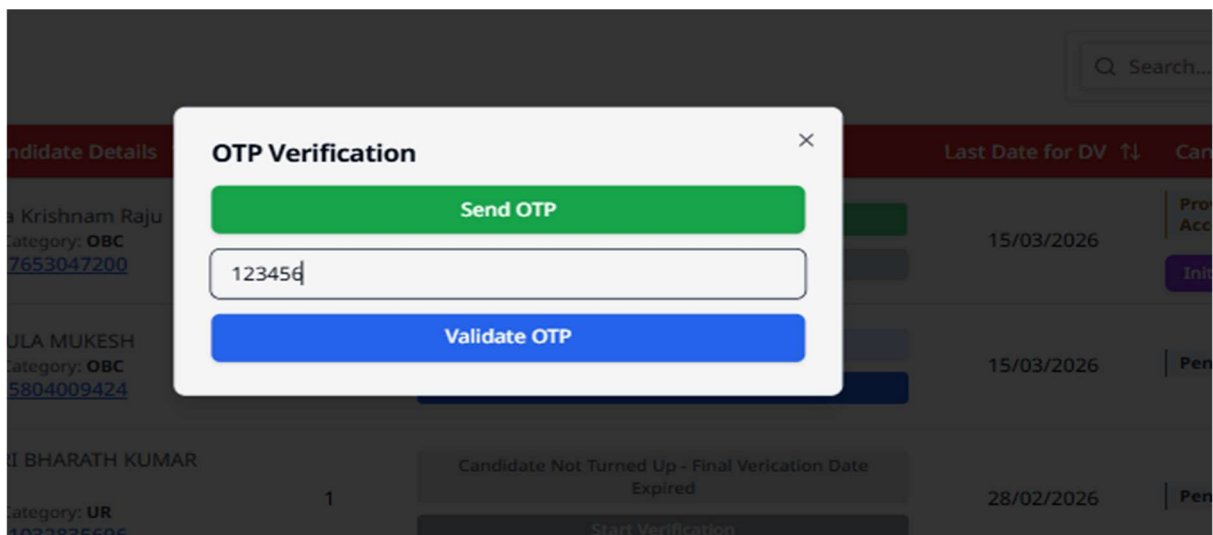
5. When a candidate attends for document verification, the Verification Authority (VA) must click on “**Start Verification**” against the concerned candidate. Upon



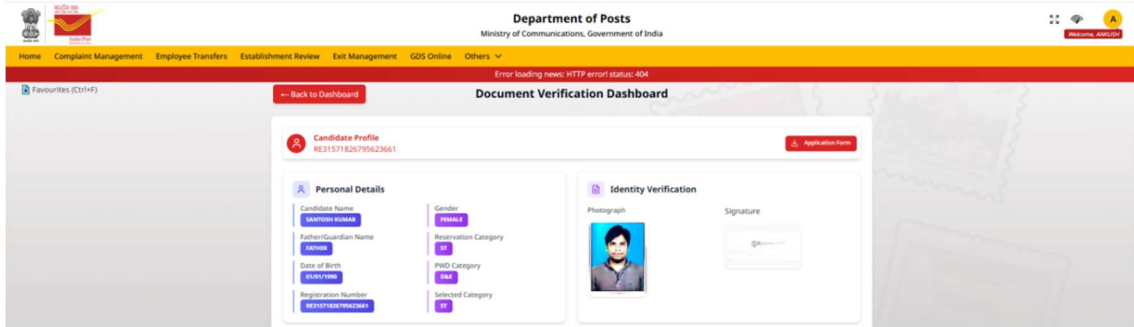
clicking, an **OTP pop-up window** will appear. Click on the **“Send OTP”** button. The **OTP will be sent to the candidate’s registered mobile number.**



6. The VA has to obtain the OTP from the candidate and enter the 6-digit OTP in the Enter OTP field and click on **“Validate OTP”** button.



7. After successful OTP validation, the following screen will be displayed. The Basic details of the candidate along with photo and signature of the candidate will be displayed. The Application Form can be downloaded by clicking the Application Form button available in the top-right corner of the Candidate Profile.



Document Upload & Verification

Upload and verify documents

Summary statistics for document verification:

- Total Documents: 5
- Uploaded: 0
- Verified: 0
- Accepted: 0
- Rejected: 0

If a candidate does not bring a document, The Verification Authority must mark the "Missing Document" checkbox for that particular document.

Document	Missing Document	Status	View	Remarks	Actions
X/SSC Mark Sheet *	<input type="checkbox"/>	Not uploaded	-		Attach
Supplementary Marks Memo - I / Proof of Date of Birth	<input type="checkbox"/>	Not uploaded	-		Attach
Supplementary Marks Memo - II	<input type="checkbox"/>	Not uploaded	-		Attach
Medical Certificate *	<input type="checkbox"/>	Not uploaded	-		Attach
Annexure X *	<input type="checkbox"/>	Not uploaded	-		Attach

All mandatory documents must be uploaded and verified

Upload Documents

Complete document verification to finish

8. All mandatory documents must be uploaded in PDF format with the help of Attach Button. After uploading the required document, the Verify and Replace buttons will be displayed.

Note: After uploading, option to view uploaded document will be available



Document Upload & Verification

Upload and verify documents

Total Documents **5** | Uploaded **3** | Verified **0** | Accepted **0** | Rejected **0**

If a candidate does not bring a document, The Verification Authority must mark the "Missing Document" checkbox for that particular document.

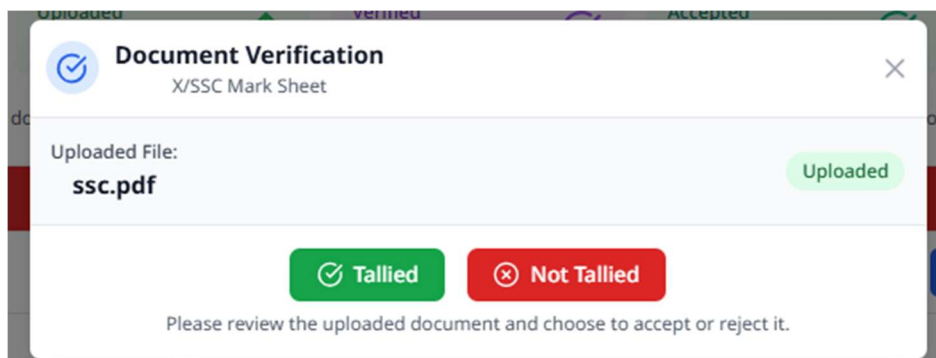
Document	Missing Document	Status	View	Remarks	Actions
X/SSC Mark Sheet *	<input type="checkbox"/>	Ready for verification	View		Verify Replace
Supplementary Marks Memo - I / Proof of Date of Birth	<input type="checkbox"/>	Not uploaded	-		Attach
Supplementary Marks Memo - II	<input type="checkbox"/>	Not uploaded	-		Attach
Medical Certificate *	<input type="checkbox"/>	Ready for verification	View		Verify Replace
Annexure X *	<input type="checkbox"/>	Uploaded	View		Replace

All mandatory documents must be uploaded and verified

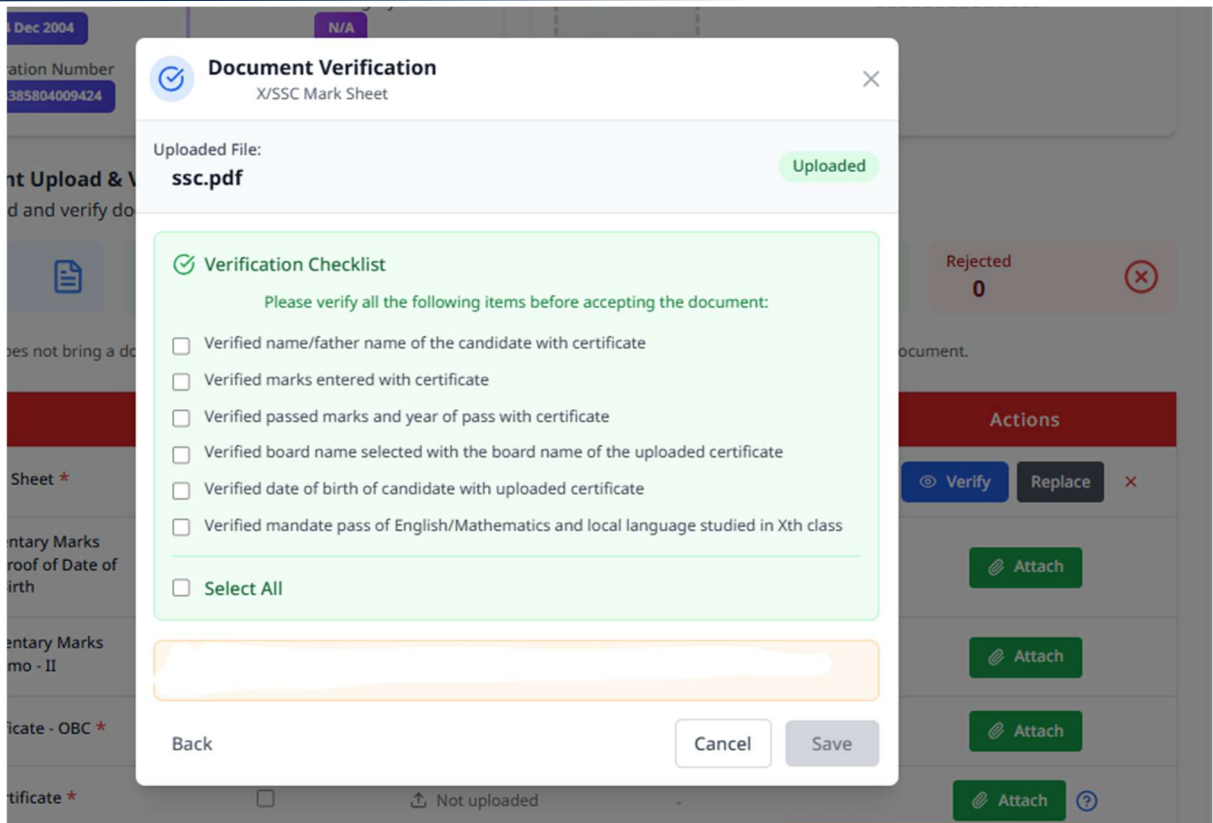
Upload Documents

Complete document verification to finish

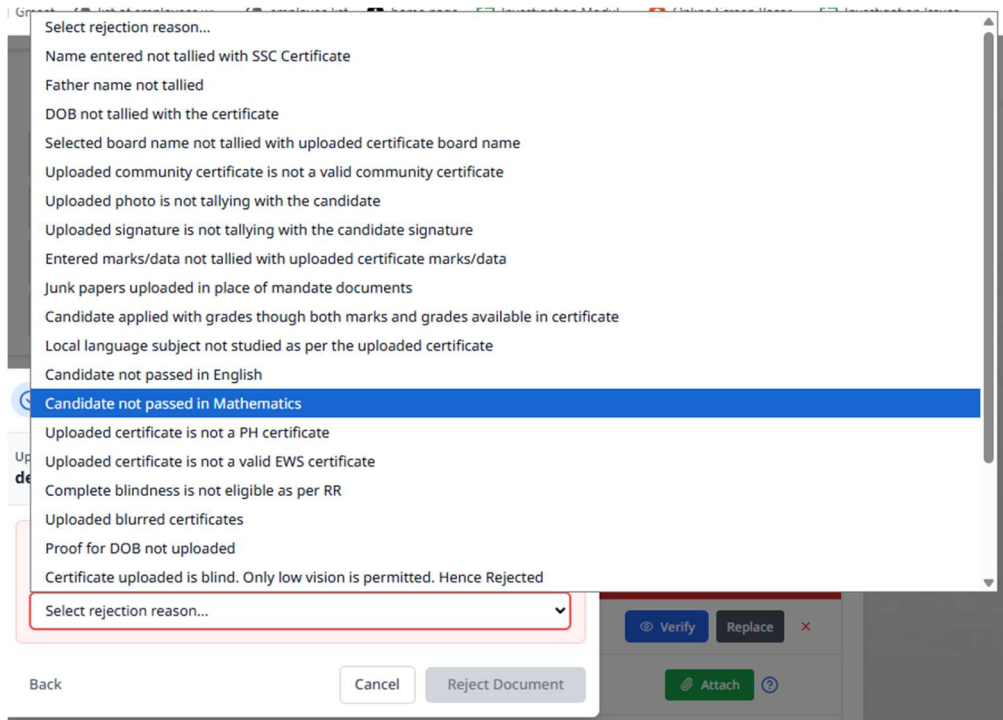
9. To replace a document, click on the Replace button. Otherwise, click on "Verify" Button to verify the document. A pop-up window will then appear to confirm whether the document details are tallied or not.



10. If the VA wants to mark the document as **Tallied**, the VA has to click on "Tallied." After clicking on "Tallied," a **Verification Checklist** will be displayed. After satisfying that the checklist conditions are met, the VA has to tick the relevant checkboxes individually or use the "Select All" option and click on the "Save" button.



11.If the document details are not tallied, click on the Not Tallied button, select the appropriate reject reason from the drop-down list, and then click on Reject Document as shown below.





12. If any document is “Not Submitted” (i.e., the candidate does not bring/produce the document during verification), the VA must select the checkbox under “Not Submitted”. If any document is marked as “Not Submitted”. After uploading and completing the verification of all other documents, the Upload Annexure 2 button will be displayed. The VA has to upload the Annexure 2 in respect of the documents not submitted/not produced by the candidate.

Document Upload & Verification

Upload and verify documents

Total Documents **6** Uploaded **5** Verified **5** Accepted **5** Rejected **0**

⚠ If a candidate does not bring a document, The Verification Authority must mark the “Not Submitted” checkbox for that particular document.

Document	Not Submitted	Status	View	Remarks	Actions
X/SSC Mark Sheet *	<input type="checkbox"/>	Verified ✓	View	Tallied	No action required
Supplementary Marks Memo - I / Proof of Date of Birth	<input checked="" type="checkbox"/>	Marked as Missing	-		Marked as Missing
Supplementary Marks Memo - II	<input type="checkbox"/>	Not uploaded	-		Attach
Caste Certificate - OBC *	<input type="checkbox"/>	Verified ✓	View	Caste Certificate not in Prescribed format	No action required
Medical Certificate *	<input type="checkbox"/>	Verified ✓	View	Tallied	No action required
Annexure X *	<input type="checkbox"/>	Verified ✓	View	NA	No action required

Annexure 2 - Missing Documents Declaration

Since some documents are marked as missing, Please upload Annexure 2 Declaration form.

[Upload Annexure 2](#)

All non-missing documents must be verified and Annexure 2 uploaded [Upload Documents](#)

✓ All Documents Verified

13. If **Caste Certificate Not in Prescribed Format**, then The Verifying Authority (VA) after uploading the caste certificate and marking as tallied, can upload Annexure-III after and then click on the Save button.



Document Verification

Caste Certificate - ST

Uploaded File: **dec-25 payslip.pdf** Uploaded

Verification Checklist

Please verify all the following items before accepting the document:

- Verified category with Caste Certificate and tallying
- Verified certificate and found it is within the valid period
- Verified and found certificate is Genuine
- Verified and found certificate was issued by the valid authority

Select All

Caste Certificate not in Prescribed format

Annexure 3 Uploaded

Annexure 3 uploaded successfully

Back Cancel Save

14. After uploading and verification of all the mandatory documents and uploading annexure 2 in respect of not submitted documents if any, the **Upload Documents** button becomes enabled.

Document Upload & Verification

Upload and verify documents

Total Documents **6** | Uploaded **3** | Verified **2** | Accepted **2** | Rejected **0**

ⓘ If a candidate does not bring a document, The Verification Authority must mark the "Missing Document" checkbox for that particular document.

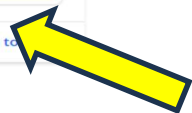
Document	Missing Document	Status	View	Remarks	Actions
X/SSC Mark Sheet *	<input type="checkbox"/>	Verified ✓	View	Tallied	Verified Replace ✕
Supplementary Marks Memo - I / Proof of Date of Birth	<input type="checkbox"/>	Not uploaded	-		Attach
Supplementary Marks Memo - II	<input type="checkbox"/>	Not uploaded	-		Attach
Caste Certificate - OBC *	<input type="checkbox"/>	Verified ✓	View	Tallied	Verified Replace ✕
Medical Certificate *	<input checked="" type="checkbox"/>	Marked as Missing	-		Marked as Missing
Annexure X *	<input type="checkbox"/>	Uploaded ✓	View		Replace ✕

Annexure 2 uploaded successfully

Annexure 2 - Missing Documents Declaration

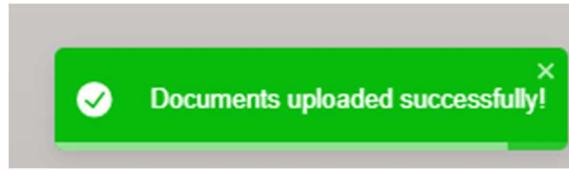
Ready to Upload Documents Upload Documents

Complete document verification to





15. Upon clicking it, the documents will be uploaded successfully.



16. Once clicked on “Upload Documents” depending the verification status of each document, a button will be displayed showing the Final Verification Status.

The final verification status will be automatically determined based on the verification status of the uploaded documents.

- If all the documents marked as “Tallied” the final verification status will be displayed as “Accept” on the button.

Document Upload & Verification
Upload and verify documents

Total Documents: 6 | Uploaded: 4 | Verified: 3 | Accepted: 3 | Rejected: 0

If a candidate does not bring a document, The Verification Authority must mark the "Missing Document" checkbox for that particular document.

Document	Missing Document	Status	View	Remarks	Actions
X/SSC Mark Sheet *	<input type="checkbox"/>	Verified ✓	View	Tallied	Verified
Supplementary Marks Memo - I / Proof of Date of Birth	<input type="checkbox"/>	Not uploaded	-		Attach
Supplementary Marks Memo - II	<input type="checkbox"/>	Not uploaded	-		Attach
Caste Certificate - OBC *	<input type="checkbox"/>	Verified ✓	View	Tallied	Verified
Medical Certificate *	<input type="checkbox"/>	Verified ✓	View	Tallied	Verified
Annexure X *	<input type="checkbox"/>	Uploaded ✓	View		

Documents uploaded successfully! Choose your action.

Final Verification Status: **Accept**

- If any of the document is marked as “Not tallied” the final verification status will be displayed as “Reject” on the button.

Medical Certificate * | | Rejected | View | Locomotive disabilities other than OA, OL, cerebral palsy, leprosy cured, dwarfism and acid attack victims are not allowed. Hence Rejected | Verified

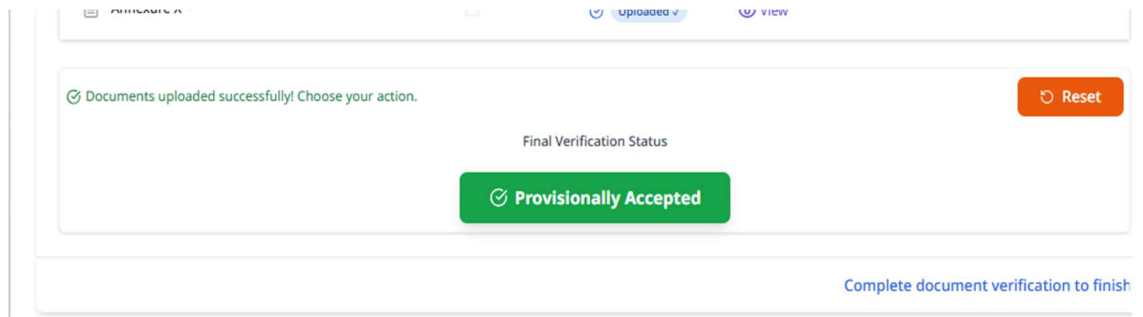
Annexure X * | | Uploaded ✓ | View

Documents uploaded successfully! Choose your action. **Reset**

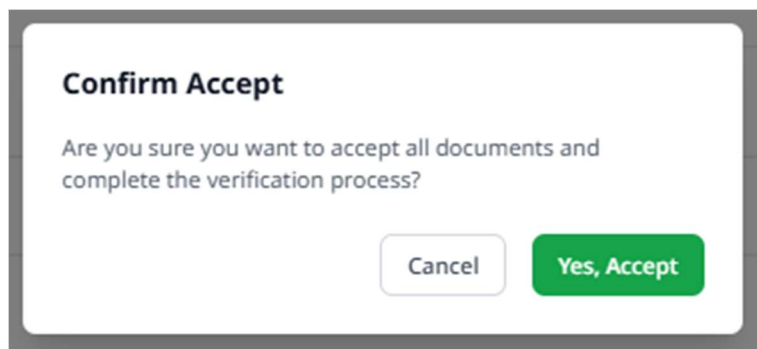
Final Verification Status: **Reject**



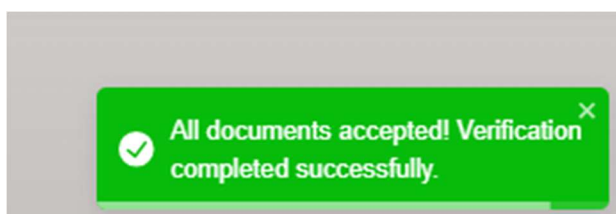
- If in respect of caste certificate, Annexure 3 is uploaded, the final verification status will be displayed as “Provisionally Accepted” on the button.



17. The VA has to click the Final Verification Status button. Upon clicking it, a confirmation prompt will be displayed to the Verifying Authority (VA) to either Accept/Reject or Cancel the action.



18. Once the confirmation is provided, the verification process in respect of the candidate will be completed.



Note: The PE OFFER will be sent to the candidate’s registered mobile number and email, if the candidature is accepted/provisionally accepted.



19. The system will then redirect to the Document Verification Dashboard, where the list of shortlisted candidates is displayed and the final verification status will be displayed against the Candidate details.

Post Details ↑↓	Candidate Details ↑↓	List No ↑↓	DV Status & Actions	Last Date for DV ↑↓	Candidate Status ↑↓
CHINTALCHANDA B.O BPM Post ID: 30144542 Selected Against: UR	Madderla Krishnam Raju Candidate Category: OBC G1146227653047200	1	Provisionally Accepted DV Letter Reverted	15/03/2026	Provisionally Accepted Initiate Training
CHINTALPALLI B.O BPM Post ID: 30705073 Selected Against: OBC	AABOTHULA MUKESH Candidate Category: OBC G1144385804009424	1	Accepted DV Letter Reverted	15/03/2026	DV Accepted Initiate Training
RAKH LACHHIPURA BO ABPM Post ID: 30497772 Selected Against: UR	V Santosh Kumar Candidate Category: UR G1144197541277616	1	Rejected Revert	28/02/2026	DV Rejected

20. VA can download DV Letter by using DV Letter Button under DV Status & Actions. The Document Verification letter will be downloaded as follows



**Government of India
Ministry of Communications
Department of Posts**

GDS ONLINE ENGAGEMENT SCHEDULE - 1, January-2026

Document Verification letter

Dear

Madderla Krishnam Raju

With reference to your Registration number G1146227653047200 applied for the Adilabad Division, you have been called for the Document Verification to the Undersigned to submit the following documents for verification/upload.

Sl. No.	Document	Document Verification Result	Remarks / Observations
1	X/SSC Mark Sheet	Tallied	Tallied
2	Caste Certificate - OBC	Tallied with Observations	Caste Certificate not in Prescribed format
3	Medical Certificate	Tallied	Tallied
4	Annexure X	-	-
5	Annexure III	-	-

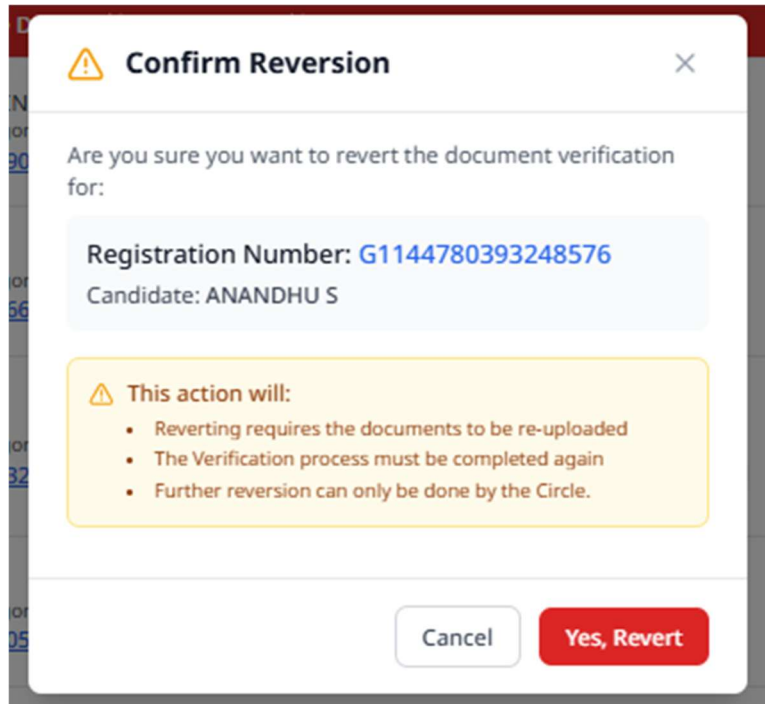
Basing on the Document verification, the candidature is "Provisionally Accepted".

Signature of the Verifying Authority

Date: 08-03-2026



21. The Verifying Authority (VA) can revert the Document Verification by clicking on the Revert button before the last date of DV and up to 2 days after the last date of DV. A confirmation pop-up will be displayed as shown below.



22.VA can revert by clicking on “Yes , Revert” button.

Note: The revert option will be available only in respect of “Rejected candidates” and it can be availed only once. Once reverted the option will be disabled. And in respect of “Accepted Candidate”, the VA can reject the candidature by clicking on “Reject Candidate” button and selecting the reason “Candidate is erroneously accepted by VA”

23. Once the document verification is completed, VA can proceed for generating Training Order. Under the candidate status, VA has to click on the Initiate Training button. A pop-up window will open displaying the candidate details. The Verifying Authority (VA) must enter the Training From Date, Training To Date, Place of Training, and relevant training order/case mark details along with the date.



Training Initiation

Candidate Details

Name: **Santosh Kumar** Post: **Janglote BO-BPM**
Registration Number: **RE31571826795623661** Office: **Janglote BO**

From Date * **To Date ***

Place of Training & Details *

Training Order Case Mark / Memo No with Date *

24. After clicking on Submit Training Request, the Download Training Order button will be enabled, allowing the training order to be downloaded.



Government of India
Ministry of Communications
 Department of Posts

Order of Pre Engagement Training

Memo No. training

Name: Santosh Kumar
 Father's Name: Father
 Date of Birth: 01/01/1990
 Category (belongs to): ST
 Category (selected against): ST
 Designation: Janglote BO-BPM
 Name of SO/BO: Mini Sectt Kathua SO
 Name of Account Office: Kathua HO
 TRCA Slab: 12000

The candidate is hereby directed to undergo training as per the details mentioned below

Period of Training	Place of Training
23/02/2026 to 04/03/2026	hyderabad

This candidate should identify, understand that provisional engagement to the said post is subject to the successful completion of training. Incidental charges to this training will be paid, as per provisions contained in Directorate letter....

Signature of the Engaging Authority

Generated: 23-Feb-2026 18:06:55

Page 1

A Copy of this memo issued to:

1. Santosh Kumar, 144, mahavishnu nagar (candidate)
2. The _____ SO and the _____ HO, for information and necessary action.
3. The _____ Sub Division, for information and necessary action.
4. Office Copy

25. The status in the Dashboard will be updated to Training Initiated.

Post Details ↑	Candidate Details ↑	List No ↑	DV Status & Actions	Last Date for DV ↑	Candidate Status ↑
VADAKKEDATHUKAVU JN BO BPM Post ID: 30400042 Selected Against: UR	ANANDHU S Candidate Category: OBC G1144780393248576	1	Accepted ↓ DV Letter ↶ Revert	24/03/2026	Training Initiated Reject Candidate Issue of Provisional Order



26. Then, the Verifying Authority (VA) must click on the Issue of Provisional Order button. Upon clicking, a pop-up window will open displaying the candidate details.

Issue of Provisional Order [X]

Candidate Details

Name: **ANANDHU S** Post: **Vadakkedathukavu Jn BO-BPM**
Registration Number: **G1144780393248576** Office: **Vadakkedathukavu Jn BO**

🔒 **Training Completion Status ***

Yes - Training Completed No - Training Not Completed

📄 **Provisional Order Case Mark with Date ***

Case Mark *

Cancel Issue Provisional Order

27. After selecting Training Completed (ensuring the current date is after the Training End Date) and entering the Provisional Order Case Mark with Date, click on the Issue Provisional Order button to proceed.

Issue of Provisional Order [X]

Candidate Details

Name: **ANANDHU S** Post: **Vadakkedathukavu Jn BO-BPM**
Registration Number: **G1144780393248576** Office: **Vadakkedathukavu Jn BO**

🔒 **Training Completion Status ***

Yes - Training Completed No - Training Not Completed

📄 **Provisional Order Case Mark with Date ***

provisional order case mark 24022026

Close Download Provisional Order

Provisional order issued successfully [X]

Resource retrieved successfully [X]



28. Once the provisional order is successfully issued, the Download Provisional Order button will be enabled to download the order. The system will then redirect to the Dashboard, where the status has been updated to Provisional Order Generated, and the Initiate Joining button will be enabled.

Post Details ↑↓	Candidate Details ↑↓	List No ↑↓	DV Status & Actions	Last Date for DV ↑↓	Candidate Status ↑↓
VADAKKEDATHUKAVU JN BO BPM Post ID: 30400042 Selected Against: UR	ANANDHU S Candidate Category: OBC G1144780393248576	1	Accepted DV Letter Revert	24/03/2026	Provisional Order Generated Reject Candidate Initiate Joining

29. For updating the Joining Details, click on Initiate Joining after that the Date of Joining must be entered and saved.

Initiate Joining

Name: ANANDHU S

Registration No: G1144780393248576

Provisional Order Date: 24/02/2026

Date of Joining

dd-mm-yyyy

Cancel Save

30. After saving the Date of Joining, the candidate details will be pushed to PIS Module. And the candidate status will be changed to “Joining Initiated”

Post Details ↑↓	Candidate Details ↑↓	List No ↑↓	DV Status & Actions	Last Date for DV ↑↓	Candidate Status ↑↓
VADAKKEDATHUKAVU JN BO BPM Post ID: 30400042 Selected Against: UR	ANANDHU S Candidate Category: OBC G1144780393248576	1	Accepted DV Letter Revert	24/03/2026	Joining Initiated Reject Candidate

Note: The Employee ID has to be created in PIS Module with details pushed from GDS Online Engagement Module. Once the Employee ID created and approved in PIS module, the Candidate status will be automatically changed to “Joining Completed”



31. After creation/approval of employee ID in PIS Module, the status will be automatically updated to “Joining Completed”. Then issue Regular order button will be enabled.

Post Details ↑↓	Candidate Details ↑↓	List No ↑↓	DV Status & Actions	Last Date for DV ↑↓	Candidate Status ↑↓
VADAKKEDATHUKAVU JN BO BPM Post ID: 30400042 Selected Against: UR	ANANDHU S Candidate Category: OBC G1144780393248576	1	Accepted ↓ DV Letter ↶ Revert	24/03/2026	Joining Completed Reject Candidate Issue of Regular Order

32. Enter Regular order case mark and click on issue regular order, then Regular order will be issued successfully.

Issue of Regular Order

Name: ANANDHU S Post: BPM
Registration Number: G1144780393248576 Office: Vadakkedathukavu Jn BO

Regular Order Case Mark *

Cancel Issue Regular Order

33. After issuing regular order, the status in the dashboard will be changed to Regular Order Issued.

Post Details ↑↓	Candidate Details ↑↓	List No ↑↓	DV Status & Actions	Last Date for DV ↑↓	Candidate Status ↑↓
THENGUMCAVU BO ABPM Post ID: 30477447 Selected Against: UR	KEERTHANA Candidate Category: OBC G1150082023622848	1	Accepted ↓ DV Letter ↶ Revert	24/03/2026	Regular Order Issued Reject Candidate

34. At any point of time the Division/EA can Reject the Candidate by clicking on Reject Candidate button under Candidate Status in the dashboard. After clicking on Reject Candidate, the VA has to select the reason for rejection.



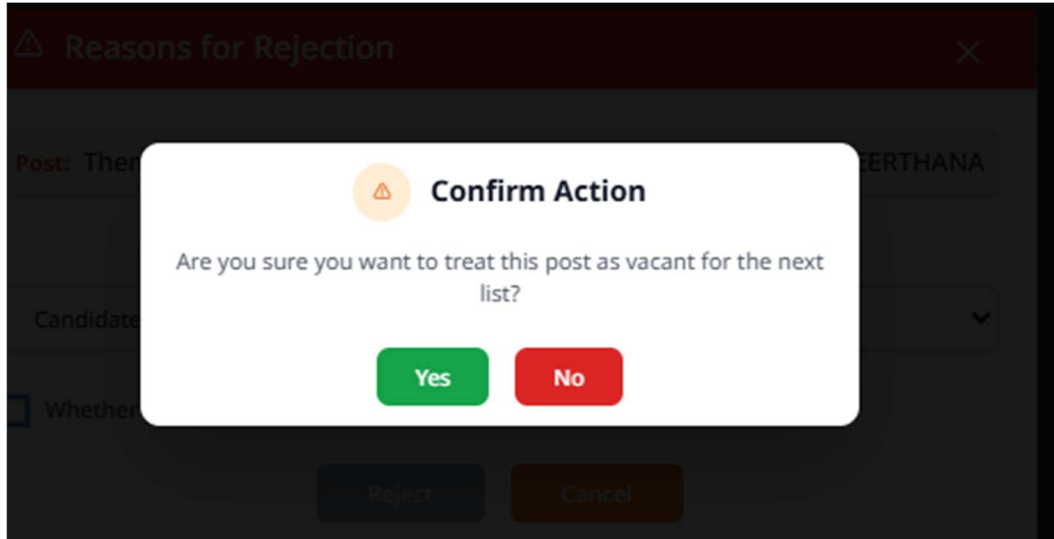
The screenshot shows a dialog box titled "Reasons for Rejection" with a red header and a close button (X). Below the header, there are two fields: "Post: Vadakkedathukavu Jn BO-BPM" and "Name: ANANDHU S". The main content area is titled "Select Reasons for Rejection" and contains a dropdown menu. The dropdown is currently open, showing a list of rejection reasons. The first option, "Candidate Expired", is highlighted in blue. Other options include "Candidate failed to join within 30 days from reporting to EA", "Candidate has produced the Temporary Disability Certificate", "Candidate not produced caste certificate in prescribed format within 15 days from PE-Offer", "Candidate Resigned/Not Willing to Join", "Candidature is accepted erroneously by the VA", "Certificate uploaded not tallied with the originals", "data entered in application form mismatches with uploaded certificates", "Incorrect Photo/Signature uploaded", and "Original certificates found to be ingenuine on verification".

35. After selecting the reason, If the Division/EA has to tick the checkbox “Confirm, whether you want to treat this post as vacant for next list” and then the Reject button should be clicked.

The screenshot shows a dialog box titled "Reasons for Rejection" with a red header and a close button (X). Below the header, there are two fields: "Post: Thengumcavu BO-ABPM" and "Name: KEERTHANA". The main content area is titled "Select Reasons for Rejection" and contains a dropdown menu. The dropdown is currently closed, showing "Candidate Expired". Below the dropdown, there is a checkbox labeled "Whether you want to treat this vacant post for next list?". At the bottom of the dialog, there are two buttons: "Reject" (grey) and "Cancel" (orange).



36. Then a pop-up confirmation will be asked to VA to confirm. when clicked on Yes, the candidate will be Rejected successfully.



Note: Once the status of the candidate is updated as “Rejected”, the Post of the “Rejected Candidate” will be treated as Vacant and in the subsequent list, new candidate will be allotted for that post.

37. The status in the dashboard will be changed to Candidate Rejected

Post Details ↑↓	Candidate Details ↑↓	List No ↑↓	DV Status & Actions	Last Date for DV ↑↓	Candidate Status ↑↓
VADAKKEDATHUKAVU JN BO BPM Post ID: 30400042 Selected Against: UR	ANANDHU S Candidate Category: OBC G1144780393248576	1	Candidate Rejected	24/03/2026	Candidate Rejected

38. The Division Office/EA can view the Application Form, uploaded Certificates, and Download Orders by clicking on the hyperlink provided on the Registration number in the dashboard.



Candidate Information

Please take printouts of documents. The panel data will be available only for 1 year, after which data will not be available

S.no	Name	Post	Status	Application Form	Certificates	Orders
1	ANANDHU S	Vadakkedathukavu Jn BO-BPM	Joining Completed	Application Form	Certificates	Download Orders

SSC Certificate Verification Status: Certificate verified through API Setup
[View/Download SSC Verification Document](#)

Close

39. To download orders like Training Order, Provisional engagement order, Regular engagement order they can click on download orders.

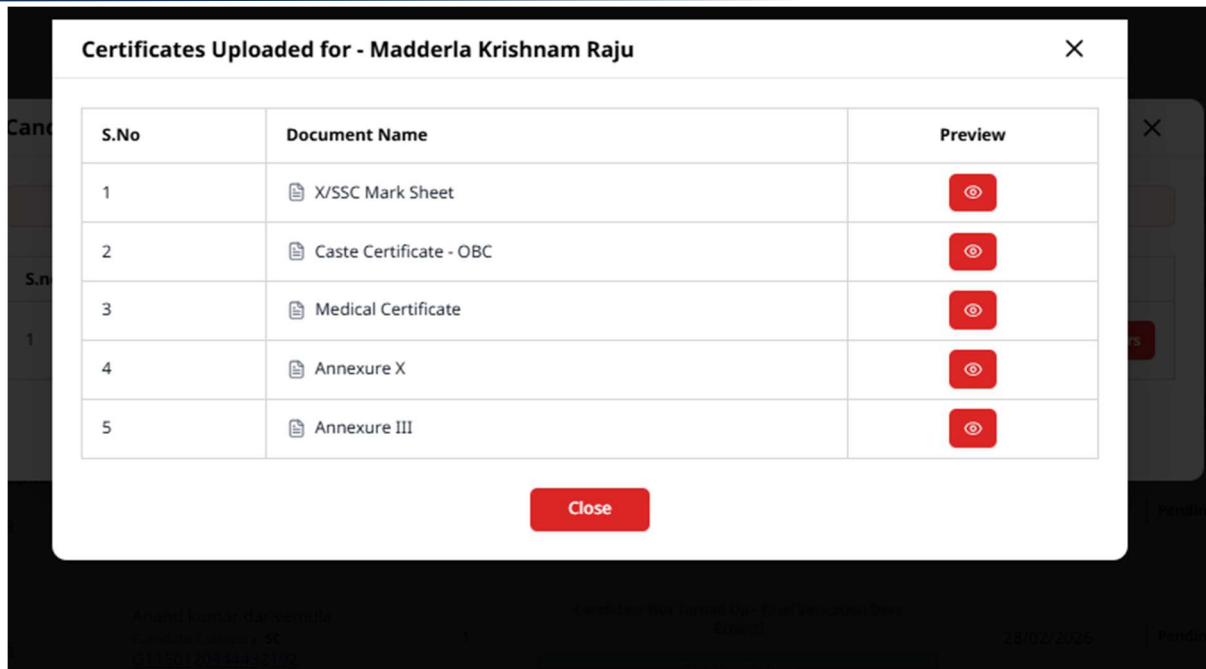
Download Orders

Name: **ANANDHU S** Registration: **G1144780393248576**

- Training Order** [Download](#)
- Provisional Engagement Order** [Download](#)
- Regular Engagement Order** [Download](#)

Close

40. To View the uploaded Certificates of the candidate, Click on Certificates and click on Preview against the required certificate to viewed.



For any technical issue, the Divisions can raise the ticket in Support Desk in APT. Under Support Desk, use Raise Ticket, and select category “APT (2.0 Rolled Out Offices)” and in Module Select “Recruitment” and in Sub Module Select “GDS Online” and give proper description along with relevant screenshot.

For any procedural clarifications, please refer to SOP issued by directorate.