

**GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
O/o CHIEF POSTMASTER GENERAL
CHHATTISGARH CIRCLE, RAIPUR
2ND FLOOR RAIPUR GPO BUILDING**

NOTIFICATION

F.No. STA 11-33/PA-SA/CE/2024

Raipur, Dated 12.06.2024

Subject: Competitive Examination (CE) for recruitment to the cadre of Postal Assistant (Circle Office), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) for the vacancy year 2024 (01.01.2024 to 31.12.2024).

Applications are invited from in the format enclosed (**Annexure-I**) from willing and eligible candidates who fulfill the eligibility criteria as given in subsequent paras, for appearing in Competitive Examination (CE) for recruitment to the cadre of Postal Assistant (Circle Office), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from Gramin Dak Sevaks (GDSs) for the unfilled Limited Departmental Competitive Examination (LDCE) vacancies of Postal Assistant and Sorting Assistant for the vacancy year 2024 (01.01.2024 to 31.12.2024). The schedule of activities for the examination are as under:

| S.N. | Activity | Schedule |
|------|---|------------------------|
| 1. | Date of notification | 12.06.2024 (Wednesday) |
| 2. | Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates. | 03.07.2024 (Wednesday) |
| 3. | Receipt of duly filled in Application forms at the Circle office to be sent by Divisional Office/Controlling Unit duly verified | 08.07.2024 (Monday) |
| 4. | Issue of Admit Card by CO/DO to eligible candidates | 15.07.2024 (Monday) |
| 5. | Date of Examination (date & time) | 21.07.2024 (Sunday)* |

*Exam will commence exactly at 10:00 AM in all the Circles.

2. **Vacancies:** The vacancies will be filled up through GDS, only if there are unfilled vacancies of promotion quota of eligible officials through Limited Departmental Competitive Examination (LDCE) to the post of PA/SA.

3. **Eligibility Criteria:** - As per the Department of Posts (Postal Assistant & Sorting Assistant) Recruitment Rules 2022, notified vide GSR 459 (E) dated 17.06.2022 as amended vide Department of Posts (Postal Assistant and Sorting Assistant) Recruitment (Amendment) Rules 2023, notified vide GSR 21 (E) dated 13.01.2023, following conditions are to be fulfilled:

- (i) **Educational Qualification:** (a) 10+2 standard or 12th class pass from a recognized Board, and (b) Knowledge of working on Computer.



- (ii) **Age:** Should be within forty (40) years of age (relaxable for different categories as notified by the Government of India from time to time)
- (iii) **Service Eligibility:**
- Gramin Dak Sevaks those who have joined on or before 17.06.2022 – Five (05) years of regular engagement.
 - Gramin Dak Sevaks those who have joined after 17.06.2022 – Eight (08) years of regular engagement.

Note : - The crucial date of eligibility of reckoning the eligibility conditions as above shall be 01.01.2024.

4. Pattern & Syllabus of Examination: The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019 under Annexure -C which shall be read with letter No. 17-08/2018-SPB-I (pt.) dated 10.06.2019 and 17-08/2018-SPB-I dated 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019, letter No. 17-08/2018-SPN-I dated 09.09.2021, letter No. 17-08/2018-SPN-I(pt.) dated 21.11.2022, letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 29.05.2024 enclosed as **Annexure-II**.

Note: (i) The component of local language test (Paper-II) has been removed vide letter No. 17-08/2018-SPN-I dated 29.05.2024.

Note: (ii) The Data Entry Skill Test (DEST) will be conducted subsequently as per the Instructions on the subject mentioned in Directorate's letter no. 17-08/2018-SPN-I dated 19.12.2022.

5. Preference/Option: Applicants are required to indicate the order of preference for cadre and then give order of preference for Division/Unit in **Annexure III** as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023. Allotment of Cadre/Divisions/units will be made as per merit cum preference basis subject to availability of vacancy.

6. Centres of Examination: The examination will be conducted at Raipur only. The candidates will have to appear from Raipur only and under no circumstances, they be permitted to appear from other Circle Centres.

7. The Guidelines issued vide letter F.No.29-6/2019-DD-III dated 10.08.2022(as modified time to time) by Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled persons and the guidelines for PwBDs circulated vide SC-12/9/2022-SCT-DOP dated 09.01.2024 shall be followed in letter and spirit.

8. The Standard Operating procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022 and letter dated 21.09.2023 to be followed in the conduct of the examination at every stage.

9. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern & syllabus of the examination partially or completely at every stage.

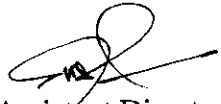
10. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.

11. This notification may be given wide publicity amongst all eligible candidates working in

Divisions/Units.

12. This notification is also available on the Departmental website i.e. www.indiapost.gov.in and www.cgpost.gov.in.

13. This issues with the approval of the Competent Authority.


Assistant Director (Staff)
O/o Chhattisgarh Circle, Raipur

Enclosures: - Annexure- I, II & III

Copy for information and necessary action to :

1. Director DE Department of Post Dak Bhawan, Sansad Marg New Delhi-110001 w.r.t Dte Memo No. A-34012/02/2024-DE dated 07.06.2024.
2. Sr./Supdt. of POs –Bastar/Bilaspur/Durg/Raigarh/Raipur/Surguja.
3. Supdt. RMS 'RP' Dn. Raipur.
4. Sr. Postmaster Raipur GPO
5. The Officer I/C P&T Admn. Cell, APS Wing, Brigade of the Guards Regimental Centre PIN-900746, C/O 56 APO.
6. Supervisor CPC Raipur.
7. PA to DPS (HQ) CO Raipur
8. PA to AD(S) CO Raipur.
9. Notice Board CO Raipur.

Annexure - I

Application form for Competitive Examination for recruitment to the cadre of Postal Assistants and Sorting Assistants from Gramin Dak Sevaks (GDSs) for the unfilled LDCE vacancies of Postal Assistant and Sorting Asssitant for the vacancy year 2024 (01.01.2024 to 31.12.2024)

Affix recent
passport sized
photograph duly
attested by
Divisional
Head/Unit Head

Note: All particulars shall be filled up in BLOCK letters

| Sl. No. | Particulars | Detail(s) |
|---------|--|-------------|
| 1 | NAME OF THE CANDIDATE (IN CAPITALS) | |
| 2 | GENDER (MALE / FEMALE / TRANSGENDER) | |
| 3 | CATEGORY (BPM/ABPM/DAK-SEVAK) | |
| 4 | DATE OF BIRTH (attach self-attested matriculation certificate / marks sheet) | |
| 5 | COMMUNITY (UR/SC/ST/OBC/EWS) | |
| 6 | WHETHER BELONGS TO PERSON WITH BENCHMARK DISABILITY, IF SO, DETAILS THEREOF ALONG WITH SUPPORTING DOCUMENTS. | |
| 7 | EDUCATIONAL QUALIFICATION (Attach self-attested copies of Marks sheet) | |
| 8 | OFFICE WHERE PRESENTLY ATTACHED | |
| 9 | DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT | |
| 10 | LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01. 2024 (YY/MM/DD) | ___/___/___ |
| 11 | AGE AS ON 01.01.2024 (YY/MM/DD) | ___/___/___ |
| 12 | WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF. | |

DECLARATION:

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/incorrect information found at any stage, my candidature/appointment will be summarily rejected/terminated and appropriate action would be taken against me.

| | |
|-------|--|
| DATE | |
| PLACE | |

| |
|------------------------|
| |
| Signature of Candidate |

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED/NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefor.

| | |
|-------|--|
| DATE | |
| PLACE | |

| |
|--|
| |
| Signature of Divisional /Unit Head with designation stamp |

Annexure-III

Preference Form for Cadre/Division/Unit

A. Order of preference for Cadre

| Sl. No | Cadre associated with Division/unit | Order of Preference (1/2/3) |
|--------|--|-----------------------------|
| 1 | Postal Assistant (Circle Office) | |
| 2 | Postal Assistant (Post Office) | |
| 3 | Sorting Assistant (Railway Mail Service) | |

Note: A candidate shall be considered against a cadre, if a cadre has been opted by him/her, subject to fulfilling the eligibility conditions. An Applicant will be considered for Postal Assistant (Post Office) cadre only if option is given for Postal Assistant (Post Office) cadre, otherwise his candidature will not be considered while preparing merit list for Postal Assistant (Post Office).

B. Order of preference of Divisions/Units

| Sl. No. | Name of Division/Unit | Order of Preference (1/2/3/4/5/6/7/8) |
|---------|-----------------------|---------------------------------------|
| 1 | PAPO Bastar | |
| 2 | PAPO Bilaspur | |
| 3 | PAPO Durg | |
| 4 | PAPO Raigarh | |
| 5 | PAPO Raipur | |
| 6 | PAPO Surguja | |
| 7 | SA RMS RP | |
| 8 | PACO | |

Note: A candidate shall not be considered for a Division/Unit for which preference has not been submitted by him/her.

| | |
|-------|--|
| DATE | |
| PLACE | |

| |
|------------------------|
| |
| Signature of candidate |

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 16th May, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

I am directed to refer to letter No. 60-10/2011-SPB-I dated 10.03.2011 and letter No. 45-14/2012-SPB-I dated 17.01.2014 on the pattern and syllabus of examination(s) conducted for filling up of the vacancies of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant. The Competent Authority has approved to revise the pattern and syllabus of the examinations as under:-

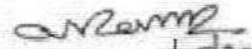
- a) Annexure A: Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
 - b) Annexure B: Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
 - c) Annexure C: Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant,
 - d) Annexure D: Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.
2. All the examinations will be held without the aid of books.
 3. The syllabus of examination includes a component to test the knowledge of local language of a candidate. The list of local languages, Postal Circle-wise, is at Annexure E.


17/05/2019

4. Revised pattern, syllabus and local language mentioned herein shall come into force from the date of issue of this communication and will be applicable to all examinations thereafter.

5. It is requested that the revised syllabus and pattern may be brought to the notice of all concerned.

Yours faithfully,


10/05/2019

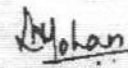
(Muthuraman C)

Assistant Director General (SPN)

Encl: As above

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
13. Guard File
14. Spare copies.


(Leena George)
Section Officer (SPN-I)

III. Syllabus:

| PAPER-I (60 Minutes) | | |
|---|---|--------------|
| Part-A Maximum marks – 60 [30 questions of 2 marks each] | Post Office Guide Part I a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services : Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website) | 23 questions |
| | Postal Manual Volume V a) Definitions | 7 questions |
| Part-B Maximum marks – 40 [20 questions of 2 marks each] | General Awareness/Knowledge Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study | 10 questions |
| | Basic Arithmetic Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method | 10 questions |

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PAPER-II (60 Minutes)

| | | |
|---------------------------|--|-----------------------------|
| Maximum marks - 50 | Translation of words from English to local language (Multiple choice question) | 15 questions of 1 mark each |
| | Translation of words from local language to English (Multiple choice question) | 15 questions of 1 mark each |
| | Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options) | 10 marks |
| | Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options) | 10 marks |

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**Pattern and Syllabus for Appointment as Postman and Mail Guard through
Competitive Examination limited to MTS and GDS**

I. Pattern of Examination:

| Sl No | Description | Paper-I | Paper-II | Paper-III |
|-------|--|---|--|-------------|
| 1 | Competitive or Qualifying | Competitive | Qualifying | Qualifying |
| 2 | Type of Question | Multiple Choice Questions | Multiple Choice Questions and Subjective | On Computer |
| 3 | Number of Questions | As per syllabus | As per syllabus | |
| 4 | Maximum Marks | 150 in 2 Parts | 50 | 25 |
| 5 | Duration | 90 Minutes | 60 minutes | 15 minutes |
| 6 | Language of Question Paper | Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language) | | |
| 7 | Language of Answer Paper | Not Applicable as Multiple Choice Questions | As per question paper | |
| 8 | Minimum Qualifying Mark (Subject to reservation policy of Government.) | (a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper | | |

II. Criteria for Selection:-

- a) Examination for Paper-I and Paper-II will be conducted in continuity in one sitting. Thereafter Paper-III, i.e. Data Entry Skill Test (DEST), will be conducted separately on the same day.
- b) Only such candidates who qualify in each Paper, viz. Paper-I, Paper-II and Paper-III, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II and Paper-III are only qualifying, marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide merit.
- c) After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.

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- d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

III. Syllabus:

| Paper-I (90 Minutes) | | |
|--|--|--------------|
| Part A Maximum marks – 100 [50 questions of 2 marks each] | Post Office Guide Part I a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Delivery of mails i) Refusal of article j) Payment of eMoney Order k) Redirection l) Instruction regarding address change m) Articles addressed to deceased person n) Liability to detention to certain mails o) Facilities provided by Postmen in rural areas p) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post Website) Official Postal Articles q) Prohibited articles | 30 questions |
| | Postal Manual Volume V a) Definitions: Head, Sub and Branch Office, Mail Bag, Face and Facing, Beat, Camp Correspondence, Late letters and too late letters, Mis-sent and Mis-directed articles | 10 questions |
| | Postal Manual Volume VI – Part III a) Head Postman b) Knowledge of Postal Business c) Supply of forms to be carried out d) Sale of stamps e) Postman's Book f) Address to be noted on Postal Articles g) Damaged articles to be noticed h) Receipts for articles issued for delivery | 5 questions |

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|--|---|--------------|
| | <ul style="list-style-type: none"> i) Book of receipts for intimations and notices delivery j) Instruction for delivery k) Realization of postage before delivery l) Receipts of addresses for registered m) Delivery to illiterate addressees, Pardanashin women n) Delivery of insured articles addressed to minors o) Payment of e-Money Orders p) e-Money Orders addressed to minors q) Payment of e-MO and delivery of registered letters to lunatics r) Duties of Village Postman | |
| | <p>Postal Manual Vol. VII</p> <ul style="list-style-type: none"> a) Stamps and Seals b) Portfolio and its contents c) Stationery d) Preparation of daily report e) Mail Abstract f) Exchange of Mails g) Cage TB h) Disposal of Mails addressed to a section or a mail office i) Closing of transit bags j) Duties and responsibilities of Mail Guard/Agent k) Final duties before quitting Van or office l) 'A' order and 'B' order | 5 questions |
| <p>Part-B</p> <p>Maximum marks – 50</p> <p>[25 questions of 2 marks each]</p> | <p>General Awareness/Knowledge</p> <p>Topics to be covered (1 to 3 questions from each topic):</p> <ul style="list-style-type: none"> a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study | 10 questions |
| | <p>Basic Arithmetic</p> <p>Topics to be covered (1 to 2 questions from each topic):</p> <ul style="list-style-type: none"> a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss | 10 questions |

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|--|---|-------------|
| | d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method | |
| | Reasoning and Analytical Ability (Non Verbal / Pictorial) | 5 questions |

| PAPER-II (60 Minutes) | | |
|------------------------------|---|-----------------------------|
| Maximum marks - 50 | Translation of words from English to local language (Multiple choice question) | 15 questions of 1 mark each |
| | Translation of words from local language to English (Multiple choice question) | 15 questions of 1 mark each |
| | Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options) | 10 marks |
| | Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options) | 10 marks |

| PAPER-III (15 Minutes) | | |
|--|--|----------|
| Maximum marks - 25 [Data Entry Skill Test (DEST)] | Skill test of data entry for 15 minutes on computer on the same day. | 25 marks |
| | [Data entry of 1000 key depressions (+5%)] | |

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Annexure C

**Pattern and Syllabus of Competitive Examination limited to Postman / Mail
Guard / MTS / GDS for Appointment as Postal Assistant and Sorting Assistant**

I. Pattern of Examination:

| Sl No | Description | Paper-I | Paper-II | Paper-III |
|-------|--|---|--|-------------|
| 1 | Competitive or Qualifying | Competitive | Qualifying | Qualifying |
| 2 | Type of Question | Multiple Choice Questions | Multiple Choice Questions and Subjective | On Computer |
| 3 | Number of Questions | As per syllabus | As per syllabus | |
| 4 | Maximum Marks | 100 in 2 Parts | 50 | 25 |
| 5 | Duration | 120 Minutes | 45 minutes | 15 minutes |
| 6 | Language of Question Paper | Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language) | | |
| 7 | Language of Answer Paper | Not Applicable as Multiple Choice Questions | As per question paper | |
| 8 | Minimum Qualifying Mark (Subject to reservation policy of Government.) | (a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper | | |

II. Criteria for Selection:-

- a) Examination for Paper I and Paper II will be conducted in continuity. Thereafter, Paper III, i.e. Data Entry Skill Test (DEST), will be conducted separately on the same day.
- b) Only such candidates who qualify in each Paper, viz. Paper-I, Paper-II and Paper-III, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II and Paper-III are only qualifying, marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide merit.
- c) After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.

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- d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

III. Syllabus for Postal Assistant /Sorting Assistant Limited Departmental Competitive Examination:

| Paper-I (120 Minutes) | | |
|--|--|--------------|
| Part-A Maximum marks -50 [50 questions of 1 mark each] | Post Office Guide Part I (except Telegraphic Money Order) | 10 questions |
| | Post Office Guide Part II (except British and Irish Postal order) | 10 questions |
| | Basic terminologies related to IT Modernisation project of Department of Posts | 10 questions |
| | Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post Website) | 10 questions |
| | a) Postal Manual Volume VI – Part I | 5 questions |
| | b) Postal Manual Volume VI – Part III (chapter I and II) | |
| | c) Updated SB Orders issued by Directorate till 31st December of the preceding year in which exam is being conducted | |
| a) Postal Manual Volume VII | 5 questions | |
| b) Foreign Post Manual | | |
| Part-B Maximum marks - 50 [50 questions of 1 mark each] | General Awareness / Knowledge | 10 questions |
| | Topics to be covered (2 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study | |
| | Basic Arithmetic | 20 questions |
| | Topics to be covered (2 to 3 questions from | |

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| | | |
|--|---|--------------|
| | each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method | |
| | Reasoning and Analytical Ability (Non Verbal / Pictorial) | 20 questions |

| PAPER-II (45 Minutes) | | |
|------------------------------|---|-----------------------------|
| Maximum marks -50 | Translation from English to local language Multiple choice questions (10 English words closest meanings in local language to be identified) | 15 questions of 1 mark each |
| | Translation from local language to English Multiple choice questions (10 local language words closest meaning in English words to be identified) | 15 questions of 1 mark each |
| | Letter writing in local language (1 to be attempted out of 3 options) | 10 marks |
| | Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options) | 10 marks |

| PAPER-III (15 Minutes) | | |
|---|--|----------|
| Maximum marks - 25 [Data Entry Skill Test (DEST)] | Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 1200 key depressions ($\pm 5\%$)] | 25 marks |

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Pattern and Syllabus of Examination for Direct Recruitment from Open Market

I. Pattern of Examination:

| Sl No | Description | Paper-I | Paper-II | Paper-III |
|-------|--|---|-----------------------|-------------|
| 1 | Competitive or Qualifying | Competitive | Qualifying | Qualifying |
| 2 | Type of Question | Multiple Choice Questions | Subjective | On Computer |
| 3 | Number of Questions | As per syllabus | As per syllabus | |
| 4 | Maximum Marks | 100 | 60 | 40 |
| 5 | Duration | 90 Minutes | 45 minutes | 30 minutes |
| 6 | Language of Question Paper | Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language) | | |
| 7 | Language of Answer Paper | Not Applicable as Multiple Choice Questions | As per question paper | |
| 8 | Minimum Qualifying Mark (Subject to reservation policy of Government.) | (a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper | | |

II. Criteria for Selection:-

- Examination for Paper I will be conducted for all candidates.
- Candidates will be shortlisted on the basis of performance in Paper I for appearing in Paper II and Paper III. Depending upon the number of vacancies, number of candidates to be shortlisted will be between 3 to 5 times the number of vacancies.
- Only such candidates who qualify in Paper I, Paper II and Paper III separately shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I only since Paper II and Paper III are only qualifying in nature.
- The final number of selected candidates shall be equal to the number of vacancy in each category.

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- e) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of declining offer of appointment and no wait list or approved panel shall be maintained.

II. Syllabus:

| PAPER-I (90 Minutes) (Maximum Marks – 100) | |
|---|------------------------|
| A. General Awareness/Knowledge Topics to be covered (4 to 8 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study | 30 Questions |
| B. Basic Arithmetic Topics to be covered (4 to 8 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest / compound interest e) Average f) Time and work g) Time and distance h) Unitary method | 40 Questions |
| C. Reasoning and Analytical Ability (Both verbal and non-verbal types) (Non verbal/ pictorial reasoning and analytical ability testing is preferred as question paper has to be bilingual) | 30 Questions |

| PAPER-II (45 Minutes) (Maximum marks – 60) | |
|--|--|
| Translation from English to local language | Translation from English to local language |
| Translation from local language to English | Translation from local language to English |
| Letter writing in local language (1 to be attempted out of 3 options) | Letter writing in local language (1 to be attempted out of 3 options) |
| Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options) | Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options) |

| PAPER-III (20 Minutes) (Maximum marks – 40) | |
|---|----------|
| Skill test of data entry for 20 minutes on computer on the same day. [Data entry of 2000 key depressions ($\pm 5\%$)] | 40 marks |

Ayhan

Annexure E

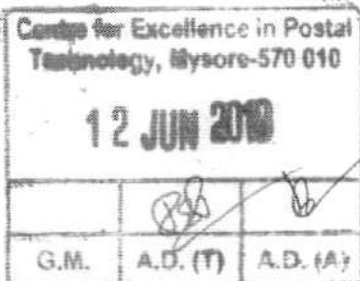
**Local Language of State/Union Territory for appointment to the posts of Multi
Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting
Assistant

| S.No. | Name of Postal Circle | Geographical area of State / UT covered under the Postal Circle | Local Language of Postal Divisions falling under State / UT |
|-------|-----------------------|---|---|
| 1 | Andhra Pradesh | Andhra Pradesh and Yanam district of Puducherry | Telugu |
| 2 | Assam | Assam (excluding Three Districts of Barak Valley and Bodoland Territorial Council Areas) | Assamese |
| | | Three Districts of Barak Valley | Bengali |
| | | Bodoland Territorial Council Areas | Bodo |
| 3 | Bihar | Bihar | Hindi |
| 4 | Chhattisgarh | Chhattisgarh | Hindi |
| 5 | Delhi | Delhi | Hindi |
| 6 | Gujarat | Gujarat | Gujarati |
| | | Dadra and Nagar Haveli | |
| | | Daman and Diu | |
| 7 | Haryana | Haryana | Hindi |
| 8 | Himachal Pradesh | Himachal Pradesh | Hindi |
| 9 | Jammu and Kashmir | Jammu and Kashmir | Urdu |
| 10 | Jharkhand | Jharkhand | Hindi |
| 11 | Karnataka | Karnataka | Kannada |
| 12 | Kerala | Kerala, Lakshadweep and Mahe district of Puducherry | Malayalam |
| 13 | Madhya Pradesh | Madhya Pradesh | Hindi |
| 14 | Maharashtra | Maharashtra | Marathi |
| | | Goa | Konkani |
| 15 | North East | Arunachal Pradesh | Hindi / English |
| | | Manipur | Manipuri |
| | | Meghalaya | Hindi / English |

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| S.No. | Name of Postal Circle | Geographical area of State / UT covered under the Postal Circle | Local Language of Postal Divisions falling under State / UT |
|-------|-----------------------|---|---|
| | | Mizoram | Mizo |
| | | Nagaland | Hindi / English |
| | | Tripura | Bengali |
| 16 | Orissa | Odisha | Odia |
| 17 | Punjab | Punjab | Punjabi |
| | | Chandigarh | Hindi / English |
| 18 | Rajasthan | Rajasthan | Hindi |
| 19 | Tamil Nadu | Tamil Nadu | Tamil |
| | | Puducherry (excluding Mahe and Yanam district) | Tamil |
| 20 | Telangana | Telangana | Telugu |
| 21 | Uttar Pradesh | Uttar Pradesh | Hindi |
| 22 | Uttarakhand | Uttarakhand | Hindi |
| 23 | West Bengal | West Bengal | Bengali |
| | | Sikkim | Nepali |
| | | Andaman and Nicobar Islands | Hindi / English |

Allohan



No. 17-08/2018-SPB-I(pt.)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 10th June, 2019

To
All Chief Postmasters General

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

Kindly refer to letter No. 17-08/2018-SPB-I of even No. dated 10.05.2019 on the above mentioned subject vide which revised syllabus and pattern of following examinations was circulated as under :-

- (i) Annexure A: Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
- (ii) Annexure B: Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
- (iii) Annexure C: Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant,
- (iv) Annexure D: Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.

2. In this regard, following corrections have been carried out:-

| Corrections carried out in | Earlier Entry | Revised Entry |
|--|---|---------------|
| Part III in Annexure-C | "Syllabus for Postal Assistant /Sorting Assistant Limited Departmental Competitive Examination" | "Syllabus:" |
| S.No. 5 for Paper-III under "Pattern of Examination" in Annexure-D | 30 minutes | 20 Minutes |

4. All other contents of the aforesaid letter dated 10.05.2019 remain the same.

Yours faithfully,

10/06/2019

(Muthuraman C)
Assistant Director General (SPN)

Copy to:-

- 1. GM, CEPT for uploading the order on the India Post website.

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated the 20th June, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD-Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

In continuation of letter of even number dated 10.05.2019, read with letter of even number dated 10.06.2019, on the above mentioned subject, the Competent Authority has approved further modifications in Annexure-B, Annexure-C and Annexure-D of the letter dated 10.05.2019 as specified below:-

- I. Point No. II of both Annexure-B and Annexure-C, relating to criteria for selection, shall be replaced with the following:-
 - (i) Examination for Paper I and Paper II will be conducted in continuity.
 - (ii) Out of the candidates who secure qualifying marks in both Paper-I and Paper-II separately, the number of candidates to be shortlisted for appearing in Paper-III shall be 3 to 5 times the number of vacancies.
 - (iii) Candidates who qualify in Paper-III shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II and Paper-III are only qualifying, marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide merit.
 - (iv) After arranging the candidates in order of merit as at (iii) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
 - (v) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

- II. In Annexure-C, Table for Paper-II under the caption 'Syllabus' shall be replaced with the following:-

| PAPER-II (45 Minutes) | | |
|-----------------------|--|-----------------------------|
| Maximum marks -50 | Translation of words from English to local language (Multiple choice question) | 15 questions of 1 mark each |
| | Translation of words from local language to English (Multiple choice question) | 15 questions of 1 mark each |
| | Letter writing in local language in 80 to 100 words (1 question to be attempted out of 3 options) | 10 marks |
| | Paragraph / short essay in local language of 80 to 100 words (1 question to be attempted out of 3 options) | 10 marks |

- III. In Annexure-D, Table for Paper-II under the caption 'Syllabus' shall be replaced with the following:-

| PAPER-II (45 Minutes) (Maximum marks - 60) | |
|--|-----------------------------|
| Translation of words from English to local language (Multiple choice question) | 15 questions of 1 mark each |
| Translation of words from local language to English (Multiple choice question) | 15 questions of 1 mark each |
| Letter writing in local language in 80 to 100 words (1 question to be attempted out of 3 options) | 15 marks |
| Paragraph / short essay in local language of 80 to 100 words (1 question to be attempted out of 3 options) | 15 marks |


3. Letter of even number dated 10.05.2019 stands modified to the extent stated above.

Yours faithfully,


(Satya Narayana Dash)
Director (SPN)

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
13. Guard File
14. Spare copies.


(Leena George)
Section Officer (SPN-I)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 26th June, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

In continuation of letter of even No. dated 10.05.2019 on the above mentioned subject, the Competent Authority has approved the following:

- (i) Relaxation of qualifying marks in respect of candidates belonging to PWD and EWS categories appearing in examination for appointment to the posts of MTS, Postman, Mail Guard, Postal Assistant, Sorting Assistant shall be as follows, subject to reservation policy of the Government:

| Category | Qualifying marks in each paper except DEST |
|----------|--|
| EWS | 37% |
| PWD | 33% |

- (ii) Fixation of qualifying marks for computer based Data Entry Skill Test, subject to reservation policy of the Government:

| Category | Qualifying marks for Data Entry Skill Test |
|--------------------------------------|--|
| Gen | 75% |
| OBC/EWS | 70% |
| SC/ST | 65% |
| PWD (if not exempted for skill test) | 65% |

Yours faithfully,

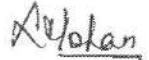

26/06/2019

(Muthuraman C)

Assistant Director General (SPN)

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
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(Leena George)
Section Officer (SPN-I)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 28th June, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

I am directed to refer to this office's letter of even number dated 10.05.2019, read with letters of even number dated 10.06.2019 and 20.06.2019, on the above mentioned subject and to say that Paper-II for all examinations consists of translation from English to local language and vice-versa. Local language(s) of Postal Circles were also communicated vide said letter 10.05.2019, Annexure-E *ibid*.

2. The Competent Authority has now approved modification in the syllabus of Paper-II of following examinations conducted in the States of Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle:-

- a. Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff (Annexure A of letter dated 10.05.2019),
- b. Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard(Annexure B of letter dated 10.05.2019),
- c. Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant (Annexure C of letter dated 10.05.2019).

3. Modified syllabus of Paper-II referred to in Para 2 above shall be as under:-

| | | |
|-------------------|--|------------------------------|
| Maximum Marks: 50 | Comprehension passage in English with Multiple Choice Questions | 10 questions of 2 marks each |
| | Letter writing in English (1 question to be attempted out of 3 options) | 15 marks |
| | Paragraph / short essay in local language (1 question to be attempted out of 3 options) | 15 marks |


4. Further, Syllabus of Paper-II of Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant (Annexure D of letter dated 10.05.2019) for the candidates appearing in Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle shall be as under:-

| | | |
|-------------------|--|------------------------------|
| Maximum Marks: 60 | Comprehension passage in English with Multiple Choice Questions | 10 questions of 2 marks each |
| | Letter writing in English (1 question to be attempted out of 3 options) | 20 marks |
| | Paragraph / short essay in local language (1 question to be attempted out of 3 options) | 20 marks |

5. Further, it is clarified that Hindi shall be the local language in Postal Divisions covering geographical region of Chandigarh.

6. Letter of even number dated 10.05.2019 stands modified to the extent stated above.

Yours faithfully,


28/06/2019

(Muthuraman C)

Assistant Director General (SPN)

Copy forwarded to:-

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Director General, P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Director (DE), Postal Directorate
8. All Sections of Postal Directorate
9. All recognized Federations / Unions / Associations
10. GM, CEPT for uploading the order on the India Post website.
11. Guard File
12. Spare copies.

Leena George

(Leena George)
Section Officer (SPN-I)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 11th July, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir/ Madam,

I am directed to refer to this office's letter of even number dated 10.05.2019, read with modifications thereof on the above mentioned subject and to say that the Competent Authority has approved further modifications in Part- I, Sr. No. 6 of Annexure A, Annexure B, Annexure C and Annexure D of the letter dated 10.05.2019 as specified below:-

| Existing Provision for Paper I | Revised Provision for Paper I |
|---|----------------------------------|
| Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language) | Bilingual i.e. Hindi and English |

| Existing Provision for Paper II | Revised Provision for Paper II |
|---|---|
| Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language) | English to Local Language (as defined in Annexure E of letter of even number dated 10.05.2019) and vice versa |

2. The provisions of Paper II in respect of North East Circle will be governed by this office letter of even number dated 28.06.2019.

3. Letter of even number dated 10.05.2019 stands modified to the extent stated above. This will be retrospectively effective from 10.5.2019.

Yours faithfully,


11/07/2019

(Muthuraman C)

Assistant Director General (SPN)

Copy forwarded to:-

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
3. Additional Secretary & Financial Adviser
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5. Director General, P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
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8. Director (DE), Postal Directorate
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(Leena George)
Section Officer (SPN-I)