

भारतीय डाक विभाग
DEPARTMENT OF POSTS: INDIA
मुख्य पोस्टमास्टर जनरल कार्यालय, तेलंगाना सर्किल, हैदराबाद -500001
O/o the Chief Postmaster General, Telangana Circle, Hyderabad-500 001

No. RE/PA/SA/DP/LGO &LCE Exam/2024 Dated at Hyderabad – 500 001, the 12.06.2024

NOTIFICATION

Sub: Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2024 (01.01.2024 to 31.12.2024)

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

Sl. No	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 Regional Office to be sent by Divisional Office/Controlling Unit duly verified.	08.07.2024 (Monday)
4	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	11.07.2024 (Thursday)
5	Issue of Admit card by CO/RO/DO to the eligible candidates	15.07.2024 (Monday)
6	Date of Examination (date & time)	21.07.2024 (Sunday)*

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

The Regional Heads/Divisional Heads/controlling authorities are requested to start the activity as per the notified schedule immediately. The schedule should be strictly adhered to.

2. **Vacancies:** Details of tentative vacancies for the year 2024 (01.01.2024 to 31.12.2024) are as under:

(A) Cadre-wise vacancy*:

Name of Cadre	Vertical vacancies				Horizontal vacancies				Total for PwBDs**
	UR	SC	ST	Total	VH	HH	OH	Others	
Postal Assistant (Circle Office & Regional Offices)	4	1	0	5	0	0	0	0	0
Postal Assistant (Post Office)	59	10	4	73	1	1	0	0	2
Sorting Assistant (Railway Mail Service)	14	2	1	17	0	0	0	0	0

Contd.... (2)

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(B) Division-wise vacancy:

(i) Postal Division/Unit:

Name of Division/Unit	Number of vacancies
Adilabad	6
Hyderabad City	6
Hyderabad GPO	3
Hyderabad South East	5
Hanamkonda	4
Karimnagar	0
Khammam	2
Mahabubnagar	4
Medak	5

Name of Division/Unit	Number of vacancies
Nalgonda	4
Nizamabad	7
Peddapalli	2
Sangareddy	5
Secunderabad	7
Suryapet	4
Wanaparthy	5
Warangal	4

(ii) Railway Mail Service Division/Unit:

Name of the Division/Unit	Number of vacancies
Hyderabad Sorting	0
RMS 'Z'	17
MMS Hyderabad	0

* Vacancies notified above are subject to undergo revision in future.

** DoPT vide Office Memorandum No. 36012/12020-Estt. (Res.-II) dated 28.12.2023 has issued a set of instructions regarding reservation in promotion to PwBDs. The Proviso of Section 34 of the RPWD Act 2016 provides that the reservation in promotion shall be in accordance with such instructions as are issued by the appropriate Government from time to time.

As per the DoPT Office Memorandum No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, four percent (4%) of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B' and from Group 'B' to the lower rung of Group 'A' shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

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, the following categories of official (s) of the Circle, excluding officials from Postal Account Office or Wing, are eligible to appear in the examination:

Category (A):

- (i) Officials holding post in Level 3 of the Pay Matrix with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix.
- (ii) Officials holding post in Level 2 of the Pay Matrix with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix.
- (iii) Officials holding post in Level 1 of the Pay Matrix with five years of regular service in such post.

Contd.... (3)

Category (B):

- (i) Officials holding post in Level 1, Level 2 and Level 3 of the Pay Matrix with total regular service of eight years including service rendered regularly as Gramin Dak Sevaks.

Provided that for officials holding post in Level 1, Level 2 and level 3 of the Pay Matrix, who have rendered regular service as Gramin Dak Sevaks on or before 17.06.2022, the total regular service including the service rendered regularly as Gramin Dak Sevaks shall be five years.

Note 1:- Eligibility of service condition shall be as on 01.01.2024.

Note 2:- The officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category (A) are not available for filling up the notified vacancy.

Note 3:- Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial upgradation under the Time Bound One Promotion, Biennial Cadre Review or Modified Assured Career Progression etc.

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 Directorate 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 the proforma enclosed as **Annexure-III**, as per instructions issued vide DoP letter No. W-04/8/2022-SPN-I dated 26.10.2023. Allotment of Cadre/Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy.


6. **Centres for Examination:** The examination will be conducted at all Circle / Regional headquarters of the Circle. The Candidates will have to appear from the respective centres only.

7. The application of the APS candidates should be sent to the concerned Divisions/Units only.

8. The guidelines issued vide letter No. 29-6/2019-DD-III dated 10-08-2022 (as modified time to time) by the Department Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled persons shall be followed in letter and spirit.

9. All instructions issued by Directorate vide letter No. X-7/6/2022-SPN-II dated 17-05-2023 as amended vide letter No. X-7/6/2022-SPN-II dated 22-09-2023 and 04-03-2024 regarding Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary/ criminal prosecution are pending will be followed scrupulously.


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10. The Standard Operating Procedure (SOP) issued vide letter No. A34012/02/2022-DE dated 11-08-2022 and letter dated 21-09-2023 to be followed in the conduct of the examination at every stage.
11. 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 any point of time.
12. The candidates who are willing to apply for the examination should ensure that they fulfil/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.
13. Applications in the prescribed format (Annexure-I) along with two recent passport size identical photographs, self attested copy of community certificate (if any) received from the eligible candidates duly verifying the details should be forwarded to concerned Regional office by the Divisions duly ensuring the following.
 - a) Verification of correctness of entries made in the application w.r.t. service record.
 - b) Vigilance/ disciplinary clearance to be furnished. If pending, details thereof.
 - c) Details about currency of punishment, if any, to be furnished.
 - d) Verification of eligibility of candidature and the applications are recommended or otherwise, for issue of Hall Permits.
14. The Regions should ensure proper verification and submission of duly consolidated data to the Circle Office immediately on last date of receipt of applications at RO level i.e. 08-07-2024 through e-Mail. Also, soft copy of same may be e-Mailed to this office at e-Mail ID:- adrectt.tlg@gmail.com. The proforma for submission of data will be communicated in due course.
15. Circle Office will undertake evaluation and subsequent declaration of results based on the information relating to the candidates, their roll numbers and categories furnished by the Heads of Region/Division/Unit(s). "In case, if it is found subsequently that any of the promoted/selected candidate(s) was not eligible to take the examination under the existing rules/instructions on the subject or for any reasons or in case any mistake is found with regard to evaluation and announcement of results of any candidate for any reason whatsoever his/her name will be deleted from the list of successful candidates, as the case may be. The result will also be subject to any change in the merit list of successful candidate's due to any unforeseen reason in accordance with the existing rules and instructions on the subject or orders of Hon'ble CAT/High Court, if any."
16. Applications received directly in this office or received after prescribed closing date as mentioned above or without required documents or not signed by the candidate and most importantly not in prescribed application form along with the proforma for submitting preference will not be entertained under any circumstances whatsoever & will be summarily rejected.
17. This notification may be given wide publicity amongst all eligible candidates working in Circle Office/Divisions/Units.
18. This notification is also available on the Departmental website i.e. www.indiapost.gov.in.
19. This issues with the approval of the Competent Authority.

Enclosures: Annexure-I, II & III



Assistant Director (Rectt.)
O/o Chief Postmaster General,
Telangana Circle, Hyderabad-500 001

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Copy issued to the following for information and necessary action:

1. The Director (DE), Department of Posts, Postal Directorate, New Delhi-110 001 w.r.t letter No. A-34012/02/2024-DE dated 07.06.2024.
2. The Postmaster General, Headquarters Region, Hyderabad-500 007.
3. The Postmaster General, Hyderabad Region, Hyderabad-500 001.
4. The GM, CEPT Mysuru for uploading the notification to the official website of Department of Posts i.e. www.indiapost.gov.in.
5. All the Divisions/Units in Telangana Circle (through concerned Regions).
6. Officer In-Charge, P&T Admin Cell, APS Training Centre C/o 56 APO, PIN-900 746 – for similar action.
7. The Assistant Director (Staff), O/o Chief Postmaster General, Telangana Circle, Hyderabad-500 001.
8. All the Circle Secretary of Unions/Service Associations.
9. Office copy.


Assistant Director (Rectt.)
O/o Chief Postmaster General,
Telangana Circle, Hyderabad-500 001

ANNEXURE-I

Application form for Limited Departmental Competitive Examination for promotion to the posts of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2024 (01.01.2024-31.12.2024) - to be held on 21.07.2024.

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	Designation				
4	Name of the Division/Unit				
5	Date of Birth (attach self-attested matriculation certificate / marks sheet)				
6	Category (UR/SC/ST)				
7	Whether belongs to Person with Benchmark Disability, if so, details thereof along with Supporting documents.				
8	Date of entry in the Department				
9	Details of Posts held substantively	Pay Level in Pay Matrix	Name of the Posts	From	To
		Level-3			
		Level-2			
		Level-1			
10	Details of regular engagement as Gramin Dak Sevaks, if any	From	To	Total eligible service as Gramin Dak Sevaks	
11	Total eligible service as on 01.01.2024				
(a)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2024) (YY/MM/DD)				
(b)	Length of engagement rendered as GDS (YY/MM/DD)				
12	Whether eligible as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification				
13	Whether working in APS (Yes/No)				
14	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** as category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification) / **NOT RECOMMENDED**. In case, **NOT RECOMMENDED** reasons therefor.

DATE	
PLACE	

Signature of Divisional/ Unit Head with designation stamp

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:-

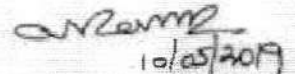
- a) **Annexure A:** Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
 - b) **Annexure B:** Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
 - c) **Annexure C:** Competitive Examination limited to Postman / Mail 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.

[Signature]
 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,



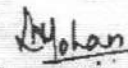
(Muthuraman C)

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)

**Pattern and Syllabus of Competitive Examination
limited to Gramin Dak Sewak (GDS) for Appointment as Multi Tasking Staff**

I. Pattern of Examination:

Sl No	Description	Paper-I	Paper-II
1	Competitive or Qualifying	Competitive	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective
3	Number of Questions	As per syllabus	As per syllabus
4	Maximum Marks	100 in 2 Parts	50
5	Duration	60 Minutes	60 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.
- b) Only such candidates who qualify in each Paper, viz. Paper I and Paper-II separately, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II is only qualifying, marks secured in Paper-II 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.
- 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 declining offer of appointment and no wait list or approved panel shall be maintained.

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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	

Nyolan

	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:-

- a) Examination for Paper I will be conducted for all candidates.
- b) 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.
- c) 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.
- d) 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

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Annexure E

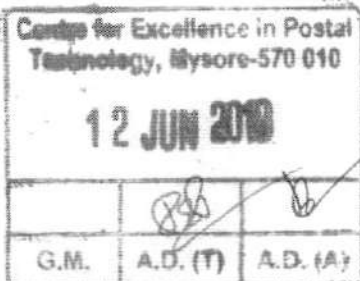
**Local Language of State/Union Territory for appointment to the posts of Multi
Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting
Assistant

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

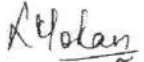
3. Letter of even number dated 10.05.2019 stands modified to the extent stated above.

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:

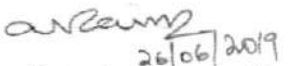
- (i) Relaxation of qualifying marks in respect of candidates belonging to PWD and EWS categories appearing in examination for appointment to the posts of MTS, Postman, Mail Guard, Postal Assistant, Sorting Assistant shall be as follows, subject to reservation policy of the Government:

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,

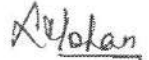

26/06/2019

(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.
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: 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
4. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
5. Director General, P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Chief Engineer (Civil), Postal Directorate
8. Director (DE), Postal Directorate
9. All Sections of Postal Directorate
10. All recognized Federations / Unions / Associations
11. GM, CEPT for uploading the order on the India Post website.
12. Guard File
13. 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: 23rd 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. 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/ Madam,

I am directed to refer to letter of even no. dated 11.07.2019 on the above mentioned subject. It has now been decided that the examination for Paper-I will now be conducted as under:-

Paper-I	English, Hindi and respective local language, where Hindi is not a local language, as published vide letter of even number dated 10.05.2019.
---------	--

Yours faithfully,


23/07/2019

(Muthuraman C)

Assistant Director General (SPN)


24/07/2019
SO(DE)

16/C

36

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

Dak Bhawan, Sansad Marg,
New Delhi,
Dated 09th September, 2021

To,
All Chief Postmasters General / Postmasters General

Subject: Revision of Pattern, Syllabus and Qualifying marks of Paper-III viz. Data Entry Skill Test (DEST), of competitive examinations conducted by Department of Posts for appointment to the posts of Postman, Mail Guard, Postal Assistant and Sorting Assistant.

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 11.12.2019 wherein revised parameters of Paper-III – Data Entry Skill Test for recruitment to the posts of Postman, Mail Guard, Postal Assistant and Sorting Assistant were communicated. Subsequently, the parameters communicated vide said letter dated 11.12.2019 were also made applicable for examinations conducted for 2020 vacancy year. It was also communicated that the parameters communicated vide said letter of 11.12.2019 would be reviewed for the examinations for the vacancy year 2021 onwards.

2. Accordingly, the matter has been reviewed and the Competent Authority has approved following parameters of Data Entry Skill Test:

(i) Competitive Examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment as Postman and Mail Guard -

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 600 key depressions (+5%)]	25 marks
Minimum Qualifying Marks for Paper-III viz. Data Entry	(a) For Gen - 60% (b) For OBC/EWS - 60%	

Skill Test (DEST) (Subject to reservation policy of Government.)	(c) For SC/ST - 50%
	(d) For PWD (if not exempted for skill test) - 50%

(ii) Competitive examination limited to Postman/Mail Guard/Multi Tasking Staff/Gramin Dak Sevak for appointment as Postal Assistant and Sorting Assistant

PAPER-III (15 Minutes)			
Maximum marks - 25 [Data Entry Skill Test (DEST)]	<table border="1"> <tr> <td>Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 800 key depressions ($\pm 5\%$)]</td> <td>25 marks</td> </tr> </table>	Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 800 key depressions ($\pm 5\%$)]	25 marks
Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 800 key depressions ($\pm 5\%$)]	25 marks		
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government.)	(a) For Gen - 60% (b) For OBC/EWS - 60% (c) For SC/ST - 50% (d) For PWD (if not exempted for skill test) - 50%		

3. Above parameters of DEST shall be applicable for the examination conducted for 2021 vacancy year. This will be further reviewed for subsequent vacancy year in due course.

Yours faithfully,

Muthuraman C
09/09/2021

(Muthuraman C)
Assistant Director General (SPN)

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

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated: 21st November, 2022

To,
The Chief Postmaster General
All Circles

Subject:-Clarification regarding exemption to appear in Data Entry Skill Test (DEST) for Visually Handicapped (VH) candidates – reg.

Madam/Sir,

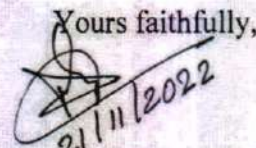
Reference is invited to above stated subject and Department of Personnel and Training's (DoP&T) instructions regarding grant of exemption to physically handicapped candidates to appear in Data Entry Skill Test (DEST) [DOPT OM No. 14020/1/2014-Estt.(D) dated 22.04.2015]:

(i) If a physically handicapped candidate is otherwise qualified to hold the said post and is certified by the competent Medical Authority i.e. the Civil Surgeon of a Government Health Care Institution that he is permanently unfit for the Typing Test (DEST) because of a physical disability, may be exempted from passing the DEST.

(ii) The term 'physically handicapped' does not cover those who are visually handicapped or who are hearing handicapped but cover only those whose physical disability permanently prevents them from typing."

2. Earlier, vide letter No.17-08/2018-SPN-I dated 19.09.2022, U.P. Circle was advised to take appropriate action based on the abovementioned instructions of DoP&T. However, keeping in view the practical difficulties for VH candidates and principle of natural justice, the matter was re-examined and it was decided that VH candidates shall be exempted from appearing in DEST. These instructions were communicated to all Postal Circles vide letter of even number dated 11.10.2022.

3. In continuation of above letter dated 11.10.2022, it may further be noted that exemption granted to VH candidates for appearing in DEST shall be made applicable to all VH candidates, from recruitment year 2022 onwards. In cases where Data Entry Skill Test (DEST) has already been held for recruitment year 2022, VH candidates who have appeared for DEST shall be taken as qualified for the said examination.

Yours faithfully,


(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:- CPMG, Delhi Circle w.r.t. their email dated 21.10.2022 on the above subject.

o/c
ISSUED
22/11/2022

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

Dak Bhawan, Sansad Marg,
New Delhi-110001

Dated: 19th December, 2022

To,
The Chief Postmaster General
All Circles

Subject:- Revision of parameters in Data Entry Skill Test (DEST) for appointment to the post of Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Madam/Sir,

I am directed to refer to the subject cited above and say that vide Directorate's letter of No. 17-08/2018-SPN-I dated 09.09.2021 parameters of Paper-III i.e. Data Entry Skill Test (DEST) for recruitment to the post of Postal Assistant, Sorting Assistant, Postman and Mail Guard were circulated. It was stipulated that the parameters of DEST communicated vide said letter of 09.09.2021 shall be applicable for the examination conducted for 2021 vacancy year. Para 3 of the said letter provided that the parameters of DEST shall be further reviewed for subsequent vacancy year in due course. Subsequently, similar pattern, syllabus and qualifying marks of Paper-III for the year 2022 was circulated vide letter No. 17-08/2018-SPN-I dated 22.07.2022.

2. The matter has been reviewed and Competent Authority has approved following parameters of DEST:-

(i) Competitive examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment to the post of for appointment to the post of Postman and Mail Guard:-

PAPER-IV (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions (± 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/ OBC/EWS – 75% (b) For SC/ST/PWD (if not exempted for skill test) – 60%


19/12/2022

(ii) Competitive examination limited to Postman / Mail Guard / Multi Tasking Staff / Gramin Dak Sevak for appointment to the post of Postal Assistant / Sorting Assistant:-

PAPER-III (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 1000 key depressions (± 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/OBC/EWS – 75% (c) For SC/ST/PWD (if not exempted for skill test) – 60%

2. Further, it has been decided that the number of candidates to be shortlisted for DEST shall be kept as three times of the number of vacancies declared at the time of notification. In case vacancy is revised upward/downward before publication of results (Paper-I & II), the revised vacancy position shall be notified and short listing shall be done three times of the revised vacancy. Revision in vacancy position after declaration of results shall not be allowed except in exceptional circumstances with prior approval of DGPS and in such cases revised vacancy shall be notified and list of candidates to be called for DEST shall also be revised accordingly.

3. These instructions shall be applicable for all examinations to be notified on or after 01.01.2023.

Yours faithfully,

(Dileep Singh Sengar)
Assistant Director General (SPN)

Copy to:- Director (DE), Dak Bhawan.

o/c
ISSUED
20/12/2022

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

Dak Bhawan, Sansad Marg,
New Delhi-110001
Dated:- 24th April, 2023

To,
The Chief Postmaster General
North East Circle

Subject:- Review of issue regarding local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle-reg.

Sir,

I am directed to refer to your Office's D.O. letter No. Staff/18-130/2022 dated 22.03.2023 on the subject cited above *vide* which a proposal has been sent to the Directorate for reviewing local language test for appointment to the post of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant on the basis of examination in North East Circle.


2. As per Annexure-II of letter No. 17-08/2018-SPB-I dated 05.04.2022 (Pattern and Syllabus for appointment as Postman/ Mail Guard/ MTS) and Annexure-E of letter No. 17-08/2018-SPB-I dated 10.05.2019 (Pattern and Syllabus for appointment as Postal Assistant/ Sorting Assistant), local language for North East Postal Circle is as under:-

Sl. No.	Geographical areas of State covered under North East Postal Circle	Local Language of Postal Divisions
1.	Arunachal Pradesh	Hindi/English
2.	Meghalaya	
3.	Nagaland	
4.	Manipur	Manipuri
5.	Mizoram	Mizo
6.	Tripura	Bengali

3. Competent Authority has approved that local language for the entire North East Postal Circle shall be Hindi / English / Manipuri / Mizo / Bengali.

4. Accordingly, North East Postal Circle may give an option to the candidates to choose any one of the prescribed local language of the Circle, viz. Hindi / English / Manipuri / Mizo / Bengali, for local language test, while applying for the aforesaid posts on the basis of examination.

Yours faithfully,


24/4/2023

(Dileep Singh Sengar)
Assistant Director General (SPN-I)

Copy to:- Director (DE), Dak Bhawan for information.

OIC
1954pd
24/04/2023

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

Dak Bhawan, Sansad Marg,
New Delhi, dated 29.05.2024

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 / DAP

Subject: Revision of Syllabus and Pattern of examinations conducted by Department of Posts for appointment to the posts of Postal Assistant/Sorting Assistant.

Madam / Sir,

The Competent Authority has reviewed the Syllabus and Pattern of the examinations conducted for appointment to the posts of Postal Assistant and Sorting Assistant and has decided that the component of local language test (Paper-II) shall be removed. Annexure 'C' of letter no. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time stands modified accordingly.

2. Circles are requested to bring this to the notice of all concerned.

Yours faithfully,

V. Prasad
29/5/24

(Vangara Prasad)

Assistant Director General (SPN)

Copy 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 / Sr. Deputy Director General (PAF)
5. Director General, P&T (Audit), Civil Lines, New Delhi
6. Secretary, Postal Services Board/ All Deputy Directors General
7. Chief Engineer (Civil), Postal Directorate
8. Director (DE), Postal Directorate
9. All Sections of Postal Directorate
10. All recognized Federations / Unions / Associations
11. GM, CEPT for uploading the order on the India Post website.
12. Guard File
13. Spare copies

No. X-7/6/2022-SPN-II
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001
May 17, 2023

To,

- a) All Chief Postmasters General,
- b) Chief General Manager, PLI / Parcel / BD Directorate
- c) Director RAKNPA / Director of all Postal Training Centres
- d) Add. Director General, Army Postal Service
- e) All General Manager (Finance) / Director of Accounts (Postal)

Subject:-Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary / criminal prosecution are pending – reg.

Madam/Sir,

I am directed to refer to Directorate letters of even number dated 12.04.2022 and dated 10.11.2022 on the above mentioned. Instructions issued vide said two communications have been reviewed and it has been decided to issue revised instructions as mentioned herein.

2. **All eligible candidates to be allowed:-** Government servant applying for Limited Departmental Competitive Examination (LDCE) for promotion to higher grade and eligible as per the relevant notification shall be allowed to appear in examination even if falling under the following categories:-

- (i) Government servant on whom a penalty has been imposed after conclusion of disciplinary proceedings.
- (ii) Government servant under suspension;
- (iii) Government servant against whom a charge sheet has been issued and the disciplinary proceedings are pending; and
- (iv) Government servant against whom prosecution for a criminal charge is pending.

3. **When disciplinary / criminal prosecution is pending:-**

- (i) Before declaring results of LDCE, authority concerned shall obtain 'Vigilance Clearance' in respect of all candidates who had appeared. Results of candidates falling under one or more of the following categories, on the date of declaration of results, shall not be declared and shall be kept in 'Sealed Cover':-
 - a) Government servant under suspension;
 - b) Government servant against whom a charge sheet has been issued and the disciplinary proceedings are pending; and



- c) Government servant against whom prosecution for a criminal charge is pending.
- (ii) Before relieving an official to join higher post on promotion and giving appointment to the promoted post, authority concerned shall check to ensure that the official is not falling any one or more categories mentioned at (a) to (c) of para 3 (i) above. However, if an official is falling any one or more categories mentioned at (a) to (c) of para 3 (i) above, her / his results shall be deemed to have been kept in 'Sealed Cover'.
- (iii) After conclusion of disciplinary proceedings / criminal prosecution, which results in complete exoneration or dropping of allegations / charges leveled against an Government servant or the Government servant is not found guilty, 'Sealed Cover' shall be opened and results shall be declared. If the Government servant is declared successful for promotion, the due date for promotion shall be determined with reference to the position assigned to her / him in the results of LDCE and with reference to the date of promotion of his junior on the basis of such position. In cases where the Government servant happens to be junior most as per the position in the results of LDCE due date for promotion shall be determined with reference to the date of promotion of immediate senior on the basis of such position.
- (iv) If any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he/she is found guilty in the criminal prosecution, 'Sealed Cover' containing results of the Government servant shall not be acted upon, i.e. 'Sealed Cover' shall not be opened.

4. **When penalty is current on the date of declaration of results:-** As per prevailing instructions while imposition of penalty does not debar promotion, a Government Servant should not be promoted during currency period of a penalty. Therefore, before declaring results of LDCE, authority concerned shall check whether any penalty has been imposed on any Government servant who had appeared in the LDCE. In cases where penalty has been imposed, action shall be taken with reference to the nature of penalty as under:-

a) **Minor Penalty - Censure:-** There is no currency period of 'Censure'. Thus, if penalty of 'Censure' has been imposed, results shall be declared and the official may be promoted after figuring in the merit list of LDCE.

b) **Minor Penalty - Withholding of Promotion:-**

- i. Ideally the order imposing the penalty of 'Withholding of Promotion' should clearly indicate the period upto which promotion to be withheld and in that case results of LDCE shall be declared. In case of the official who is figuring in the merit list of LDCE, results of LDCE should clearly mention – *'although the official has been declared successful, promotion will be effective after (date to be specified) because of the penalty imposed vide Order No.....dated.....'*.




- ii. In cases where the order imposing the penalty of 'Withholding of Promotion' does not indicate the period upto which promotion to be withheld, an outer limit of three (3) years shall be fixed for withholding the promotion. In such types of cases results of LDCE shall be declared. The official, who is figuring in the merit list of LDCE, may be promoted after expiry of the 3 years from the date of imposition of penalty. Results of LDCE should clearly mention – *'although the official has been declared successful, promotion will be effective after (date to be specified) because of the penalty imposed vide Order No.....dated.....'* .
- c) **Minor Penalty - Recovery from Pay:-** Where penalty of 'Recovery from Pay' has been imposed, results shall be declared and the official may be promoted after figuring in the merit list of LDCE.
- d) **Minor Penalty- Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding 3 years:-** As per Ministry of Finance OM No.F.2(34)-E.III / 59 dated 17.08.1959, 09.06.1960 and 24.06.1963, every order imposing the penalty of reduction to a lower stage in a time scale should indicate the start and end dates. i.e. the period for which the penalty shall be operative. Therefore, in such cases, results shall be declared. Candidates figuring in the merit list of LDCE may be promoted immediately after the penalty operative period is over. Results of LDCE should clearly mention – *'although the official has been declared successful, promotion will be effective after (date to be specified) because of the penalty imposed vide Order No.....dated.....'* .
- e) **Minor Penalty – Withholding of increments of pay:-** As per DG P&T's letter No. 6/4/55-Disc dated 27.10.1965, when the penalty of withholding of increment is awarded to an employee, it is obligatory on the part of the disciplinary authority to specify the period for which the penalty should remain current. Therefore, in such cases, results shall be declared. Candidates figuring in the merit list of LDCE may be promoted immediately after the penalty operative period is over. Results of LDCE should clearly mention – *'although the official has been declared successful, promotion will be effective after (date to be specified) because of the penalty imposed vide Order No.....dated.....'* .
- f) **Major Penalty- Reduction to a lower stage in the time-scale of pay for a specified period:-** Where penalty of 'Reduction to a lower stage in the time scale of pay for a specified period' has been imposed, results shall be declared. Candidates figuring in the merit list of LDCE may be promoted immediately after the penalty operative period is over. Results of LDCE should clearly mention – *'although the official has been declared successful, promotion will be effective after (date to be specified) because of the penalty imposed vide Order No.....dated.....'* .
- g) **Major Penalty – reduction to lower time scale of pay, grade, post or service which shall ordinarily be a bar to the promotion to the time scale of pay, grade, post or service from which reduced:-** As per prevailing instructions, this penalty can be for an unspecified period also where clear intention is that the reduction should be permanent or for an indefinite period. It may also be noted that this penalty

shall ordinarily be a bar to the promotion. Accordingly, in such type of cases, action shall be taken as under:-

- i. ***Currency period of Penalty:-*** Currency period of the penalty shall be as mentioned in the orders imposing the penalty and in cases where no such period is mentioned it shall be treated as three (3) years.
 - ii. ***Where this penalty is imposed before applying for LDCE:-*** Government servant shall not be eligible for appearing in the LDCE for promotion for the specified period of penalty or three (3) years where no such period is specified. Eligibility will be examined w.r.t. the crucial date of eligibility.
 - iii. ***Where this penalty is imposed after applying for LDCE:-*** If the penalty is imposed after a Government servant has already applied for appearing in LDCE, results of the Government servant shall not be declared. However, Covering Note (write up) of LDCE Results should clearly mention – ***‘Results of ...(name of the employee)... has not been declared as he/she is not eligible for promotion because of the penalty imposed vide Order No.....dated.....’***.
- h) **Major Penalty – Compulsory Retirement / Removal or Dismissal from service:-** After imposition of penalty of ‘Compulsory Retirement / Removal / Dismissal from service’, the candidate will be no more in service and thus question of promotion does not arise. Therefore, in such cases, results shall not be declared. However, Covering Note (write up) of LDCE Results should clearly mention – ***‘Results of ...(name of the employee)... has not been declared as he/she is no more in service because of the penalty imposed vide Order No.....dated.....’***.
5. **Suspension:-** When results of LDCE are in ‘Sealed Cover’ / deemed to be in ‘Sealed Cover’, because of a Government Servant being under ‘Suspension’, following action shall be taken:-
- (a) When ‘Suspension’ is revoked before issue of charge sheet but it is decided to go ahead with disciplinary proceedings, results shall continue to be in ‘Sealed Cover’ / deemed to be in ‘Sealed Cover’ and further action shall be taken on the basis of outcome of disciplinary proceedings as per para-3(iii) or 3(iv) hereinabove, as the case may be.
 - (b) When ‘Suspension’ is revoked after issue of charge sheet, results shall continue to be in ‘Sealed Cover’ / deemed to be in ‘Sealed Cover’ and further action shall be taken on the basis of outcome of disciplinary proceedings as per para-3(iii) or 3(iv) hereinabove, as the case may be.
 - (c) When ‘Suspension’ is revoked and it is decided not to initiate disciplinary proceedings, ‘Sealed Cover’ / deemed to be in ‘Sealed Cover’ shall be acted upon, i.e. results shall be declared.

6. Applicability:- These instructions shall come into force with immediate effect and shall be applicable in all cases wherein results of Departmental Examination are yet to be declared. However, these instructions shall not be applicable in cases wherein results have been published fully or partially. Past cases already decided as per the provisions of communications of even number dated 12.04.2022 and 10.11.2022 shall not be reopened.

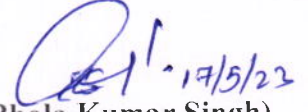
Yours faithfully,



(Satya Narayana Dash)
Director (SPN)

Copy to:

- a) PSO / Sr. PPS to Secretary (Posts) / Director General Postal Services
- b) Sr. PPS/PPS to Members Postal Services Board / Addl. DG (Coordination)
- c) Sr. DDG(Vig) & CVO, Department of Posts
- d) Director (Staff) / Director (DE), Dak Bhawan
- e) All recognized service Federation / Association of Department of Posts
- f) Portal upload, CEPT with request to upload this document on India Post website.
- g) Office copy / Guard file.



(Bhola Kumar Singh)
Assistant Director (SPN)

No. X-7/6/2022-SPN-II
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001
September 22, 2023

To,

- a) All Chief Postmasters General,
- b) Chief General Manager, PLI / Parcel / BD Directorate
- c) Director RAKNPA / Director of all Postal Training Centres
- d) Add. Director General, Army Postal Service
- e) All General Manager (Finance) / Director of Accounts (Postal)

Subject:-Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary / criminal prosecution are pending – reg.

Madam/Sir,

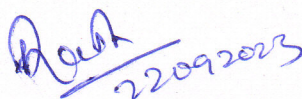
I am directed to refer to Directorate letters of even number dated 17.05.2023 on the above mentioned subject and to convey approval of the Competent Authority for following modification / clarification:-

A. Para 4(g)(ii) of letter of even number dated 17.05.2023 shall be modified as under:-

‘Where this penalty is imposed before applying for LDCE:- Even during the currency period of the penalty, Government servant shall be allowed to apply for appearing in LDCE if otherwise eligible. Both eligibility and currency period of penalty will be examined w.r.t. the crucial date of eligibility. By the time of declaration of results, if the penalty is not modified to any other form of penalty or exoneration, results shall not be declared. However, Covering Note (write up) of LDCE Results should clearly mention – **‘Results of ...(name of the employee)... has not been declared as he/she is not eligible for promotion because of the penalty imposed vide Order No.....dated.....’**. If the penalty is modified to any other form of penalty or exonerated, action shall be taken with reference to such modified decision.’

B. In Para-4 (b), (d), (e) & (f) of letter of even number dated 17.05.2023, for the clause “although the official has been declared successful, promotion will be effective after (date to be specified) because of the penalty imposed vide Order No.....dated.....”, following shall be substituted:-

‘although the official has been declared successful, promotion will be effective after currency of the penalty imposed vide Order No.....dated.....’


22/09/2023

- C. While declaring marks, there is no need of mentioning anything relating to penalty in case of candidates not coming in merit list as they would not be given any promotion. However, if at a later date such a candidate is proposed to be declared as successful for giving promotion, effect of penalty if any shall invariably be mentioned.

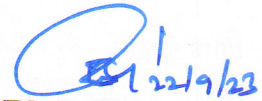
Yours faithfully,



(Satya Narayana Dash)
Director (SPN)

Copy to:

- a) PSO / Sr. PPS to Secretary (Posts) / Director General Postal Services
- b) Sr. PPS/PPS to Members Postal Services Board / Addl. DG (Coordination)
- c) Sr. DDG(Vig) & CVO, Department of Posts
- d) Director (Staff) / Director (DE), Dak Bhawan
- e) All recognized service Federation / Association of Department of Posts
- f) Portal upload, CEPT with request to upload this document on India Post website.
- g) Office copy / Guard file.



(Bhola Kumar Singh)
Assistant Director (SPN)

No. X-7/6/2022-SPN-II
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001
March 04, 2024

To,

- a) All Chief Postmasters General,
- b) Chief General Manager, PLI / Parcel / BD Directorate
- c) Director RAKNPA / Director of all Postal Training Centres
- d) Add. Director General, Army Postal Service
- e) All General Manager (Finance) / Director of Accounts (Postal)

Subject:-Promotion of Government servants through Limited Departmental Competitive Examination against whom disciplinary / criminal prosecution are pending – reg.


Madam/Sir,

I am directed to refer to Directorate's communication of even number dated 17.05.2023 and dated 22.09.2023, on the above mentioned subject and to convey approval of the Competent Authority for following modification:-

A. Para 4(c) of letter of even number dated 17.05.2023 shall be modified as under:-

'Minor Penalty - Recovery from Pay:- Where penalty of 'Recovery from Pay' has been imposed, results shall be declared. Candidate figuring in the merit list may be promoted after the currency period of penalty is over, i.e. after the pecuniary loss caused to the Government is fully recovered. Results of LDCE should clearly mention- 'although the official has been declared successful, promotion will be effective after currency of the penalty imposed vide Order No.....dated.....'

Yours faithfully,



(Satya Narayana Dash)
Director (SPN)

Copy to:

- a) PSO / Sr. PPS to Secretary (Posts) / Director General Postal Services
- b) Sr. PPS/PPS to Members Postal Services Board / Addl. DG (Coordination)
- c) Sr. DDG(Vig) & CVO, Department of Posts
- d) Director (Staff) / Director (DE), Dak Bhawan
- e) All recognized Service Federation / Association of Department of Posts
- f) Portal upload, CEPT with request to upload this document on India Post website.
- g) Office copy / Guard file.



(Pankaj Kumar)
Section Officer (SPN)

ORDER OF PREFERENCE FORM

I. Order of preference for the Cadre:

Cadre associated with Division/ Unit	Order of Preference (1/2/3)
Postal Assistant (Circle Office and Regional Offices)	
Postal Assistant (Post Office)	
Sorting Assistant (Railway Mail Service)	

Note: Candidate shall be considered against a cadre, if a cadre has been opted by him/her, subject to fulfilling the eligibility conditions.

II. Order of preference of Division / Unit:

(a) Postal Assistant:

Name of Division/ Unit	Order of Preference (1 to 17)
Adilabad	
Hanamkonda	
Hyderabad City	
Hyderabad GPO	
Hyderabad South East	
Karimnagar	
Khammam	
Mahabubnagar	
Medak	

Name of Division/ Unit	Order of Preference (1 to 17)
Nalgonda	
Nizamabad	
Peddapalli	
Sangareddy	
Secunderabad	
Suryapet	
Wanapathy	
Warangal	

(b) Sorting Assistant:

Name of Division/ Unit	Order of Preference (1/2/3)
Hyderabad Sorting	
MMS Hyderabad	
RMS 'Z'	

Note: Candidate(s) will be considered for the 1st preferred cadre for all opted Divisions/ Units followed by 2nd preferred cadre for all opted Divisions/ Units and so on. 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