

III. Syllabus of Examination:

PAPER-I: Basic Postal Knowledge and General Awareness (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard)		
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
	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

Paper-II: Knowledge of Postal Operations
(Duration: 30 Minutes)
(For appointment to the posts of Postman / Mail Guard only)

<p>Maximum Marks – 50</p> <p>[25 questions of 2 marks each]</p>	<p><u>Post Office Guide Part I</u></p> <p>a) Delivery of mails b) Refusal of article c) Payment of eMoney Order d) Redirection e) Instruction regarding address change f) Articles addressed to deceased person g) Liability to detention to certain mails h) Facilities provided by Postmen in rural areas</p>	<p>5 questions</p>
	<p><u>Postal Manual Volume VI – Part III</u></p> <p>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 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, Pardnashin 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>	<p>10 questions</p>
	<p><u>Postal Manual Vol. VII</u></p> <p>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</p>	<p>10 questions</p>

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PAPER-III: Knowledge of local language

(Duration: 60 Minutes)

(For appointment to the posts of MTS / Postman / Mail Guard)

[For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].

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: Knowledge of local language

(Duration: 60 Minutes)

(For appointment to the posts of MTS / Postman / Mail Guard)

[For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].

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

PAPER-IV: Data Entry Skill Test

(Duration: 15 Minutes)

(For appointment to the posts of Postman / Mail Guard only)

Maximum Marks – 25	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions ($\pm 5\%$)]
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