

F. No.-Rectt/R-2/MTS/2025 dated 16.07.2025
Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General
Delhi Circle, Meghdoot Bhawan, New Delhi-110001

Sub: Competitive Examination for recruitment to the cadre of Postman, Mail Guard & Multi- Tasking Staff from eligible Gramin Dak Sevaks (GDSs) for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2025 (01.01.2025 to 31.12.2025).

Applications are invited in the format enclosed (**Annexure-I**) from the willing and eligible GDSs for appearing in Competitive Examination (CE) for recruitment to the cadre of Postman, Mail Guard & MTS from eligible GDSs for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2025 (01.01.2025 to 31.12.2025). The schedule of activities for the examination is as under:

S. No.	Activity	Schedule
1.	Date of notification	On or before 16.07.2025 (Wednesday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	08.08.2025 (Friday)
3.	Receipt of duly filled Annexure-V at the Circle Office to be sent by Divisional Office duly verified.	14.08.2025 (Thursday)
4.	Issue of Roll No./ Admit card by Unit/ Divisional Head to the eligible candidates	25.08.2025 (Monday)
5.	Date of Examination (date & time)	31.08.2025 (Sunday)*

*Examination will commence exactly at 10:00 AM and Paper-I, II & III (for Postman/Mail Guard) and Paper-I (for Multi-Tasking Staff) will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/ her seat before completion of examination.



Postal Store Depot, Delhi Circle, Delhi - 110054

2. Vacancies: -

- (a) Postman/Mail Guard Cadre : Details of 50% PM/MG Direct Recruitment quota vacancies for the year 2025 to be filled through Competitive Examination limited to GDSs is given in Annexure VI.
- (b) Multi Tasking Staff : Details of vacancies for the year 2025 in MTS Cadre to be filled through Competitive Examination - 2025 limited to GDSs is given in Annexure VII.

3. Eligibility Criteria: -

A. For Postman and Mail Guard:-

As per Department of Posts, Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020 and Recruitment (Amendment) Rules, 2023 notified in G.S.R. 638(E) dated 30.08.2023 (Annexure-III-A), the following are eligibility conditions to appear in the examination:

(i) **Educational Qualification:** (a) 10th standard pass from a recognized Board, (b) knowledge of working on Computer, (c) Possesses knowledge of local language of concerned Postal Circle or Division and (d) possesses a valid license to drive two - wheeler or light motor vehicle. [Point D is applicable for the Cadre of Postman only]

(ii) **Age:** Should be within fifty (50) years of age as on 01.01.2025 (relaxable for different categories as notified by the Government of India from time to time).

(iii) **Service eligibility:** Five (05) years regular engagement as Gramin Dak Sevaks.

(iv) "A person not possessing a valid license to drive two-wheeler or light motor vehicle shall also be eligible for appointment, however, such person not having valid license to drive two-wheeler or light motor vehicle at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment, whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. However, Persons with Benchmark Disability shall be exempted from the possession of such license.

[This condition is required for recruitment to the cadre of Postman only]."

Note- 1: The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2025.

Note- 2: (a) The crucial date, for submitting income and asset certificate by the EWS candidate, may be treated as the closing date for receipt of application for the post,

except in cases where crucial date is fixed otherwise (As per para 5.3 of DoPT OM No. 36039/1/2019-Estt (Res) dated 31.01.2019).

(b) Person seeking appointment on the basis of reservation to EWS must ensure that he/she possesses the Income & Asset certificate valid for the financial year 2025-26 issued on the basis of Income for the financial year 2024-25 in accordance with the para 4.1 of DoP&T's OM No. 36039/1/2019-Estt (Res) dated 31.01.2019.

(v) Any other eligibility conditions specified in Recruitment Rules shall also apply.

B. For Multi-Tasking Staff:- As per the Department of Posts Multi-Tasking Staff (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018, read with the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850 (E) dated 15.11.2019 and the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2023 notified in GSR 639 (E) dated 30.08.2023 (Annexure-III-B), GDSs with the following conditions are eligible to appear in the Competitive Examination:

(i). **Educational Qualification and Age limit:** There shall be no upper age limit and no minimum educational qualification required for appearing in Competitive Examination from GDS to MTS.

(ii). **Service eligibility:** Three (3) years regular engagement as Gramin Dak Sevaks as on crucial date of eligibility.

(iii). Any other eligibility conditions specified in Recruitment Rules shall also apply.

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-SPN-1 dated 05.04.2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022, 24.04.2023 and 10.07.2024 enclosed as Annexure-IV.

Note:

(i) Only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper-III).

(ii) Paper-IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 3 times of the total vacancy of Postman and Mail Guard.

(iii) Data Entry Skill Test (DEST) will be conducted only in ENGLISH for 15 minutes on computer.



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(iv) Evaluation of performance in DEST will be done through the Software in accordance with the instructions issued from time to time.

5. **Preference/Option:** Applicants are required to indicate the following 'option' for post and 'order of preference' for Divisions/Units as per instructions issued vide DoP letter No. 17-08/2018-SPN-1 dated 18.10.2023 followed by clarifications issued by letter dated 31.10.2023.

(i) **Option for Post:-** An applicant may give option for one, two or all three posts and candidature for selection will be considered only if a post has been opted for subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard.

(ii) **Preference of Division by applicants (For Postman/ Mail Guard):-** The candidates who have applied for the post of Postman / Mail Guard shall give order of preference of Division/ Unit for which they intend to be considered. A candidate shall not be considered for a Division/ Unit for which preference has not been submitted by him/her.

(iii) **Preference by candidates appearing in competitive examination for the post of MTS:-** Candidates applying for the posts of MTS shall submit his / her order of preference for Administrative Offices, DAP (PAOs), Subordinate Office, Civil/Electrical wing etc., wherever vacancy (ies) exist. In addition, they shall also give order of preference for Division/Unit.

Note:- The proforma for the Preference/Option is enclosed as Annexure II.

6. **Centres of Examination:** The examination will be conducted at Circle level.

7. The guidelines issued vide letter No. 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by the Department of Empowerment of Persons with Disabilities (Divyangjan) regarding grant of scribe and compensatory time to eligible disabled persons shall be followed in letter and spirit.


8. 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.

9. The Standard Operating Procedure (SOP) issued vide DoP letter No. A-34012/02/2022-DE dated 11.08.2022, letter dated 21.09.2023 and amendment letter No. A-34013/02/2024-DE dated 13.01.2025 to be followed in the conduct of examination at every stage.

10. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.



11. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units. All are requested for circulating this notification immediately and to start the activity as per the notified schedule.
12. 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 and submit Applications Form (Annexure-I) & Preference Form (Annexure-II) to appropriate authority for submission to respective Divisional Heads.
13. The Head of the unit has to verify the details thoroughly in the application form of the candidate with reference to the Name, category, date of entry in GDS, eligibility criteria with reference to regular engagement in GDS.
14. All head of units are requested to obtain the applications as per Annexure-I and Annexure-II from willing candidates and details of the candidates whose application have been received within cutoff date, duly recommended/provisionally recommended/not recommended should be sent in MS Excel format (soft copy as well as hard copy) as per proforma given in Annexure-V by 14.08.2025 to this office positively without delay.
15. No application form should be forwarded to this office. Copy of Annexure-II i.e Order of preference given by the applicant should be sent to this office alongwith the data as mentioned at para 14 above. Hall permits shall be issued by the unit concerned.
16. It is once again made clear that, it will be the responsibility of the Unit for ensuring that, the applications are properly checked, to see that the candidates have filled the entries correctly relating to their date of birth, community & feeder cadre etc. and only those candidates who fulfill all eligibility are recommended for appearing in the exam.
17. This notification is also available on the Departmental website i.e www.indiapost.gov.in.
18. This issues with the approval of the Competent Authority.

 16/7/25

Assistant Director (Rectt)

Enclosures: - As above.

Copy to-

1. All HoUs, Delhi Circle.

Annexure-I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD & MTS FROM ELIGIBLE GDS FOR THE VACANCIES EARMARKED FOR GDS AND UNFILLED VACANCIES OF LDCE FOR POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2025 (01.01.2025 TO 31.12.2025).

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

Note: All Particulars shall be filled up in BLOCK letter.

Sl. No.	Particulars	Detail(s)
1.	NAME OF THE CANDIDATE	
2.	GENDER (MALE / FEMALE / TRANSGENDER)	
3.	DESIGNATION (BPM / ABPM / DAK-SEVAK)	
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	CATEGORY (UR/SC/ST/OBC/EWS)	
6.	EDUCATIONAL QUALIFICATION (Attach self-attested copies of Marks sheet)	
7.	OFFICE WHERE PRESENTLY ATTACHED	
8.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
9.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2025 (YY/MM/DD)	___/___/___
10.	AGE AS ON 01.01.2025 (YY/MM/DD)	___/___/___
11.	WHETHER PERSON WITH DISABILITY(ies)	<input type="checkbox"/> YES <input type="checkbox"/> NO
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/HH/VH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies)	
12	WHETHER WORKING IN APS	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	<input type="checkbox"/> YES <input type="checkbox"/> NO

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.

****Strike out (x) whichever is not applicable.**

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 for the following posts: -

Post	Eligible (Yes/ No)	Recommended *(Yes/ No)
Postman		
Mail Guard		
Multi Tasking Staff		

*If not recommended, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

Handwritten signature

Annexure-II**Option for Post/order of preference****(Postman/Mail Guard/MTS)**

GDS candidates shall give option for one, two or all three posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard for the vacancy of 2025 (01.01.2025 to 31.12.2025). The candidates shall exercise option for post and order of preference for Division/Unit and to be submitted along with the application form.

(a) Option for Posts:

S.No.	Name of Post	Mark (Yes/No)	Order of Preference (i.e. 1 st /2 nd ...)
1.	Postman		
2.	Mail Guard		
3.	MTS		

(b) Order of preference of Divisions/Units by GDS applicants (For Postman/Mail Guard):

Order of preference for Divisions/Units (i.e. 1 st /2 nd ...)		
Postman	Delhi North Division	
	Delhi East Division	
	New Delhi Central Division	
	New Delhi South Division	
	New Delhi South West Division	
	New Delhi West Division	
	New Delhi GPO Division	
	Delhi GPO Division	
Mail Guard	Airmail Sorting Division	
	New Delhi Sorting Division	
	Delhi Sorting Division	

(c) Preference by GDS applicants for the post of MTS:**Order of preference for Administrative Office, DAP (PAOs), Subordinate Office, Division/Unit(i.e. 1st /2nd ...)**

Circle Office	
Foreign Post	
Mail Motor Service	
GM (Finance)	
Delhi East Division	
Delhi North Division	
New Delhi Central Division	
New Delhi South Division	
New Delhi South West Division	
New Delhi West Division	
Delhi GPO	
New Delhi GPO	
Airmail Sorting Division	
Delhi Sorting Division	
New Delhi Sorting Division	

Date:**Signature of Candidate****Place:**

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

Dak Bhawan, Sansad Marg,
New Delhi- 110 001.
Dated 05th April, 2022

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 Pattern and Syllabus of examinations conducted by Department of Posts for appointment to the posts of MTS, Postman, and Mail Guard.

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time, communicating therewith Pattern and Syllabus of examinations conducted by Department of Posts for recruitment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant.

2. Competent Authority has approved that henceforth there will be a single common examination for selection of MTS for appointment as Postman / Mail Guard and GDS for appointment as MTS / Postman / Mail Guard. Revised Pattern and Syllabus of the common Examination is given in Annexure-I. The examination will be held without the aid of books.

3. The Syllabus of examination includes a component to test the knowledge of computer and local language. Local language of a Postal Circle / Division for this purpose has been communicated vide aforesaid letter of even number dated 10.05.2019, Annexure E *ibid*, and further modified by letters dated 28.06.2019 and 30.06.2020. Consolidated / updated list of local language of Postal Circle/Division is enclosed as Annexure-II.

4. Circle shall ensure that the process for appointment of candidates selected to the posts of Postman / Mail Guard through the common examination is completed before any candidate selected for the post of MTS is appointed.

5. Revised Pattern and Syllabus mentioned herein shall come into force from the date of issue of this communication and shall be applicable to all examinations to be held thereafter.

6. This may be given wide circulation for information of all stakeholders.

Yours faithfully,



(Satya Narayana Dash)
Director (SPN)

Encl: As stated

Copy forwarded to: -

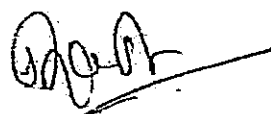
1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination) / All Members of Postal Services Board
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Secretary, Postal Services Board/ All Deputy Directors General
6. Director (DE), Postal Directorate
7. All recognized Service Federations / Associations
8. GM, CEPT for uploading the order on the India Post website.
9. Guard File

Annexure-I

**Pattern and Syllabus of the examinations for appointment
to the posts of MTS, Postman and Mail Guard**

I. Pattern of Examination:

Sl. No.	Description	Paper-I (Basic Postal Knowledge and General Awareness)	Paper-II (Knowledge of Postal Operations)	Paper-III (Knowledge of Local Language)	Paper-IV (Data Entry Skill Test)
1	Applicable for examination to the posts of	Both MTS and Postman / Mail Guard	Postman / Mail Guard only	Postman / Mail Guard	Postman / Mail Guard only
2	Competitive or Qualifying	Competitive		Qualifying	
3	Type of Question	MCQ		MCQ and Subjective	On Computer
4	Number of Questions	As per syllabus			
5	Maximum Marks	100 in 2 Parts	50	50	25
6	Duration	60 Minutes	30 Minutes	60 Minutes	15 Minutes
7	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a local language.		English to Local language and vice versa	
8	Language of Answer Paper	Not applicable as MCQ		As per question paper	
9	Minimum Qualifying Marks (Subject to reservation policy of Government.)	For selection as MTS – in Paper-I: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33% For selection as Postman / Mail Guard – Total of Paper-I and Paper-II: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%		(a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%	(a) Unreserved: 75% (b) OBC/EWS: 75% (c) SC/ST: 60% (d) PWD (if not exempted for skill test): 60%



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II. Criteria for Selection:

(a) Paper-I, Paper-II and Paper-III will be held in one sitting of 2 and ½ hours (150 Minutes) duration. Paper-IV [Data Entry Skill Test (DEST)] will be held separately at a later date. Selection of candidates will be based on their performance in Paper-I and Paper-II provided a candidate has qualified in both Paper-III and Paper-IV (wherever applicable). Paper-III (Knowledge of Local Language) and Paper-IV (DEST) will be 'qualifying' in nature.

(b) While performance in Paper-I only will be considered for selection to the post of MTS, performance in both Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) will be considered for selection to the posts of Postman / Mail Guard.

(c) All those candidates who secure minimum qualifying marks in Paper-I will be eligible for being considered in merit list for selection as MTS. However, merit list will be prepared only on the basis of marks secured in Paper-I. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.

(d) All those candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.

(e) All those candidates who secure minimum qualifying standards in DEST, will be eligible for being considered in merit list for selection as Postman / Mail Guard. However, merit list will be prepared only on the basis of total marks secured in Paper-I and Paper-II. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.

(f) In the event of any vacancy notified for recruitment remaining 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.



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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	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: Knowledge of Postal Operations (Duration: 30 Minutes) (For appointment to the posts of Postman / Mail Guard only)		
Maximum Marks -50 [25 questions of 2 marks each]	Post Office Guide Part I 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	5 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 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	10 questions
	Postal Manual Vol. VII 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	10 questions

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PAPER-III: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of 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 (±5%)]

QQA

Annexure-II

**Local Language for Examinations
conducted in decentralized manner by Postal Circles**

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 Yanam District of Puducherry	Telugu
2	Assam	Assam	Assamese / Bengali / Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat Dadra and Nagar Haveli Daman and Diu	Gujarati
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 Mahe District of Puducherry	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra Goa	Marathi Marathi / Konkani
15	North-East	Arunachal Pradesh Manipur Meghalaya Mizoram Nagaland Tripura	Hindi / English Manipuri Hindi / English Mizo Hindi / English Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab Chandigarh	Punjabi 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
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



32-20

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	Manipuri
4.	Manipur	
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,

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

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

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

Dak Bhawan, Sansad Marg,
New Delhi, dated 10.07.2024

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 Multi Tasking Staff (MTS).

Madam / Sir,

The Competent Authority has reviewed the Syllabus and Pattern of the examinations conducted for appointment to the posts of MTS, Postman and Mail Guard and has decided that the component of local language test (Paper-III) for the post of MTS shall be removed. Annexure - I of letter no. 17-08/2018-SPB-I dated 05.04.2022 stands modified accordingly.

2. Therefore, only those candidates who want to be considered for the posts of Postman and Mail Guard should appear for the local language test (Paper-III). Candidates who want to be considered only for the post of MTS need not appear in the local language test (Paper III).

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

Signed by Yours faithfully,
Vangara Prasad

Date: 10-07-2024 17:54:11

(Vangara Prasad)
Assistant Director General (SPN)

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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:-

(a) 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%

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(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 (\pm 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.

c/c
Issued
20/12/2022

Page 2 of 2

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Annexure-V

Service Particulars for Competitive Examination for recruitment to the cadre of Postman, Mail Guard & Multi- Tasking Staff from eligible Gramin Dak Sevaks (GDSs) for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2025
(01.01.2025 to 31.12.2025).

S.No.	Name of the candidate & designation	Community	Whether PH candidates if yes then category of PH (OH,VH,HH,MD)	D.O.B	D.O.A	Period of regular service rendered on 01-01-2025	Disc/Vig case pending/ Contemplated as on 01-01-2025	Whether APS or non APS	Recommendation of Head of Unit	Remarks

It is certified that:

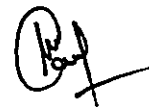
1. The particulars of the officials have been verified from service book of the officials & found correct.
2. No Disciplinary/Vigilance/Loss/Fraud case is pending/contemplated against the officials.

Signature of the Head of Division/Unit

Annexure - VI

Details of 50% PM/MG Direct Recruitment quota vacancies for the year 2025 to be filled through Competitive Examination limited to GDSs													
		Name of Division	Vertical Vacancies						Horizontal Vacancies				
S. No		Division	OC	SC	ST	OBC	EWS	Total	VH	HH	OH	MD	Total
1	Postman	Delhi North Division	0	1	1	2	1	5					
2		Delhi East Division	5	1	1	3	1	11					
3		New Delhi Central Division	11	4	2	7	3	27	1				1
4		New Delhi South Division	0	0	0	0	0	0					
5		New Delhi South West Division	0	0	0	0	0	0					
6		New Delhi West Division	1	0	0	1	0	2					
7		New Delhi GPO	0	1	0	0	0	1					
8		Delhi GPO	1	1	1	0	0	3					
9	Mail Guard	Airmail Sorting Division	0	0	0	0	0	0					
10		New Delhi Sorting Division	0	0	0	0	0	0					
11		Delhi Sorting Division	0	0	0	0	0	0					
		Grand Total	18	8	5	13	5	49	1	0	0	0	1

Note - The above vacancies are subject to change.



सहायक निदेशक (भर्ती)
Assistant Director (Recruitment)
कार्यालय मुख्य पोस्टमास्टर जनरल
O/o Chief Postmaster General
दिल्ली परिमंडल, नई दिल्ली-110054
Delhi Circle, New Delhi-110054


Annexure - VII

Details of vacancies for the year 2025 in MTS Cadre to be filled through Competitive Examination - 2025 limited to GDSs

	Name of Division	Vertical Vacancies						Horizontal Vacancies				
S. No	Division	OC	SC	ST	OBC	EWS	Total	VH	HH	OH	MD	Total
1	Circle office	1	0	0	0	0	1					
2	Foreign Post	7	0	0	0	1	8					
3	Mail Motor Service	1	0	0	0	0	1					
4	GM (Finance)	0	0	0	0	0	0					
5	Delhi East Division	2	1	0	1	1	5					
6	Delhi North Division	0	7	0	12	5	24	1				1
7	New Delhi Central Division	3	1	1	2	0	7					
8	New Delhi South Division	2	1	0	1	1	5					
9	New Delhi South West Division	6	1	0	1	0	8					
10	New Delhi West Division	5	2	1	2	1	11					
11	Delhi GPO	1	2	0	0	0	3					
12	New Delhi GPO	2	0	0	0	0	2					
13	Airmail Sorting Division	4	0	0	0	0	4					
14	Delhi Sorting Division	2	1	2	3	1	9					
15	New Delhi Sorting Division	5	0	0	2	1	8					
Grand Total		41	16	4	24	11	96	1	0	0	0	1

Note : Above vacancies are subject to change

Postal Store Depot, Delhi Circle, Delhi - 110054


 सहायक निदेशक (भर्ती)
 Assistant Director (Recit.)
 कार्यालय मुख्य पोस्टमास्टर जनरल
 O/o Chief Postmaster General
 दिल्ली परिमंडल, नई दिल्ली-110001
 Delhi Circle, New Delhi-110001