

Govt. of India
Ministry of Communications
Department of Posts
O/o The Chief Postmaster General, J&K Circle, Jammu 180012



CORRIGENDUM

Memo No: - 2-4/Con/ADPS/PO & RMS/2025
Dated at Jammu, the, 09th October 2025


In partial modification to this office Notification of even number dated 08.09.2025, issued for filling up the vacancies in the Accountant Cadre through the PO & RMS Accountant Examination for the vacancy year 2025, scheduled to be held on 02.11.2025 shall now be **held on 16.11.2025 (Sunday)**. Accordingly, the following instructions are hereby issued:

1. It is hereby intimated that no PO & RMS Accountant Examination shall be held in any Division where vacancies are *Nil* and qualified officials are available.
2. Further, the syllabus and pattern of the said examination have been revised vide Directorate Letter No. X-8//2022-SPN-II dated 18.04.2023. The revised syllabus, as prescribed by the Directorate, is enclosed.
3. The revised schedule of activities is as under

Revised Schedule of activity	Date
Last date for receipt of application at concerned Divisional Office	24.10.2025
Last date for receipt of checklist at Circle Office through Divisions	31.10.2025
Issue of Admit cards to eligible candidates by Divisions	07.11.2025
Date of Examination	16.11.2025 (Sunday)
Timing of Examination	Paper -I: 1000 Hrs to 1300 Hrs Paper-II: 1400Hrs to 1700 Hrs

4. The rest of the contents of the said notification shall remain unchanged.

Enclosure : As Above


(Shah Nawaz Khan)

Asstt. Postmaster General (Rectt.)
O/o The Chief Postmaster General,
J&K Circle, Jammu-180012.

Copy for similar action to:-

1. Sr. Supdt. Of Post Offices, Jammu.
2. Sr. Supdt. Of Post Offices, Srinagar.
3. Supdt. Of Post Offices, Baramulla.
4. Supdt. Of Post Offices, Rajouri.
5. Supdt. Of Post Offices Udhampur.
6. Supdt. Of Post Offices Ladakh.
7. Supdt. RMS JK Division
8. Supdt. PSD Jammu.
9. Sr. Postmaster Srinagar GPO.
10. Sr. Postmaster Jammu HO.

2022-SPN-II-DOP
Annexure
No. X-8/2/2022-SPN-II
Government of India
Ministry of Communications
Department of Posts
(SPN-II Section)



Dak Bhawan, Sansad Marg,
New Delhi -110001,
Dated; 18.04.2023

To

1. All Heads of the Circle,
2. Director of all Postal Training Centre

Subject: Pattern and syllabus of for 'PO & RMS Accountant Examination'.

Madam/Sir,

Provision 273 of Postal Manual Vol-IV provides for conducting of PO& RMS accountant examination amongst Postal Assistant/Sorting Assistant have not less than three years of continuous service. Last revision of syllabus was made vide letter No. 9-2/89-SPB-II dated 17.01.1990 and Pattern vide letter no. 9-2/89-SPB-II dated 10.11.1989.

2. Due to various change of rules and procedure, pattern and syllabus of PO & RMS Accountant Examination has been amended to alignment to meet present day requirement. Pattern and syllabus are enclosed as annexure-I. Proposed change will be applicable to examination to be held after the issuance of this letter.

Encl. As above.

Yours faithfully,

(Signature)
18/04/23

(Dileep Singh Sengar)
Assistant Director General (SPN)
Telephone – 011-23044831

Copy to: Director (DE), Dak Bhawan, New Delhi for information and necessary action.

Pattern and Syllabus of Examination for PO & RMS Accountant.

Pattern of examination:

- There will be two paper with books for this examination. Maximum marks in each paper will be 100.
- Both Paper will consist of theoretical question and practical question in the proportion of 1/3rd theoretical and 2/3rd practical question. In both the portions, there will be some compulsory question. Marks for theory portion would be 30 and those for practical portion will be 70.
- For O.C. candidates, qualifying marks will be 45% in each paper and 50% in the aggregate. SC/ST candidates will require 38% and 43 % marks respectively for qualifying in each paper and in the aggregate.
- An official securing at least 60% marks in a particular paper will be exempted from appearing in that paper in the next two subsequent examination.

Syllabus:

PO and RMS Accountant Exam Syllabus	
PO and RMS Accountant Exam Paper I (with Books) 3 hours 100 marks	
Part-I	
1	FRs 1 to 56
2	SRs 1 to 203
3	CCS(joining Time) Rules 1979
4	CCS (Leave) Rules 1972
5	CCS(Pension) Rules 1972, New Pension Scheme Rules
6	GPF (CS) Rules 1960
Part-II	
1	Dearness allowance
2	House Rent allowance
3	City compensatory allowance
4	children Education allowance
5	Service rules for Gamin Dak Sevak (Section -III, VI,VII,IX,XI)


18/04/13

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PO and RMS Accountant Exam Syllabus		
PO and RMS Accountant Exam Paper II (with Books)		3 hours
100 Marks		
Part-I		
1	FHB Volume I & II	
2	Postal Manual Volume II (chapter IV,V,VII,VIII,IX,X,XII)	
3	Schedule of financial powers of the Department of Posts	
4	Core System Integration Manual in SAP environment related to Finance & Accounts (F&A) functions, HR pay role management Manual.	
Part-II		
1	Postal Manual Volume VI Part-I,II,VII,XII,XVI,XVII	
2	Postal Manual Volume VI Part II (relating to MOS, IPOS,BPOS)	
3	Overtime allowance, Medical reimbursement, Central Government Health Insurance Scheme , HBA, LTC & Group Insurance Scheme	
4	Procurement of Goods & Services (GFR, Handbook on GeM)	


18/1/15