

Department of Posts  
Office of Chief Postmaster General, Punjab Circle,  
Sandesh Bhawan, Sector 17-E,  
Chandigarh-160017

To

The Postmaster General, Punjab West Region, Chandigarh.  
All Sr/ Supdt. of Post Offices/ RMS in Punjab Circle.  
The Supdt. CSD/PSD Ludhiana.  
Manager MMS Chandigarh/RLO Amritsar.  
Officer In-charge P & T Admn Cell APS Center PIN-900746 C/o 56 APO

No. Rectt/2-2/2021 dated at Chandigarh 20.09.2021

Sub: PO & RMS Accountant Examination for the year 2021 scheduled to be held on 31.10.2021.

This is incontinuation of this office letter even number dated 15.07.2021. As per Revised Calendar of Departmental Examination, PO and RMS Accountant Examination is scheduled to be held on 31.10.2021, Accordingly, the following dates are fixed for processing the examination.

Sr. No.	Activity	Proposed Date (Schedule)
1.	Date of notification	20.09.2021 (Monday)
2.	Last date for receipt of Application form at Divisional Office from eligible candidates	08.10.2021 (Friday)
3.	Receipt of duly filled in Application forms at the Circle Office/ Regional Office to be sent by Divisional Office duly verified.	12.10.2021 (Tuesday)
4.	List of actually permitted Candidates may be sent to this office in Annexure-A. Soft copy may be email at rectt.pb@indiapost.gov.in	12.10.2021 (Tuesday)
5.	Issue of Admit Card by CO to eligible candidates	25.10.2021 (Monday)
6.	Date of Examination (date & time)	31.10.2021 (Sunday)

The candidates who fulfil the prescribed conditions of eligibility as per Rule-273 (a) (i) and (a) (ii) of P & T Manual, Vol - IV as amended from time to time may submit their applications in the prescribed form (enclosed) **along with two copies of their recent passport size photographs duly attested by the controlling officer** to the heads of the unit / Division concerned in time. The head of the office concerned after obtaining the application from the candidates will scrutinize the same and forward the applications to this office along with his specific recommendation or otherwise. Divisions under Punjab West Region may submit their applications through the Regional Office. The information furnished in the prescribed application forms by the candidates should be thoroughly checked up and verified with reference to their PF, Service Book and other relevant records and then forwarded to Circle Office along with the prescribed proforma report (Annexure-A). Besides, while forwarding the applications, you are requested to furnish a certificate in the prescribed form as mentioned in the bottom of each application.

As per clarification received from Directorate vide letter no. 8-1/2016-SPB-II dated 19.02.2019, it would not be in fitness of things that LSG officials are allowed to appear in PO/RMS Accountant Examination. **Therefore, LSG officials are not eligible for appearing PO/RMS Accountant Examination.**

The contents of this letter along with the copy of the application form may be circulated to all concerned. **Any application not submitted in the prescribed form, not properly filled in by the candidate, not properly checked and verified by your office and after all not submitted in due time, is liable to be rejected at your risk.**

The receipt of letter may kindly be acknowledged.

Asstt. Director Postal Services (Rectt)  
Punjab Circle Chandigarh



Two copies of  
passport size  
photos to be  
affixed

**APPLICATION FORM FOR PO / RMS ACCOUNTANT EXAMINATION FOR  
THE YEAR 2021.**

(To be filled in by the candidate)

1	Full name of the candidate	
2	Present appointment held (Mention PA/SA)	
3	Office to which attached (In case working on deputation the present & parent designation should be mentioned)	
4	Community (Mention whether SC/ST)	
5	Date of entry in to Government Service	
6	Date from which continuously working in Postal Assistant/ Sorting Assistant Cadre	
7	Whether declared permanent (If so, the date of permanency may be furnished)	
8	Length of service in PA/SA cadre as on the last date fixed for the receipt of the application, i.e <b>08.10.2021.</b>	
9	No. of chance (s) already availed by you with Roll Number and year of Examination.	
10	State if you have applied for withdrawal of application in any Examination year (If so, particulars of Roll Number and year of Examination should be furnished)	
11	State if permission was granted in any examination year for withdrawal of application (If so, particulars of Circle Office letter granting withdrawal of application may be furnished along with Roll Number & year of Examination)	
12	State whether this is the 1st/2nd/3rd/4th chance	
13	Serial Number in the Division Gradation List of PA/SA as the case may be	
14	Whether desire to answer in Hindi/English/Punjabi.	

I, Shri/ Smt/ Kumari \_\_\_\_\_ do hereby declare that the particulars  
furnished by me in this application form are all true.

Station \_\_\_\_\_

Date \_\_\_\_\_

Signature of the candidate

To be filled in by the Head of the Office or the Controlling Officer concerned

1	Has the candidate possessed good record of service for preceding 3 years?	
2	Have you verified the correctness of the entries made against item No. 1 to 13 above?	
3	Is the candidate appearing for the 1 <sup>st</sup> / 2 <sup>nd</sup> /3 <sup>rd</sup> / or 4 <sup>th</sup> time?	
4	Specific recommendations or otherwise on the following form :	

Certified that the particulars furnished by Shri/ Smt. \_\_\_\_\_ have been checked and verified with reference to the relevant records and found those all correct. The official is eligible/ not eligible to take up the PO/RMS Accountant Examination to be held on **08.10.2021** and as such he/she is recommended/ not recommended for the same (strike out which is not applicable).

Signature of Head of the Office  
(With Name & Designation & Seal)

Note: In case any application is not recommended, the reasons to the same may be stated.

Division/Unit: \_\_\_\_\_

**PROFORMA REPORT FOR FORWARDING THE APPLICATION FOR PO/RMS ACCOUNTANT  
EXAMINATION TO BE HELD ON 31.10.2021, TO CIRCLE OFFICE.**

Sl No	Full name of the candidate with designation	Community (Whether SC /ST)	Date of entry into Govt. service	Date from which continuously working in PA/SA cadre	Whether declared permanent, if so, with date	Length of service as on 08.10.2021	No. of chances already availed by the candidate
1	2	3	4	5	6	7	8

Whether this is 1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> /4 <sup>th</sup>	If at any time permission for withdrawal of application was granted to the candidate (if so furnish full particulars of Circle Office letter)	Serial Number of the candidate in up-to-date Division Gradation List of PA/SA	Whether any vigilance/ Disc. Case is pending/ contemplated against the Candidate.	Whether any punishment is current against the applicant	Whether any adverse entry in APAR/ACR of the candidate in the last three years	Recommendation or otherwise of the controlling Office
9	10	11	12	13	14	15

Signature of the Head of the Office  
With Designation & Seal