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Government of India  
Ministry of Communications  
Department of Posts  
Office of the Chief Postmaster General, Punjab Circle,  
Sandesh Bhawan Sector- 17-E  
Chandigarh -160017

Memo No. Rectt/2-16/2021  
Dated 04.10.2021

**NOTIFICATION**

Subject: Regarding conducting of Limited Departmental Competitive Examination (LDCE) & Competitive Examination for promotion/recruitment to the post of Postman and Mail Guard limited to MTS and GDS for the vacancy year 2021 (01.01.2021 to 31.12.2021).

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The Limited Departmental Competitive Examination (LDCE) limited to MTS officials and Competitive Examination limited to GDSs is scheduled to be held on 14<sup>th</sup> November, 2021 (Sunday) for recruitment/promotion to the cadre of Postman and Mail Guard for the vacancy year 2021 (01.01.2021 to 31.12.2021). Accordingly, applications are invited from willing and eligible candidates in the enclosed format (**Annexure-I**). The schedule of activities of the examination is furnished hereunder:

| Sr. No.  | Activity   | Proposed Date (Schedule)   |         |                  |          |                  |
|----------|--|--|---------|------------------|----------|------------------|
| 1.       | Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.                          | 20.10.2021 (Wednesday)   |         |                  |          |                  |
| 2.       | Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified. | 25.10.2021 (Monday)  |         |                  |          |                  |
| 3.       | Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.                   | 29.10.2021 (Friday)  |         |                  |          |                  |
| 4.       | Issue of Admit Card by CO/RO/DO to eligible candidates.  | 08.11.2021 (Monday)  |         |                  |          |                  |
| 5.       | Details of eligible candidates to be supplied to Circle Office in 'Annexure-A'.  | 09.11.2021 (Tuesday)   |         |                  |          |                  |
| 6.       | Date of Examination (Date & Time )*  | 14.11.2021 (Sunday) <table><tr><td>Paper-I</td><td>1000 to 1130 hrs</td></tr><tr><td>Paper-II</td><td>1145 to 1245 hrs</td></tr></table> | Paper-I | 1000 to 1130 hrs | Paper-II | 1145 to 1245 hrs |
| Paper-I  | 1000 to 1130 hrs   |  |         |                  |          |                  |
| Paper-II | 1145 to 1245 hrs   |  |         |                  |          |                  |

\*Exam will commence at 10:00 AM sharp and both the Paper-I & II will be conducted in continuity in one sitting from 1000 hrs to 1245 hrs. There will be 15 minutes' break in between Paper-I and Paper-II, but candidates will not be allowed to leave his/her desk.

2. **Vacancies**: Recruiting Division / Unit wise tentative vacancies is furnished as under. These are subject to Revision.

**Mail Guard**

| Vacancy (ies) to be Filled up from eligible MTS |                      |              |    |    |       |
|---|----------------------|--------------|----|----|-------|
| Sr. No.   | Division/Unit        | Vacancy(ies) |    |    |       |
|   |                      | UR           | SC | ST | Total |
| 1   | RMS 'I' Dn Jalandhar | 1            | -  | -  | 1     |
| 2   | RMS 'LD'Dn Ludhiana  | 2            | -  | -  | 2     |
|   | Total                | 3            | -  | -  | 3     |

*[Signature]*  
04/10/2021

(B)

| Vacancy (ies) to be filled up from eligible GDSs |                      |          |     |    |    |     |            |       |        |           |       |
|--|----------------------|----------|-----|----|----|-----|------------|-------|--------|-----------|-------|
| Sr. No.  | Division /Unit       | Vertical |     |    |    |     | Horizontal |       |        |           |       |
|  |                      | UR       | OBC | SC | ST | EWS | PH-I       | PH-II | PH-III | PH-IV & V | Total |
| 1  | RMS 'I' Dn Jalandhar | 1        | -   | -  | -  | -   | -          | -     | -      | -         | 1     |
| 2  | RMS 'LD'Dn Ludhiana  | -        | -   | -  | -  | -   | -          | -     | -      | -         | -     |
|  | Total                | 1        | -   | -  | -  | -   | -          | -     | -      | -         | 1     |

### Postman

| Vacancy (ies) to be filled up from eligible MTS |               |              |    |    |       |
|---|---------------|--------------|----|----|-------|
| Sr. No.   | Division/Unit | Vacancy(ies) |    |    |       |
|   |               | UR           | SC | ST | Total |
| 1.  | Amritsar      | 2            | 2  | -  | 4     |
| 2   | Bathinda      | 1            | -  | -  | 1     |
| 3   | Chandigarh    | 12           | 2  | 1  | 15    |
| 4   | Faridkot      | 1            | 1  | -  | 2     |
| 5   | Ferozepur     | 1            | -  | -  | 1     |
| 6   | Gurdaspur     | 2            | 1  | -  | 3     |
| 7   | Hoshiarpur    | 1            | 1  | -  | 2     |
| 8   | Jalandhar     | 3            | 1  | -  | 4     |
| 9   | Kapurthala    | 1            | -  | -  | 1     |
| 10  | Ludhiana (C)  | 1            | -  | -  | 1     |
| 11  | Ludhiana (M)  | -            | -  | -  | -     |
| 12  | Patiala       | 3            | -  | -  | 3     |
| 13  | Sangrur       | 1            | -  | -  | 1     |
|   | Total         | 29           | 8  | 1  | 38    |

| Vacancy (ies) to be filled up from eligible GDSs |                |          |     |     |    |    |            |       |        |         |       |
|--|----------------|----------|-----|-----|----|----|------------|-------|--------|---------|-------|
| Sr. No.  | Division /Unit | Vertical |     |     |    |    | Horizontal |       |        |         | Total |
|  |                | UR       | OBC | EWS | SC | ST | PH-I       | PH-II | PH-III | PH-IV&V |       |
| 1  | Amritsar       | 3        | 1   | 1   | 4  | -  | -          | -     | 1      | -       | 9     |
| 2  | Bathinda       | -        | 1   | -   | -  | -  | -          | -     | -      | -       | 1     |
| 3  | Chandigarh     | 24       | 5   | 3   | 10 | 1  | -          | -     | 1      | -       | 43    |
| 4  | Faridkot       | 2        | 2   | -   | -  | -  | -          | -     | -      | -       | 4     |
| 5  | Ferozepur      | 1        | -   | -   | 1  | -  | -          | -     | -      | -       | 2     |
| 6  | Gurdaspur      | 3        | 1   | -   | 2  | -  | -          | -     | -      | -       | 6     |
| 7  | Hoshiarpur     | 1        | 1   | -   | -  | -  | -          | -     | -      | -       | 2     |
| 8  | Jalandhar      | 6        | 1   | 2   | 3  | -  | 1          | -     | -      | -       | 12    |
| 9  | Kapurthala     | 1        | -   | -   | 1  | -  | -          | -     | -      | -       | 2     |
| 10   | Ludhiana (C)   | 1        | 1   | -   | -  | -  | -          | -     | -      | -       | 2     |
| 11   | Ludhiana (M)   | -        | -   | -   | -  | -  | -          | -     | -      | -       | -     |
| 12   | Patiala        | 5        | 1   | 1   | 2  | -  | -          | -     | -      | -       | 9     |
| 13   | Sangrur        | 3        | -   | -   | -  | -  | -          | -     | -      | -       | 3     |
|  | Total          | 50       | 14  | 7   | 23 | 1  | 1          | -     | 2      | -       | 95    |

3. **Eligibility Criteria:** - As per the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Postman and Mail Guard (Group 'C post) Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020, the following categories of official(s) are eligible to appear in the examination:

- (i) Multi Tasking Staff (MTS) in Level-I of the pay matrix with three years regular service in the grade as on 01.01.2021. However, in accordance with Directorate's letter No. W-17/16/2021-SPN-I dated 20.09.2021, the relaxation in eligibility service for the vacancy year 2021 will be available as under:

| Vacancy year | Crucial date | Maximum relaxation of eligibility service delegated to the Administrative Ministry/Department             |
|--------------|--------------|---|
| 2021         | 01.01.2021   | Upto 3 months for those who have completed eligibility service prescribed in the RRs by 31st March, 2021. |

*4/10/2021*

- (ii) Gramin Dak Sevaks (GDSs) who have worked regularly five years in that capacity as on 01.01.2021 and fulfilling the following conditions. However, in accordance with Directorate's letter No. W-17/16/2021-SPN-I dated 20.09.2021, the relaxation in eligibility service for the vacancy year 2021 will be available as under:

| Vacancy year | Crucial date | Maximum relaxation of eligibility service delegated to the Administrative Ministry/Department             |
|--------------|--------------|---|
| 2021         | 01.01.2021   | Upto 3 months for those who have completed eligibility service prescribed in the RRs by 31st March, 2021. |

- (a) **Educational Qualification:** 10<sup>th</sup> standard pass from a recognized Board.
- (b) **Age:** Maximum age as on 01.01.2021 for UR candidates shall be 50 years, for SC/ST will be 55 and for OBC is 53.
- (c) The candidate should have studied local language at least upto 10<sup>th</sup> standard. Local language of the Postal/RMS Division falling under Punjab State/UT Chandigarh as per Directorate's Notification No. 17-08/2018-SPB-I dated 10.05.2019 is as under:-

| Circle | Geographical area of State/UT covered under the Postal Circle | Local Language of the Postal Divisions falling under State/UT |
|--------|---|---|
| Punjab | Punjab  | Punjabi   |
|        | Chandigarh  | English/Hindi   |

- (d) Know ledge of working on Computer.
- (e) The person appointed to the post of Postman shall have/acquire a driving license to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving licence. A candidate not having valid driving licence at the time of appointment shall not earn periodical increment in pay till production of such licence or for a period of five years from the date of appointment whichever is earlier and after production of such licence 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. **[This condition is required for recruitment to the cadre of Postman only]**

Note:

- (i) Candidate belonging to Postal Division shall clearly indicate order of preference in Application form for Postal Divisions excluding Parent Division followed by RMS Divisions.
- (ii) Candidate belonging to RMS division shall clearly indicate order of preference in Application form for RMS Divisions excluding Parent Division followed by Postal Divisions.
- (iii) Candidate must exercise preference for all Recruiting Units for consideration in the proforma at **Annexure-II**. In case preference is exercised for a limited number of units and could not be allocated to one of those units as per merit vis-a-vis vacancy in the category he/she belongs to, he/she will not be considered for other recruiting units not preferred even though a candidate lower in rank to him/her is considered who has opted for that unit.
- (iv) Order of preference (as per **Annexure-II**) once exercised shall not be changed.

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-'B' read with letter dated 10.06.2019, 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019 and letter No. 17-08/2018-SPN-I dated 09.09.2021, enclosed as **Annexure-III**.

4/10/21

Note: The 'Skill test of data entry' will be conducted subsequently as per the instructions issued in the Broad guidelines (**Annexure B**) of Directorate letter No 34012/01/2021-DE dated 11/03/2021.


5. **Centres of Examination:** The examination will be conducted at all Circle Headquarters/Region only. The candidates will have to appear from the respective centres of their Circle only and under no circumstances, they be permitted to appear from other Circle Centres.

6. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle office.

7. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

8. This issues with the approval of the Competent Authority.

Enclosures: Annexure-I, II, III, A & B.

  
Asstt Director Postal Services (Rectt)  
Punjab Circle, Chandigarh

Copy to:-

1. Postmaster General, Punjab West Region, Chandigarh.
2. Sr./Supdt. Of Post offices /RMS in HQ Region and Punjab West Region
3. Supdt. PSD/CSD Ludhiana
4. Manager MMS Chandigarh
5. Officer Incharge P &T Admn Cell APS center PIN-900746 C/o 56 APO

Annexure-I

Application form for Recruitment to the Posts of Postman/Mail Guard for the vacancy year 2021 (01.01.2021 to 31.12.2021)- To be held on 14<sup>th</sup> November 2021.

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      | Designation (MTS/GDS)  |   |     |  |    |  |
| 3      | Office of Posting  |   |     |  |    |  |
| 4      | Name of Division/Unit  |   |     |  |    |  |
| 5.     | Date of birth (attach self-attested matriculation certificate/marks sheet) |   |     |  |    |  |
| 6.     | Age as on 01.01.2021 (YY/MM/DD)  |   |     |  |    |  |
| 7.     | Education Qualification*<br>(Attach self-attested copies of Marks Sheet)   |   |     |  |    |  |
| 8.     | Category (OC/SC/ST/OBC/EWS)  |   |     |  |    |  |
| 9.     | Date of entry in the Department  |   |     |  |    |  |
| 10.    | Date of appointment as MTS/ GDS on regular basis                           |   |     |  |    |  |
| 11     | Period of regular service rendered as MTS/GDS as on 31.03.2021 (YY/MM/DD)  |   |     |  |    |  |
| 12     | Whether Person with Disability (ies)                                       | <table border="1"> <tr> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table> | YES |  | NO |  |
| YES    |  | NO  |     |  |    |  |
| 12.1   | If yes, Nature of Disability (ies)<br>(OH/HH/VH/Others)                    |   |     |  |    |  |
|        | Percentage of Disability (ies)   |   |     |  |    |  |
| 13     | Whether working in APS (Yes/No).   |   |     |  |    |  |
| 14     | Whether any chargesheet/penalty Pending (Yes/No). If yes, details thereof. |   |     |  |    |  |

\*Minimum education qualification as required should be as on 01.01.2021.

**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/NOT RECOMMENDED. In case NOT RECOMMENDED reasons thereof.

Date:

Place:

Signature of Divisional/ Unit Head with designation stamp

**Order of preference for the vacancy year 2021**

The candidates shall indicate the order of preference of Unit/Division other than the parent unit/division as per the eligibility of the candidate and to the extent of vacancies notified for the year 2021 and to be submitted along with the application form:

| Sl. No. | Name of Division (Circles to indicate names of all divisions/units before notifying) | Order of preference |
|---------|--|---------------------|
| 1.      |  |                     |
| 2.      |  |                     |
| 3.      |  |                     |
| 4.      |  |                     |
| 5.      |  |                     |
| 6.      |  |                     |
| 7.      |  |                     |
| 8.      |  |                     |
| 9.      |  |                     |
| 10.     |  |                     |
| 11.     |  |                     |
| ..      |  |                     |
| ..      |  |                     |

|       |  |
|-------|--|
| DATE  |  |
| PLACE |  |

|                        |
|------------------------|
| Signature of Candidate |
|------------------------|

I certify that the candidate is eligible for the vacancy year and I have verified the list of unit/division preferred by the candidate in the order of preference (except parent unit/division) where vacancies are notified and found correct.

*RVB*

|                            |
|----------------------------|
| Signature of Unit/Division |
|----------------------------|

# Annexure-A

Details of eligible candidates appearing for the examination scheduled to be held on 14<sup>th</sup> November 2021.

Name of Division/Unit : \_\_\_\_\_

| Sr. No. | Roll No. | Name of Candidate | Designation | Date of Birth | Category | Date of Entry in Deptt. | Period of Regular Service rendered as on 31.03.2021 |    |    | Whether working in APS or Civil | Eligible or Not Eligible | Recommendations of Divisional Head | Preferences given by Candidate               |
|---------|----------|-------------------|-------------|---------------|----------|-------------------------|---|----|----|---------------------------------|--------------------------|------------------------------------|--|
|         |          |                   |             |               |          |                         | YY  | MM | DD |                                 |                          |                                    |  |
| 1       |          |                   |             |               |          |                         |   |    |    |                                 |                          |                                    | 1. _____<br>2. _____                         |
| 2       |          |                   |             |               |          |                         |   |    |    |                                 |                          |                                    | 1. _____<br>2. _____<br>3. _____             |
| 3       |          |                   |             |               |          |                         |   |    |    |                                 |                          |                                    | 1. _____<br>2. _____<br>3. _____<br>4. _____ |

It is certified that the particulars have been verified with reference to service records and found to be correct.

(Signature with Designation of the issuing officer of the Division/Unit)

Annexure -II 29

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No. 17-08/2018-SPB-I  
Government of India  
Ministry of Communications  
Department of Posts  
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Dak Bhawan, Sansad Marg,  
New Delhi-110001

Dated: 18<sup>th</sup> 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.

18/05/2019



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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 for Appointment as Postman and Mail Guard through  
Competitive Examination limited to MTS and GDS**

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**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<br>(b) For OBC - 37% in each Paper<br>(c) For Others - 40% in each Paper  |  |             |

**II. Criteria for Selection:-**

- 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.
- 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.
- 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                         | Post Office Guide Part I   |              |
| Maximum marks – 100            | a) Organization of the Department  | 30 questions |
| [50 questions of 2 marks each] | 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   |              |
|                                | Postal Manual Volume V   | 10 questions |
|                                | 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 |              |
|                                | Postal Manual Volume VI – Part III   | 5 questions  |
|                                | 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   |              |

*Arif Khan*

|   |  |              |
|---|--|--------------|
| <b>Part B</b><br><br><b>Maximum marks – 50</b><br><br><b>[25 questions of 2 marks each]</b> | i) Book of receipts for intimations and notices delivery<br>j) Instruction for delivery<br>k) Realization of postage before delivery<br>l) Receipts of addresses for registered<br>m) Delivery to illiterate addressees, Pardanashin women.<br>n) Delivery of insured articles addressed to minors<br>o) Payment of e-Money Orders<br>p) e-Money Orders addressed to minors<br>q) Payment of e-MO and delivery of registered letters to lunatics<br>r) Duties of Village Postman |              |
|   | <b>Postal Manual Vol. VII</b><br>a) Stamps and Seals<br>b) Portfolio and its contents<br>c) Stationery<br>d) Preparation of daily report<br>e) Mail Abstract<br>f) Exchange of Mails<br>g) Cage TB<br>h) Disposal of Mails addressed to a section or a mail office<br>i) Closing of transit bags<br>j) Duties and responsibilities of Mail Guard/Agent<br>k) Final duties before quitting Van or office<br>l) 'A' order and 'B' order  | 5 questions  |
|   | <b>General Awareness/Knowledge</b><br><br>Topics to be covered ( 1 to 3 questions from each topic):<br>a) Indian Geography<br>b) Civics<br>c) General knowledge<br>d) Indian culture & freedom struggle<br>e) Ethics and morale study  | 10 questions |
|   | <b>Basic Arithmetic</b><br><br>Topics to be covered (1 to 2 questions from each topic):<br>a) BODMAS (brackets, orders, division, multiplication, addition, subtraction)<br>b) percentage<br>c) profit and loss  | 10 questions |

*Allohan*

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|   |             |
|---|-------------|
| d) simple interest<br>e) Average<br>f) Time and work<br>g) Time and distance<br>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<br>[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 ( $\pm 5\%$ )]                   |          |

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*Signature*

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

\*\*\*\*\*

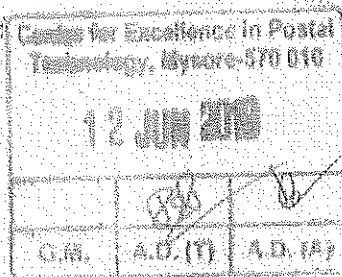
| S.No. | Name of Postal Circle | Geographical area of State / UT covered under the Postal Circle                           | Local Language of Postal Divisions falling under State / UT |
|-------|-----------------------|---|---|
| 1     | Andhra Pradesh        | Andhra Pradesh and Yanam district of 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   |

*R. K. L.*

| 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   |

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 10 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,

(Muthuraman C)  
Assistant Director General (SPN)

Copy to:-

1. GM, CEPT for uploading the order on the India Post website.



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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Dated the 20<sup>th</sup> June, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLJ 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)

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 31<sup>st</sup> 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,

(Muthuraman C)  
Assistant Director General (SPN)

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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<br>(1 question to be attempted out of 3 options)                 | 15 marks                     |
|                   | Paragraph / short essay in local language<br>(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<br>(1 question to be attempted out of 3 options)                 | 20 marks                     |
|                   | Paragraph / short essay in local language<br>(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,

  
25/05/2019

(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)  
Section Officer (SPN-I)

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45

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Dated: 10<sup>th</sup> 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 |

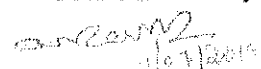
  

| Existing Provision for Paper II   | Revised Provision for Paper II  |
|---|---|
| Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language) | English to Local Language (as defined in Annexure E of letter 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,



(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)

(177)

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 13 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,

a-172017  
13/07/2019

(Muthuraman C)

Assistant Director General (SPN)



48  
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*

(Leena George)

Section Officer (SPN-I)

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

Dak Bhawan, Sansad Marg,  
New Delhi,  
Dated 09<sup>th</sup> 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-1 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<br>[Data Entry Skill Test (DEST)]  | Skill test of data entry for 15 minutes on computer on the same day.<br><br>[Data entry of 600 key depressions (+5%)] | 25 marks |
| Minimum Qualifying Marks for Paper-III viz. Data Entry | (a) For Gen - 60%<br>(b) For OBC/EWS - 60%  |          |

|  |   |
|--|---|
| Skill Test (DEST) (Subject to reservation policy of Government.) | (c) For SC/ST – 50%<br>(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<br>[Data Entry Skill Test (DEST)]  | Skill test of data entry for 15 minutes on computer on the same day.<br>[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%<br>(b) For OBC/EWS – 60%<br>(c) For SC/ST – 50%<br>(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)