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भारतीय डाक विभाग/DEPARTMENT OF POSTS, INDIA
मुख्य पोस्टमास्टर जनरल का कार्यालय, पश्चिम बंगाल सर्किल
OFFICE OF THE CHIEF POSTMASTER GENERAL, WEST BENGAL CIRCLE
कोलकाता/KOLKATA-700012

NO: Rectt./X-13/DR/GDS/2015-16/AD(R)

Dated at Kolkata-12, the 05.08.2019

Subject: Conducting of Limited Competitive Examination from Gramin Dak Sevaks (GDSs) for recruitment to the cadre of Postal Assistants/Sorting Assistants for the vacancy years 2015-16, 2016-17, 2017-18, 2018(01.04.2018 to 31.12.2018) & 2019 (01.01.2019 to 31.12.2019), scheduled to be held on 15.09.2019.

In pursuance of Directorate's Comm. No. A-34012/05/2019-DE dated 30.07.2019, 31.07.2019 & 02.08.2019 following notification is issued:

The Limited Competitive Examination will be held on 15th of September, 2019(Sunday) for recruitment of Postal Assistants/Sorting Assistants from Gramin Dak Sevaks (GDSs) for unfilled vacancies of LDCE for promotion from Postman/Mailguard and MTS to the cadre of Postal Assistants/Sorting Assistants for the vacancy years 2015-16, 2016-17, 2017-18, 2018 (01.04.2018 to 31.12.2018) & 2019 (01.01.2019 to 31.12.2019). Accordingly, applications are invited from the willing and eligible GDSs in the format enclosed (Annexure-I). The schedule of activities of the examination is furnished hereunder:-

S. No.	Activity	Proposed Date(Schedule)
1.	Date of notification	05.08.2019(Monday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates	19.08.2019 (Monday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified	26.08.2019 (Monday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	30.08.2019(Friday)
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	06.09.2019(Friday)
6.	Date of Examination (date & time)	15 th September, 2019 (Sunday)*

*Exam will commence exactly at 10:00 AM in all the Circles and both Paper-I & II will be conducted continuously from 10:00 AM.

2. **Vacancies:** Number of vacancies available under Recruiting Division/Unit wise, year wise is furnished in Annexure-II.

3. **Eligibility Criteria:-** As per the Recruitment Rules notified in GSR 411(E) dated 21.05.2015, the following conditions are to be fulfilled.

(i) **Education Qualification:** 10+2 standard or 12th class pass from a recognized University/Board. The eligibility criteria will be determined as on 1st April of the year to which the vacancy(ies) pertain to (i.e. 01.04.2015, 01.04.2016, 01.04.2017 and 01.04.2018).

(ii) **Age:** should be within 30 years of age (relaxable for different categories as notified by the Government of India from time to time). The eligibility criteria will be determined as on 1st April of the year to which the vacancy(ies) pertain to (i.e. 01.04.2015, 01.04.2016, 01.04.2017 and 01.04.2018).

(iii) **Service eligibility:-** Must have put in a minimum service of five years as on the 1st day of April of the year to which the vacancy(ies) pertain to. (vacancy year 2015-16, 2016-17, 2017-18, 2018) and 1st day of January of the vacancy year 2019.

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-C which shall be read with letter no. 17-08/2018-SPB-I dated 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019 and 23.07.2019 and are enclosed as Annexure-III.

Note:

The 'Skill test of data entry' will be conducted subsequently.

5. Centres of Examination:- The examination will be conducted at **Kolkata, Howrah, Siliguri, Portblair & Gangtok centres** 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 last date of receipt of applications from the eligible GDS for appearing in the above Exam. has been fixed 19.08.2019.

7. Divisional Heads will scrutinize the applications with reference to eligibility criteria and forwarded the application form of permitted candidates to the Regional Office on or before 26.08.2019. in case of any dispute in permitting any candidate to appear in the examination, the same will be settled by Divisional /Unit head or at Regional Level.

8. However the relevant ruling regarding non-recommendations of a candidate may kindly be gone through before non-recommendation of a candidate. The reason for non-recommendation must be mentioned in application form.

9. If there are no applications from the eligible candidates in any Unit, the Unit Head must submit a 'NIL' report within the target date.

10. The responsibility will lie on the Divisional/Unit head in case of any discrepancy noticed after publication of the result of the examination in the application of those who are not actually eligible for appearing in the examination but has been permitted as per recommendation of the Divisional/Unit Heads.

11. The application received after target date will not be entertained in any circumstances.

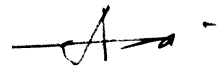
12. The notification may be given wide publicity amongst all GDSs working in Divisions/Units.

13. This notification is also available on the Departmental Website i.e. www.westbengalpost.gov.in.

13. This issues with the approval of the competent Authority.

14. The receipt of this letter may kindly be acknowledged.

Encl: Annexure-I, II, III & IV.



ADPS (Rectt.)
O/O the Ch. PMG
WB Circle, Kol-12

Copy to:-

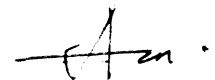
1-6. The Postmasters General, Kolkata Region, Kolkata- 700 012/South Bengal Region, Kolkata- 700 012/ M & BD Region, Kolkata- 700 012/ North Bengal Region, Siliguri- 734001/ A & N Island, Portblair- 744101/Sikkim State Region, Gangtok- 737103.

All U/E

7. The ADG(DE), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi- 110001 w.r.to Dte's lis letter no. cited above.

8-42. All the Divisional /Unit heads under West Bengal Postal Circle.

43. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification on Circle website today positively.



ADPS (Rectt.)
O/O the Ch. PMG
WB Circle, Kol-12

Annexure-I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FROM GRAMIN DAK SEWAKS TO POSTAL ASSISTANTS/SORTING ASSISTANTS FOR UNFILLED VACANCIES UPTO 31.12.2018 i.e. 2015-16, 2016-17, 2017-18 & 2018 (01.04.2018-31.12.2018) & 2019 (01.01.2019 to 31.12.2019)

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	MALE/FEMALE				
3	CATEGORY (BPM/ABPM/DAK-SEVAK)				
4	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)				
5	COMMUNITY (UR/SC/ST/OBC/EWS/PH)				
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 1 ST APRIL OF CONCERNED VACANCY YEAR (YY/MM/DD)FOR THE VACANCY YEAS 2015-16, 2016-17, 2017-18 AND 2018 (01.04.2018 TO 31.12.2018) AND 1 ST JANUARY, 2019 FOR THE VACANCY YEAR 2019 (01.01.2019 TO 31.12.2019)	As on	Year	Month	Day
		01.04.2015 -	/	/	/
		01.04.2016 -	/	/	/
		01.04.2017 -	/	/	/
		01.04.2018 -	/	/	/
		01.01.2019 -	/	/	/
10	AGE FOR CONCERNED VACANCY YEAR (YY/MM/DD)FOR THE VACANCY YEAS 2015-16, 2016-17, 2017-18 AND 2018 (01.04.2018 TO 31.12.2018) AND 1 ST JANUARY, 2019 FOR THE VACANCY YEAR 2019 (01.01.2019 TO 31.12.2019)	As on	Year	Month	Day
		01.04.2015 -	/	/	/
		01.04.2016 -	/	/	/
		01.04.2017 -	/	/	/
		01.04.2018 -	/	/	/
		01.01.2019 -	/	/	/
11	WHETHER ANY PENALTY PENDING OR CONTEMPLATED (YES/NO) If yes, details thereof				

Choice of order of preference of Unit/Division other than parent Unit/Division vide Dte's no. A-34012/05/2019-DE dated 31.07.2019.

Option/Preference	Name of the Division/Unit

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.

DATE	
PLACE	

Signature of Divisional/Unit Head with designation stamp

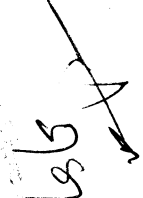
Annexure-II

Sl No.	Name of the Divisions/Units	Total number of vacancies, year-wise for Competitive Examination from GDSs to the cadre of PAs for the vacancy year 2015-16 to 2018(01.04.2018 to 31.12.2018)																								
		2015-16						2016-17						2017-18						2018 (01.04.2018 to 31.12.2018)						
		UR	EWS	OBC	SC	ST	PH	UR	EWS	OBC	SC	ST	PH	UR	EWS	OBC	SC	ST	PH	UR	EWS	OBC	SC	ST	PH	adjusted horizontal
1	A&N Island	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2	Kolkata GPO	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3	North Kol. Dn.	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4	Central Kol Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5	East Kol Dn.	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6	South Kol Dn.	0	0	0	0	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7	North Presy. Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
8	Birbhum Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
9	Barasat Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	Nadia North Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
11	Nadia South Dn.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12	Murshidabad Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
13	South Presy. Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
14	Asansol Dn.	0	0	0	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
15	Bankura Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
16	Burdwan Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
17	Contai Dn.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
18	Howrah Dn.	0	0	0	0	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
19	Midnapore Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
20	North Hooghly Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
21	Purulia Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
22	South Hooghly Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
23	Tamluk Dn.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
24	Darjeeling Dn.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
25	Jalpaiguri Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0


 Assistant Director of Postal Services (General)
 P.O. and Chief Postmaster General
 Circle Kolkata West, Kolkata-700012
 কলকাতা পশ্চিম পোস্টাল বোর্ড (সাধা)
 সাহায্যকর্মে অতিরিক্ত পোস্টমাস্টার জেনারেল
 এলাকা কলকাতা পশ্চিম, কলকাতা-৭০০০১২

SI No.	Name of the Divisions/Units	2015-16						2016-17						2017-18						2018					
		UR	EWS	OBC	SC	ST	PH	UR	EWS	OBC	SC	ST	PH	UR	EWS	OBC	SC	ST	PH	UR	EWS	OBC	SC	ST	PH
26	Coochbehar Dn.	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
27	Malda Dn.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
28	Dinajpur Dn.	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
29	Sikkim State	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Total	0	0	0	0	49	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

* Vacancy for the recruitment year 2016-17, 2017-18, 2018 & 2019 to be published after declaration of results of the LDCE for recruitment to the cadre of Postal Assistant for the vacancy year 2016-17, 2017-18, 2018 (01.04.2018 to 31.12.2018) & 2019 (01.01.2019 to 31.12.2019) from Postman, Despatch Rider and MTS.


 29/01/19
 (Signature)
 Director General of Post & Telegraphs
 Kolkata-700012

SI No.	Name of the Divisions/Units	Total number of vacancies, year-wise for Competitive Examination from GDSs to the cadre of SAs for the vacancy year 2015-16 to 2018(01.04.2018 to 31.12.2018)																								
		2015-16					2016-17					2017-18					2018 (01.04.2018 to 31.12.2018)									
		UR	EWS	OBC	SC	ST	adjusted horizontal	UR	EWS	OBC	SC	ST	adjusted horizontal	UR	EWS	OBC	SC	ST	adjusted horizontal	UR	EWS	OBC	SC	ST	adjusted horizontal	
1	Kolkata RMS Dn.	12	2	0	3	2	PHI-1	26	4	0	6	3	PHII-1, PHIII-1	13	2	0	3	2	PHIV & V-1	11	2	0	3	1	PHI-1	
2	Kol AP Stg. Dn.	1	1	0	3	2		5	1	0	1	1		4	1	0	0	1		11	2	0	2	1	PHIII-1	
3	RMS 'H' Dn.	2	0	0	0	1		2	1	0	2	0		4	1	0	3	2	PHI-1	2	0	0	1	0		
4	RMS 'SB' Dn.	7	1	0	0	2		2	1	0	1	2		2	0	0	2	0		1	0	0	1	0		
5	RMS 'WB' Dn.	6	1	0	4	3	PHI-1	5	1	0	4	2	PHII-1	2	1	0	2	1		2	0	0	1	0		
6	RMS 'SG' Dn.	5	1	0	1	0		3	1	0	1	0		2	0	0	0	0		1	0	0	0	0		
	Total	33	6	0	11	10		43	9	0	15	8		3	27	5	0	10	6		28	4	0	8	2	

* Vacancy for the Recruitment Year 2019 to be published after declaration of results of the LDCE for recruitment to the cadre of Sorting Assistant for the vacancy year 2019 (01.01.2019 to 31.12.2019) from Mailguard and MTS.

भारतीय डाक सेवा (पब्लिक)
 Asstt. to Chief of Divisional Services (Public)
 डाक विभाग, कोलकाता
 Office of the Chief of Divisional Services (Public)
 भारतीय डाक सेवा (पब्लिक)
 कोलकाता / Kolkata

5/2/19

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 16th 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.


17/05/2019

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,


10/2/2011
(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 of Competitive Examination limited to Postman / Mail Guard / MTS / GDS for Appointment as Postal Assistant and Sorting Assistant

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	100 in 2 Parts	50	25
5	Duration	120 Minutes	45 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 (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper		

II. Criteria for Selection:-

- Examination for Paper I and Paper II will be conducted in continuity. 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.

Mohan

- 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 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.

III. Syllabus for Postal Assistant /Sorting Assistant Limited Departmental Competitive Examination:

Paper-I (120 Minutes)		
Part-A		
Maximum marks –50 [50 questions of 1 mark each]	Post Office Guide Part I (except Telegraphic Money Order)	10 questions
	Post Office Guide Part II (except British and Irish Postal order)	10 questions
	Basic terminologies related to IT Modernisation project of Department of Posts	10 questions
	Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post Website)	10 questions
	a) Postal Manual Volume VI – Part I b) Postal Manual Volume VI – Part III (chapter I and II) c) Updated SB Orders issued by Directorate till 31 st December of the preceding year in which exam is being conducted	5 questions
	a) Postal Manual Volume VII b) Foreign Post Manual	5 questions
	Part-B	
Maximum marks – 50 [50 questions of 1 mark each]	General Awareness / Knowledge Topics to be covered (2 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 (2 to 3 questions from	20 questions

M. K. J. Khan

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	
Reasoning and Analytical Ability (Non Verbal / Pictorial)	20 questions

PAPER-II (45 Minutes)

Maximum marks -50	Translation from English to local language Multiple choice questions (10 English words closest meanings in local language to be identified)	15 questions of 1 mark each
	Translation from local language to English Multiple choice questions (10 local language words closest meaning in English words to be identified)	15 questions of 1 mark each
	Letter writing in local language (1 to be attempted out of 3 options)	10 marks
	Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options)	10 marks

PAPER-III (15 Minutes)

Maximum marks - 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer on the same day.	25 marks
	[Data entry of 1200 key depressions (± 5%)]	

Rajolax

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated the 20th 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 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)

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 10 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)

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 27 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

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 this office's letter of even number dated 10.05.2019, read with letters of even number dated 10.06.2019 and 20.06.2019, on the above mentioned subject and to say that Paper-II for all examinations consists of translation from English to local language and vice-versa. Local language(s) of Postal Circles were also communicated vide said letter 10.05.2019, Annexure-E *ibid*.

2. The Competent Authority has now approved modification in the syllabus of Paper-II of following examinations conducted in the States of Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle:-

- a. Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff (Annexure A of letter dated 10.05.2019),
- b. Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard (Annexure B of letter dated 10.05.2019),
- c. Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant (Annexure C of letter dated 10.05.2019).

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 (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

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

(Muthuraman C)
Assistant Director General (SPN)

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 10 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)

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 23 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.
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Yours faithfully,

(Muthuraman C)
Assistant Director General (SPN)