

**DEPARTMENT OF POST**  
**OFFICE OF THE CHIEF POSTMASTER GENERAL**  
**WEST BENGAL CIRCLE, KOLKATA – 700 012**

No: Rectt / X-13/LGO Exam./2022

dated at Kolkata – 12, the 24.06.2022

**Subject: - Limited Departmental Competitive Examination (LDCE) for promotion to the post of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (In the Foreign Post Organisation, Kolkata), Postal Assistant (Savings Bank Control and Internal Check Organisations), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials for the vacancy year 2022(01.01.2022 to 31.12.2022).**

In pursuance of Directorate's Communication no. A-34012/05/2022-DE dated 22.06.2022 following notification is issued:-

The Limited Departmental Competitive Examination(LDCE) will be held on **07<sup>th</sup> of August, 2022 (Sunday)** for promotion to the post of Postal Assistant (Circle Office and Regional Offices), Postal Assistant (In the Foreign Post Organisation, Kolkata), postal Assistant (Savings Bank Control and Internal Check Organisations), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) from eligible officials as per the prevailing Recruitment Rules for vacancy year 2022(01.01.2022 to 31.12.2022). Accordingly, applications are invited from the willing and eligible candidates 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	24.06.2022(Friday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	15.07.2022 (Friday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office /Controlling Unit duly verified.	19.07.2022(Tuesday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified	22.07.2022 (Friday)
5.	Issue of Admit Card by Division/Unit Heads to eligible candidates	01.08.2022 (Monday)
6.	Date of Examination (date & time)	07 <sup>th</sup> August, 2022 (Sunday)*

\* Exam will commence exactly at 10:00 AM and both Paper-I & Paper –II will be conducted in continuity.

**2. Vacancies: Number of vacancies, cadre wise, category wise in the Circle will be notified in due course.**

**3. Eligibility Criteria:-** As per the Recruitment Rules notified in GSR 459(E) dated 17.06.2022, the following categories of official(s) are eligible to appear in the examination:

Category (A):

- (i) Officials of the Circle holding post in Level 3 of the Pay Matrix, excluding officials from Postal Account Office or Wing, with three years of regular service in such post or five years of combined regular service in posts in Level 1, Level 2 and Level 3 of Pay Matrix.
- (ii) Officials of the Circle holding post in Level 2 of the Pay Matrix, excluding officials from Postal Account Office or Wing, with five years of regular service in such post including the regular service in posts in Level 1 of Pay Matrix.

- (iii) Officials of the Circle holding post in Level 1 of the Pay Matrix, excluding officials from Postal Account Office or Wing, with five years of regular service in such post.

Category (B):

- (i) Officials of the Circle holding post in Level 1, Level 2 and Level 3 of the Pay Matrix, excluding officials from Postal Account Office or Wing, with total regular service of eight years including regular engagement as Gramin Dak Sevaks.

Note 1:- The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2022

Note 2:- The officials mentioned at Category (B) above will be considered only if sufficient officials mentioned at Category (A) are not available for filling up the notified vacancy.

Note 3:- Eligibility of an official shall be determined with respect to the post held substantively and relevant pay level of the post in Pay Matrix and not with respect to the level in which an official is drawing pay as on the crucial date of eligibility by virtue of financial up gradation under the Time Bound One Promotion, Biennial Cadre Review or Modified assured Career Progression.

**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(pt.) dated 10.06.2019 and 17-08/2018-SPB-I dated 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-II**.

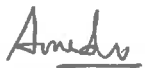
Note:- The 'Skill test of data entry' will be conducted subsequently as per instructions on the subject.

5. Applicants are required to indicate the order of preference of all Divisions/Units (in a proforma). The proforma for order of preference is enclosed as **Annexure-III**. Allotment of Division/Unit will be made as per merit-cum-preference basis subject to availability of vacancy.

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

7. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle Office.
8. Department vests the power to cancel this notification of the examination, if anything unfair was found during the recruitment process.
9. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 1 to 7) for appearing in the examination.
10. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.
11. This notification is also available on the Departmental website i.e [www.indiapost.gov.in](http://www.indiapost.gov.in) and also in Circle website [www.westbengalpost.gov.in](http://www.westbengalpost.gov.in).
12. This issues with the approval of the Competent Authority.

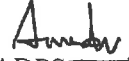
Enclosures:- Annexure-I, II, III

  
ADPS(Recff.)  
O/O the CPMG, WB Circle,  
Kolkata- 700 012

**Copy forwarded for information and taking necessary action to:-**

**All U/E**

- 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 / Sikkim State, Gangtok -737103/ A & N Island, Portblair – 744101.
7. The Director(DE), Dak Bhawan, Sansad Marg, New Delhi- 110001.
8. The GM, CEPT, Mysuru, with request to upload the notification in Indiapost website.
9. The APMG(Staff), O/o the CPMG, W.B. Circle, Kolkata-12
10. The APMG(Mails), O/o the CPMG, W.B. Circle, Kolkata-12
11. All heads of Unit/Division under West Bengal Circle.
12. The Additional DG (APS), Sena Dak Bhawan, Delhi- 110010.
13. All recognized service union in this Circle.
14. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification in Circle website.



ADPS (Rectt.)

O/o the CPMG, WB Circle

Kolkata- 700 012

Application form for Limited Departmental Competitive Examination for promotion to the cadre of Postal Assistants and Sorting Assistants from eligible officials for the vacancy year 2022 (01.01.2022-31.12.2022) – to be held on 07.08.2022.

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

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

Sl. No.	Particulars	Detail(s)			
1	Name of the candidate				
2	Gender (Male / Female / Transgender)				
3	Designation				
4	Name of the Division /Unit				
5	Date of Birth (attach self-attested matriculation certificate / marks sheet)				
6	Category (UR/SC/ST)				
7	Whether belongs to Person with Benchmark Disability, if so, details thereof along with supporting documents.				
8	Date of entry in the Department				
9	Details of Posts held substantively	Pay Level in Pay Matrix	Name of the Posts	From	To
		Level-3			
		Level-2			
		Level-1			
10	Details of regular engagement as Gramin Dak Sevaks, if any	From	To	Total eligible service as Gramin Dak Sevaks	
11	Total eligible service as on 01.01.2022				
(a)	Total service in posts in Level-1, Level-2 and Level-3 of the Pay Matrix (upto 01.01.2022) (YY/MM/DD)				
(b)	Length of engagement rendered as GDS (YY/MM/DD)				
12	Whether eligible as Category (A) or Category (B) candidate as per eligibility criteria at Para-3 of notification				
13	Whether working in APS (Yes/ No)				
14	Whether any penalty is in currency or Disciplinary Proceedings Pending. If yes, details thereof.				

**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 as category (A) or Category (B) candidate (Ref: as per eligibility criteria at Para-3 of notification) / NOT RECOMMENDED. In case, NOT RECOMMENDED reasons therefor.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

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: 16<sup>th</sup> May, 2019

To

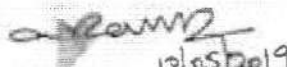
1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal 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:-

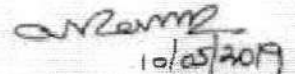
- a) **Annexure A:** Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
  - b) **Annexure B:** Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
  - c) **Annexure C:** Competitive Examination limited to Postman / Mail 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.

  
10/05/2019

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,



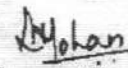
(Muthuraman C)

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 Gramin Dak Sewak (GDS) for Appointment as Multi Tasking Staff  
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**I. Pattern of Examination:**

Sl No	Description	Paper-I	Paper-II
1	Competitive or Qualifying	Competitive	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective
3	Number of Questions	As per syllabus	As per syllabus
4	Maximum Marks	100 in 2 Parts	50
5	Duration	60 Minutes	60 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:-**

- a) Examination for Paper I and Paper II will be conducted in continuity in one sitting.
- b) Only such candidates who qualify in each Paper, viz. Paper I and Paper-II separately, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II is only qualifying, marks secured in Paper-II shall not be added to marks secured in Paper-I to decide merit.
- c) 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.
- 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 declining offer of appointment and no wait list or approved panel shall be maintained.

*A. J. Khan*



III. Syllabus:

<b>PAPER-I (60 Minutes)</b>		
<b>Part-A</b>  Maximum marks – 60 [30 questions of 2 marks each]	<b>Post Office Guide Part I</b> a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services : Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	<b>Postal Manual Volume V</b> a) Definitions	7 questions
<b>Part-B</b>  Maximum marks – 40 [20 questions of 2 marks each]	<b>General Awareness/Knowledge</b> Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	<b>Basic Arithmetic</b> Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions

*Kishor*

**PAPER-II (60 Minutes)**

<b>Maximum marks - 50</b>	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

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*AlYohan*

**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 (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper		

**II. Criteria for Selection:-**

- a) 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.
- b) 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.
- c) 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.

*Deohan*

- 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)		
<b>Part A</b>  Maximum marks – 100  [50 questions of 2 marks each]	<b>Post Office Guide Part I</b> a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) 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	30 questions
	<b>Postal Manual Volume V</b> 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	10 questions
	<b>Postal Manual Volume VI – Part III</b> 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	5 questions

*Mohan*

	<ul style="list-style-type: none"> <li>i) Book of receipts for intimations and notices delivery</li> <li>j) Instruction for delivery</li> <li>k) Realization of postage before delivery</li> <li>l) Receipts of addresses for registered</li> <li>m) Delivery to illiterate addressees, Pardanashin women</li> <li>n) Delivery of insured articles addressed to minors</li> <li>o) Payment of e-Money Orders</li> <li>p) e-Money Orders addressed to minors</li> <li>q) Payment of e-MO and delivery of registered letters to lunatics</li> <li>r) Duties of Village Postman</li> </ul>	
	<p><b>Postal Manual Vol. VII</b></p> <ul style="list-style-type: none"> <li>a) Stamps and Seals</li> <li>b) Portfolio and its contents</li> <li>c) Stationery</li> <li>d) Preparation of daily report</li> <li>e) Mail Abstract</li> <li>f) Exchange of Mails</li> <li>g) Cage TB</li> <li>h) Disposal of Mails addressed to a section or a mail office</li> <li>i) Closing of transit bags</li> <li>j) Duties and responsibilities of Mail Guard/Agent</li> <li>k) Final duties before quitting Van or office</li> <li>l) 'A' order and 'B' order</li> </ul>	5 questions
<p><b>Part-B</b></p> <p>Maximum marks – 50</p> <p>[25 questions of 2 marks each]</p>	<p><b>General Awareness/Knowledge</b></p> <p>Topics to be covered ( 1 to 3 questions from each topic):</p> <ul style="list-style-type: none"> <li>a) Indian Geography</li> <li>b) Civics</li> <li>c) General knowledge</li> <li>d) Indian culture &amp; freedom struggle</li> <li>e) Ethics and morale study</li> </ul>	10 questions
	<p><b>Basic Arithmetic</b></p> <p>Topics to be covered (1 to 2 questions from each topic):</p> <ul style="list-style-type: none"> <li>a) BODMAS (brackets, orders, division, multiplication, addition, subtraction)</li> <li>b) percentage</li> <li>c) profit and loss</li> </ul>	10 questions

*Alfahan*

	d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	
	<b>Reasoning and Analytical Ability (Non Verbal / Pictorial)</b>	5 questions

<b>PAPER-II (60 Minutes)</b>		
<b>Maximum marks - 50</b>	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

<b>PAPER-III (15 Minutes)</b>		
<b>Maximum marks - 25</b> <b>[Data Entry Skill Test (DEST)]</b>	Skill test of data entry for 15 minutes on computer on the same day.	25 marks
	[Data entry of 1000 key depressions (+5%)]	

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*Rafiq*

## Annexure C

**Pattern and Syllabus of Competitive Examination limited to Postman / Mail Guard / MTS / GDS for Appointment as Postal Assistant and Sorting Assistant**

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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	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:-

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

*Nyolan*



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

<b>PAPER-II (45 Minutes)</b>		
<b>Maximum marks -50</b>	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

<b>PAPER-III (15 Minutes)</b>		
<b>Maximum marks - 25</b> [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer on the same day.  [Data entry of 1200 key depressions ( $\pm 5\%$ )]	25 marks

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*Alfolar*

## Pattern and Syllabus of Examination for Direct Recruitment from Open Market

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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	Subjective	On Computer
3	Number of Questions	As per syllabus	As per syllabus	
4	Maximum Marks	100	60	40
5	Duration	90 Minutes	45 minutes	30 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 will be conducted for all candidates.
- Candidates will be shortlisted on the basis of performance in Paper I for appearing in Paper II and Paper III. Depending upon the number of vacancies, number of candidates to be shortlisted will be between 3 to 5 times the number of vacancies.
- Only such candidates who qualify in Paper I, Paper II and Paper III separately shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I only since Paper II and Paper III are only qualifying in nature.
- The final number of selected candidates shall be equal to the number of vacancy in each category.

*A. Mohan*

- e) 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 declining offer of appointment and no wait list or approved panel shall be maintained.

II. Syllabus:

<b>PAPER-I (90 Minutes) (Maximum Marks – 100)</b>	
<b>A. General Awareness/Knowledge</b> Topics to be covered (4 to 8 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	30 <b>Questions</b>
<b>B. Basic Arithmetic</b> Topics to be covered (4 to 8 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest / compound interest e) Average f) Time and work g) Time and distance h) Unitary method	40 <b>Questions</b>
<b>C. Reasoning and Analytical Ability</b> (Both verbal and non-verbal types) (Non verbal/ pictorial reasoning and analytical ability testing is preferred as question paper has to be bilingual)	30 <b>Questions</b>

<b>PAPER-II (45 Minutes) (Maximum marks – 60)</b>	
Translation from English to local language	Translation from English to local language
Translation from local language to English	Translation from local language to English
Letter writing in local language (1 to be attempted out of 3 options)	Letter writing in local language (1 to be attempted out of 3 options)
Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options)	Paragraph/ short essay in local language of 80 to 100 words (1 to be attempted out of 3 options)

<b>PAPER-III (20 Minutes) (Maximum marks – 40)</b>	
Skill test of data entry for 20 minutes on computer on the same day. [Data entry of 2000 key depressions ( $\pm 5\%$ )]	40 marks

\*\*\*\*\*

*Ayohan*

## Annexure E

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

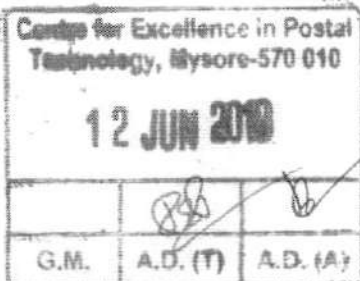
S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
1	Andhra Pradesh	Andhra Pradesh and Yanam district of Puducherry	Telugu
2	Assam	Assam (excluding Three Districts of Barak Valley and Bodoland Territorial 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

*Atto Kan*

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

\*\*\*\*\*

*Allohan*



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<sup>th</sup> 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,

10/06/2019  
(Muthuraman C)

Assistant Director General (SPN)

Copy to:-

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

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 / 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)



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)

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 26<sup>th</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:

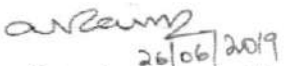
- (i) Relaxation of qualifying marks in respect of candidates belonging to PWD and EWS categories appearing in examination for appointment to the posts of MTS, Postman, Mail Guard, Postal Assistant, Sorting Assistant shall be as follows, subject to reservation policy of the Government:

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)

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)

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 28<sup>th</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

**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,

  
28/06/2019

(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*

(Leena George)  
Section Officer (SPN-I)

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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.

Dated: 11<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,

  
11/07/2019

(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 / 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)



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

Dak Bhawan, Sansad Marg,  
New Delhi-110001.  
Dated: 23<sup>rd</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. 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,

  
23/07/2019  
(Muthuraman C)

Assistant Director General (SPN)

  
24/07/2019  
SO(DE)

16/C

36

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-I 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 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer on the same day.  [Data entry of 600 key depressions (+5%)]	25 marks
Minimum Qualifying Marks for Paper-III viz. Data Entry	(a) For Gen - 60% (b) For OBC/EWS - 60%	

Skill Test (DEST) (Subject to reservation policy of Government.)	(c) For SC/ST - 50%
	(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 [Data Entry Skill Test (DEST)]	<table border="1"> <tr> <td>Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 800 key depressions (<math>\pm 5\%</math>)]</td> <td>25 marks</td> </tr> </table>	Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 800 key depressions ( $\pm 5\%$ )]	25 marks
Skill test of data entry for 15 minutes on computer on the same day. [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% (b) For OBC/EWS - 60% (c) For SC/ST - 50% (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)

**ANNEXURE-III**

Order of preference from the eligible officials for promotion /recruitment (for GDSs) as Postal Assistant (Circle Office and Regional Offices), Postal Assistant (In the Foreign Post Organisation, Kolkata), Postal Assistant (Savings Bank Control and Internal Check Organisations), Postal Assistant (Post Office) and Sorting Assistant (Railway Mail Service) in c/w LDCE/CE for the vacancy year 2022(01.01.2022 to 31.12.2022).

Option preference	Name of Division/Unit
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.....	

[Note: Candidates should indicate his/her option/order of preference for all the postal Divisions/Unit (including home division/unit) under West Bengal Circle by adding rows for each preference in the above table. ]

Signature of the candidate with date.....  
 Name .....  
 Designation.....  
 Division.....

I certify that the candidate is eligible for the vacancy year 2022 and I have verified the list of Unit/Division preferred by the candidate in order of preference.

Signature of Divisional/Unit Head with seal.....