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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-16/CE/PM-MG & MTS/2023

Dated at Kolkata-12, the 16 .03.2023

**Subject:** Competitive Examination for recruitment to the cadre of Postman, Mail Guard and MTS from eligible Gramin Dak Sevaks (GDS) for the vacancies earmarked for GDS and unfilled vacancies of Limited Departmental Competitive Examination (LDCE) for Postman/Mail Guard for the vacancy year 2023 (01.01.2023 to 31.12.2023).

In pursuance of Directorate's Communication No. A-34012/02/2023-DE dated 10.03.2023, following notification is issued:

The Competitive Examination for recruitment to the cadre of Postman, Mail Guard and MTS from eligible GDS for the vacancies earmarked for GDS and unfilled vacancies of LDCE for Postman/Mail Guard for the vacancy year 2023 (01.01.2023 to 31.12.2023) will be held on **30.04.2023 (Sunday)**. 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	17.03.2023 (Friday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates	06.04.2023 (Thursday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified	13.04.2023 (Thursday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	20.04.2023 (Thursday)
5.	Issue of Admit Card by CO/RO/DO/Unit to eligible candidates	24.04.2023 (Monday)
6.	Date of Examination (Date)	<b>30.04.2023 (Sunday)*</b>

\*Examination will commence exactly at 10.00 AM in all the Circles and Paper-I, II & III will be conducted in continuity. There will be no break in between the three papers and candidate will not be allowed to leave his/her seat before completion of examination.

## 2. Vacancies:

- Postman & Mail Guard-** Number of vacancies available to GDS for recruitment to the posts of Postman/Mail Guard/ MTS under Recruiting Division/Unit wise will be published shortly.
- Multi-Tasking Staff-** Number of vacancies available under CO, RO and Recruiting Division/Unit wise will be published shortly.

## 3. Eligibility Criteria:-

**A. Postman & Mail Guard-** As per the Department of Posts Postman and Mailguard (Group 'C' post) Recruitment Rules,2018 notified in GSR 899 (E) dated 20.09.2018 read with Postman & Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020, the following are eligibility conditions to appear in the examination:

- Educational Qualification:** (a) 10<sup>th</sup> standard pass from a recognized Board , (b) Possesses knowledge of local language of Circle /Division and the candidate should have studied local language up to 10<sup>th</sup> Standard, and (c) knowledge of working on Computer.

(ii) **Age:** Should be within fifty (50) years of age as on **01.01.2023** (relaxable for different categories as notified by the Government of India from time to time).

(iii) **Service eligibility:** Five (05) years regular engagement as Gramin Dak Sevaks.

(iv) 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 license. A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license 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: The crucial date of eligibility for reckoning the eligibility conditions as above shall be **01.01.2023**.

B. **Multi- Tasking Staff:** - As per the Department of Posts Multi-Tasking Staff (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16-08-2018, as amended vide the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850 (E), Gramin Dak Sevaks with 3 years of regular engagement as GDS on the crucial date of eligibility i.e. **01.01.2023** shall be eligible.

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-SPN-I dated 5<sup>th</sup> April 2022 as amended vide letter No. 17-08/2018-SPN-I dated 19.12.2022 enclosed as **Annexure- III**.

Note:

(i) Paper -IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper -I and Paper -II (combined i.e. total of marks secured in Paper-I and Paper-II ) and also secure minimum qualifying marks in Paper-III separately , will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be **3 times** of the total vacancy of Postman and Mail Guard as per the corrigendum issued by the Directorate vide F.No. A-34012/02/2023-DE dated 13.03.2023

(ii) The medium of DEST will be **ENGLISH** only and DEST will be held on computer for 15 minutes only.

(iii) Evaluation of DEST will be done by the system.

5. Applicants are required to indicate the order of preference for one/two/all three posts (Postman/Mail Guard/Multi Tasking Staff) and subsequently indicate preference of all Divisions/Units where vacancies have been indicated for the preferred post (in a proforma). The proforma is enclosed as **annexure II**. Allotment of post and Division/Unit will be made on merit - cum-preference basis, subject to availability of vacancy.

6. **Centres of Examination:** The examination will be conducted at all Circle/Region Headquarters 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's Centres.

7. Department vests the power to cancel this notification of the examination, if anything unfair is found during the recruitment process.

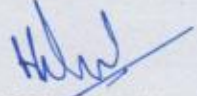
8. The candidates who are willing to apply for the examination should ensure that they fulfill /satisfy all the eligibility criteria /conditions/instructions (mentioned at para 1 to 7) for appearing in the examination.

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

10. This notification is also available on the Departmental Website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in)

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

Enclosure: Annexure-I, II & III.



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

**(All Under Entry)**

**Copy to:-**

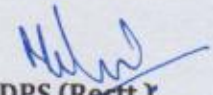
1-6. The Postmasters General, Kolkata Region, Kolkata- 700 012/South Bengal Region, Kolkata- 700 012/ M & BD Region, Kolkata- 700 012/ North Bengal Region, Siliguri- 734001/ A & N Island, Port Blair- 744101/Sikkim State, Gangtok- 737103.

7. The ADG(DE), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi- 110001 w.r.to his letter no. A-34012/02/2023-DE dated 10.03.2023.

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

43. The General Manager, CEPT, Mysore, Karnataka- 570010 for uploading the notification on India Post website.

44. 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**

H/C

Annexure- I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD & MTS FROM ELIGIBLE GDS FOR THE VACANCIES EARMARKED FOR GDS AND UNFILLED VACANCIES OF LDCE FOR POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2023 (01.01.2023 TO 31.12.2023).

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.	GENDER (MALE / FEMALE / TRANSGENDER)	
3.	DESIGNATION (BPM / ABPM / DAK-SEVAK)	
4.	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	CATEGORY (UR/SC/ST/OBC/EWS)	
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 01.01.2023 (YY/MM/DD)	___/___/___
10.	AGE AS ON 01.01.2023 (YY/MM/DD)	___/___/___
11.	WHETHER PERSON WITH DISABILITY(ies)	YES <input type="checkbox"/> NO <input type="checkbox"/>
11.1	IF YES, NATURE OF DISABILITY(ies) (OH/HH/VH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies)	
12.	WHETHER WORKING IN APS	YES <input type="checkbox"/> NO <input type="checkbox"/>
13.	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	YES <input type="checkbox"/> NO <input type="checkbox"/>

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.

**\*\*Strike out (x) whichever is not applicable.**

DATE	
PLACE	

Signature of Candidate
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I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is recommended for the following posts: -

Post	Eligible (Yes/ No)	Recommended *(Yes/ No)
Postman		
Mail Guard		
Multi Tasking Staff		

\*If not recommended, reasons thereof.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp
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Option for Post/Order of preference(Postman/Mail Guard/MTS)

GDS candidates shall give option for one, two or all three posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered Mail Guard while preparing merit list for Mail Guard for the vacancy of 2023 (01.01.2023 to 31.12.2023) and to be submitted along with the application form:

**(a) Option for Post:**

Sl. No.	Name of Post	To be considered- (Yes) or (No)
1.	Postman	
2.	Mail Guard	
3.	MTS (Circle Office and Regional Office)	
4.	MTS (Subordinate Office)	

**(b) Post & order of preference of Divisions/Units by GDS applicants of Postal Divisions: (For Postman/Mail Guard)**

Order of Preference	
1	_____ (Name of parent Postal Division/Unit)
Other Postal Divisions/Units	
2	
3	
...	
...	
RMS Divisions/Units	
1.	
2.	
...	
...	

**(c) Post & order of preference of Divisions/Units by GDS applicants of RMS Division: (For Mail Guard/Postman)**

Order of Preference	
1	_____ (Name of parent RMS Division/Unit)
Other RMS Divisions/Units	
2	
3	

...	
...	
<b>Postal Divisions/Units</b>	
1.	
2.	
...	
...	

**(d) Preference by GDS applicants for the post of MTS:**

<b>Order of Preference</b>	
1	_____
	(Name of parent Division/Unit)
<b>CO and RO/ Other Postal/RMS Divisions/Units</b>	
2.	
3.	
4.	
5.	
...	
...	

DATE	
PLACE	

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

Dak Bhawan, Sansad Marg,  
New Delhi- 110 001.  
Dated 05<sup>th</sup> April, 2022

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

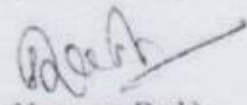
**Subject: Revision of Pattern and Syllabus of examinations conducted by Department of Posts for appointment to the posts of MTS, Postman, and Mail Guard.**

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time, communicating therewith Pattern and Syllabus of examinations conducted by Department of Posts for recruitment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant.

2. Competent Authority has approved that henceforth there will be a single common examination for selection of MTS for appointment as Postman / Mail Guard and GDS for appointment as MTS / Postman / Mail Guard. Revised Pattern and Syllabus of the common Examination is given in Annexure-I. The examination will be held without the aid of books.
3. The Syllabus of examination includes a component to test the knowledge of computer and local language. Local language of a Postal Circle / Division for this purpose has been communicated vide aforesaid letter of even number dated 10.05.2019, Annexure E *ibid*, and further modified by letters dated 28.06.2019 and 30.06.2020. Consolidated / updated list of local language of Postal Circle/Division is enclosed as Annexure-II.
4. Circle shall ensure that the process for appointment of candidates selected to the posts of Postman / Mail Guard through the common examination is completed before any candidate selected for the post of MTS is appointed.
5. Revised Pattern and Syllabus mentioned herein shall come into force from the date of issue of this communication and shall be applicable to all examinations to be held thereafter.
6. This may be given wide circulation for information of all stakeholders.

Yours faithfully,



(Satya Narayana Dash)  
Director (SPN)

Encl: As stated



**Copy forwarded to: -**

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination) / All Members of Postal Services Board
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Secretary, Postal Services Board/ All Deputy Directors General
6. Director (DE), Postal Directorate
7. All recognized Service Federations / Associations
8. GM, CEPT for uploading the order on the India Post website.
9. Guard File

**Pattern and Syllabus of the examinations for appointment  
to the posts of MTS, Postman and Mail Guard**

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## I. Pattern of Examination:

Sl. No.	Description	Paper-I (Basic Postal Knowledge and General Awareness)	Paper-II (Knowledge of Postal Operations)	Paper-III (Knowledge of Local Language)	Paper-IV (Data Entry Skill Test)
1	Applicable for examination to the posts of	Both MTS and Postman / Mail Guard	Postman / Mail Guard only	Both MTS and Postman / Mail Guard	Postman / Mail Guard only
2	Competitive or Qualifying	Competitive		Qualifying	
3	Type of Question	MCQ		MCQ and Subjective	On Computer
4	Number of Questions	As per syllabus			
5	Maximum Marks	100 in 2 Parts	50	50	25
6	Duration	60 Minutes	30 Minutes	60 Minutes	15 Minutes
7	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a local language.		English to Local language and vice versa	
8	Language of Answer Paper	Not applicable as MCQ		As per question paper	
9	Minimum Qualifying Marks (Subject to reservation policy of Government.)	<b>For selection as MTS - in Paper-I:</b> (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%  <b>For selection as Postman / Mail Guard - Total of Paper-I and Paper-II:</b> (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%		(a) Unreserved: 40%  (b) OBC/EWS: 37%  (c) SC/ST/PWD: 33%	(a) Unreserved: 60%  (b) OBC/EWS: 60%  (c) SC/ST: 50%  (d) PWD (if not exempted for skill test): 50%

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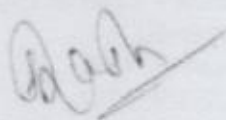


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## II. Criteria for Selection:

- (a) Paper-I, Paper-II and Paper-III will be held in one sitting of 2 and ½ hours (150 Minutes) duration. Paper-IV [Data Entry Skill Test (DEST)] will be held separately at a later date. Selection of candidates will be based on their performance in Paper-I and Paper-II provided a candidate has qualified in both Paper-III and Paper-IV (wherever applicable). Paper-III (Knowledge of Local Language) and Paper-IV (DEST) will be 'qualifying' in nature.
- (b) While performance in Paper-I only will be considered for selection to the post of MTS, performance in both Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) will be considered for selection to the posts of Postman / Mail Guard.
- (c) All those candidates who secure minimum qualifying marks in both Paper-I and Paper-III separately, will be eligible for being considered in merit list for selection as MTS. However, merit list will be prepared only on the basis of marks secured in Paper-I. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (d) All those candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.
- (e) All those candidates who secure minimum qualifying standards in DEST, will be eligible for being considered in merit list for selection as Postman / Mail Guard. However, merit list will be prepared only on the basis of total marks secured in Paper-I and Paper-II. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (f) In the event of any vacancy notified for recruitment remaining 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.

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III. Syllabus of Examination:

<b>PAPER-I: Basic Postal Knowledge and General Awareness</b> (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard)		
<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

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**Paper-II: Knowledge of Postal Operations**  
**(Duration: 30 Minutes)**  
**(For appointment to the posts of Postman / Mail Guard only)**

<p>Maximum Marks - 50</p> <p>[25 questions of 2 marks each]</p>	<p><b><u>Post Office Guide Part I</u></b></p> <p>a) Delivery of mails  b) Refusal of article  c) Payment of eMoney Order  d) Redirection  e) Instruction regarding address change  f) Articles addressed to deceased person  g) Liability to detention to certain mails  h) Facilities provided by Postmen in rural areas</p>	<p>5 questions</p>
	<p><b><u>Postal Manual Volume VI – Part III</u></b></p> <p>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  i) Book of receipts for intimations and notices delivery  j) Instruction for delivery  k) Realization of postage before delivery  l) Receipts of addresses for registered  m) Delivery to illiterate addressees, Pardanashin women  n) Delivery of insured articles addressed to minors  o) Payment of e-Money Orders  p) e-Money Orders addressed to minors  q) Payment of e-MO and delivery of registered letters to lunatics  r) Duties of Village Postman</p>	<p>10 questions</p>
	<p><b><u>Postal Manual Vol. VII</u></b></p> <p>a) Stamps and Seals  b) Portfolio and its contents  c) Stationery  d) Preparation of daily report  e) Mail Abstract  f) Exchange of Mails  g) Cage TB  h) Disposal of Mails addressed to a section or a mail office  i) Closing of transit bags  j) Duties and responsibilities of Mail Guard/Agent  k) Final duties before quitting Van or office  l) 'A' order and 'B' order</p>	<p>10 questions</p>

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<b>PAPER-III: Knowledge of local language</b> (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) <i>[For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].</i>		
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

<b>PAPER-III: Knowledge of local language</b> (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) <i>[For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].</i>		
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

<b>PAPER-IV: Data Entry Skill Test</b> (Duration: 15 Minutes) (For appointment to the posts of Postman / Mail Guard only)	
Maximum Marks – 25	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions ( $\pm 5\%$ )]

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Local Language for Examinations  
conducted in decentralized manner by Postal Circles

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	Telugu
		Yanam District of Puducherry	
2	Assam	Assam	Assamese / Bengali / 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	Malayalam
		Lakshadweep	
		Mahe District of Puducherry	
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Marathi / Konkani
15	North-East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English

Contd...

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
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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*[Handwritten Signature]*



No. 17-08/2018-SPN-I  
Government of India  
Ministry of Communications  
Department of Posts  
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Dak Bhawan, Sansad Marg,  
New Delhi-110001  
Dated: 19<sup>th</sup> December, 2022

To,  
The Chief Postmaster General  
All Circles

**Subject:- Revision of parameters in Data Entry Skill Test (DEST) for appointment to the post of Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding**

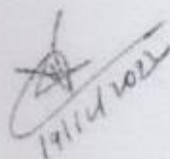
Madam/Sir,

I am directed to refer to the subject cited above and say that vide Directorate's letter of No. 17-08/2018-SPN-I dated 09.09.2021 parameters of Paper-III i.e. Data Entry Skill Test (DEST) for recruitment to the post of Postal Assistant, Sorting Assistant, Postman and Mail Guard were circulated. It was stipulated that the parameters of DEST communicated vide said letter of 09.09.2021 shall be applicable for the examination conducted for 2021 vacancy year. Para 3 of the said letter provided that the parameters of DEST shall be further reviewed for subsequent vacancy year in due course. Subsequently, similar pattern, syllabus and qualifying marks of Paper-III for the year 2022 was circulated vide letter No. 17-08/2018-SPN-I dated 22.07.2022.

2. The matter has been reviewed and Competent Authority has approved following parameters of DEST:-

(i) Competitive examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment to the post of for appointment to the post of Postman and Mail Guard:-

PAPER-IV (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer.  [Data entry of 600 key depressions (= 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government)	(a) For Gen/ OBC/EWS – 75% (b) For SC/ST/PWD (if not exempted for skill test) – 60%

  
19/12/2022

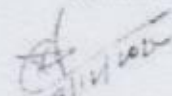
(ii) Competitive examination limited to Postman / Mail Guard / Multi Tasking Staff / Gramin Dak Sevak for appointment to the post of Postal Assistant / Sorting Assistant:-

PAPER-III (15 Minutes)	
Maximum marks- 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer. [Data entry of 1000 key depressions (= 5%)]
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) <i>(Subject to reservation policy of Government)</i>	(a) For Gen/OBC/EWS - 75% (c) For SC/ST/PWD (if not exempted for skill test) - 60%

2. Further, it has been decided that the number of candidates to be shortlisted for DEST shall be kept as three times of the number of vacancies declared at the time of notification. In case vacancy is revised upward/downward before publication of results (Paper-I & II), the revised vacancy position shall be notified and short listing shall be done three times of the revised vacancy. Revision in vacancy position after declaration of results shall not be allowed except in exceptional circumstances with prior approval of DGPS and in such cases revised vacancy shall be notified and list of candidates to be called for DEST shall also be revised accordingly.

3. These instructions shall be applicable for all examinations to be notified on or after 01.01.2023.

Yours faithfully,



(Dileep Singh Sengar)  
Assistant Director General (SPN)

~~Copy to:-~~ Director (DF), Dak Bhawan.

etc  
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20/12/2022