

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

No: Rectt / X-13/LGO Exam./2019/AD(R)

dated at Kolkata – 12, the 24.06.2019.

Subject: - Limited Departmental Competitive Examination (LDCE) from Postman/Mail Guard, Despatch Rider and MTS for recruitment to the cadre of Postal Assistants/sorting Assistants for the vacancy year 2019(01.01.2019 to 31.12.2019).

The Limited Departmental Competitive Examination(LDCE) will be held on 4th of August, 2019 (Sunday) for recruitment of Postal Assistants/Sorting Assistants from Postman/Mail Guard, Despatch Rider and MTS for the vacancy year 2019 (01.01.2019 to 31.12.2019). 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	24.06.2019
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	10.07.2019
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office /Controlling Unit duly verified.	15.07.2019
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified	19.07.2019
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	26.07.2019
6.	Date of Examination (date & time)	4 th August, 2019*

* Exam will commence exactly at 10:00 AM and both the Paper-I & Paper –II will be conducted continuously from 10:00 hrs to 12:45 hrs.

2. Vacancies: Number of vacancies available under Recruiting Division/Unit-wise will be published shortly.

3. Eligibility Criteria:- As per the Recruitment Rules notified in GSR 411(E) dated 21.05.2015, the following categories of official(s) are eligible to appear in the examination:

- (i) Postman/Mail Guard in the Pay band I of Rs. 5200-20200 +Grade Pay of Rs. 2000/- (erstwhile) of the concerned Unit /Divisional with three years of regular service in the Grade.
- (ii) Despatch Rider in the Pay Band I of Rs. 5200-20200 + Grade Pay of Rs. 1900/- (erstwhile) of the concerned Unit/Divisional with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.
- (iii) Multi Tasking Staff (MTS) in the Pay Band I of Rs. 5200- 20200 + Grade Pay of Rs. 1800/- (erstwhile) of the concerned Unit/Divisional with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.

Note: Crucial date of reckoning the minimum regular service is 01.01.2019.

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 read with letter No. 17-08/2018-SPB-I dated 20.06.2019. Details of pattern and Syllabus are furnished in Annexure-II.

Note:-

- (i) 'Skill test of data entry' will be conducted separately.
- (ii) The medium for 'Skill test of data entry' will be English only.
- (iii) Skill test of data entry will be held on computer for 15 minutes only.
- (iv) Evaluation of Skill test of data entry will be done as per instructions given in Annexure-III.

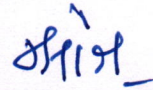
5. Centres of Examination:- The examination will be conducted at **Kolkata, Siliguri, Portblair & Gangtok centres** only. The candidates will have to appear from the respective centres of their Circle only and under no circumstances, they be permitted to appear from other Circle Centres.

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

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

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

Enclosures:- Annexure-I, II & III.



(Manoj Kumar-I)

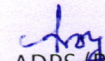
Director of Postal Services (HQ)

O/O the CPMG, WB Circle, Kolkata- 700 012

Copy forwarded for information and taking necessary action 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, Sikkim State Region, Gangtok -737103/ A & N Island Region, Portblair – 744101.
- 7. The ADG(DE), Dak Bhawan, Sansad Marg, New Delhi- 110001.
- 8. The All heads of Units under West Bengal Circle.
- 9. The Additional DG (APS), Sena Dak Bhawan, Delhi- 110010.
- 10. All recognized service union in this Circle.
- 11. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification in Circle website.

All U/E



ADPS (TO)

O/o the CPMG, WB Circle
Kolkata- 700 012

APPLICATION FORM FOR LDCE FOR PROMOTION TO THE POSTS OF
POSTAL ASSISTANTS/SORTING ASSISTANTS FOR THE VACANCY YEAR
2019 (01.01.2019-31.12.2019) – TO BE HELD ON 04TH OF AUGUST, 2019.

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	Male / Female	
3	Designation (Postman/Mail Guard/Despatch Rider/MTS)	
4	Name of the Division /Unit	
5	Date of Birth (attach self-attested matriculation certificate/marks sheet)	
6	Category (UR/SC/ST)	
7	Date of entry in the Department	
8	Date of appointment as Postman / Mail Guard /Despatch Rider / MTS on regular basis	
9	Period of regular service rendered as Postman / Mail Guard /Despatch Rider / MTS as on 01.01.2019	YY/ MM / DD
10	Whether working in APS (Yes/ No)	
11	Whether any penalty pending or contemplated (Yes/No) 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 / 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

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.

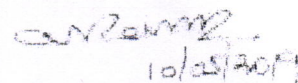
3. The syllabus of examination includes a component to test the knowledge of local language of a candidate. The list of local languages, Postal Circle-wise, is at Annexure E.

[Signature]
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,


10/05/2019

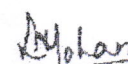
(Muthuraman C)

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.

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- d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list 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	5 questions
	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	
	a) Postal Manual Volume VII	5 questions
	b) Foreign Post Manual	
Part-B Maximum marks – 50 [50 questions of 1 mark each]	General Awareness / Knowledge	10 questions
	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	
	Basic Arithmetic	20 questions
	Topics to be covered (2 to 3 questions from	

N. Mohan

	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 ($\pm 5\%$)]	

Refplan

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:-

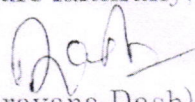
PAPER-II (45 Minutes)		
Maximum marks -50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 80 to 100 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)

Evaluation of Skill Test of Data Entry

NATURE OF MISTAKES

- A. Full Mistakes : The following errors are treated as full mistakes :--
- For every omission of word/ figure.
 - For every substitution of a wrong word /figure.
 - For every addition of a word / figure not found in the passage.
- B. Half Mistakes : The following errors are treated as half mistakes :--
- (i) Spacing Errors : Where no space is provided between two words/figures, e.g. 'Ihope' or undesired space is provided between the words or letters of a word/figure e.g. hope I have, 'I hxxave'.
 - (ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters/figure, e.g. the word 'spelling' typed as 'seeplings' etc.
 - (iii) Wrong Capitalisation : Wrong use of capital letter for small letter and vice-versa.