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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/LDCE/PM-MG/2022

Dated at Kolkata-12, the **15**.07.2022

Subject: Limited Departmental Competitive Examination(LDCE) for promotion to the posts of Postman and Mailguard from eligible Multi-Tasking Staff for the vacancy year 2022 (01.01.2022 to 31.12.2022).

In pursuance of Directorate's Comm. No. A-34012/06/2022-DE dated 08.07.2022, following notification is issued:

The Limited Departmental Competitive Examination (LDCE) for promotion to the posts of Postman and Mailguard from eligible Multi-Tasking Staff for the vacancy year 2022 (01.01.2022 to 31.12.2022) will be held on **4th September, 2022** (Sunday). 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	15.07.2022 (Friday)
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates	08.08.2022 (Monday)
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified	16.08.2022 (Tuesday)
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	23.08.2022 (Tuesday)
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	29.08.2022 (Monday)
6.	Date of Examination (Date & time)*	4th September, 2022 (Sunday)

*Examination will commence exactly at 10:00 AM in all Circles and Paper-I, II & III will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/her seat before completion of examination.

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

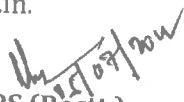
3. Eligibility Criteria:- As per the Department of Posts Postman and Mailguard (Group 'C' post) Recruitment Rules,2018 notified in GSR 899 (E) dated 20.09.2018 read with Postman & Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020, the following categories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

(i) Multi Tasking Staff (MTS) in Level-I of the pay matrix with three years regular service in the grade as on the crucial date of eligibility i.e. **01.01.2022**.

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 05.04.2022 (**Annexure- III**).

Note:

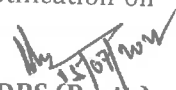
- (i) Paper-IV i.e. 'Data Entry Skill Test' (DEST) will be held separately at a later date. Candidates who secure minimum qualifying marks in Paper-I & Paper-II (combined, i.e. total of marks secured in Paper-I & Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of the candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.
- (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 by the online system.
5. Applicants are required to indicate the order of preference of all Divisions/Units (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. **Centers of Examination:** The examination will be conducted at all Circle/Region Headquarters only. The candidates will have to appear from the respective centers of their Circle only and under no circumstances, they be permitted to appear from other Circle Centers.
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 is 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.
12. This issues with the approval of the competent Authority.
- Encl: 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-34012/06/2022-DE dated 08.07.2022.
- 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

Application form for Limited Departmental Competitive Examination for promotion to the cadre of Postman and Mail Guard from eligible Multi Tasking Staff officials for the vacancy year 2022 (01.01.2022-31.12.2022) – to be held on 04.09.2022.

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	Multi Tasking Staff
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	Date of appointment as Multi Tasking Staff on regular basis	
10	Total eligible service as Multi Tasking Staff as on 01.01.2022	
11	Whether working in APS (Yes/ No)	
12	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/ incorrect. 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
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Option for Post/Order of preference**(Postman/Mail Guard)**

MTS candidates shall give option for one or both 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 for Mail Guard while preparing merit list for Mail Guard for the vacancy of 2022 (01.01.2022 to 31.12.2022) 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	

(b) Post & order of preference of Divisions/Units by MTS 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 MTS applicants of RMS Division: (For Mail Guard/Postman)

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

2	
3	
...	
...	
Postal Divisions/Units	
1.	
2.	
...	
...	

DATE	
PLACE	

Signature of Candidate

**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 05th 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**

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.)	For selection as MTS – in Paper-I: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33% For selection as Postman / Mail Guard – Total of Paper-I and Paper-II: (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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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:

PAPER-I: Basic Postal Knowledge and General Awareness (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard)		
Part-A Maximum Marks – 60 [30 questions of 2 marks each]	Post Office Guide Part I 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
	Postal Manual Volume V a) Definitions	7 questions
Part-B Maximum Marks – 40 [20 questions of 2 marks each]	General Awareness/Knowledge 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
	Basic Arithmetic 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><u>Post Office Guide Part I</u></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><u>Postal Manual Volume VI – Part III</u></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><u>Postal Manual Vol. VII</u></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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PAPER-III: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) [For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].		
Maximum Marks – 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

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

PAPER-IV: Data Entry Skill Test (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 ($\pm 5\%$)]



**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 Yanam District of Puducherry	Telugu
2	Assam	Assam	Assamese / Bengali / Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat Dadra and Nagar Haveli Daman and Diu	Gujarati
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 Mahe District of Puducherry	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra Goa	Marathi Marathi / Konkani
15	North-East	Arunachal Pradesh Manipur Meghalaya Mizoram Nagaland Tripura	Hindi / English Manipuri Hindi / English Mizo Hindi / English Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab Chandigarh	Punjabi Hindi / English

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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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