

DEPARTMENT OF POSTS

मुख्य पोस्टमास्टर जनरल कार्यालय, कर्नाटक परिमंडल, बैंगलूर 560001
O/o The Chief Postmaster General, Karnataka Circle, Bengaluru-560 001

No. R&E/1-12/GDS/2020 dated at Bangalore -560001 the 09-11-2020.

Sub: Conducting of Limited Competitive Examination from Gramin Dak Sevaks (GDSs) for recruitment to the cadre of Postal Assistants/Sorting Assistants for unfilled vacancies of LDCE meant for Postman/Mail Guard/Despatch Rider/MTS for the vacancy year 2020 (01-01-2020 to 31-12-2020).

In accordance with Directorate letter No. A-34012/05/2020-DE dated 04-11-2020, the Limited Competitive Examination will be held on **20th of December, 2020 (Sunday)** for recruitment of Postal Assistants/ Sorting Assistants from Gramin Dak Sevaks (GDSs) in Divisions/Units for unfilled vacancies of LDCE meant for promotion from Postman /Mail Guard and MTS to the cadre of Postal Assistants / Sorting Assistants for the vacancy year 2020 (01-01-2020 to 31-12-2020). 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.

Sl.No.	Activity	Schedule
1	Last date of receipt of application form at Divisional Office/Controlling Unit from eligible candidates.	30-11-2020 (Monday)
2	Receipt of duly filled in Application forms at the Regional Office is to be sent by Divisional Office/Controlling Unit duly verified	03-12-2020 (Thursday)
3	Issue of Admit Card by Regional Offices/Divisional Offices to eligible candidates	14-12-2020 (Monday)
4	Annexure IV showing details of candidates applied for competitive exam limited to GDS for filling up of PA/SA to Circle Office	14-12-2020 (Monday)
5	Date of Examination (Date & Time)	20 th December 2020 * (Sunday)

*Exam will commence exactly at 10.00 A M in all the Circles and both Paper I & II will be conducted continuously from 10.00 AM.

The Regional Heads/Divisional Heads/Controlling authorities are requested to start the activity as per the notified schedule immediately. The schedule should be strictly adhered to.

2. Vacancies:

The vacancies will be filled up through GDS, only if, there are unfilled vacancies of promotion quota meant for Postman/Despatch Rider/MTS through LDCE to the post of Postal Assistant/Sorting Assistant for the vacancy year 2020.

3. Eligibility Criteria: As per the Recruitment Rule notified in GSR 411 (E) dated 21-05-2015, the following conditions are to be fulfilled.

i) **Educational Qualification:** 10 + 2 standard or 12th class pass from a recognized university / Board.

ii) **Age:** Should be within 30 years of age (relaxable for different categories as notified by the Government of India from time to time).

iii) **Service Eligibility:** Must have put in a minimum service of five years as on the 1st day of January of the year for which the vacancy (ies) pertains to.

Note: The vacancy year has been changed from financial year as provided in the Recruitment Rules to Calendar year in terms of DoP&T OM no. 22011/4/2013-Estt (D) dated 08.05.2017 and Department of Posts D.O letter no. 137-15/2014-SPB-II dated 7 July 2017 and hence the crucial date for reckoning the minimum regular service is 01.01.2020.

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, 26.06.2019, 28.06.2019, 11.07.2019, 23.07.2019, 11.12.2019 and letter no. 17-08/2018-SPB-I (Pt) dated 10.06.2019. Details of Pattern and Syllabus are furnished in Annexure-II.

Note: 'Skill test of data entry' will be conducted subsequently.

5 **Centres of Examination:** The examination will be conducted at three centres in the Circle i.e. Bengaluru, Dharwad and SK Region to intimate the Centre. The candidates will have to appear from the respective Centres only and under no circumstances they be permitted to appear from other Centres.

6. The Applications of the APS candidates should be routed through the concerned Divisions and APS candidates have to appear from the respective Regional Centres only.

7 Applications in the prescribed format along with two recent passport size identical photographs, self attested copy of community certificate (if any) received from eligible candidates duly verifying the details may please be forwarded to concerned Regional office by the Divisions of SK/NK/BG Regions for further scrutiny and issue of hall permits. The Annexure IV with report should reach the CO on or before 14-12-2020 on complying with the following Points. If no applications are received, a NIL report may be sent without fail. Details of candidates must be furnished in Annexure-IV format.

- a. Each and every Application to be scrutinized according to the instructions already issued.
- b. Each and every entry made in the application have been verified and found to be correct.
- c. Vigilance/disciplinary clearance to be furnished. If pending, details thereof.
- d. Details about currency of punishment, if any, to be furnished.
- e. Whether applicants are eligible or not and the applications are recommended for issue of Hall Permits, is to be decided by the concerned Regional office only.

8 The schedule of activities furnished above should be strictly followed. Applications received after due date should not be entertained.

9 MS-Excel sheet format of Annexure-IV is also sent by E-Mail. This annexure should be prepared in the prescribed format only and sent by E-Mail to CO followed by hard copy. The concerned Authorities are responsible for the accuracy of the details furnished in the consolidated list (Annexure-IV), inclusive of the particulars furnished in the Applications.

- 10 The concerned Regional office after final scrutiny will issue Hall permits to the eligible candidates of each Division. List of permitted candidates in the enclosed format (Annexure-IV) be sent to this office by E Mail on or before 14-12-2020 cpmgre@gmail.com & rectt.ka@indiapost.gov.in,) followed by hard copy.
- 11 Copy of all applications may be retained at respective DO/RO for reference. Regional Heads are requested to start other activities such as nomination of Supervisory officer, fixing of venue etc. as per the guidelines on conducting examination.
- 12 **ROLL NUMBER:**
Instructions regarding Roll Number to be allotted by the Regions/Divisions will be issued shortly.
- 13 **Preference/Option.**
The candidates may exercise order of preference for Recruiting Units (All Divisions/Units) except parent Division. Copy of format is enclosed as **Annexure IV**


Important Note:

- 1) The candidate should exercise preference for all Divisions/ Recruiting Units for consideration. In case preference is exercised for a limited number of Division/units and could not be allocated to one of those limited units as per merit vis a vis vacancy in the category to which he/she belong to, he/she will not be considered for other recruiting units not preferred and a candidate lower in rank to him/her, who has opted for that unit will be considered
- 2) Order of preference once exercised is FINAL AND SHALL NOT BE CHANGED.

This notification may be given wide publicity amongst all concerned.

This is issued with the approval of the Competitive Authority.

Encl:a/a


(B. Raghavendra Rao)
सहायक निदेशक Asst. Director (R&E)
मुख्य पोस्टमास्टर जनरल का कार्यालय
O/o the Chief Postmaster General
कर्नाटक परिमंडल/Karnataka Circle,
बैंगलूरु/Bengaluru-560001

Copy issued for information and necessary action to:

- 1) The Postmaster General, North Karnataka Region, Dharwad-580001.
- 2) The Postmaster General, South Karnataka Region, Bengaluru-560001.
- 3) The Postmaster General, BG (HQ) Region, Bengaluru
- 4) The Officer In-charge, P&T Admn. Cell, C/O 56 APO PIN-900746.
- 5) Technology section, CO, for uploading on website.
- 6) Hindi section C.O for translation.
- 7) All GDSs Unions.

13

APPLICATION FORM FOR COMPETITIVE EXAMINATION FROM GRAMIN DAK SEVAKS (GDSS) FOR RECRUITMENT TO THE CADRE OF POSTAL ASSISTANTS / SORTING ASSISTANTS IN POSTAL DIVISIONS/UNITS FOR UNFILLED VACANCIES OF LDCE MEANT FOR POSTMAN/MAIL GUARD/DESPATCH RIDER/ MTS FOR THE VACANCY YEAR 2020 (01.01.2020 to 31.12.2020)

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

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

Sl. No.	Particulars	Detail(s)
1	NAME OF THE CANDIDATE	
2	MALE / FEMALE	
3	CATEGORY (BPM/ABPM/DAK-SEVAK)	
4	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5.	COMMUNITY (UR/SC/ST/OBC/EWS)	
6.	EDUCATIONAL QUALIFICATION (Attach self -attested copies of Marks sheet)	
7.	OFFICE WHERE PRESENTLY ATTACHED	
8.	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
9.	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 1 ST JANUARY OF VACANCY YEAR 2020 (DD/MM/YY)	As on
		01.01.2020 - / /
10.	Age (YY/MM/DD) on 01.01.2020 for VACANCY YEAR 2020	As on
		01.01.2020 - / /
11.	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.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp
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No. 17-08/2018-SPB-1
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 16th May, 2019

To

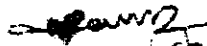
- 1 All Chief Postmasters General / Postmasters General
- 2 Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
- 3 Director, RAKNPA / GM, CEPT / Directors of all PTCs
- 4 Addl. Director General, Army Postal Service, New Delhi
- 5 All General Managers (Finance) / Directors Postal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

So

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(a) 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.

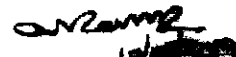

16/05/2019

12

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 (SPD)

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 (PLA)/ 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 (SPS-D)

16

Annexure C

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	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 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.

K. Mohan

1-7

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	

K. H. Khan

18

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-I (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%)]	

Kishan

128

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

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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.

170

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

Letter no. 1005/2019 stands modified to the extent stated above.

Yours faithfully


(Sarya Narayana Dash)
Director (SPN)

(11)

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 26 June, 2019

- 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

In continuation of letter of even No. dated 10.05.2019 on the above mentioned subject, the Competent Authority has approved the following:

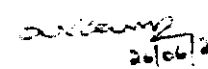
- a) Relaxation of qualifying marks in respect of candidates belonging to PWD and EWS categories appearing in examination for appointment to the posts of MTS, Postman, Mail Guard, Postal Assistant, Sorting Assistant shall be as follows, subject to reservation policy of the Government.

Category	Qualifying marks in each paper except DEST
EWS	37%
PWD	33%

- b) Fixation of qualifying marks for computer based Data Entry Skill Test, subject to reservation policy of the Government:

Category	Qualifying marks for Data Entry Skill Test
Gen.	75%
OBC/EWS	70%
SC/ST	65%
PWD (if not exempted for skill test)	65%

Yours faithfully


(Muthuraman C)
Assistant Director General (SPN)

No. 17/08.2018-SPB-1
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 28th June, 2019

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PIJ 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

I am directed to refer to this office's letter of even number dated 07.05.2019 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 languages of Postal Circles were also communicated vide said letter 10.05.2019, Annexure E. *ibid*

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:-

1. Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi-Tasking Staff (Annexure A of letter dated 10.05.2019).
2. Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard (Annexure B of letter dated 10.05.2019).
3. 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).

(13)

Mentioned 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

Further Syllabus of Paper II of Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Letter Assistant / Sorting Assistant (Annexure D of letter dated 10.05.2019) for 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

Further it is clarified that Hindi shall be the local language in Postal Divisions covering geographical region of Chandigarh.

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)

17/14

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 17 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,

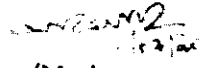
I am directed to refer to this office's letter of even number dated 10.05.2019, read with modifications thereof on the above mentioned subject and to say that the Competent Authority has approved further modifications in Part-I, Sr. No. 6 of Annexure-A, Annexure-B, Annexure-C and Annexure-D of the letter dated 10.05.2019 as specified below:

<u>Existing Provision for Paper I</u>	<u>Revised Provision for Paper I</u>
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
<u>Existing Provision for Paper II</u>	<u>Revised Provision for Paper II</u>
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

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

Letter of even number dated 10.05.2019 stands modified to the extent stated above. This will be retrospectively effective from 10.5.2019.

Yours faithfully,


(Muthuraman C)
Assistant Director General (SPN)

(175)

No. 1198/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,

New Delhi-110001.

Dated: 11 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
3. For the Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi-Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant - regarding

Sir/Madam

I am directed to refer to letter of even no. dated 11.07.2019 on the above mentioned subject. It has now been decided that the examination for Paper-I will now be conducted as under:-

Paper-I	English, Hindi and respective local language, where Hindi is not a local language, as published vide letter of even number dated 10.05.2019.
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Yours faithfully,

(Muthuraman C)
25.07.2019

Assistant Director General (SPN)

176

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

Dak Bhawan, Sansad Marg,
New Delhi, dated 11.12.2019

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 / DAP

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 10.05.2019, as amended *vide* letters of even number dated 10.06.2019, 20.06.2019, 26.06.2019, 28.06.2019, 11.07.2019, 11.07.2019 and 23.07.2019, communicating the syllabus and pattern of following examinations:-

- (i) Annexure A: Pattern and Syllabus of Competitive Examination Limited to Gramin Dak Sewak (GDS) for Appointment as Multi Tasking Staff (MTS);
- (ii) Annexure B: Pattern and Syllabus for Appointment as Postman and Mail Guard through Competitive Examination limited to MTS and GDS;
- (iii) Annexure C: Pattern and Syllabus of Competitive Examination limited to Postman / Mail Guard / MTS / GDS for Appointment as Postal Assistant and Sorting Assistant; and
- (iv) Annexure D: Pattern and Syllabus of Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.



(17)

2. The Competent Authority has approved to revise the Pattern, Syllabus and Qualifying marks of Paper-III, viz. Data Entry Skill Test (DEST), in case of examinations conducted for appointment to the posts of Postman, Mail Guard, Postal Assistant and Sorting Assistant. Accordingly, revised Pattern, Syllabus and Qualifying marks of Paper-III, viz. Data Entry Skill Test (DEST) shall be as under:-

(I) Competitive Examination limited to MTS and GDS for Appointment as Postman and Mail Guard (Annexure B to letter No. 17-08/2018-SPB-I dated 10.05.2019 read with letter No. 17-08/2018-SPB-I dated 26.06.2019):-

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 450 key depressions (+5%)]	
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government.)	(a) For Gen - 50% (b) For OBC/EWS - 45% (c) For SC/ST - 40% (d) For PWD (if not exempted for skill test) - 40%	

(II) Competitive Examination limited to Postman / Mail Guard / MTS / GDS for Appointment as Postal Assistant and Sorting Assistant (Annexure C to letter No. 17-08/2018-SPB-I dated 10.05.2019 read with letter No. 17-08/2018-SPB-I dated 26.06.2019):-

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 600 key depressions (\pm 5%)]	
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (Subject to reservation policy of Government.)	(a) For Gen - 50% (b) For OBC/EWS - 45% (c) For SC/ST - 40% (d) For PWD (if not exempted for skill test) - 40%	

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3. All those candidates who secure qualifying marks in Paper-I and Paper-II separately, will be eligible for appearing in Paper-III, viz. DEST, and out of those candidates who secure qualifying marks in Paper-III shall be eligible for final selection as per merit on the basis of marks secured in Paper-I (Paper-II and Paper-III are qualifying in nature).
4. The revised Pattern, Syllabus and Qualifying marks mentioned above shall be applicable only in the examinations conducted during June-2019 to November, 2019. After assessing the results of DEST on the basis of aforesaid revised pattern, syllabus and qualifying marks, further review will be done.
5. Circles are requested to bring this to the notice of all concerned for appropriate action.

Yours faithfully,


(Sd/-) **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.
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For Excellence in Postal Technology, Mysore-570 010

12 JUN 2019

G.M.	A.D. (T)	A.D. (A)

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

179

Dak Bhawan, Sansad Bhawan
 New Delhi-110002

Dated: 10th 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 GDS for appointment as Postman and Mail Guard,
- (iii) Annexure C: Competitive Examination limited to GDS for appointment as Sorting Assistant,
- (iv) Annexure D: Competitive Examination limited to GDS for appointment as Postal 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,

Muthuraman C
 10/06/2019
 (Muthuraman C)

Assistant Director General (SPN)

Copy to:-

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

Annexure - III

Preference for Surplus Allotment

Note Before filling the options/preferences, instructions on giving preference may please be seen

SI No.	Name of Division	Preference No.
1	Bangaluru East	
2	Bangaluru South	
3	Bangaluru West	
4	Bangaluru GPO	
5	Chhanapatna	
6	Bagalkot	
7	Belagavi	
8	Bellari	
9	Bidar	
10	Bijapur	
11	Chikodi	
12	Dharwad	
13	Gadag	
14	Gokak	
15	Kalaburgi	
16	Haveri	
17	Karwar	
18	Raichur	

SI No.	Name of Division	Preference No.
19	Sirsi	
20	Chikamangaluru	
21	Chitradurga	
22	Hassan	
23	Kodagu	
24	Kolar	
25	Mandya	
26	Mangaluru	
27	Mysuru	
28	Nanjangud	
29	Puttur	
30	Shivamoga	
31	Tumakuru	
32	Udupi	
33	RMS BG Dn	
34	RMS HB Dn.	
35	RMS Q Dn	
36	MMS	

Option need not be given for parent Division. Preference to be given for other than parent Division i.e. Preference number to be entered like 1,2,3..... The candidate are advised to give preferences for all Divisions/Units.

Note:

- 1) The candidate should exercise preference for all recruiting Units for consideration.
- 2) Option once exercised is Final and Shall not be changed.

Declaration from reserved category candidates (SC/ST)

I _____ belonging to _____ category by forgoing UR seniority, if by doing so, I can be allocated to a Unit under reserved category, which is higher in the order of preference exercised by me.

Place _____

Date _____

Signature of candidate/applicant

Annexure-IV

Annexure showing details of GDSs permitted to appear for competitive Examination for promotion to the cadre of Postal Assistant and Sorting Assistant for the year 2020 scheduled to be held on 20-12-2020

Sl. NO.	Division	Name of the Candidate	Designation and Address	Category (UR/ SC/ ST)	Date of Birth (DD-MM-YYYY)	Date of entry in the feeder cadre (DD-MM-YYYY)	Whether the candidate is eligible as on crucial date of the exam year 2020 i.e. 01-01-2020	Period of regular service rendered as on crucial date of eligibility i.e. 01-01-2020 ((Years- Months- Days))	Exam Centre	Whether working in APS or Civil Side	Whether disciplinary case is pending or contemplated as on date of crucial date of eligibility i.e. 01-01-2020	Whether any punishment is current as on date of crucial date of eligibility i.e. 01-01-2020	Recommendations	Eligible	Hall Permit Number	Remarks

Certified
 1) All the particulars have been verified with respect of service records and found to be correct.
 2) The application have also been checked and found that are properly filled by the applicants.
 3) No disciplinary action is pending/contemplated against the above applicants.
 4) No punishment is current/the GDS is not debarred from taking Departmental Examination.