



F. No. REP/83-1/GDS/2022
Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General
Tamil Nadu Circle
Chennai- 600002

Dated 15th July 2022

NOTIFICATION

Sub: Competitive Examination for recruitment to the cadre of Postman, Mail Guard and Multi-Tasking Staff from Gramin Dak Sevaks (GDSs) for the vacancy year 2022 (01.01.2022 to 31.12.2022) and unfilled vacancies of Limited Departmental Competitive Examination for Postman and Mail Guard of the year 2022.

In accordance with Directorate letter No. A-34012/06/2022-DE dated 08.07.2022, the Competitive Examination limited to Gramin Dak Sevaks (GDSs) for recruitment to the posts of Postman, Mail Guard and Multi-Tasking Staff for the vacancy year 2022 (01.01.2022 to 31.12.2022) will be held on **4th of September, 2022 (Sunday)**. Accordingly, applications are invited from the willing and eligible GDSs in the format enclosed (**Annexure-I**).

2. Vacancies:

- a. **Postman and Mail Guard** - Number of vacancies of the year 2022 (Provisional- subject to change) cadre-wise, category-wise for each Recruiting Division/ Unit will be notified separately:
- b. **Multi-Tasking Staff** - Number of vacancies of the year 2022 (Provisional- subject to change) cadre-wise, category-wise for CO, RO, etc., and each Recruiting Division/ Unit will be notified separately.

3. Eligibility Criteria:

A. Postman and Mail Guard :-

As per the Department of Posts, Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Postman and 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:

- (i) **Educational Qualification:** (a) 10th standard pass from a recognised Board, (b) Possesses knowledge of local language of Circle/ Division and the candidate should have studied local language up to 10th standard, and (c) knowledge of working on Computer.
- (ii) **Age:** Should be within fifty (50) years of age as on 01.01.2022 (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 licence 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 licence. A candidate not having valid driving licence at the time of appointment shall not earn periodical increment in pay till production of such licence or for a period of five years from the date of appointment whichever is earlier and after production of such licence 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 01.01.2022.

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. 01.01.2022 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 5th April, 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 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. Order of Preference for Posts and Preference of Divisions/Units: Applicants are required to indicate the order of preference for one/ two/ all three posts (Postman/ Mail Guard/ Multi-Tasking Staff) in **Annexure II A** and subsequently indicate preference of all Divisions/ Units in the proforma enclosed as **Annexure II B** which should be submitted on a later date to be intimated in due course. 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 in Chennai, Coimbatore, Madurai and Tiruchirappalli centers. The candidates will have to appear from the respective centres of their Region only and under no circumstances, they be permitted to appear from other Region/Circle Centres. APS candidates have to appear for the examination from the Regional Centre, to which they belong.

7. Application format & statement of recommendations:

- i. The specimen form of application is enclosed in **Annexure -I**. The application along with **Annexure-II A** should be submitted by the GDS candidates in the prescribed form to the Divisions/Units in time.
- ii. Applicants are required to indicate the Option for Post/Order of Preference to all Postal/RMS Divisions/Units other than the parent Unit/Division. The proforma for indicating the Option for Post and Order of Preference are enclosed in **Annexure II A & Annexure II B** respectively. All candidates must give preference for all other Divisions/Units other than Parent Division/Unit in **Annexure II B** on a later date.
- iii. The last date for receipt of duly filled applications from the eligible GDS candidates at Divisions /Units is **08.08.2022 (Monday)**. **Applications received after the last date will summarily be rejected. The applicants should enclose Two (2) passport size photos with their applications.** While forwarding the applications by Divisional office to Regional Office, one copy of the photo should be affixed in the application, duly attested and other one retained at Divisions/Units for affixing in the hall permit to be issued to the candidates.
- iv. Application should be date stamped by the offices concerned on receipt. The eligibility of the applicants may be scrutinized and checked with reference to the Records of Service, etc. It should be ensured that the community is verified with reference to relevant records.
- v. The forwarding authorities should carefully check the application of each candidate with reference to Name, Date of entry into service, Date of Birth, Category, eligibility criteria, etc., with relevant Recruitment Rules and service records concerned and forward the applications to the Regional PMsG (to C.O in respect of C.O. Units), with due recommendations or otherwise within the stipulated date. The Divisional heads will forward the **Proforma -I (recommended cases) and Proforma- II(not recommended cases) of Annexure- IV** to their Regional office only in the given format **on or before 16.08.2022(Tuesday)**. **The Regional Office will be the final deciding authority for permitting/not permitting of the candidates to the above examination.** The Regional office will intimate the details of permitted candidates (Division-wise) in **Proforma-I** and not permitted candidates in **Proforma -II (Annexure-IV** in excel format and signed pdf copy) on or before **23.08.2022(Tuesday)** **to Circle office.**
- vi. The Army Postal Service authorities may kindly forward the applications received by them from the officials serving in APS to the Civil Units concerned in time with statement of recommendations so as to enable the Civil Units to forward the

applications to the Regional PMG concerned without delay. The applications of the APS candidates should be sent to the concerned Divisions/Units only and not to Circle office.

- vii. If any Disc. Case /Vig. case /punishment is pending/current against the candidate or any adverse entries, details of punishments/adverse entries along with copy of memo/charge sheets issued, if any, may be sent along with the statement of recommendations to Regional Offices concerned.
- viii. The Regional PMsG will cause to issue the Hall permits to the permitted candidates **on or before 29.08.2022(Monday)**.

8. Schedule of Activity for the Examination:

The following is the time schedule for the above examination.

Sl. No.	Schedule of activity	Date
1	Date of issue 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	Last date for receipt of duly filled in Applications at Regional Office to be sent by Divisional Office/ Controlling Unit duly verified.	16.08.2022 (Tuesday)
4	Last date for receipt of final permitted list of candidates at Circle Office by Regional Office	23.08.2022 (Tuesday)
5	Issue of Admit cards to the permitted candidates	29.08.2022 (Monday)
6	Date of Examination (Date & time)*	04.09.2022 (Sunday)*

*Exam will commence exactly at 10:00 AM sharp and all the Papers except Paper- IV (DEST) 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.

9. If **no application** is received, a **NIL** report should be sent to the Circle office on due date specified.

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

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

12. This notification may be given wide publicity amongst all GDSs working in Divisions/ Units without omission.




13. This notification is also available in Departmental website i.e., www.indiapost.gov.in and www.tamilnadupost.nic.in

14. This is issued with the approval of the Competent authority.

15. Please acknowledge the receipt of this communication.

Encl:

1. Annexure I- Specimen Application form
2. Annexure II A- Option for Post
3. Annexure II B- Order of Preference
4. Annexure II C- List of Administrative offices/ Postal and RMS Divisions/Units
4. Annexure III- Syllabus and Pattern of Examination
5. Annexure IV- Proforma I & II


/C.Jeyakumaravel/
Assistant Director (Rectt & Estt)
O/o the Chief Postmaster General
T.N. Circle, Chennai – 600 002

Copy to:

1. The Postmasters General, Chennai City Region, Chennai 600 002/Central Region, Tiruchirappalli 620 001 / Southern Region, Madurai 625 002/Western Region, Coimbatore 641 002
2. The Director, Foreign Post, Chennai 600001
3. The SSRM/SRM, Airmail Sorting Dn., Chennai 600016/ Chennai Sorting Dn., Chennai 600 008/RMS `M` Division, Chennai 600 008.
4. The Sr. Manager, MMS, Chennai-600006.
5. The Officer-In -Charge, P & T Admin Cell, APS Kamptee, C/O-56 APO, PIN-90074.
6. The Director, Postal Training Centre, Madurai – 625 022.
7. The Assistant Postmaster General (Staff), O/o Chief PMG, Chennai-600002 for information.
8. All recognized Service Unions/Associations for information.


Assistant Director (Rectt & Estt)

Annexure-I

REP/83-1/GDS/2022

Application form for Competitive Examination for recruitment to the cadre of Postman, Mail Guard and Multi-Tasking Staff from Gramin Dak Sevaks(GDSs) for vacancy of the year 2022(01.01.2022 to 31.12.2022) and to the unfilled vacancies of Limited Departmental Competitive Examination for Postman and Mail Guard of the year 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.	Employee ID	
3.	Gender(Male/Female/Transgender)	
4.	Designation(BPM/ABPM/Dak-Sevak)	
5.	Name of the Division/Unit	
6.	Date of Birth (Attach self- attested Matriculation certificate/ mark sheet)	
7.	Category(UR/SC/ST/OBC/EWS)	
8.	Educational Qualification (Attach self-attested copies of Marks sheet)	
9.	Office where presently attached	
10.	Date from which continuing in GDS engagement	
11.	Length of engagement rendered as GDS as on 01.01.2022(YY/MM/DD)	
12.	Age as on 01.01.2022(YY/MM/DD)	
13.	Whether Person With Disability(ies)	YES <input type="checkbox"/> NO <input type="checkbox"/>
13.1	If yes, Nature of Disability(ies) (OH/HH/VH/Others)	
	Percentage of Disability(ies)	
14.	Whether working in APS	YES <input type="checkbox"/> NO <input type="checkbox"/>
15.	Whether any penalty is in currency or Disciplinary proceedings pending. If Yes, details thereof	YES <input type="checkbox"/> NO <input type="checkbox"/>

Signature of the Candidate: _____

Name: _____

Employee Id: _____

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 incase 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 the Candidate

Name:

Employee ID:

(For Office Use Only)

No..... dated.....the.....
Forwarded to the.....for necessary action.

I certify that I have verified the particulars from Sl.No:(1) to (15) of candidate from Service Record and found correct. The candidature of the applicant is

Post	Eligible(Yes/No)	Recommended/ NOT Recommended
Postman		
Mail Guard		
Multi-Tasking Staff		

*** If NOT RECOMMENDED, reasons therefor.**

Date:

Place:

**Signature of Divisional/ Unit Head
with designation stamp**

Annexure-II A

COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD AND MULTI-TASKING STAFF FROM GRAMIN DAK SEVAK(GDSs) FOR THE VACANCY YEAR 2022

Option for Post/ Order of preference

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 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:

OPTION FOR POST:

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

***Either “Yes” or “No” should be written by GDS without fail. Field should not be left blank.**

Signature of the Candidate: _____

Name: _____

Employee Id: _____

(a) POST & ORDER OF PREFERENCE OF DIVISIONS/UNITS* BY GDS APPLICANTS OF POSTAL DIVISIONS: (FOR POSTMAN/MAIL GUARD)

Order of Preference (*Refer to list of Divisions/ Units given in Annexure- II C)			
1	------(Name of parent Postal Division/Unit)		
Other Postal Divisions/Units			
2.		24.	
3.		25.	
4.		26.	
5.		27.	
6.		28.	
7.		29.	
8.		30.	
9.		31.	
10.		32.	
11.		33.	
12.		34.	
13.		35.	
14.		36.	
15.		37.	
16.		38.	
17.		39.	
18.		40.	
19.		41.	
20.		42.	
21.		43.	
22.		44.	
23.		45.	
RMS Divisions/ Units			
1.		4.	
2.		5.	
3.		6.	

Note: Preference should be given for all Postal Divisions/ RMS Divisions except Administrative Offices, Foreign Post and MMS Units

Signature of the Candidate: _____

Name: _____

Employee Id: _____

Certified that the applicant has given preference for all Divisions/ Units.

Signature of Divisional/ Unit Head with designation stamp

Annexure-II B

REP/83-1/GDS/2022

(b) POST & ORDER OF PREFERENCE OF DIVISIONS/UNITS* BY GDS APPLICANTS OF RMS DIVISION: (FOR MAIL GUARD/POSTMAN)

Order of Preference (*Refer to list of Divisions/ Units given in Annexure- II C)			
1	------(Name of parent RMS Division/Unit)		
Other RMS Divisions/Units			
2.		5.	
3.		6.	
4.			
Postal Divisions/ Units			
1.		24.	
2.		25.	
3.		26.	
4.		27.	
5.		28.	
6.		29.	
7.		30.	
8.		31.	
9.		32.	
10.		33.	
11.		34.	
12.		35.	
13.		36.	
14.		37.	
15.		38.	
16.		39.	
17.		40.	
18.		41.	
19.		42.	
20.		43.	
21.		44.	
22.		45.	
23.			

Note: Preference should be given for all Postal Divisions/ RMS Divisions except Administrative Offices, Foreign Post and MMS Units

Signature of the Candidate:_____

Name:_____

Employee Id: _____

Certified that the applicant has given preference for all Divisions/ Units.

Signature of Divisional/ Unit Head with designation stamp

(c) ORDER OF PREFERENCE BY GDS APPLICANTS FOR THE POST OF MTS:

Order of Preference			
(Refer to list of Divisions/ Units given in Annexure- II C)			
1	------(Name of parent Division/Unit)		
Other Postal/ RMS Divisions, MMS Units, CO/ RO and Administrative Units			
2.		32.	
3.		33.	
4.		34.	
5.		35.	
6.		36.	
7.		37.	
8.		38.	
9.		39.	
10.		40.	
11.		41.	
12.		42.	
13.		43.	
14.		44.	
15.		45.	
16.		46.	
17.		47.	
18.		48.	
19.		49.	
20.		50.	
21.		51.	
22.		52.	
23.		53.	
24.		54.	
25.		55.	
26.		56.	
27.		57.	
28.		58.	
29.		59.	
30.		60.	
31.		61.	

Date:

Place:

Signature of the Candidate: _____

Name: _____

Employee Id: _____

Certified that the applicant has given preference for all Divisions/ Units.

Signature of Divisional/ Unit Head with designation stamp

Annexure-II C

List of Administrative Offices is furnished below:

Circle Office, Chennai
Regional Office, Chennai
Regional Office, Madurai
Regional Office, Trichy
Regional Office, Coimbatore
O/o GM(PA &F), Chennai

List of Postal/ RMS Divisions/MMS Units is furnished below:

Arakkonam	Ramanathapuram
Chengalpattu	Sivaganga
Kanchipuram	Theni
Pondicherry	Tirunelveli
Tambaram	Tuticorin
Tiruvannamalai	Virudhunagar
Vellore	Cuddalore
Chennai City Central	Karur
Chennai City North	Kumbakonam
Chennai City South	Mayiladuthurai
Anna Road HPO	Nagapattinam
Chennai GPO	Pattukottai
Coimbatore	Pudukkottai
Dharmapuri	Srirangam
Erode	Thanjavur
Krishnagiri	Trichy
Namakkal	Vriddhachalam
Nilgiris	Airmail Sorting Division. Chennai
Pollachi	Chennai Sorting Division, Chennai
Salem East	RMS 'M' Division, Chennai
Salem West	RMS 'CB' Division, Coimbatore
Tirupattur	RMS 'MA' Division, Madurai
Tirupur	RMS 'T' Division, Trichy
Dindigul	Foreign Post
Kanniyakumari	MMS, Chennai
Karaikudi	MMS, Coimbatore
Kovilpatti	MMS, Madurai
Madurai	

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)		
<u>Part-A</u> Maximum Marks – 60 [30 questions of 2 marks each]	<u>Post Office Guide Part I</u> 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
	<u>Postal Manual Volume V</u> a) Definitions	7 questions
	<u>Part-B</u> Maximum Marks – 40 [20 questions of 2 marks each]	<u>General Awareness/Knowledge</u> 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
	<u>Basic Arithmetic</u> 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



Contd...

Paper-II: Knowledge of Postal Operations (Duration: 30 Minutes) (For appointment to the posts of Postman / Mail Guard only)		
Maximum Marks – 50 [25 questions of 2 marks each]	<u>Post Office Guide Part I</u> 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	5 questions
	<u>Postal Manual Volume VI – Part III</u> 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	10 questions
	<u>Postal Manual Vol. VII</u> 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	10 questions

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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	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

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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

