

**Government of India
Ministry of Communications
Department of Posts
Training Division
Dak Bhawan, Sansad Marg, New Delhi-110011**

No. 1-22/2010-Trg

Dated: 22.02.2017.

To,

All Heads of Circles.
Director, RAK National Postal Academy, Ghaziabad.
All Director of PTCs.

Sub: Probation and/or confirmation of Direct Recruit Postal Assistant /Sorting Assistant in Department of Posts- Qualifying test.


This is regarding a qualifying test to be given, in addition to the prescribed tests, for confirmation of Direct Recruit PAs/SAs who failed to clear the tests administered by the concerned PTCs even after availing the three attempts admissible within two years of the probation period.

2. Para 4 (1) (c) of Personnel Division, Postal Directorate Memo No. 37-47/2010-SPB-I, dated 16.04.2015, stipulates that, if any PA/SA is unable to clear the tests in three attempts within two years, the probation period in his/her case will be extended by six months, during which time he/she shall have to mandatorily pass the tests and a qualifying test.

3. In this regard, the modalities for the qualifying test for such candidates whose probation period is to be extended by 6 months due to their not passing the tests in three attempts are as under:

- (a) There will be two components of this test for checking knowledge and skills.
- (b) There will be an objective type test for 100 marks for the knowledge component covering various topics as prescribed in the concerned Induction training (Postal Assistant or Sorting Assistant). There will be questions, covering the latest rulings, on various operations that relates to their job.

- (c) There will be a hands on/online component (including simulation) for 100 marks for checking job related skills acquired.
- (d) The passing marks will be 60% for each of the qualifying tests separately.
4. The qualifying test will be notified, administered and evaluated by the PTCs and the result will be communicated to the concerned Circle/Division and Training Division of the Directorate. For this purpose, the concerned Circle/Division will liaise with the PTCs concerned for notifying the qualifying test for direct recruit PAs/SAs.
5. This may be brought to the notice of all concerned.
6. This issues with the approval of the competent authority.



(Vandita Kaul)
DDG (Trg & CP)

Copy to:

1. PPS to Secretary (Posts)
2. PPS to Member (P)
3. PPS to Member (PIg)
4. DDG (P)
5. GM (CEPT)- with a request to upload the letter on the India Post Website
6. Director (SPN) – for information with reference to Personnel Division Memo. No. 37-47/2010-SPB-I dated 16.04.2015.