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GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATION
DEPARTMENT OF POSTS
OFFICE OF THE GENERAL MANAGER (POSTAL ACCOUNTS & FINANCE)
KARNATAKA CIRCLE, 3rd FLOOR, GPO BUILDING, BENGALURU -560001.

To:

1. The Chief Postmaster General, Karnataka Circle, Bengaluru – 560 001.
2. The Postmaster General, BG/SK/NK Region.
3. All Divisional Heads/MMS/CSD/PED/PCD/PTC, Mysore/CEPT, Mysore.

No. 154 /Admn/Per V/AAO Exam/2018


dated 27/04/2018.

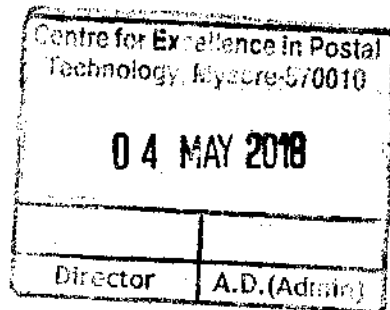
Sub: Limited Departmental Competitive Examination for recruitment to AAO cadre of IP & TAFS Group 'B' for the year 2018-19.

Ref: Dte. Ltr. No.3-37/2016-DE/PACE/AAO Exam/460-461 dated 19.04.2018.

A copy of the Examination notification of the Limited Departmental Competitive Examination for recruitment of AAO cadre of IP & TAFS Group 'B' for the year 2018-19 along with annexures (containing 24 pages) is forwarded for information and for circulation among all concerned.

Encl: as above.


Deputy Director
Administration



DEPARTMENT OF POSTS, INDIA
EXAMINATION NOTIFICATION

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No. 3-37/2016-DE/PACE/AAO Examination /459

Date: 19th April 2018

Limited Departmental Competitive Examination for recruitment to AAO Cadre of IP&TAFS, Group 'B' for the year 2018-19.

1. Schedule of Examination:

Date of Notification	19 th April 2018
Date of Commencement of Examination	5 th July 2018
Duration of Examination	4 days (Depending on number of candidates, paper VI may be held on more than one dates/shifts)
Last Date for Receipt of Applications	21 st May 2018

2. Eligibility Criteria:

As per the Indian Posts and Telecommunications Accounts and Finance Service Group 'B', (Accounts Officers and Assistant Accounts officers) Recruitment Rules 2018 (hereinafter referred to as "Recruitment Rules" notified in the Gazette of India, Extraordinary, Part II-Section 3-Sub section (i) on 2nd April 2018, the vacancies in the AAO cadre are to be filled up through Limited Departmental Competitive Examination for employees of Department of Posts and Departments of Telecommunications under the Ministry of Communications, Government of India. All candidates satisfying the eligibility conditions mentioned in the Recruitment Rules, are eligible to appear for the above examination.

3. Syllabus & Pattern of examinations:

The syllabus of the Examination along with the reference books and books allowed in the examination hall (for open book papers) has been circulated vide DoP letter No. 03-37/2016-PACE/DE/AAO/178 to 293 dated 4th April 2018.

The pattern and schema of the question papers is as follows:

PAPER	PATTERN	SCHEMA
I	<p><i>Financial Rules and Procedures & Book-keeping</i></p> <p>Open Book</p> <p>Subjective Type</p>	<ul style="list-style-type: none"> • Question paper will have 3 parts. • Part A will have 1 compulsory numerical question on Book Keeping. This question may have parts. • Part B will have 3 theoretical questions from GFR 2017/FHB Vol. 1, out of which examinee will have to attempt 2 questions. These questions may have parts. • Part C will have 3 theoretical questions from Accounting Principles/Book Keeping/LMMH/GAR out of which examinee will have to attempt 2 questions. These questions may have parts. • Candidate is required to know upto date LMMH relevant to DOP/DOT as approved by CGA. • Candidates are required to know orders issued up to 31st March 2018. • The examinee would be expected to answer in a clear & cogent manner and cite references to relevant provision/rules/sections (wherever applicable). <p>Marking Scheme :</p> <p>Part A 1 question of 20 marks</p> <p>Part B 3 questions of 20 marks each</p> <p>Part C 3 questions of 20 marks each</p>
II	<p><i>Service Rules</i></p> <p>Open Book</p> <p>Subjective Type</p>	<ul style="list-style-type: none"> • Question paper will have 3 parts. • Part A will have 1 compulsory case study/numerical question on any topic. This question may have parts



		<ul style="list-style-type: none"> Part B will have 3 theoretical questions from CCA Rules/Conduct Rules/RTI Act/Constitution of India out of which examinee will have to attempt 2 questions. These questions may have parts. Part C will have 3 theoretical questions from CCA Rules/Conduct Rules/RTI Act/Constitution of India out of which examinee will have to attempt 2 questions. These questions may have parts. Candidates are required to know orders issued up to 31st March 2018. The examinee would be expected to answer in a clear & cogent manner and cite references to relevant provision/rules/sections (wherever applicable). <p>Marking Scheme :</p> <p>Part A 1 question of 20 marks</p> <p>Part B 3 questions of 20 marks each</p> <p>Part C 3 questions of 20 marks each</p>
III	<p>Postal Account</p> <p>Open Book</p> <p>Subjective Type</p>	<ul style="list-style-type: none"> Question paper will have 3 parts. Part A will have 1 compulsory case study/numerical question/short notes etc on any topic. Part B will have 3 questions from PAM VOL I/II out of which examinee will have to attempt 2 questions. Part C will have 3 theoretical questions from DFPR/Financial powers/FHB VOL II, out of which examinee will have to attempt 2 questions. Candidate is required to know upto date orders as on 31st March 2018.

		<ul style="list-style-type: none"> The examinee would be expected to answer in a clear & cogent manner and cite references to relevant provision/rules/sections (wherever applicable). <p><i>Marking Scheme :</i></p> <p>Part A 1 question of 20 marks</p> <p>Part B 3 questions of 20 marks each</p> <p>Part C 3 questions of 20 marks each</p>
IV	<p>Telecom Account, USOF and Taxation</p> <p>Open Book</p> <p>Subjective Type</p>	<ul style="list-style-type: none"> Question paper will have 3 parts. Part A will have 1 compulsory case study/numerical question on any topic. This question may have parts. Part B will have 3 theoretical question out of which examinee will have to attempt 2 questions. These questions may have parts. Part C will have 3 theoretical question out of which examinee will have to attempt 2 questions. These questions may have parts. Candidate is required to know upto date orders as on 31st March 2018. The examinee would be expected to answer in a clear & cogent manner and cite references to relevant provision/rules/sections (wherever applicable). <p><i>Marking Scheme :</i></p> <p>Part A 1 question of 20 marks</p> <p>Part B 3 questions of 20 marks each</p> <p>Part C 3 questions of 20 marks each</p>
V	<p>Logical, Analytical & Quantitative Abilities</p>	<ul style="list-style-type: none"> Part A of the paper shall consist of 25 multiple choice questions with 4 options in each question

and Language Skill

Closed Book

MCQ and Subjective

covering various topics under D
& Quantitative Ability as above
correct.



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- Part B of the paper would be set in English as well as Hindi language. Candidates have to answer the questions in the language opted by them in the application form. Answering in a language other than that opted for at the time of applying would lead to disqualification of candidature.
- Part B Section 1 shall have 15 MCQ covering various topics under Verbal & Reading Abilities.
- Part B Section 2 shall have 3 questions:

Q1: Précis of any topic

Q2: Drafting Official Letter

Q3: Preparation of Office Note

- While evaluating the questions on précis and drafting, the candidates would be evaluated for their understanding and ability to express the same in short sentences using simple words. He /She would not be expected to reproduce the passage selectively.

Marking Scheme :

Part A Each question will carry 2 marks for correct response, -1/2 mark for incorrect response and 0 for no response.

Part B Section 1 : Each question will carry 2 marks for correct response, -1/2 mark for incorrect response and 0 for no

		<p>response</p> <p>Section 2 : Précis of any topic 7 Marks</p> <p>Drafting Official Letter 7 Marks</p> <p>Preparation of Office Note 6 Marks</p>
VI	<p><i>Information</i></p> <p><i>Technology</i></p> <p>Closed Book</p> <p>Practical and MCQ</p>	<ul style="list-style-type: none"> • Question paper will have 2 parts. • Questions on Word Processor/Spreadsheet/Presentation shall be based on Microsoft Office. • Part A will have 10 MCQ and candidates will have to answer them in accordance with instructions given against each question. • Candidate will be required to reproduce the correct response of MCQs in Part A completely in Microsoft Word in accordance with the instruction against each question • Part B will have 3 practical questions on Microsoft Excel/Word/Power Point wherein examinee will have to produce the output as instructed. • Examinee will be required to save their responses/output on a pen drive, take printout of their responses/output through printer installed separately and at the same time mail it to a designated mail id from his own email id. • Extra time beyond 3 hours shall be given to take printout & submission of the responses/output, if required. Pen drive shall be provided in examination hall (if required). <p>Marking Scheme :</p> <p>Part A: 15 questions of 2 marks each (1 for correct</p>

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response of MCQ and 1
following the instructions
(Microsoft Word). There will
marking.

Pan B : 3 questions of 30 (MS Excel),
20 (MS Word) and
20 (PowerPoint) marks.

4. Qualifying Marks:

CATEGORY	QUALIFYING MARKS*
For General Category	40% in each subject.
For Scheduled Caste and Scheduled Tribe Category	30% in each subject

* Candidates securing qualifying marks in each of the papers will be considered for preparation of the merit list.

5. Calendar of Examination:

DATE OF EXAM	PAPER	TIMINGS
5 th July, 2018 (Thursday)	Paper -I (Financial Rules & Procedures & Book-keeping)	09:30 a.m. to 12:30 p.m.
	Paper -II (Service Rules)	2:30 p.m. to 05:30 p.m.
6 th July, 2018 (Friday)	Paper -III (Postal Account)	09:30 a.m. to 12:30 p.m.
	Paper -IV (Telecom Account, USOF & Taxation)	2:30 p.m. to 05:30 p.m.
7 th July, 2018 (Saturday)	Paper -V (Logical, Analytical & Quantitative Abilities & Language Skill)	09:30 a.m. to 12:30 p.m.
8 th July, 2018 (Sunday)*	Paper -VI (Information Technology)	09:30 a.m. to 12:30 p.m. 2:30 p.m. to 05:30 p.m (if

		required)	
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* This paper may be held on additional dates, if required

6. Vacancies: Tentative vacancies as on the date of notification are as under:

CATEGORY	General	SC	ST	Total
VACANCY	777	151	82	1010

The number of vacancies mentioned above is not final and is subject to change. Reservation will be given effect as per Government of India policy.

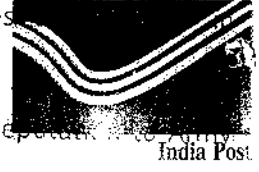
7. How to Apply:

- a) The applicants are required to apply in the prescribed application form as at Annexure A. Blank application form may be printed on A4 size white paper. The candidates are advised to refer to Instructions for filling up Application Form as at Annexure B.
- b) Applicants are also advised to go through other Instructions as at Annexure B thoroughly.
- c) The applicants applying for the examination should ensure that they fulfill all eligibility conditions mentioned in the Recruitment Rules. Their candidature at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
- d) Mere issue of Admit Card to the applicants will not imply that his/her candidature has been finally accepted by the department. Verification of eligibility conditions with reference to original documents and other records will be taken up only after the applicant has been declared successful in merit list prepared as per number of vacancies.
- e) The applicants (except those officials who are on Deputation out of DoT/DoP or are on Deputation to APS) will submit filled in Application Forms, duly attested by their controlling officers, to respective Heads of Divisions or Heads of Units (in cases other than postal divisions) latest by 21st May 2018. The Heads of Divisions/Units will issue an acknowledgement of receipt of application form to the candidate. The candidate is

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advised to retain the acknowledgement and also 2 photocopies of application form for future reference.



- f) The applicants who are on Deputation out of DoT/DoP or are on Deputation to DoT/DoP or are on Deputation to India Post (APS), the acknowledgement of receipt of application form shall be issued by their respective State Nodal Officers.
- g) The Heads of Divisions / Units will compile a list of applicants from whom he/she has received filled in application form duly attested by respective controlling officers and forward the list along with the application forms to respective State Nodal Officers as detailed in Annexure C.
- h) Fulfillment of eligibility condition would be verified only for candidates who appear in final merit list.
- i) The applicants are allowed to submit only one Application Form. In case of submission of multiple application forms, all applications submitted by the candidate will be rejected. The Candidates must submit filled in application forms, duly attested by respective controlling officers, to the Heads of Divisions / Units only. Submission of application form to any other authority would lead to rejection of such applications.
- j) In case, no communication is received by the State Nodal Officer from the candidate regarding non-receipt of his/her Admit Card at least 7 days before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her Admit Card.
- k) No candidate will ordinarily be allowed to take the examination unless he/she holds an Admit Card for the examination. Only candidates possessing valid admit card will be permitted to enter the examination hall, subject to production of valid identity proof. The candidates are advised to check the admit card and any discrepancy should be brought to the notice of the State Nodal Officer immediately.
- l) The candidates must ensure that their E-Mail IDs/Mobile nos. given in their applications are valid and active as the department may use E-Mail IDs/Mobile numbers for contacting them at different stages of examination process including dispatch of Admit Cards in exceptional circumstances.
- m) The applicants are advised to preserve the acknowledgement given by Head of Unit / Division/State Nodal Officer at the time of submission of the form.

8. Where to Apply:

	CATEGORY	WHERE TO APPLY
1	Officials on Deputation outside DoT/DoP	Application Form duly attested by controlling authority should reach the concerned State Nodal Officer of the state in which official is serving before the last date of submission of application. Department shall not be responsible for any delays.
2	Officials on Deputation to Army Postal Service (APS)	Application Form duly attested by controlling authority should reach the assigned State Nodal Officer i.e. GM (PAF) Maharashtra Circle before the last date of submission of application. Department shall not be responsible for any delays.
3	Others (including those on Deputation within DoT/DoP)	Application Form duly attested by controlling office needs to be submitted to the respective Divisional Heads/Head of Unit (in cases other than Postal Divisions) by last date of submission of application, who will further forward it to the respective State Nodal Officer. Department shall not be responsible for any delays. In case of Pr. CCA/CCA offices, Head of Unit is Pr. CCA/CCA.

9. Last date for submission of applications:

- a) The last date for submission of filled in application forms by applicants (except those officials who are on Deputation out of DoT/DoP or are on deputation to APS) to respective Heads of Divisions or Heads of Units (in cases other than Postal Divisions) is **21st May 2018.**
- b) The last date for submission of filled in application forms by applicants who are on Deputation out of DoT/DoP or are on Deputation to APS, to their respective State Nodal Officers is **21st May 2018.**

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10. Admit Cards

- The Admit cards will be dispatched by post by the State Nodal Officer to all states.
- In case the candidate does not receive admit card 10 days prior to commencement of examination, he/she is advised to contact the State Nodal Officer along with photocopy of his/her application form and acknowledgement of submission of form to Divisional/Unit (in cases other than Postal Divisions).

11. Venue for conducting the examination:

- The list of States/UTs with their tentative centers and the designated State Nodal Officers is placed at Annexure C.
- One or more centers of examination may be established in one State/UT, depending upon the number of candidates.
- If the number of candidates at one center is very low then the nearest available center may be allotted.
- Names and addresses of examination center shall be mentioned in the Admit Card.
- The applicants shall not have the option to select any particular examination center/location. The decision of the State Nodal officer in this regard will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

12. Admissibility of TA/DA:

TA/DA is not admissible to any applicant for appearing in the examination. The days on which examinations are held shall not be considered as 'ON DUTY' and responsibility of getting leave sanctioned by competent authority lies with the applicant.

13. Tie Breaker:

In event of two or more candidates securing equal gross marks, the tie will be resolved in following manner:

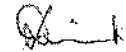
- Age: The candidate older in age shall be given higher rank; failing which,
- Marks obtained by the candidate in respective papers in the following order:
 - Paper I; failing which,

- ii. Paper II; failing which,
- iii. Paper V; failing which,
- iv. Paper VI; failing which,
- v. Sum of Paper III+IV.

14. Display of Result:

Only those candidates who secure **qualifying marks** in all the papers will be considered for preparation of merit list. The merit list along with marks obtained by all candidates will be displayed on www.indiapost.gov.in. The individual mark sheets will not be sent to applicants.

15. All disputes arising out of the process shall fall under jurisdiction of courts/tribunals at New Delhi.



(Deepak Kumar)

Director (Budget & Administration)

Telephone No. 011-2304741, 23096030,

Enclosures:

1. Annexure A : Application Form
2. Annexure B: Instruction to Applicants
3. Annexure C: List of State Nodal Officers

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APPLICATION FORM

Limited Departmental Competitive Examination (LDCE)

for AAO Cadre of IP&TAFS Gr 'B' 2018-19

Please read the 'Instructions for Filling the Application Form' before filling this form



passp
to.

India Post
(To be attested by the
Supervisor /Officer-in-
charge of the
applicant)

1. Name of Applicant : Mr./Ms.

NAME	MIDDLE NAME	SURNAME

2. Father's Name : Mr.

NAME	MIDDLE NAME	SURNAME

3. Date of Birth

		/			/			
--	--	---	--	--	---	--	--	--

4. Gender (Tick the appropriate box): Male Female

5. Category: (Tick the appropriate box): SC ST OBC Gen

6. Additional category: (Tick the appropriate box) Ex-Serviceman PH

7. Educational qualification (Tick the appropriate box):

Up to 10th Class Up to 12th Class Graduate & Above

8. Date of Joining on 1st appointment (In L1 or above) / /

9. Present Designation:

10. Pay Level/Scale of 1st appointment (As per 7th CPC):

11. Present level of pay (As per 7th CPC).....

12. Date of continuous appointment in present level / /

13. Department in which presently working

a. Department of Post

b. Department of Telecommunications

c. Army Postal Service

d. Deputation

14. For applicants belonging to (a) and (b) in Sl. No. 13 above:

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- c. I understand that my candidature is liable to be cancelled in
ineligible for the post of AAO as per Recruitment Rules dated 2nd A
if any information provided above is found incorrect or false at any
d. I have carefully read and understood the instructions mentioned in the AAO
Examination Notification No. 3-37/2016-DE/PACE/AAO Examination dated 19th
April 2018 and shall abide by the same.

Signature of the Candidate in Box

Date:

For Office Use Only

ACKNOWLEDGEMENT SLIP

The Application Form for AAO Examination 2018 has been received from Shri/Ms.....
son/daughter of Shri.....

Date:

Sign of Head of Division/Unit

Seal of Head of Division/Unit

Instructions for Filling the Application Form

1. The applicants should submit only one form to their Head of Division/Unit for onward submission to State Nodal Officer. Multiple forms from same applicant are liable to be rejected.
2. Applications incomplete in any respect are liable to be rejected at any stage of the examination process without any notice.
3. The print out of the Application Form (including Admit Card portion) must be taken back to back (on both sides of A4 size paper). In this way there will be only 3 sheets of paper.
4. The photographs must be pasted (not stapled). The Controlling Officer should attest the photographs in such a manner that the face is completely visible. Application Forms bearing unattested photographs will be summarily rejected without any notice.
5. The Application Form and Admit Card (relevant portions only) are to be filled in blue ball point pen only.
6. There should be no overwriting anywhere on the form. Use of correction fluids is prohibited.
7. The name and address must be filled in BLOCK LETTERS only.
8. Leave a blank box between each part of name and address.
9. Dates should be filled in DD/MM/YYYY format only.
10. Email/Mobile Number of the applicant should be valid and active as they may be used to communicate with the applicant.
11. The applicant should retain the Acknowledgement Slip and two copies of the application form till the process is over.
12. The officials who are on Deputation within DoT or DoP should also mark (d) in item number 13.
13. The item number 20 should be filled in carefully. The applicant will be required to attempt all papers (including language part of Paper 5) in the medium selected in item number 20. No request for change in medium will be entertained.
14. The Admit Card must be carried by the applicant to the exam hall in the first shift on the first day of the examination. The applicant will hand over the Admit Card to the Invigilator after the first shift on the first day of the examination.

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ADMIT CARD

Name of Applicant

--	--	--

NAME

MIDDLE NAME

SURNAME

Signature of the Candidate in Box

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For Office Use Only

ROLL NO

--	--	--	--	--	--	--	--	--	--

	Centre for Paper I to V	
	Centre for Paper VI	Date & Time for Paper VI

Question Paper	Signature of the Candidate with Date (to be done only in the presence of Invigilator in the Exam Hall)	Signature of the Invigilator with Date
I		
II		
III		
IV		
V		
VI		

The Admit Card will be retained by the Invigilator after the first shift on first day of exam.

Signature & Stamp of the Issuing Officer

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ANNEXURE -B

INSTRUCTIONS TO APPLICANTS

- A. Instructions for Filling the Application Form
1. The applicants should submit only one form to their Head of Unit for onward submission to State Nodal Officer. Multiple forms from same applicant are liable to be rejected.
2. Applications incomplete in any respect are liable to be rejected at any stage during the examination process without any notice.
3. The print out of the Application Form (including Admit Card portion) of this form must be taken **back to back** (on both sides of A4 size paper). In this way there will be only 3 sheets of paper.
4. The photographs must be **pasted** (not stapled). The Controlling Officer should attest the photographs in such a manner that the face is completely visible. Application Forms bearing unattested photographs will be summarily rejected without any notice.
5. The Application Form and Admit Card (relevant portions only) are to be filled in **blue ball point pen** only.
6. There should be **no overwriting** anywhere on the form. Use of correction fluids is prohibited.
7. The name and address must be filled in **BLOCK LETTERS** only.
8. Leave a **blank box** between each part of name and address.
9. Dates should be filled in **DD/MM/YYYY** format only.
10. **Email/Mobile Number** of the applicant should be valid and active as they may be used to communicate with the applicant.
11. The applicant should **retain the Acknowledgement Slip** and **two copies** of the application form till the process is over.
12. The officials on deputation within DoT or DoP should mark (d) in item number 13.
13. The item 20 should be filled in carefully. The applicant will be required to attempt all papers (including language part of Paper 5) in the medium selected in item 20. No request for change in medium will be entertained.

14. The Admit Card must be carried by the applicant to the exam hall in the first shift on the first day of the examination. The applicant will hand over the Admit Card to the invigilator after the first shift on the first day of the examination.

B. General

1. The applicants are required to follow the time lines given in Table 1 below. The applicants will be denied entry to the Exam Hall if the time lines are not followed. The applicants will not be allowed to exit the Exam Hall before the time indicated and only after the instructions of the Invigilator.

Table 1

Activity	Time	
	First Shift	Second Shift
Start of Entry to Exam Hall	8.45 am	1.45 pm
End of Entry to Exam Hall	9.00 am	2.00 pm
Distribution of Answer Sheets	9.10 am	2.10 pm
Start of Exam	9.30 am	2.30 pm
End of Exam	12.30 pm	5.30 pm
Exit from Exam Hall*	12.40 pm	5.40 pm

* After instructions of Invigilators

2. Applicants are requested to carry their **Official Identity cards/Aadhar Card/Driving License** during both shifts of the examination. These are to be shown as and when demanded by the Invigilator.
3. Please **ensure your eligibility** as per the eligibility conditions given in the AAO Recruitment Rules 2018.
4. If there is any discrepancy in the details mentioned in the Admit Card, the applicant is advised to contact the respective State Nodal Officer to get it corrected.
5. The applicants should note that any omission/mistake/discrepancy in filling in details in the answer sheet, especially with regard to Roll Number and Test Booklet Series Code, will render the answer sheet liable for rejection.

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6. Immediately after commencement of the examination please check Paper supplied to you does not have any unprinted or torn or missing etc. If so, get it replaced by a complete Question Paper of the same set.
7. The applicants are advised to check their emails at regular intervals to get timely information with regard to the said examination.

C. Prohibited Items

1. The following items are prohibited to be carried into the Examination Hall:
 - a) Mobile phones, Bluetooth or any other type of electronic or communication devices.
 - b) Any written/typed notes on person or any type of paper/cloth/electronic device.
 - c) Writing Board, Pencil Box, Pouch, Camera.
 - d) Eatables, Water bottles.
2. Any infringement of these instructions shall entail disciplinary action as envisaged in rules and the applicant may be banned from appearing in future examination(s).
3. Applicants are advised in their own interest not to bring any of the prohibited items including mobile phones/Bluetooth or any valuable item to the venue of the examination, as arrangement for their safe-keeping cannot be assured. The department will not be responsible for any loss in this regard.

D. Items Allowed in Exam Hall

1. Applicants will be allowed to carry and use non-programmable type Calculators in Paper I, II, III and IV of the examination. Programmable type calculators will, however, not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates.
2. The applicants should carry and use only blue ball point/gel pens for attempting all the answers.
3. The applicants are allowed to carry the 'Books Allowed in the Examination' as mentioned in the DoP Letter No...dated..No other book/notes/reference book/diary is allowed in the Exam Hall.
4. Plastic scale, Pencils and Erasers are allowed to be carried in the Exam Hall.

E. Do's and Don'ts

Do's	Don'ts
Follow the instructions of the Invigilators at all times.	Misbehave in any manner or harass/threaten/ bodily harm the staff deployed for the conduct of examination.
Maintain silence in the Exam Hall.	Talk to any other examinee or create disorderly scene in the Exam Hall.
Bring your own stationery items, allowed books and calculators inside the Exam Hall.	Loan or exchange stationery items, books or calculators.
	Make any sign or mark anywhere in the answer booklets/supplementary booklets.
	Copy from the answer booklets of any other candidates or allow your booklets to be copied. Give or attempt to give irregular assistance of any description. Obtain or attempt to obtain irregular assistance of any description.
	Carry any prohibited item inside the Exam Hall.

F. Use of Unfair Means

1. Use or attempt to use of any unfair means before/during/after the examination is strictly prohibited. The candidature of the applicant is liable to be rejected in case the applicant uses or attempts to use any unfair means before/during/after the examination.
2. The decision of the Centre Supervisor/State Nodal Officer shall be final in this regard.
3. The candidates found using or attempting to use any unfair means before/during/after the examination are also liable for disciplinary action under CCS Conduct Rules.

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Annexure - C

S. No.	State/UT	Tentative Exam Locations	State Nodal Officer	Postal Address	India Post
1	Andhra Pradesh Chhattisgarh	Hyderabad	GM (PAF) Andhra Pradesh	Dak Bhawan, Abids, Hyderabad, 500001	
2	Assam	Guwahati	DAP Assam	5 th Floor, Meghdoot Bhawan, Panbazar, Guwahati-781001	
3	Bihar	Patna	DAP Bihar	GPO Complex, Patna-800001	
4	Chattisgarh	Raipur	CCA, MP	M P Telecom Circle Doorsanchar Bhawan, Bhopal - 462015	
5	Delhi, NICF, DoT HQ & DoP HQ, TEC	Delhi	CCA, Delhi	DTO Building, Prasad Nagar, New Delhi- 110005	
6	Gujarat, Daman & Diu, Dadra & Nagar Haveli	Ahmedabad	GM.(PAF) Gujarat	6th Floor, P&T Administrative Building, Khanpur, Gujarat Circle, Ahmedabad-380001	
7	Haryana	Ambala	DAP Haryana	107, Mall Road, Ambala-Cantt-133001	
8	Himachal Pradesh	Shimla	CCA, HP	Block No 18 A, SDA Complex, Kasumpti, Shimla - 171009	
9	J & K	Jammu	CCA, J & K	HUDCO Bhawan, Rail Head Complex, Jammu (J&K)- 180012	
10	Jharkhand	Ranchi	CCA Jharkhand	Telephone Bhawan, 3rd Floor, ARTTC Building, Near Jhumar River Bridge, H.B. H.B. Road, Ranchi - 835217	
11	Karnataka	Bangalore	GM (PAF) Karnataka	3 rd Floor, General Post Office, Rajbhawan Road, Bangalore-560001	
12	Kerala & Lakshadweep	Thiruvananthapuram	DAP Kerala	4 th floor, GPO Complex, Trivandrum, 695001	
13	Madhya Pradesh	Bhopal	GM (PAF) M.P	Dak Bhawan, Hoshangabad Road, Bhopal-462012	
14	Maharashtra, Goa, APS	Mumbai, Nagpur	GM (PAF) Maharashtra	O/o CPMG, Maharashtra Circle, Mumbai GPO Old Building, 1 st Floor, Mumbai 400001	
15	NE (All states of NE except Assam & Sikkim)	Shillong	DAP NE	DAP, O/o CPMG, North East Circle, Shillong - 793001	
16	Odisha	Cuttack	DAP Odisha	Mahanadi Vihar, Justice Chowk, Cuttack-753004	
17	Punjab, Chandigarh	Chandigarh	CCA Punjab	Madhya Marg, Sector -27A, Chandigarh-160019	
18	Rajasthan	Jaipur	CCA, Rajasthan	Sanchar Lekha Bhawan, 4, Mahatma Gandhi Road, Jhalana Doongri, Jaipur - 302004	
19	Tamilnadu & Puducherry	Chennai	GM (PAF) Tamil Nadu	DAP, O/o GM (F), Postal Accounts Office, Tamil Nadu Circle, Chennai-600002	

20	Uttar Pradesh & RAKNPA	Meerut, Lucknow	CCA UP (East)	Telephone Exchange Building, Vikas Khand - I, Gomti Nagar, Lucknow - 226010
21	Uttarakhand	Dehradun	CCA, Uttarakhand	56, Subhash Road, Dehradun-248001
22	West Bengal, Sikkim, A&N	Kolkata, Port Blair	GM (PAF), West Bengal	P-56, CR Avenue, Yoga Yog Bhawan, Kolkata-700012
	GM (PAF)- General Manager (Postal Accounts and Finance)			
	CCA - Controller of Communication Accounts			
	DAP - Director Accounts-Postal			