

No. R-25/2/2025-SPG-DOP
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg,
New Delhi - 110 001,
Dated: 15.05.2025

OFFICE MEMORANDUM

Subject: Guidelines and Marking Scheme for evaluation of Indian Postal Service (IPoS), Group 'A' Probationers for determination of Inter-se seniority - regarding

The undersigned is directed to refer to this Directorate's Order No. 76- 11/77-SPB.I(Trg.P) dated 27.02.1985, No. 4-41/94-SPG dated 19.05.1995, No. 4-41/94-SPG dated 29.09.1995, 25-7/2019-SPG dated 19.08.2019 and No. Tr-02/2/2020-Training dated 28.12.2020 on the subject matter. The following Guidelines and Marking Scheme for evaluation of IPoS, Group 'A' Probationers for determination of Inter-se seniority are being issued in supersession of the aforementioned orders and with immediate effect:

- i. The foundation course will be mandatory for all Indian Postal Services (IPoS) Group 'A' probationers.
- ii. Once an officer trainee of any service undergoes Foundation Course, he/she would not be required to repeat the Foundation Course if his/her service is changed.
- iii. The following marks will be allocated for evaluation of the Indian Postal Service (IPoS), Group 'A' probationers for the purpose of determination of Inter-Se-seniority :

Component	Marks
UPSC Marks	2025
Foundation Course	300
Departmental Examination during training	600
Computer Skills (Departmental Software) Theory& Practical	50
Project Report	25
Total	3000

- iv. Each probationer will be given credit for the actual marks obtained by him / her out of the total 2025 marks in the UPSC examination as a result of which he/she was given appointment.
- v. The marks obtained in Foundation Course out of the total 300 marks will be added to the aforesaid marks obtained in UPSC examination. The procedure for the award of marks in the Foundation Course and the terms for re- examination of the probationers whenever that may be necessary would be governed by the instructions of the LBS National Academy of Administration, Mussoorie as prevalent from time to time.
- vi. To the aforesaid marks will be added the marks obtained by the probationers in the Departmental Examination, out of the aggregate total of 600 marks set apart for the said examination.
- vii. A separate Computer Skills (Departmental Software) Exam for 50 marks will also be conducted. The marks obtained in Computer skills (Departmental Software) -Theory



& Practical Exam out of 50 marks will also be taken for fixation of Inter-se Seniority of the probationers.

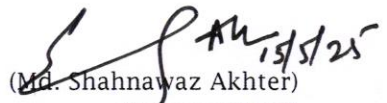
- viii. There will be the 06 papers (I-VI) for the Departmental Examination. Further, there will be Hindi Exam (Oral & Written) and Computer Skills (Departmental Software) - Theory and Practical Exam. The details are as given below:

Sl. No.	Paper	Name of the Examination	Maximum Marks	Pass Marks	Duration
1	I	Legislative Enactments & Legal Matters (Without Books)	100	50	2.30 hrs
2	II	Postal Operations - I (Without Books)	100	50	2.30 hrs
3	III	Postal Operations - II (Without Books)	100	50	2.30 hrs
4	IV	Finance and Accounts (Without Books)	100	50	2.30 hrs
5	V	Office Management - I (Without Books)	100	50	2.30 hrs
6	VI	Office Management -II (Without Books)	100	50	2.30 hrs
7	VII Part I (Qualifying)	Hindi Oral(Without Books)	50	25	2.30 hrs
8	VII Part II (Qualifying)	Hindi Written(Without Books)	50	25	2.30 hrs
9	VIII Part I	Computer Skills (Departmental Software)-Theory (Without Books)	20	10	1.30 hrs
10	VIII Part II	Computer Skills (Departmental Software)-Practical (Without Books)	30	15	2.30 hrs

- All the Papers i.e. Paper - I to VI are to be attempted without the aid of books and will carry 100 marks each. The minimum pass marks in each paper as well as in aggregate will be 50%. In order to pass the Departmental examination (Paper I-VI), the Probationer shall have to obtain 50 marks out of 100 marks in each paper.
- The minimum qualifying marks in Hindi Exam (Paper VII Part I & Part II) will be 50 % and these marks will not be counted towards arriving at inter se seniority. Both Hindi Oral (VII Part I) and Hindi Written (VII Part II) Papers will be 50 marks each and the Probationer will have to obtain 25 marks for each paper to pass. If he/she fails in any or both Hindi papers, then Paper -I to VI, Paper VIII Part I and Paper VIII Part II will not be evaluated and the Probationer will have to appear in all the papers mentioned in the table at point no 8 above again.
- Computer Skills (Departmental Software) Exam (Paper VIII Part I & Part II) will be separate papers which will carry a total of 50 marks. Out of these 50 marks, 20 marks will be for theory paper (VIII Part I) and 30 marks for practical paper (VIII Part II). The minimum pass marks in theory & practical paper as well as in aggregate will be 50%. (Minimum pass Marks for theory paper (VIII Part I) - 10 marks out of 20 marks and Minimum pass marks for Practical Paper (VIII Part II) - 15 marks out of 30 marks). In case the probationer gets less than 50% marks in Paper VIII Part-I or Paper VIII Part II or both, he/she has to repeat only that paper in which he/she has obtained less than 50% marks.
- Full credit of marks obtained in the Departmental Examination and Computer

Skills (Departmental Software) Exam i.e. Paper I to VI, VIII Part I and VIII Part II shall be allowed to be counted for fixing inter-se seniority if all the papers are passed in the first attempt. If any paper/papers (Paper I to VI, VIII Part I and VIII Part II) are passed in 2nd attempt and 3rd attempt respectively, only 75% and 50 % marks obtained in that concerned paper/papers shall be taken into account for fixing of Inter-Se-Seniority. If any paper/papers (Paper I to VI, VIII Part I and VIII Part II) are passed in 4th attempt or subsequent attempt, total credit given for the concerned paper/papers shall be zero. Full credit of marks for all the remaining papers which were cleared in the 1st attempt will be counted for fixing inter-se seniority.

- ix. In case a probationer remains absent in any paper/papers (Paper I to VI, VIII Part I and VIII Part II), he/she will be given credit of zero marks for inter-se seniority. Thereafter same procedure as mentioned in para above will be followed if he/she passes the paper /papers in 2nd/3rd /4th or subsequent attempts.
- x. The Project Report would apply to the project allotted to each probationer at the Rafi Ahmed Kidwai National Postal Academy for in-depth study and research during the period of probation. The actual procedure for the preparation and presentation of the project would be decided by the Director, RAKNPA as may be necessitated by Departmental requirements. The marks obtained in Project Report out of 25 marks will be added for arriving at inter se seniority.
2. The present percentage of pass marks in each paper and also in aggregate and for getting exemption from reappearing in any paper will continue to be 50%, 50% and 60% percent respectively.
3. The syllabus for the Departmental Examination for Indian Postal Service (IPoS), Group 'A' probationers, as prescribed by the Training Division of the Postal Directorate, shall be applicable and subject to revisions as notified from time to time.
4. This issues with the approval of Competent Authority.


(Md. Shah Nawaz Akhter)
Director (Staff)

To,

The Director,
RAKNPA, Ghaziabad

Copy to:

1. DDG (Training), Postal Directorate - for information and further necessary action.
2. Director, LBSNAA, Mussoorie
3. GM, CEPT - with a request to upload this O.M. on India Post website
4. Guard File/ Office Copy