

Ministry of Communications
Department of Posts
Office of the Chief Postmaster General, J&K Circle, Jammu 180012

To

Sr. Supdt. Of Post Offices, Jammu.
Sr. Supdt. Of Post Offices, Srinagar.
Supdt. Of Post Offices, Baramulla.
Supdt. Of Post Offices, Rajouri.
Supdt. Of Post Offices Udhampur.
Supdt. Of Post Offices Ladakh.
Supdt. RMS JK Division
Supdt. PSD Jammu.
Sr. Postmaster Srinagar GPO.
Sr. Postmaster Jammu HO.

No: - 2-4/Con/ADPS/PO & RMS/2025

Dated at Jammu, the 8 September 2025

Sub: -Notification for PO & RMS Accountant Examination for the year 2025 to be held on 02.11.2025.

In pursuance to Postal Directorate letter No. A-34012/01/2025-DE dated 20.01.2025, PO & RMS Accountant Examination is scheduled to be conducted on 02.11.2025. Accordingly, applications are invited from all the willing and eligible Postal Assistant/Sorting Assistant to appear in aforesaid examination.

2. The schedule of activity as furnished below may be strictly adhered to.

Schedule of activity	Date
Issue of notification	08.09.2025
Last date for receipt of application at concerned Divisional Office	29.09.2025
Last date for receipt of checklist at Circle Office through Divisions	7.10.2025
Issue of Admit cards to eligible candidates by Divisions	17.10.2025
Date of Examination	02.11.2025 (Sunday)
Timing of Examination	Paper -I: 1000 Hrs to 1300 Hrs Paper-II: 1400Hrs to 1700 Hrs

3. The schedule of examination is as under:-

Date & Day	Paper	Timing
02.11.2025 (Sunday)	Paper – I (With aid of Books)	1000 Hrs to 1300 Hrs
02.11.2025 (Sunday)	Paper – II (With aid of Books)	1400 Hrs to 1700 Hrs

4. The syllabus for the examination as prescribed by Directorate is enclosed in Annexure-I.



5. **Qualifying Marks:**

Paper/Category	Paper I (100 Marks)	Paper II (100 marks)	Aggregate
OC Candidates	45%	45%	50%
SC/ST Candidates	38%	38%	43%

6. **Vacancy Position:**

The details of vacancy position of Accountant are as under and is subject to change: -

S. No	Division	Vacancy
1	Srinagar	02
2	Jammu	04
3	Baramulla	02
4	Rajouri	00
5	Udhampur	01
6	Ladakh	01
7	RMS	00
Total		10

7. **Eligibility Conditions:** Following candidates are eligible to appear in the examination: -

(i) All the candidates who fulfill the prescribed conditions as per Rule 273 of Postal Manual Volume IV as amended from time to time are eligible to apply for the examination irrespective of vacancies in their Division/Unit and apply to the appropriate authority before the prescribed date.

(ii) All the Postal Assistant/Sorting Assistant who have not less than three years continuous service as Postal Assistant/Sorting Assistant **as on the last date fixed for receipt of application (i.e. 29.09.2025)** and have consistently good record of service for the preceding three years.

(iii) Some posts of accountant have been identified as LSG, it is to inform that such posts may be manned by LSG (A/C) cadre officials as per relevant instructions. It wouldn't be in fitness of things that LSG officials are allowed to appear in PO/RMS Accountant examination.

(iv) Each candidate will be allowed three chances to appear at the examination. Under the revised syllabus the officials securing at least 60 % marks in a particular paper will be exempted from appearing in that paper in the next two subsequent examinations. A candidate, who after being exempted does not take the next one or both the examination, will be deemed to have availed of the chance or chances for this purpose.

8. **Centers of Examination:** - The examination will be conducted at either Srinagar or Jammu to be decided by the competent authority.

9. The concerned unit should carefully check the application of each candidate to ensure that the official fulfils the prescribed eligibility conditions and send the list of eligible candidates

alongwith Roll No allotted to them in hard copy (checklist attached) and in excel (soft copy) as well.

10. The eligible candidates may submit their applications in the prescribed form (enclosed) along with two copies of their recent passport size photographs duly attested by the controlling officer to the heads of the unit/Division concerned in time. The head of the office concerned after obtaining the application from the candidates will scrutinize the same and forward the checklist of eligible candidates to this office along with his specific recommendations or otherwise. The information furnished in the prescribed application forms by the candidates should be thoroughly checked up and verified with reference to their Personal File, Service Book or any other relevant record and then forwarded the checklist in prescribed proforma to Circle office.

11. The contents of this letter along with copy of the application form may be circulated to all concerned. Any application not submitted in the prescribed form, not properly filled in by the candidate, not properly checked and verified by concerned unit or not submitted in time, is liable to be rejected.

This issues with the approval of Competent Authority.

Enclosures:-

1. Syllabus
2. Application form
3. Checklist

(Shah Nawaz Khan)
Asstt. Postmaster General (Rectt.)
O/o Chief Postmaster General,
J&K Circle, Jammu 180012

**APPLICATION FORM FOR PO & RMS ACCOUNTANT EXAMINATION FOR THE
YEAR 2025**

One latest
passport size
photo be paste
here & other be
affixed with this
form.

(Column No. 1 to 12 has to be filled by candidate)

1	Full name of the candidate			
2	Present appointment held (mention PA/SA)			
3	Office to which attached (in case working on deputation the present and parent designation should be mentioned)			
4	Community (mentioned whether UR/OBC/SC/ST)			
5	Date of entry in to Government service			
6	Date from which continuously working in PA/SA cadre			
7	Whether declared permanent (if so, the date of permanency may be furnished)			
8	Length of service in PA/SA cadre as on 29.09.2025	Years	Months	Days
9	No. of chance (s) already availed. (Year of examination shall also be mentioned)			
10	State whether this is 1 st /2 nd /3 rd /4 th chance			
11	Centre of Examination	Jammu <input type="checkbox"/>	Srinagar <input type="checkbox"/>	(Tick any one)

I, Shri./Smt.....do hereby declare
that the particulars furnished by me in this application form are true.

Place.....

Date.....

Signature of the candidate

**To be filled in by the Head of the Office or the Controlling officer
concerned**

1	Has the candidate possesses good record of service for proceedings 03 years?	
2	Have you verified the correctness of the entries made against item No. 1 to 12	
3	Is the candidate appearing for the 1 st /2 nd /3 rd /4 th time	
4	Specific recommendations or otherwise :	

Certified that the particulars furnished by Shri./Smt..... have been checked and verified with reference to the relevant records and found those all correct. The official is eligible/ not eligible to take up the PO/RMS Accountant Examination to be held on 02.11.2025 and as such he/she is recommended/ not recommended for the same (strike out which is not applicable).

Dated:

**Signature of the Head of the Office
(With Name & Designation & Seal)**

Note: In case any application is not recommended, the reasons to the same may be stated.

Division/Unit.....

**PROFORMA REPORT FOR FORWARDING THE APPLICATION FOR PO/RMS ACCOUNTANT EXAMINATION TO BE HELD
ON 02.11.2025**

Sl no.	Full Name of Candidate	Community	Date of entry in Service	Date of entry in PA/SA cadre	Length of service as on 29.09.2025	Whether this is 1 st /2 nd /3 rd /4 th chance	Whether Vigilance or Disciplinary case is pending/contemplated	Whether any punishment is current	Whether any adverse entry in APAR/ACR for the last three years	Recommendation of Controlling officer

Dated:

**Signature of the Head of the Office
(With Name, Designation & Seal)**

PO & RMS Accountant as on date

No. 9-2/89-SPB-II
Government of India
Ministry of Communications
Department of Posts

Dated at New Delhi-1

10 MAR 1990
10001

All Heads of Circle.

SUBJECT: SYLLABUS FOR THE PO&RMS ACCOUNTANTS EXAMINATIONS.

In continuation of this office circular of even No. dated 10.11.1989 I am directed to enclose a more detailed syllabus for the PO&RMS Accountants Examination. The syllabus now indicated is in supersession of the syllabus contained in Rule 277 of the P&T Manual Volume IV. The revised syllabus will be applicable for 1990 and subsequent examinations.

2. The exemption from appearing in certain papers obtained on the basis of previous examinations held with old syllabus will no longer be valid. Under the revised syllabus the officials securing at least 60% marks in a particular paper will be exempted from appearing in that paper in the next two subsequent examinations.

3. It is requested that the revised scheme of the examination may be brought to the notice of all concerned immediately.

4. Receipt of this communication may be acknowledged.

5. Hindi version will follow.

RL GUPTA
Assistant Director General (SPN)

Copy to:-

1. Director (VP) with reference to his case mark 25-23/88-DE(P) dated 28.9.89
2. The Director Staff College, New Delhi.
3. DE(P) Section for information and necessary action.
4. Principales, Postal Training Centres (5).
5. All Service Unions for information.

Encl: one - Ref: 178-51 / Rly. C. O. & A. S. No. 20-1

Copy forwarded to:-

All Dns present in b/w Circle AC
vide publication amongst
Of the Dn.

PAPER - I (WITH BOOKS) - DURATION THREE HOURS - MARKS 100

Part I (SERVICE RULES)

- F.Rs 1 to 56
- S.Rs 1 to 203
- C.O.S. (Joining Time) Rules 1979
- C.C.S. (Leave) Rules 1972
- C.C.S. (Pension) Rules 1972
- G.P.F. (CS) Rules 1960

Part II (ALLOWANCES TO GOVT. SERVANTS)

D.A., H.R.A., G.C.A., CHILDREN EDUCATION ASSISTANCE AND ALLOWANCES TO E.D. EMPLOYEES.

PAPER - II (WITH BOOKS) DURATION THREE HOURS - MARKS 100

Part I (FINANCIAL RULES)

1. Financial Hand Book Vol. I and Vol. II
2. P&T Manual Vol. II (Chapters IV, V, VII, VIII, IX, X & XII)
3. Schedule of Financial Powers of Officers of the Department of Posts.

Part II (ACCOUNTING ASPECTS INVOLVED IN ESTABLISHMENT AND OPERATIONAL MATTERS)

1. P&T Manual Volume IV - Chapters I, II, VIII, XII, XVI, XVII
2. Postal Manual Volume VI Parts II & III
(Relating to money orders, Indian Postal Orders, British Postal Orders, Sub Accounts and Accounts in SOs)

(ADVANCES & REIMBURSEMENT)

1. Over-time allowance, Medical reimbursement, House Building Advance, Leave Travel Concession and Group Insurance Scheme.
2. Post Office Insurance Fund Rules - Procedure for POs.

NOTES:

1. Both papers will consist of theoretical questions and practical questions in the proportion of 1/3rd theoretical and 2/3rds practical questions. In both the portions, there will be some compulsory questions. Marks for theory portion would be 30 and those for practical portion will be 70.
2. For O.C. candidates, qualifying marks will be 45% in each paper and 50% in the aggregate. SC/ST candidates will require 38% and 43% marks respectively for qualifying in each paper and in the aggregate.