



संचार मंत्रालय
Ministry of Communications
भारतीय डाक विभाग
Department of Posts, India



महाप्रबंधक (डाक लेखा व वित्त) का कार्यालय, महाराष्ट्र सर्किल, नागपुर-4400001
O/o General Manager (PA&F), Maharashtra Circle, Nagpur-440001

संख्या /NO.ADMN.I/LDCE/MTS to LDC/ 25- Oct./2025/ 1354 Dated: 15.09.2025

Notification

विषय /Subject : Limited Departmental Competitive Examination for promotion of MTS
(12th Class passed) to LDCs in PAOs to be held, on 25th October, 2025.

As per the Calendar of Examinations 2025, the above-mentioned examination is scheduled to be held on 25th October, 2025. The time-table is as follows:

PAPER	SUBJECT	DAY & DATE	TIME
I	Essay, Precis Writing, Drafting and Grammar English/Hindi. (Without Books)	25/10/2025 Saturday	10.00 AM to 12.30 AM
II	Quantitative Aptitude and General Awareness Hindi / English (Without Books)	25/10/2025 Saturday	01.30 PM to 04.00 PM
III	Type Test (On Computer) (35 wpm in English/30 wpm in Hindi) The total number of mistakes should not exceed 10% for declaring a candidate qualified.	25/10/2025 Saturday	05.00 PM to Onwards (Duration 15 Mts)

If required Paper-III may be held on additional shifts that should be informed in due course.

The schedule of different activities related to conduct of aforesaid examination is given as below, It should be strictly adhered to:

Sl. No.	Activity	Date
	Date of Notification	15.09.2025
1.	Last date of receipt of application forms at Divisional Office / Controlling Unit from eligible candidates	26.09.2025
2.	Receipt of duly filled application forms at O/o The GM(PA&F), Nagpur to be sent by Divisional Office / Unit head duly verified.	03.10.2025
3.	Date of issue of Admit Card by O/o The GM(PA&F), Nagpur	10.10.2025*
4.	Date of Examination	25.10.2025*

*May change due to administrative reasons.

नोट/ Note:-

(1) The Examination Centre will be at Nagpur.

Contd....

- 2) The minimum qualifying marks for declaring a person successful in the examination is 40% each for Paper –I & Paper–II. With regard to Paper –III i.e. Type test on Computer, the total number of mistakes should not exceed 10% for declaring a candidate qualified.
- 3) The syllabus & pattern of examination as per the Annexure-II of Dte Circular No. 3-09/2022/PACE/DE/3211-3235, dated 03.04.2024 (Annexure-C) is enclosed herewith.
- 4) The Category wise vacancies as on 01.01.2025 is furnished as below:

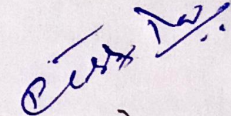
Cadre	UR	SC	ST	Total
MTS	03	00	00	03

Eligibility :

- (1) The candidate should be 12th class passed and has two years of regular service in MTS cadre as on 01st January, 2025.
- (2) As per extant rules & guidelines of GOI, an official would be eligible for promotion only after completion of requisite service & after successful completion of prescribed probation period as on crucial date i.e. 01st January of the vacancy year.

The eligible candidates may submit their duly filled application form (Annexure A) and Admit Card (Annexure B) along with recent passport size photographs in prescribed form on or before 26.09.2025 to the concerned controlling authority.

Encl.: Annexure 'A to C'


कोटेश्वर राव तेल्ला
(Koteswar Rao Tella)
प्रवर लेखा अधिकारी/ प्रशासन
Sr. Accounts Officer/Admn.

प्रतिलिपि, सूचना हेतु / Copy for information to:-

- 1) Steno to Director.
- 2) Notice Board (2 copies).
- 3) The Assist. Director Postal Services (Rectt.), O/o CPMG, Maharashtra Circle, Mumbai-400001, With request for circulation of notice among the units in Maharashtra Circle (Application Format is enclosed) and it is also requested to inform the units to verify the eligibility of applicants with the office records in respect of applications received. All such applications may be forwarded to the Sr. AO, Admin, O/o GM(PA&F), Nagpur on or before 03.10.2025 by the controlling unit.
- 4) The PMG, Ch. Sambhaji Nagar/Goa/MM/Mumbai/ Nagpur/Navi Mumbai/Pune Region.
- 5) The Director, Mumbai GPO, Mumbai-400001
- 6) The Sr. Manager/ Manager, MMS, Mumbai/ Pune/ Nagpur
- 7) The APMG (Staff), O/o Chief PMG, Maharashtra Circle, Mumbai.
- 8) The SSPOs/SPOs/SSRMs/SRMs in Maharashtra Circle.
- 9) The Supdt., All PSDs.
- 10) The ADPS (A&V), Foreign Post, Mumbai.

आवेदन पत्र / APPLICATION FORM

डाक लेखा कार्यालयों में एमटीएस (12 वीं कक्षा उत्तीर्ण) से निम्न श्रेणी लिपिक संवर्ग में पदोन्नति हेतु
सीमित विभागीय प्रतियोगात्मक परीक्षा।

Limited Departmental Competitive Examination for promotion of MTS
(12th Class passed) to LDCs in PAOs

Paste your
Passport Size
Photograph
Here & attested
by
Divisional/Unit
Head

- 1) Name of the candidate :
(Block letters)
- 2) Designation :
- 3) Date of Birth :
- 4) Name of Division/ Unit :
- 5) Educational Qualification :
- 6) Date of Appointment as MTS. :
- 7) Total service as on 1st Jan., 2025 in MTS cadre :
- 7) Category (UR/SC/ST/ Others) :
- 8) Medium opted for answering the :
following papers
- i) Paper-I Essay, Precis Writing,
Drafting and Grammar English/Hindi. (Without Books) :
- ii) Paper-II Quantitative Aptitude and General Awareness
Hindi / English (Without Books) :
- iii) Paper-III Type Test (On Computer)
(35 wpm in English/30 wpm in Hindi) :

I,.....hereby declare that the particulars furnished by me in this form above 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 in case of False/ Incorrect information found at any stage, my candidature/appointment will be summarily rejected / terminated and appropriate action would be taken against me.

Signature of the applicant

Place :

Mobile No.

Date :

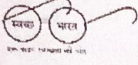
Email ID :

I, certify that I have verified the particulars of candidate from service record and found correct/not correct. The candidature of applicant is RECOMMENDED/NOT RECOMMENDED. In case not recommended, reasons thereof.

Date:

Place:

Signature of Divisional /Unit Head with designation stamp



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महाप्रबंधक (डाक लेखा व वित्त) का कार्यालय, महाराष्ट्र सर्किल, नागपुर-440001
O/o General Manager (PA&F), Maharashtra Circle, Nagpur-440001

ADMIT CARD

Affix a recent
passport size
photo
(duly attested by
Unit Head)

Name of the Examination : Limited Departmental Competitive Examination for
promotion of MTS (12th Class passed) to LDCs in PAOs

Name of the Candidate :

Signature of the Candidate:

(For Office Use Only)

Roll No : MH-

Venue : O/o General Manager (PA&F), Nagpur.

Papers	Date & Time	Signature of the candidate with date (to be signed in the presence of the invigilator in the Examination Hall)	Signature of the invigilator with date
Paper-I : Essay, Precis Writing, Drafting and Grammar English/Hindi. (Without Books)	25.10.2025 10.00 Hrs to 12.30 Hrs		
Paper-II : Quantitative Aptitude and General Awareness Hindi / English (Without Books)	25.10.2025 13.30 Hrs to 16.00 Hrs		
Paper-III : Type Test (On Computer) (35 wpm in English/30 wpm in Hindi) (Duration 15 Minutes)	25.10.2025 17.00 Hrs Onwards		

Signature and stamp of the issuing officer

INSTRUCTIONS

- 1- You should bring with you this Hall permit in original.
- 2- Only Question Paper and Answer sheet will be provided.

Annexure - C

No. 3-09/2022/PACE/DE/3211-3235

Government of India
Ministry of Communication
Department of Posts, PA-Wing,
Dak Bhawan, New Delhi-110001

Dated 03.04.2024

OFFICE MEMORANDUM

Sub: - Revised syllabus for the Departmental Examinations held in PAOs- reg.

Kind reference is invited towards letter no. 3(i)-PACE/242 dated 08.11.1976 & 3-21/90-PACE/1529 dated 31.12.1990. The syllabus for the below mentioned Departmental Examinations held in PAOs have been revised in view of the revised manuals, rules and procedures of the Department.

- (i) Departmental Confirmatory Examination for Direct Recruit Junior Accountants (As per Annexure I).
- (ii) Departmental Examination for Promotion of Lower Division Clerks to Junior Accountants in PAOs (As per Annexure I).
- (iii) Departmental Examination for promotion of Sorters and MTS as Lower Division Clerks in PAOs (As per Annexure II).
- (iv) Limited Departmental Competitive Examination for promotion of MTS Qualified (12th class passed) as Lower Division Clerks in PAOs (As per Annexure II).

2. The revised syllabus will come in to force from the examination scheduled for the year 2024 onwards. All the rules/instructions/guidelines issued in connection with aforesaid examinations as amended from time to time will hold good.

3. The contents of this OM may please be given wide publicity among all concerned.

4. This issues with the approval of competent authority.
Hindi Version will follow

Encl.: As above (Annexure-I & Annexure-II).


Director (PA-Admin.)

To,

All Heads of PAOs.

Copy to:

GM, CEPT Mysore, for uploading the OM on website of the Department.

Annexure-II

Syllabus for Departmental Examinations for Promotion of Multitasking staff/ Sorter to Lower Division Clerks & LDCE for promotion of Multitasking staff (12th passed) to Lower Division Clerks in Postal Accounts Offices

Paper-I

Essay, Precis writing, Drafting and Grammar
Hindi/English (Without Books)

Max Marks: 100
Duration: 2.5 Hours

S.No.	Topic	Weightage	Details
1.	Essay	20 Marks	A short essay of about 500 words to be written on one of several simple topics.
2.	Precis writing	20 Marks	Precis writing on any topic.
3.	Drafting	20 Marks	Drafting of various types of official & demi-official communications.
4.	Grammar	40 Marks	Simple questions of English/Hindi grammar of Matriculation standard.

Paper-II

Quantitative Aptitude and General Awareness
Hindi/English (Without Books)

Max. Marks 100
Duration 2.5 Hours

S.No.	Topic	Weightage	Details
1.	Quantitative Aptitude	50 Marks	Simple questions of quantitative aptitude of Matriculation standard.
2.	General Awareness	50 Marks	Simple questions to test the knowledge of current events and of such matters of day-to-day observation and experience as any educated person may be expected to know.

Paper-III-Type Test (On computer)

Hindi/ English

Max Marks:

Qualifying

Duration:

15 Min utes

S.No.	Topic	Details
1.	Type test	Type test for a minimum speed of 35 wpm in English or 30 wpm in Hindi. The passage for type test will consist of 525 words in English and 450 words in Hindi. The total number of mistakes should not exceed 10% for declaring a candidate qualified.