

O/o. Chief Postmaster General, Gujarat Circle, Ahmedabad – 380001

No. R&E/2-8/2025 dated at Ahmedabad, the 08.12.2025

- To:
1. The Postmaster General
HQ Region/ Vadodara Region/ Rajkot Region
 2. The Director, PTC, Vadodara-390022
 3. The SSPO's / SPO's / SSRM /SRMs in Gujarat Circle.
 4. The Manager, M M S, Ahmedabad-380 001
 5. The Sr. Postmaster, Ahmedabad GPO, Ahmedabad-380001
 6. The Superintendent, Postal Store Depot, Rajkot- 360004
 7. The Officer Incharge, P&T Admn. Cell, APS Centre 900746 C/o 56APO

Sub: Regarding holding of PO/RMS Accountants Examination, 2025 scheduled to be held on 25.01.2026 (Sunday)

In accordance with the instructions contained in Directorate's letter no: A-34012/07/2022-DE dated 02.12.2022 and the orders of Competent Authority, PO & RMS Accountant is scheduled to be held on 25.01.2026 (Sunday).

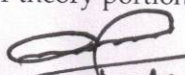
It is therefore requested to please take necessary action for calling of applications from eligible candidates in respect of the Divisions shown under **Annexure-III**. A list of the candidates permitted to appear in aforesaid examination may please be sent along with applications of the candidates in prescribed proforma attached as **(Annexure-I)**. The Schedule of activities of the examination is furnished as under.

SL	Scheduled of activity	Proposed Date
1	Date of issue of notification	08.12.2025
2	Last date for receipt of applications at Divisional office/ Controlling Units from eligible candidates.	29.12.2025
3	Receipt of duly filled in Application forms at the Regional Offices to be sent by Divisional Office/ Controlling Units duly verified and recommended appropriately	05.01.2026
4	Receipt of duly verified data in excel sheet in proforma as appended vide Annexure 'A' & 'B' to be sent by RO duly verified to CO	08.01.2026
5	Allotment of Roll No. by CO	12.01.2026
6	Issue of Admit Card by Divisional / Units to eligible Candidates	19.01.2026
7	Date of examination	25.01.2026

2. The schedule of examination is as follows:

SL	Paper	Date	Time
1	Paper- I (With books)	25.01.2026 (Sunday)	10:00 A.M to 01:00 P.M
2	Paper- II (With books)	25.01.2026 (Sunday)	02:00 P.M to 05:00 P.M

2.1 Both papers will consist of theoretical questions and practical questions in the proportions of 1/3rd theoretical and 2/3rd practical questions. In both the portions, there will be some compulsory questions. Marks for theory portion will be 30 and those for practical portion will be 70.


08/12/2025

2.2 The qualifying standard of this examination is as under:-

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

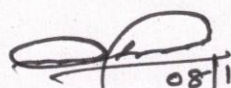
3. Eligibility

Following officials of Post offices and RMS are eligible to appear in examination.

- 3.1 All Postal Asstt. / Sorting Asstt. who have not less than three years continuous service including the period spent on training immediately before appointment as Postal Asstt. / Sorting Asstt. on the last date fixed for the receipt of application i.e **29.12.2025** and have been declared permanent or quasi permanent before that date and have a consistently good record of service for the preceding three years.
- 3.2 The candidates who fulfil the prescribed conditions of eligibility as per Rule-273 of P&T Manual Vol-IV as amended from time to time may submit their applications in prescribed application form (copy enclosed) along with two copies of their recent passport size photographs duly attested by the controlling officer to the Heads of Divisions / Units concerned in time.
4. The syllabus for the PO & RMS Accountants Examination will be as mentioned in Directorate's letter no: X-8/2022-SPN-II dated 18.04.2023 enclosed as **Annexure-II**.
5. As per guideline contained in Directorate letter no 8-1/2016-SPB-II dated 19-02-2019, LSC officials are not allowed to appear in PO/RMS Accountant.
6. Each candidate will normally be allowed 'Three' chances to appear in the examination, but in addition to this, a forth chance will be allowed provided that the candidate secures at least 35% in the aggregate in the third chance. A candidate, who does not fit for the examination after being given permission to do so, will be treated as having appeared and failed. **No. of chances already availed by the candidates may be checked properly.**
- 6.1 Under the revised syllabus the officials securing at least 60% (sixty percent) marks in a particular paper will be exempted from appearing in that paper in the next two subsequent examinations, if otherwise eligible.
7. The vacancy position where vacancies are available in Divisions / units received from Divisions through Regional Office is attached as **Annexure-III**. Divisions / Regional Offices are requested to confirm the vacancy position before calling applications from candidates. It is also requested to check carefully the application of each candidate to ensure that the official fulfills the prescribed eligibility conditions.
8. In pursuance of Directorate's letter No.X-8/2/2022-SPB-II dated.26.06.2024, in case, in a division the vacancy is 'nil' and no qualified official is available the examination may be held for a single token vacancy.
9. **Centre of Examination:** The Examination will be conducted at Ahmedabad. The candidates will have to appear from the centre of Circle only and under no circumstances, they be permitted to appear from other Circle centres
10. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

This issued with the approval of Competent Authority.

Encl : Annexure I, II & III and Annexure-A & B


 08/12/2025
 Asstt. Director Postal Services (Rectt.)
 Gujarat Circle, Ahmedabad:-380001

Copy to: The CEPT, Mysuru, for uploading the notification on India Post Website

Application Form for PO RMS Accountant exam to be held on 25.01.2026

Affix recent
passport sized
photograph duly
attested by Unit
Head

Note: All Particulars shall be filled up in **BLOCK** letters.

SL No.	Particulars	Details
1	Name of candidate	
2	Designation	
3	Date from which continuous working in Postal Asstt. / Sorting Asstt. cadre	
4	Length of service in PA/SA cadre	
5	Name of the Unit / Division	
6	Category (UR/SC/ST)	
7	Whether completed 3 years of service in PA cadre as on 29.12.2025	
8	Are you appearing for the first time?	
9	No. of chance(s) already availed by you with Roll number and year of examination	
10	Whether the exemption secured in any paper previously by obtaining at least 60% marks in Paper-I or Paper-II.	
	If yes, mention the paper & the year in which exemption secured.	
11	Has the candidate possess a good record of service for the preceding 3 years of service (YES/NO)	
12	Whether desire to answer in English / Hindi / Gujarati	

Declaration:

I hereby declare that the particulars furnished in the application form 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.

Date	
Place	

Signature of candidate

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

1	Has the candidate possessed good record of Service for preceding 3 years?	
2	Have you verified the correctness of the entries made against item No. 1 to 12 above?	
3	Is the candidate appearing for the 1 st /2 nd /3 rd /4 th time?	
4	Recommendations or otherwise on the following form:	

Certified that the particulars furnished by Shri/Smt./Kumari_____ 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 25.01.2026 and as such he/she is recommended / not recommended for the same (strike out which is not applicable)

Date: _____

Place: _____

Signature of Unit / Division Head
with designation stamp

- Note:**
1. In case any application not recommended, the reasons to the same may be stated.
 2. One additional passport size photo should be attached separately duly attested by Divisional Head.

Recd

No. X-8/2/2022-SPN-II
Government of India
Ministry of Communications
Department of Posts
(SPN-II Section)

Dak Bhawan, Sansad Marg,
New Delhi -110001,
Dated; 18.04.2023

To

1. All Heads of the Circle,
2. Director of all Postal Training Centre


Subject: Pattern and syllabus of for 'PO & RMS Accountant Examination'.
Madam/Sir,

Provision 273 of Postal Manual Vol-IV provides for conducting of PO& RMS accountant examination amongst Postal Assistant/Sorting Assistant have not less than three years of continuous service. Last revision of syllabus was made vide letter No. 9-2/89-SPB-II dated 17.01.1990 and Pattern vide letter no. 9-2/89-SPB-II dated 10.11.1989.

2. Due to various change of rules and procedure, pattern and syllabus of PO & RMS Accountant Examination has been amended to alignment to meet present day requirement. Pattern and syllabus are enclosed as annexure-I. Proposed change will be applicable to examination to be held after the issuance of this letter.

Encl. As above.

Yours faithfully,



(Dileep Singh Sengar)
Assistant Director General (SPN)
Telephone - 011-23044831

Copy to: Director (DE), Dak Bhawan, New Delhi for information and necessary action.

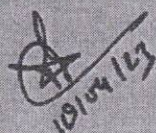
Pattern and Syllabus of Examination for PO & RMS Accountant.

Pattern of examination:

- There will be two paper with books for this examination. Maximum marks in each paper will be 100.
- Both Paper will consist of theoretical question and practical question in the proportion of 1/3rd theoretical and 2/3rd practical question. In both the portions, there will be some compulsory question. Marks for theory portion would be 30 and those for practical portion will be 70.
- 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.
- An official securing at least 60% marks in a particular paper will be exempted from appearing in that paper in the next two subsequent examination.


Syllabus:


PO and RMS Accountant Exam Syllabus	
PO and RMS Accountant Exam Paper I (with Books) 3 hours 100 marks	
Part-I	
1	FRs 1 to 56
2	SRs 1 to 203
3	CCS(joining Time) Rules 1979
4	CCS (Leave) Rules 1972
5	CCS(Pension) Rules 1972, New Pension Scheme Rules
6	GPF (CS) Rules 1960
Part-II	
1	Dearness allowance
2	House Rent allowance
3	City compensatory allowance
4	children Education allowance
5	Service rules for Gamin Dak Sevak (Section -III, VI,VII,IX,XI)


10/04/23

Cont....



PO and RMS Accountant Exam Syllabus		
PO and RMS Accountant Exam Paper II (with Books)		3 hours
100 Marks		
Part-I		
1	FHB Volume I & II	
2	Postal Manual Volume II. (chapter IV,V,VII,VIII,IX,X,XII)	
3	Schedule of financial powers of the Department of Posts	
4	Core System Integration Manual in SAP environment related to Finance & Accounts (F&A) functions, HR pay role management Manual.	
Part-II		
1	Postal Manual Volume VI Part-I,II,VII,XII,XVI,XVII	
2	Postal Manual Volume VI Part II (relating to MOS, IPOS,BPOS)	
3	Overtime allowance, Medical reimbursement , Central Government Health Insurance Scheme , HBA, LTC & Group Insurance Scheme	
4	Procurement of Goods & Services (GFR, Handbook on GeM)	


18/11/25

ANNEXURE-III

Division wise available vacancies* for PO & RMS Acctt. Exam for the year 2025
as reported by Regions / Divisions

Sl. No.	Name of Division	No. of vacancy available
1	Gandhinagar	1
2	Maheana	2
3	Sabarkantha	1
4	Anand	1
5	Bardoli	1
6	Bharuch Dn	1
7	Kheda Dn.	4
8	Navsari	1
9	Panchmahals	2
10	RMS W	1
11	Surat	3
12	Vadodara East	1
13	Vadodara West	1
14	Valsad	2
15	Bhavnagar	2
16	Jamnagar	1
17	Kachchh	2
18	Porbandar	1
	Total:	28

* Vacancy Position notified above is subject to change


A.D. (P&G)

Annexure-A

List of Permitted candidates to appear in PO RMS Accountant exam to be held on 25.01.2026

Sl. No.	Name of Division	Name of Candidate	Present designation	Present working office address	Date of appointment in PA cadre	category	whether completed Three years in PA cadre on last date of receipt of application (Yes/No)	exemption in Paper I granted (Yes/No)	if yes for column no 9, intimate year of exam	exemption in Paper II granted (Yes/No)	if yes for column no 11, intimate year of exam	Number of chance already availed	Possess a good service record for preceeding 3 years	Language preferred by Candidate (English/Hindi/Gujarati)	Recommended (Yes/No)	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

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*** Data must be sent in xls format on adpsre@gmail.com by R.O to C.O

Annexure-B

List of Non Permitted candidates to appear in PO RMS Accountant exam to be held on 25.01.2026

Sl. No.	Name of Division	Name of Candidate	Present designation	Present working office address	Date of appointment in PA cadre	category	whether completed Three years in PA cadre on last date of receipt of application (Yes/No)	exemption in Paper I granted (Yes/No)	if yes for column no 9, intimate year of exam	exemption in Paper II granted (Yes/No)	if yes for column no 11, intimate year of exam	Number of chance already availed	Possess a good service record for preceeding 3 years	Language preferred by Candidate (English/Hindi/Gujarati)	Recommended (Yes/No)	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

***pls use Palatino Linotype font with font size 11

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