

**DEPARTMENT OF POSTS INDIA**  
**OFFICE OF THE CHIEF POST MASTER GENERAL,**  
**M.P. CIRCLE, BHOPAL – 462012**

**NOTIFICATION**

To,

1. The Postmaster General, Indore Region, Indore.
2. The Postmaster General, Jabalpur Region, Jabalpur.
2. The All Sr./Supdt. of post offices in M.P. Circle
3. The Sudpt. R.M.S. M.P. Dn Bhopal/ ID Division Indore/JB Division Jabalpur.
4. The Supdt. P.S.D.Bhopal.
5. The Manager, MMS Bhopal.
5. The Officer (I/C) P&T Admn. Cell APS Centre, Kamptee C/O 56 APO.

No. Rectt./13-02/PO&RMS Acctt/2025

Dated at Bhopal 06.01.2026

Sub: - Post offices and R.M.S. Accountant Examination for the year 2025 & 2026 (combinedly) scheduled to be held on 22.02.2026 (Sunday)

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The examination of Post offices and R.M.S. Accountant Examination for the year 2025 & 2026 (combinedly) is scheduled to be held on 22.02.2026.

The various dates in connection with examination have been fixed as follows:-

|   |            |
|---|------------|
| Issue of Notification                                   | 06.01.2026 |
| Last date for receipt of application at Division Office | 23.01.2026 |
| Last date for receipt of application at Circle Office   | 02.02.2026 |
| Issue of Admit Cards to permitted candidates            | 16.02.2026 |
| Date of examination.                                    | 22.02.2026 |

2. The syllabus for examination is as contained in Directorate's letter No. X-8/28/2022-SPN-II dated 18.04.2023 (Annexure-II)
3. Time Table of Post offices and R.M.S. Accountant Examination is as follows:

| SL No | PAPER                | Date & Day          | Time               |
|-------|----------------------|---------------------|--------------------|
| 1.    | Paper-I (With Book)  | 22.02.2026 (Sunday) | 10.00AM to 1.00 PM |
| 2.    | Paper-II (With Book) | 22.02.2026 (Sunday) | 02.00PM to 5.00 PM |

4. The Qualifying standard of above Examination is as under:

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

## 5. Eligibility Conditions:

As per Rule 273 of Postal Manual Volume-IV, all Postal Assistants/Sorting Assistants having not less than three years of continuous service as Postal Assistants/Sorting Assistants on the last date fixed for the receipt of application and have been declared permanent or quasi permanent before date and have a consistently good record of services for the preceding three years are eligible to apply for the examination. PA (SBCO), PA (CO/RO) & LSG officials are not eligible to apply for the said examination in accordance with Directorate letter No. 8-1/2016-SPB-II dated 19.02.2019.

6. In accordance with the instructions contained in Directorate's letter No. 99/81-SPB-II dated 15.05.1991, the following points may be taken into account while allowing the candidates to appear for the said examination.
  - (i) In case qualified officials are available in a particular Division but the vacancy is 'Nil' the exam will be held for the Circle but the officials of that Division cannot be allowed to appear in the examination.
  - (ii) In case, in a Division the vacancy is 'Nil' and no qualified officials are available, the examination will be held for a single token vacancy.
7. Divisional Heads are requested to check/ensure the availability of qualified accountants/vacancy position in Division, before permitting the candidates to appear for the said examination and issue hall permits. Division wise consolidated vacancy will be circulated in due course.
8. Eligible willing candidates may submit their applications to the appropriate authority before the prescribed date.
9. It may be ensured that this notification is circulated among all eligible officials including those on leave/deputation /foreign service training etc.
10. The cases of candidates who have obtained exemption in any of the papers in two earlier examinations will be regulated under Directorate instructions contained in letter No. 9-2/89-SPB-II dated 17.01.1990.
11. The last date for submission of duly filled applications by eligible candidates to the Division/ Units is 23.01.2026. Officials should submit their applications to their Divisional/Unit Head in the prescribed proforma (Annexure-I).
12. On receipt of the same at Division/Unit, the forwarding authorities should carefully scrutinize the application of each candidate to ensure that the official fulfils the prescribed eligibility conditions.
13. **All the Heads of Divisions/Units are requested to submit the detailed & complete information along with candidate application forms as given in the Annexure-III to this office without fail.**
14. Circle Office will intimate the details of candidates permitted/not permitted to appear the examination on or before 20.02.2026 and make arrangements for issue of the Hall



permits to the candidates accordingly through Divisions/Units. The Roll Numbers will be assigned by Circle Office.

15. The applicants should enclose two passport size photographs with their application form. While forwarding the applications with proforma report, the photo affixed on the application form should be duly attested by the Divisional / Unit Head and other photo should be retained at Divisional/ Unit level itself for issuing Hall Permits.
16. All the applications received at Division/Unit level should be duly date stamped and should be sent together with proforma report.
17. After the receipt of approval from Circle Office, the Divisional / Unit Heads will issue Hall Permits. It should be ensured that the photo is affixed on the Hall Permit and is duly attested by Divisional/Unit Heads before dispatching it to the candidates. The schedule of activity as furnished above may be strictly adhered to.
18. Any applications not submitted in the prescribed form, not properly filled in by the candidates, not properly checked and verified by the Divisional/Unit Heads and not submitted in due time, are liable to be rejected at their risk.
19. This notification may be given wider publicity among all eligible employees in Divisions/ Units.
20. This is issued with the approval of the Competent Authority.

Encl: Annexure-I, Annexure-II & Annexure - III.

S.L.J.  
(S.S. Sikarwar)  
06/01/26  
Assistant Director (Rectt/Estt)  
O/o Chief Postmaster General,  
M.P. Circle, Bhopal-462012

**Copy to:-**

1. The APMG(Staff), CO Bhopal.
2. The Office Supdt. C.O. Bhopal.
3. All Circle Secretaries RMS/Postal Unions Class III in M.P. Circle Bhopal.

**Annexure-I**

**APPLICATION FORM FOR PO & RMS  
ACCOUNTANT EXAMINATION -2025 & 2026 -  
MADHYA PRADESH CIRCLE**

Affix passport  
Photograph  
Duly Attested  
By Division/unit head  
Of Unit

**(TO BE FILLED BY CANDIDATE ONLY)**

|    |   |  |
|----|---|--|
| 1  | Name of the official in Block Capital letters   |  |
| 2  | Designation & Office of working   |  |
| 3  | Community (OC/SC/ST)  |  |
| 4  | Date of Birth(DD/MM/YYYY)   |  |
| 5  | Date of entry in PA/SA Cadre  |  |
| 6  | Whether Direct Recruitment or Departmental promotee   |  |
| 7  | Length of service as on <b>23.01.2026</b> in PA/SA cadre  |  |
| 8  | Date of permanency in PA/SA Cadre   |  |
| 9  | Whether permitted previously and withdrawal permitted, if so, state the year & Roll No, with chance Indicate CO letter number and dates reg. withdrawal permitted |  |
| 10 | Papers if any in which exemption was granted write Name of the examination year with Roll Number and paper with chance, also write CO. letter No. and date.       |  |
| 11 | No. of chances availed by the candidate before proceeding on deputation to APS  |  |
| 12 | No. of chances on return from APS   |  |
| 13 | This is my first/Second/Third/Fourth chance   |  |

I..... hereby declare that the above particulars furnished by me are true.

Place :-

Date:-

Signature of the applicant



**To be filled by the the Head of the division**  
**or the controlling officer concerned**

**'A' CERTIFICATE**

Certified that the above particulars furnished by the candidate have been checked & verified from Service Book & records and found correct.

Place:-

Date:-

Signature  
Head of Division/Unit  
(Name & Designation)

**'B' RECOMMENDATION**

Certified that the particulars furnished by Shri..... have been verified from service record and found correct.

The official is eligible/not eligible to appear in Post Office/RMS Acctt. Examination. He/She is therefore (\*) **recommended/Not recommended** (give reason, if not recommended and sent upto date C.R. (Details of Punishment/Period of Punishment /Date of Punishment is over)

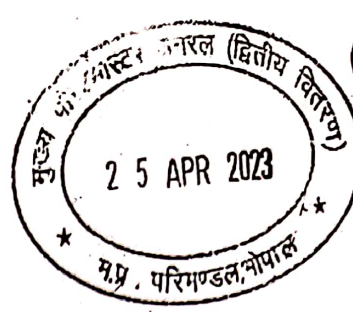
\*(Strike out which is not applicable)

Place:-

Date:-

Head of the Division/Unit  
Name/Designation





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

पृष्ठांकन क्र. भर्ती/1-16/रुलिंग/2022

भोपाल, दिनांक 01.05.2023

प्रतिलिपि : सूचनार्थ एवं आवश्यक कार्यवाही हेतु -

|    |  |
|----|--|
| 1. | पोस्टमास्टर जनरल, जबलपुर परिक्षेत्र, जबलपुर                  |
| 2. | पोस्टमास्टर जनरल, इंदौर परिक्षेत्र, इंदौर                    |
| 3. | समस्त समूह अधिकारी, परिमण्डल कार्यालय, भोपाल                 |
| 4. | समस्त प्रवर/अधीक्षक डाकघर, मध्य प्रदेश परिमण्डल              |
| 5. | अधीक्षक रेल डाक सेवा, एमपी, मण्डल/आईडी मण्डल/जेबी मण्डल      |
| 6. | अधीक्षक, डाक वस्तु भंडार, भोपाल                              |
| 7. | मैनेजर, एम.एम.एस., भोपाल                                     |
| 8. | ऑफिसर इन चार्ज एपीएस, पी & टी एडमिन सेल, कामठी, सी/ओ 56 एपीओ |

राष्ट्रीय निदेशक (भर्ती/स्थापना)  
कार्यालय मुख्य पोस्टमास्टर जनरल



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# 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 1/3<sup>rd</sup> theoretical and 2/3<sup>rd</sup> 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) |

Cont....



PO and RMS Accountant Exam Syllabus  
PO and RMS Accountant Exam Paper II (with Books)  
100 Marks

3 hours

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)

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*(Signature)*  
18/11/23



Division/Unit: \_\_\_\_\_

**PROFORMA REPORT FOR FORWARDING THE APPLICATION FOR PO& RMS ACCOUNTANT EXAMINATION SCHEDULED TO BE HELD ON 22.02.2026**

| Sl No. | Full Name of the candidate with designation | Category | Date of Entry into Govt Service | Date from which continuously working in PA/SA Cadre | Whether declared permanent, if so, with date | Length of service as on 23.01.2026 | NO. of Chance already availed by the candidate | Whether this is 1st/2nd/3rd/4th chance | If at any time permission of withdrawal of application was granted to the candidate (if so furnish the full detail) | Whether any vigilance/Disc Case is pending against the candidate | Whether any punishment is current against the candidate | Whether any adverse entry in APAR/A CR of the candidate in last three years | Recommendation or otherwise of the Controlling Office. |
|--------|---|----------|---------------------------------|---|--|------------------------------------|--|--|---|--|---|---|--|
|        |   |          |                                 |   |  |                                    |  |  |   |  |   |   |  |
|        |   |          |                                 |   |  |                                    |  |  |   |  |   |   |  |
|        |   |          |                                 |   |  |                                    |  |  |   |  |   |   |  |
|        |   |          |                                 |   |  |                                    |  |  |   |  |   |   |  |
|        |   |          |                                 |   |  |                                    |  |  |   |  |   |   |  |