

**P.S. GROUP 'B' EXAMINATION**

F. No. A-34012/8/2016-DE  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhavan, Sansad Marg,  
New Delhi-110 001  
Dated: 19<sup>th</sup> October, 2016

To,

1. All Heads of Circles
2. Addl. D.G. APS
3. BD and PLI Directorates
4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad
5. All Directors, Postal Training Centres,  
(Darbhanga/Guwahati/Madurai/Mysuru/Saharanpur/Vadodara)

**Sub: Conduct of Limited Departmental Competitive Examination for promotion to the cadre of P.S. Group 'B' from 2012-13 onwards-regarding**

Sir/Madam,

Kindly refer to the Annexure I of this office letter of even number dated 07.10.2016 wherein the Syllabus prescribed for this Examination has been provided.

2. In this regard, it is clarified that the 'Paragraph Writing' and 25 MCQs on the 'Current Affairs' will continue to be the parts of Question Paper I of P.S. Group B Examination.

3. Further, it is informed that the names of the Reference books/Manuals for 100 MCQs for Paper-I and 150 MCQs for Paper-II under each of the heads of syllabus were prescribed and circulated vide this office letter No. A-34012/03/2013-DE dated 22.04.2014 for the guidance of the aspirants of the examination. The same may be referred by the aspirants. A copy of the Reference books/Manuals prescribed vide letter dated 22.04.2014 is again enclosed for information of all concerned.

4. This may be given publicity amongst the aspirants of the aforesaid Examination.

5. This issues with the approval of competent authority.

Yours faithfully,

  
(G M Taneja)  
Assistant Director General (DE)

Copy for information to:-

1. Sr. PPS/PPS to Secretary (P)/ D.G. (Posts)/All Members PSB
2. CGM (MB)/JS&FA/Secretary (PSB)
3. All Sr. DDsG/DDsG
4. DDG (P)/ Director (Staff)/ADG (SPN)
5. Hindi Section for translation of the this Notification
6. All recognized Associations/Service Federations/ Unions.
7. SPB-I/SPB-II Sections/Training Section of the Directorate
8. General Manager, CEPT Mysore-570010 with a request for displaying this letter on Indiapost website

Centre for Excellence in Postal Technology, Mysore-570010		
24 OCT 2016		
G.M.	Director	A.D.(A)

**PAPER I**

Description of syllabus	S. NO.	References books and manuals specified.
Acts	1	Indian Post Office Act, 1898;
	2	Govt. Savings Bank Act, 1873
	3	Govt. Savings Certificate Act, 1959
	4	Consumer Protection Act, 1986;
	5	Central Administrative Tribunals Act, 1985
	6	PPF Act 1968
	7	Prevention of Money laundering Act
	8	Information Technology Act 2000 and Amendment Act
	9	Insurance Act 1938
	10	Right to Information Act, 2005
Rules	1	Indian Post Office Rules, 1933;
	2	Post Savings Account Rules, 1981
	3	PO Recurring Deposit Rules, 1981;
	4	Post Office Time Deposits Rules, 1981;
	5	National Savings Scheme Rules, 1992;
	6	Post Office (MIS) Rules, 1987
	7	Post Office Savings Certificate Rules, 1960
	8	Sr. Citizens Savings Scheme Rules, 2004
	9	National Saving Certificate (VIII Issue), 1989
	10	KVP Rules, 1988
	11	PPF Rules, 1968
	12	NSC IX issue Rules, 2011
	13	RTI Rules, 2012
	14	PO Insurance fund rules 2011
	15	Book of BO Rules
	16	GDS (C&E) Rules, 2011
Guidelines/Instructions relating to Inland and Foreign Post	1	Post Office Guide, Part I
	2	Post Office Guide, Part II
	3	Foreign Post manual.
	4	Indiapost web site for domestic/foreign Post guidelines (Issued upto 31-12-2013)
Mail Operations	1	Postal Manual, Vol. V
	2	Postal Manual, Vol. VI Part-I (relating to mails and sorting
	3	Postal Manual, Vol. VII
	4	All Rules, in Vol.VI Pt.III relating to Mail Operations
	5	Guidelines issued by Directorate from time To time on Mail Network Operations and Planning.
Money Remittances	1	Postal Manual, Vol. VI Part-I
	2	Guidelines issued by Directorate from time To time on IMO, EMO, IMTS
	3	Postal Manual Vol.VI part II

Savings Bank Schemes and Certificates	1	PO SB Manual Volume-I, II and III;
	2	SBCO and ICO Manual
	3	SB orders issued by Directorate from 1-1-2007 onwards
	4	Guidelines issued by Directorate from time to time on core Banking service,
Rural and Postal Life Insurance		Already prescribed at item 1 above
Organization of the Department	1	PO Manual, III, IV and Vol. VIII;
	2	Swamy's manual on Establishment and Administration
	3	Brochure on reservation for SC/ST
	4	Relevant rules in Vol. II relating to Organization
	5	Citizens charter of department of Posts
	6	Guidelines and instructions on complaints grievances handling in Department of Posts..
	7	Recruitment Rules, relating to Various cadre in DOP
	8	Establishment Norms
	9	Blue Book on Project Arrow
	10	Guidelines and instructions issued by Directorate from time to Time on Business development Modernisation and computerization
Office Procedure		(i) Postal Manual, Vol. II (ii) CVC guidelines of Public Procurement, guidelines and instructions on E procurement in Government of India. (iii) Manual on policies and procedures for purchase of goods available on website of Ministry of Finance. (iv) Manual of Office Procedure (v) Annual Reports of Department of Posts and Book of Information for the past three years preceding the date of notification
Material Management	1	Stock Chapter in Volume II
	2	relevant rules relating to procurement in General Financial Rules, 2005
	3	CVC guidelines of Public Procurement, guidelines and instructions on E procurement in Government of India.
	4	Manual on policies and procedures for purchase of goods available on website of MOF
Establishment and Administrative Matters	1	Postal Manual, Volume IV;
	2	Schedule of Financial Powers of Divisional Heads, Heads of Circles etc.

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**PAPER- II**

Description of syllabus	Sl. NO.	References books and manuals specified.
CCS (Conduct) Rules, CCS (CCA) Rules, Accounts, GFR, FRs & SRs and FHBs	1	CCS (Conduct) Rules 1964;
	2	CCS (Temporary Service) Rules, 1965
	3	Matters relating to Service Discharge Benefit Scheme for Gramin Dak Sevaks
	4	CCS (CCA) Rules 1965;
	5	CCS (Pension) Rules 1972
	6	New Pension Scheme, 2004
	7	CCS (Leave) Rules 1972
	8	Joining Time Rules 1979
	9	CCS (Commutation) Rules 1981;
	10	CCS (GPF) Rules 1961
	11	CCS (Medical Attendance) Rules 1944
	12	Supplementary Rules regarding TA
	13	CCS (LTC) Rules 1988
	14	Fundamental Rules and Supplementary Rules (FR&SR)
	15	CCS (Revised Pay) Rules 2008
	16	FHB Manual Vol. I
	17	FHB Manual Vol. II
	18	General Financial Rules, 2005
	19	Rules relating to Children Education Allowance and Reimbursement of Tuition Fees
	20	CGHS Rules
	21	CGEGIS Rules