

No. 7-14/2011-SPB-II(2)
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi – 110 001

Dated: 19th March, 2018

To,

All Chief Postmasters General

Subject: Revision of Pattern & Syllabus for Limited Departmental Competitive Examination for the post of Postmaster Grade -I.

Sir/Madam,

I am directed to say that the Recruitment Rules for Postmaster Grade – I provides for filling up of vacancies by promotion through Limited Departmental Competitive Examination from the feeder cadres with a prescribed length of service in the grade. The existing Pattern and Syllabus for Limited Departmental Competitive Examination to fill up the vacancies in the grade of Postmaster Grade – I have since been revised with approval of the Competent Authority and are enclosed herewith.

2. The examination will be held without the aid of books.
3. The date for holding the Examination will be communicated separately by the DE Section from time to time.

Yours faithfully,

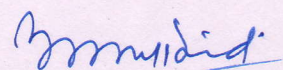


Encl: As above

(Satya Narayana Dash)
Assistant Director General (SPN)

Copy to:

- 1) PPS to Secretary (Posts)
- 2) PPS/PS to Addl. DG(Coordination) & all Members of Postal Services Board
- 3) CGM(BD)/CGM(PLI)/Secretary (PSB)/JS&FA
- 4) Director, RAKNPA, Ghaziabad
- 5) All DDsG in Postal Directorate
- 6) General Manager(CEPT), Mysore with request to upload this on India Post website
- 7) All Directors in Postal Directorate
- 8) Addl. DG, APS
- 9) All GMs Postal Accounts/Director of Accounts (Postal)
- 10) All recognized Service Unions/Association/Federations
- 11) SPG/SPB-I/PE-I/PE-II/SCT/Vigilance Petition/Vigilance Section/DE Section
- 12) Guard File



(Alok Kumar Tiwari)
Section Officer (SPB II)

Pattern & Syllabus for Limited Departmental Competitive Examination
for the post of Postmaster Grade – I

Pattern of Examination:

- a) Examination shall consist of 2 papers viz. Paper I & II and each paper shall carry 200 marks.
- b) Each paper shall consist of 100 question of MCQ type.
- c) Duration of Examination shall be 90 minutes for each paper.
- d) Qualifying Marks in each paper shall be 40% subject to an overall average of 45% for General Category and 33% marks in each paper subject to an overall average of 38% for SC/ST.
- e) In all cases circulars, orders and guidelines issued upto 31st December of the year preceding the year of examination will be part of the syllabus except Annual Report and Book of information for which latest report and information available/published in DoP website will be taken.
- f) Examination shall be without aid of books.
- g) 25% of marks will be deducted for each wrong answer in MCQs.
- h) While forwarding the application of an official to appear in examination, the competent authority shall base its recommendation on following:
 - i. APARs of the preceding five years shall be considered irrespective of the qualifying service prescribed in Recruitment Rules. The 'preceding five years' for the aforesaid purpose shall be decided as per the guidelines contained in DoP&T O.M. No. 22011/9/98-Estt.(D) dated 08.09.1998 read with O.M. No. 22011/9/98-Estt.(D) dated 16.06.2000. (If more than one APAR have been written for a particular year, all the APARs for the relevant years shall be considered together as the APAR for one year).
 - ii. APARs of the 'preceding five years' shall have at least four APAR having numerical grading equivalent to 'Good' or above;
 - iii. Where one or more APARs have not been written for any reason during the relevant period, the competent authority should consider the CRs of the years preceding the period on question and if in any case even these are not available, the competent authority should

B. M. D. S.

take the APARs of the lower grade into account to complete the number of APARs required to be considered as per (a) above. If this is also not possible, all the available APARs should be taken into account.

- iv. Where an official is officiating in the next higher grade and has earned APARs in that grade, his APARs in that grade maybe considered by the competent authority in order to assess his work, conduct and performance, but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.

Note: For the above purpose, 'competent authority' shall be the Division/Unit Head or Regional Director Postal Services/DPS(HQ), as the case may be, where the official is working.

Syllabus of Examination:

Paper I
<ul style="list-style-type: none"> ○ Processing and disposal of public complaints ○ Citizen Charter ○ PO Guide Part I and II (except Section VII & VIII) ○ Indian Post Office Act, 1898 ○ Postal Manual Volume II – Stock, Miscellaneous rules ○ Postal Manual Volume IV, Chapter III ○ Postal Manual Volume V (except Investigations and Appendix I) ○ Postal Manual Volume VI <ul style="list-style-type: none"> ▪ Part I ▪ Part II (except Telegraphic Money Orders, British & Irish Postal Orders) ▪ Part III (except Appendices) ○ POSB Manual I, II & III ○ Prevention of Money Laundering Act, 2002 and its Amendments (Necessary on account of AML/CFT Norms) ○ SB orders issued ○ Pradhan Mantri Yojana Schemes and its Rules – PMSBY, PMJJBY, APY and SS Yojana

Signature

- Branch Office Rules
- Domestic and Foreign Post guidelines issued by Directorate

Paper II

- Postal Manual Volume III (Schedule of Administrative Powers)
- Consumer Protection Act, 1986 and its amendments/ RTI.
- CCS(CCA) Rules, 1965
- CCS(Conduct) Rules, 1964
- Financial Hand Book I and II
- GDS (Conduct and Engagement) Rules, 2011
- CCS(Leave) Rules, 1972 – FRSR Part III
- APAR – Instructions and orders received from DoP&T from time to time
- Instructions on Business Development products and services issued by Directorate
- POLI Rules, 2011 with amendments
- Guidelines issued by Directorate on PLI/RPLI and CIS
- IT Modernisation Project 2012 and its updates on NI/CBS/CIS/CSI/RICT
 - Working knowledge on Core Banking Solutions, PLI-CIS, CSI and DARPAN
- Instructions on MNOP/ Project Arrow issued by Directorate
- Annual Report and Book of information of Department of Posts
- General Awareness and current affairs including general mental ability test covering logical reasoning, numerical ability, graphical representation of data, comprehension and basic language skills. (20 questions)

B. S. S. S.