

F. no. 01-40/2008-Trg.  
Government of India  
Ministry of Communications  
Department of Posts  
(Training Division)

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001  
Dated: 15.01.2021

Subject Revision in the marking system for exams conducted during Induction training of Sorting Assistant (Direct recruit and Departmental).

In continuation of this Division's letter no. even dated 28-12-2020, approval of the competent authority is hereby conveyed for evaluation of a trainee Sorting Assistant during Induction training in following pattern: -

Sl. No.	Test of Technical Knowledge & Departmental Rules	Marks to be awarded
1	FIRST TEST	
	i. Online (Test of Departmental Rules & procedures)	50 Marks
	ii. POS and Despatch (Practical test)	50 Marks
2	SECOND TEST	
	i. Online (Test of Departmental Rules & procedures)	50 Marks
	ii. SAP & IPVS (Regd. & Speed post articles) (Practical test)	50 Marks
3	THIRD TEST	
	i. Online (Test of Departmental Rules & procedures)	50 Marks
	ii. SAP, IPVS, Parcel & Express Parcel (Practical test)	50 Marks
	<b>FINAL TEST</b>	
4.	Geographical Quiz (To be conducted in 4 parts and each part carries 25 marks).	100 marks
5	SIMULATION	
	i. Final Simulation (Head Sorting Assistant-10 marks, Mail Sorting Assistant -10 marks, Handling of Registered articles-15 marks, Handling of Speed post articles -10 marks, Handling of Parcel-10 marks, Sorting (Handling of un-registered articles) -15 marks and Over all Supervision and work papers-5 marks)	75 Marks
	ii. Record Maintenance	25 marks
<b>Overall Qualifying marks shall be 50%.</b>		

2. These instructions shall be applicable from the date of issue of this letter.



(Moona Yasmin)  
ADG (Training)

Copy for information and necessary action to:-

1. CPMsG, All Circles.
2. Regional PMsG, Bareilly, UP Circle/ Northern Region, Muzzaffarpur, Bihar Circle/  
CO HQ Region, Assam Circle/ Vadodara Region, Gujarat Circle/ SK Region,  
Karnataka Circle/ Southern Region, Tamil Nadu Circle.
3. GM, CEPT, Mysore, with a request to upload the letter on the India Post Website  
under "Training Module". Duly filled prescribed annexure is enclosed with this letter.
4. DDG (P), Postal Directorate, New Delhi.
5. Director, All PTCs.
6. Incharge, RTC, Nashik.
7. Office copy.