

Government of India
Ministry of Communications
Department of Posts
Office of the Chief Postmaster General
Kerala Circle, Thiruvananthapuram-695 033

To

1. All SSPOs/SSRM/SPOs/SRMs, Kerala Circle
2. The Superintendent, PSD Thiruvananthapuram /Thrissur/Calicut
3. The Superintendent, KCSD, Ernakulam
4. The Manager, MMS Ernakulam

No. Rectt/ 13-2/ 2020 dated at Thiruvananthapuram 695033 the 26-06-2020

Sub: - Competitive Examination for recruitment to the cadre of MTS from eligible GDS for the vacancy years 2018 (01.04.2018 to 31.12.2018), 2019 (01.01.2019 to 31.12.2019) and 2020(01.01.2020 to 31.12.2020) – Notification – reg.

The Competitive Examination limited to GDSs will be held on 2nd August 2020 (Sunday) for recruitment to the cadre of MTS for the vacancy years 2018 (01.04.2018 to 31.12.2018), 2019 (01.01.2019 to 31.12.2019) and 2020 (01.01.2020 to 31.12.2020). Accordingly, applications are invited from the willing and eligible candidates in the format enclosed (**Annexure-I**). The schedule of activities of the examination is furnished hereunder:

Sl. No.	Activity	Proposed Date (Schedule)
1	Date of notification	26.06.2020
2	Last date for receipt of application form at Divisional Office/Controlling unit from eligible candidates.	10.07.2020
3	Issue of Admit Card by DO/Head of Units to eligible candidates.	24.07.2020
4	Date of Examination(date & time)*	02-08-2020
		Paper-I 1000 hrs to 1100 hrs
		Paper-II 1110 hrs to 1210 hrs

*Exam will commence exactly at 10:00 AM sharp and both Paper I & II will be conducted in continuity in one sitting from 1000 hrs to 1210 hrs. There will be 10 minute's break in between Paper-I and Paper-II, but candidates cannot be allowed to leave his/ her desk.

2. Vacancies: Recruiting Division/ Unit-wise vacancies for the years 2018 (01.04.2018 to 31.04.2018), 2019 (01.01.2019 to 31.12.2019) and 2020 (01.01.2020 to 31.12.2020) are attached as **Annexure-A**, **Annexure-B** and **Annexure-C** respectively.

3. Eligibility Criteria: As per the Department of Posts' MTS (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781(E) dated 16.08.2018, and Department of Posts' MTS (Group 'C' post) Recruitment Rules, 2019 notified in GSR 850(E) dated 15.11.2019 (**Annexure-II**), the following categories of GDSs are eligible to appear in the examination:

Gramin Dak Sevaks (GDSs) who have worked regularly for three years in that capacity as on 01.04.2018 for the vacancy year 2018, 01.01.2019 for the vacancy year 2019 and 01.01.2020 for the vacancy year 2020.

4. Educational Qualification:

No educational qualification is prescribed for Gramin Dak Sevak as per Para 2 Department of Posts MTS (Group 'C' post) Recruitment rules, 2019 notified in G.S.R 850(E) dated 15.11.2019.

5. **Age Limit:** There shall be no upper age limit for Gramin Dak Sevak.

6. **Pattern & Syllabus of Examination:** The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPB-I dated 10.05.2019, under Annexure-'A' read with letter no. 17-08/2018-SPB-I dated 26.06.2019, 28.06.2019, 11.07.2019 and 23.07.2019. Details of pattern and syllabus are furnished as **Annexure III**.

7. **Centers of Examination:** The examination will be conducted at **Thiruvananthapuram, Kochi and Kozhikode**. The candidates will have to appear from the respective centers of their Circle only and under no circumstances, they be permitted to appear from centers of other Circles.

8. The application of the APS candidates should be sent to the concerned divisions only and not to Circle Office.

9. **Order of preferences for Recruiting Divisions:**

- (i) Candidate must submit his/her order of preference for the Recruiting Divisions/Units for consideration, in the Proforma at Annexure IV (A), Annexure IV (B) and Annexure IV (C) for the years 2018, 2019 & 2020 respectively.
- (ii) Candidate should submit the Proforma only for the years for which he/she is eligible to appear.
- (iii) Candidate to note that the list of Recruiting Divisions/Units includes his/her Parent Recruiting Division/Unit.
- (iv) If the Candidate does not want to be considered for selection to any of the Recruiting Divisions/Units, the Candidate shall write 'Not to be considered' against the Recruiting Divisions/Units accordingly.
- (v) Candidate should not leave any Row in the Proforma unfilled.
- (vi) The Divisional Heads should certify that the Candidate is eligible for the Vacancy year, the Proforma are filled properly and no Rows are left unfilled.
- (vii) **Order of Preferences once exercised is final and shall not be changed.**

9. The notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

10. This issues with the approval of the Competent Authority.

Encl: Annexure- I, A, B, C, II, III, IV(A), IV(B)& IV (C)


(M.PONNAIAH)
Asst. Director (Estt. & Rectt.)

Copy to:-

1. The Postmaster General Central Region, Kochi/ Postmaster General Northern Region, Kozhikode- *for information and necessary action.*
2. The Officer-in-Charge, P&T Administration Cell, 56-APO, Kamptee - *for information and necessary action.*


Asst. Director (Estt. & Rectt.)

Annexure-A

MTS vacancies - 2018 (01.04.2018 - 31.12.2018)							Horizontal Reservation
Name of Division	SC	ST	OBC	EWS	UR	Total	PWD reservation [PH-I(VH)/PH-II(HH)/PH-III(OH)]
Trivandrum North	0	0	1	0	1	2	0
Trivandrum South	0	0	0	0	0	0	0
Kollam	0	0	0	0	1	1	0
Pathanamthitta	0	0	0	0	0	0	0
Tiruvalla	0	0	0	0	0	0	0
Alapuzha	0	0	0	0	1	1	0
Mavelikkara	0	0	0	0	0	0	0
Kottayam	0	0	0	0	0	0	0
Changanassery	0	0	0	0	0	0	0
Idukki	0	0	0	0	1	1	0
Ernakulam	0	0	0	0	1	1	0
Aluva	0	0	0	0	0	0	0
Irinjalakkuda	0	0	0	0	1	1	0
Thrissur	0	0	0	0	0	0	0
Lakshadweep	0	0	0	0	0	0	0
Kasargod	0	0	0	0	1	1	0
Kannur	0	0	0	0	0	0	0
Thalassery	0	0	0	0	1	1	0
Vadakara	0	0	0	0	0	0	0
Calicut	0	0	0	0	1	1	0
Tirur	0	0	0	0	1	1	0
Manjeri	0	0	0	0	0	0	0
Ottapalam	0	0	0	0	0	0	0
Palakkad	0	0	0	0	1	1	0
RMS TV	0	0	3	0	3	6	1(VH)
RMS EK	1	0	0	2	1	4	0
RMS CT	0	0	0	2	1	3	0
RO Calicut	0	0	0	0	0	0	0
RO, Kochi	0	0	0	0	0	0	0
Circle Office	0	0	1	0	2	3	0
Total	1	0	5	4	18	28	1

*Note: The vacancy earmarked for PH candidates are part of total vacancies and the selected PH candidate will be horizontally adjusted against the relevant category in that division

M. Ponnaiah
[M Ponnaiah]
Assistant Director (Estt. & Rectt)

Annexure-B

MTS vacancies - 2019 (01.01.2019 - 31.12.2019)							Horizontal Reservation
Name of Division/Unit	SC	ST	OBC	EWS	UR	Total	PWD reservation [PH-I(VH)/PH-II(HH)/PH-III(OH)]
Trivandrum North	0	0	1	0	2	3	0
Trivandrum South	0	0	0	0	1	1	0
Kollam	0	0	0	0	1	1	0
Pathanamthitta	0	0	0	1	0	1	0
Tiruvalla	0	0	0	0	0	0	0
Alapuzha	0	0	0	0	1	1	0
Mavelikkara	0	0	0	0	1	1	0
Kottayam	0	0	0	0	1	1	0
Changanassery	0	0	0	0	1	1	0
Idukki	0	0	0	0	1	1	0
Ernakulam	1	0	0	0	2	3	1(HH)
Aluva	0	0	0	0	1	1	0
Irinjalakkuda	0	0	0	0	1	1	0
Thrissur	0	0	0	0	1	1	0
Lakshadweep	0	0	0	0	0	0	0
Kasargod	0	0	0	0	1	1	0
Kannur	0	0	0	0	0	0	0
Thalassery	0	0	0	1	0	1	0
Vadakara	0	0	0	0	1	1	0
Calicut	0	0	1	1	1	3	0
Tirur	0	0	0	0	2	2	0
Manjeri	0	0	0	0	0	0	0
Ottapalam	0	0	0	0	1	1	0
Palakkad	0	0	0	0	1	1	0
RMS TV	0	0	2	0	2	4	0
RMS EK	0	0	0	3	1	4	0
RMS CT	0	0	0	2	1	3	0
RO Calicut	0	0	0	0	0	0	0
RO, Kochi	0	0	0	0	0	0	0
Circle Office	1	0	0	1	0	2	0
Total	2	0	4	9	25	40	1

*Note: The vacancy earmarked for PH candidates are part of total vacancies and the selected PH candidate will be horizontally adjusted against the relevant category in that division

M. Ponnaiah
[M Ponnaiah] 28/6

Assistant Director (Estt. & Rectt)

Annexure-C

MTS vacancies - 2020 (01.01.2020 - 31.12.2020)							Horizontal Reservation
Name of Division/Unit	SC	ST	OBC	EWS	UR	Total	PWD reservation [PH-I(VH)/ II(HH)/ III(OH)] PH- PH-
Trivandrum North	0	0	1	0	1	2	1 (VH)
Trivandrum South	0	0	0	0	1	1	0
Kollam	0	0	1	0	1	2	0
Pathanamthitta	0	0	0	0	0	0	0
Tiruvalla	0	0	0	0	0	0	0
Alapuzha	0	0	0	0	0	0	0
Mavelikkara	0	0	0	0	1	1	0
Kottayam	0	0	0	0	0	0	0
Changanassery	0	0	0	0	0	0	0
Idukki	0	0	0	0	0	0	0
Ernakulam	0	0	1	1	1	3	0
Aluva	0	0	0	0	0	0	0
Irinjalakkuda	0	0	0	0	0	0	0
Thrissur	0	0	0	0	1	1	0
Lakshadweep	0	0	0	0	0	0	0
Kasargod	0	0	0	0	0	0	0
Kannur	0	0	0	0	0	0	0
Thalassery	0	0	0	0	0	0	0
Vadakara	0	0	0	0	0	0	0
Calicut	0	0	0	0	0	0	0
Tirur	0	0	0	0	0	0	0
Manjeri	0	0	0	0	0	0	0
Ottapalam	0	0	0	0	0	0	0
Palakkad	0	0	0	0	1	1	0
RMS TV	0	0	0	0	0	0	0
RMS EK	0	0	0	0	0	0	0
RMS CT	0	0	0	0	0	0	0
RO Calicut	0	0	0	0	0	0	0
RO, Kochi	0	0	0	0	0	0	0
Circle Office	0	0	0	0	1	1	0
Total	0	0	3	1	8	12	1

*Note: The vacancy earmarked for PH candidates are part of total vacancies and the selected PH candidate will be horizontally adjusted against the relevant category in that division

M. Ponnaiah
[M Ponnaiah]
Assistant Director (Estt. & Rectt)

Annexure-I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF MTS FROM ELIGIBLE GDS FOR THE VACANCY YEARS 2018 (01.04.2018 to 31.12.2018), 2019 (01.01.2019 to 31.12.2019) & 2020(01.01.2020 to 31.12.2020) – TO BE HELD ON 02nd AUGUST, 2020.

Affix recent passport sized photograph duly attested by Divisional Head/ Unit Head.

Note: All Particulars shall be filled up in BLOCK letters

Sl. No.	Particulars	Detail(s)	
1	Name of the candidate		
2	Male / Female		
3	Designation		
4	Name of the Division /Unit		
5	Date of Birth (attach self-attested matriculation certificate/marks sheet)		
6	Age	As on	YY/MM/DD
		01.04.2018	
		01.01.2019	
		01.01.2020	
8	Category (UR/OBC/SC/ST/EWS)		
9	Date of entry in the Department		
10	Date of appointment as GDS on regular basis		
11	Period of regular service rendered as GDS as on	As on	YY/MM/DD
		01.04.2018	
		01.01.2019	
		01.01.2020	
12	Whether person with disability(ies)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
12.1	If yes, nature of disability(ies) (OH/HH/VH/OTHERS)		
	Percentage of disability(ies)		
13	Whether working in APS (Yes/ No)		
14	Whether any penalty pending or contemplated (Yes/No). If yes, details thereof.		
15	Language chosen for answering questions, as specified in Annexure-E of Department of Posts' letter No. 17-08/2018-SPB-I dated 10.05.2019, 28.06.2019, 11.07.2019 & 23.07.2019		

Signature of Candidate

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

I certify that I have verified the particulars of candidate from service record and found correct / incorrect. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED. In case NOT RECOMMENDED reasons therefore.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp



भारत का राजपत्र The Gazette of India

असाधारण
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भाग II—खण्ड 3—उप-खण्ड (i)
PART II—Section 3—Sub-section (i)

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No. 575] NEW DELHI, THURSDAY, AUGUST 16, 2018/SHRAVANA 25, 1940

संचार मंत्रालय

(डाक विभाग)

वधिसूचना

नई दिल्ली, 16 अगस्त, 2018

सा.का.नि. 781(अ).—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (बहुकार्य कर्मचारिवृद्ध) भर्ती नियम, 2015, को उन बातों के सिवाय अधिकांश करते हुए जिन्हें ऐसे अधिकरण से पूर्व किया गया है, या करने का लोप किया गया है, डाक विभाग में बहुकार्य कर्मचारिवृद्ध के पद पर भर्ती की पद्धति के विनियमन हेतु निम्नलिखित नियम बनाते हैं, अर्थात् :-

1. संक्षिप्त नाम और प्रारंभ—

- (i) इन नियमों का संक्षिप्त नाम डाक विभाग (बहुकार्य कर्मचारिवृद्ध) भर्ती नियम, 2018 है।
(ii) ये राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।

2. पदों की संख्या, वर्गीकरण और वेतन मैट्रिक्स में स्तर— पदों की संख्या, उनका वर्गीकरण, और वेतन मैट्रिक्स में स्तर वे होंगे जो इन नियमों से उपाबद्ध अनुसूची के स्तम्भ (2) से (4) में विनिर्दिष्ट हैं।

3. भर्ती की पद्धति, आयु सीमा, अर्हताएं, आदि— भर्ती की पद्धति, आयु सीमा, अर्हताएं और उक्त पद से संबंधित अन्य बातें वे होंगी, जो उक्त अनुसूची के स्तम्भ (5) से स्तम्भ (13) में विनिर्दिष्ट हैं।

4. निरर्हताएं— वह व्यक्ति,—

- (क) जिसने ऐसे व्यक्ति से, जिसका पति या जिसकी पत्नी जीवित है, विवाह किया है; या
(ख) जिसने अपने पति या अपनी पत्नी के जीवित होते हुए किसी अन्य व्यक्ति से विवाह किया है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा :

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य प्रकार को लागू स्वीय विधि के अधीन अनुष्ठान है और ऐसा करने के लिए अन्य आधार हैं, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकती।

5. सेना डाक सेवा में सेवा करने की अपेक्षा—उक्त अनुसूची में विनिर्दिष्ट पदों पर नियुक्त कोई व्यक्ति अपेक्षानुसार भारत में या भारत से बाहर सेना डाक सेवा में सेवा करने का दायी होगा।

6. शिक्षित करने की शक्ति.—जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां उसके लिए जो कारण हैं उन्हें लेखबद्ध करके, इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिक्षित कर सकती।

7. व्यावृत्ति.—इन नियमों की कोई बात, ऐसे आशकों और उन स्थानों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर जारी किए गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, भूतपूर्व-सैनिकों, अन्य पिछड़े वर्गों, और अन्य विशेष प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

अनुसूची

भाग-I प्रशासनिक कार्यालयों के पद (सर्कल कार्यालय और क्षेत्रीय कार्यालय)

पद का नाम	पद संख्या	सर्गीकरण	क्षेत्र में स्थिति	चयन पद या अवयव पद	सौंदर्य भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सौंदर्य भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएँ
1 बहुवर्षीय कर्माधिकारी	2 510* (2018) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	3 सहायक केन्द्रीय सेवा, समूह 'ग', अराज्यपत्रित, अनुसूचित जाति	4 क्षेत्र में स्थिति	5 लागू नहीं होता	6 18 से 25 वर्ष (केन्द्रीय सरकार द्वारा जारी किए गए अनुसूचियों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जातियों और अनुसूचित जनजातियों के अन्वयियों के लिए 5 वर्ष और अन्य पिछड़े वर्गों के अन्वयियों के लिए 3 वर्ष तक शिक्षित को जा सकती है।)	7 (i) किसी मानतागत बौद्ध से दसवीं कक्षा प्राप्त। (ii) संसदित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अथवा राज्यक्षेत्र की स्थानीय भाषा नहीं होगी जो डाक विभाग द्वारा प्रकाशित की गई है। (iii) नैमित्तिक श्रमिक की सौंदर्य भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।
						<p>टिप्पणः</p> <p>1. आयु-सीमा अवधारित करने के लिए निर्धारित तारीख भारत में अन्वयियों से आवेदन प्राप्त करने के लिए निगमित की गई अंतिम तारीख होगी (न कि यह अंतिम तारीख जो अराम, मेवालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के तटस्थ खंड सिक्किम प्रदेश के बाह्य और संविधि बिले तथा दवा बिले के भागी उपबंध, अक्रमान और मिजोरम द्वीपसमूह या क्वाड्रेंट के अन्वयियों के लिए निर्धारित की गई है।)</p> <p>2. रोजगार कार्यालय के माध्यम से आने वाले अन्वयियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख, आगमनित किए गए आवेदनों के लिए समाप्त होने वाली तारीख या वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है।</p> <p>3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपर आयु सीमा नहीं है।</p>

सीधे भर्ती किए जाने वाले व्यक्तियों के लिए निहित आयु सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं	परिवीक्षा की अवधि, यदि कोई हो	भर्ती की पद्धति-सीधी भर्ती होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने वाली शक्तियों की प्रतिशतता	प्रोन्नति/ प्रतिनियुक्ति अथवा आमेलन द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति अथवा आमेलन जाएगा।	यदि विभागीय प्रोन्नति समिति मौजूद है, तो इसकी संरचना	भर्ती करने में किन परिस्थितियों में संघ लोक सेवा आयोग से परामर्श किया जाएगा
8	9	10	11	12	13
लागू नहीं होता	दो वर्ष तथा डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण पूरा किया हो।	<p>(i) ज्येष्ठता-सह-फिटनेस के आधार पर अस्थायी प्रास्थिति प्रदत्त नैमित्तिक श्रमिकों की नियुक्ति द्वारा जिसके न हो सकने पर,</p> <p>(ii) ज्येष्ठता-सह-फिटनेस आधार पर 1 सितम्बर, 1993 तक या उससे पूर्व लगे हुए विद्यमान ऐसे अंशकालिक नैमित्तिक श्रमिकों, जो दिन में आठ घंटे के लिए कार्यरत हैं, की नियुक्ति से जिसके न हो सकने पर,</p> <p>(iii) ज्येष्ठता-सह-फिटनेस के आधार पर 1 सितम्बर, 1993 को या उससे पूर्व लगे हुए अंशकालिक नैमित्तिक श्रमिकों की नियुक्ति से जिसके न हो सकने पर,</p> <p>(iv) सर्वल के सभी डिप्टीजनों के केवल उन प्राथमिक डाक सेवकों के लिए आयोजित प्रतियोगिता परीक्षा द्वारा जिन्होंने सित्त वर्ष की पहली जनवरी को उत्त क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा, जिसके न हो सकने पर,</p> <p>(v) डाक विभाग द्वारा समय-समय पर परिचालित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा,</p> <p>टिप्पणः 1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय-समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2 * (प्राथमिक डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>	लागू नहीं होता	<p>विभागीय प्रोन्नति समिति (पुष्टि के संबंध में विचार करने के लिए) जिसमें निम्नलिखित होंगे-</p> <p>(i) सहायक महा डाकपाल या ज्येष्ठ सम्यमान अधिकारी या कनिष्ठ सम्यमान अधिकारी- अध्यक्ष;</p> <p>(ii) समूह 'क' या समूह 'ख' (राजपत्रित) डाक/रेल डाक सेवा अधिकारी - सदस्य;</p> <p>(iii) डाक सर्फिल या केन्द्रीय सरकार के अन्य विभाग का कार्यालय का समूह 'ख' (राजपत्रित) अधिकारी - सदस्य;</p>	लागू नहीं होता

पद का नाम	पद संख्या	वर्गीकरण	वेतन मैट्रिक्स में स्तर	चयन पद अथवा गैर-चयन पद	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधे भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं
1	2	3	4	5	6	7
बहुकार्य कर्मचारिवृंद	37240*(2016) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	सामान्य केन्द्रीय सेवा, समूह 'ग', असजपत्रित अननुसंधितीय	वेतन मैट्रिक्स में स्तर-1	लागू नहीं होता	खुली प्रतियोगिता के अभ्यर्थियों के लिए 18 से 25 वर्ष। (भारत सरकार द्वारा जारी अनुदेशों के अनुसार सरकारी कर्मचारियों के लिए 35 वर्ष तक, अनुसूचित जाति और अनुसूचित जनजाति के अभ्यर्थियों के लिए पांच वर्षों तक की छूट और अन्य पिछड़ा वर्ग के अभ्यर्थियों के लिए तीन वर्षों तक शिथिल की जा सकती है)। टिप्पण: 1. आयु-सीमा अवधारित करने के लिए निर्णायक तारीख भारत में अभ्यर्थियों से आवेदन प्राप्त करने के लिए नियत की गई अंतिम तिथि होगी (न कि वह अंतिम तारीख जो असम, मेघालय, अरुणाचल प्रदेश, मिजोरम, मणिपुर, नागालैंड, त्रिपुरा, सिक्किम, जम्मू-कश्मीर राज्य के लद्दाख खंड, हिमाचल प्रदेश के लाहौल और स्पीति जिले तथा चंबा जिले के पांगी उपखंड, अंडमान और निकोबार द्वीपसमूह या लक्षद्वीप के अभ्यर्थियों के लिए विहित की गई है।)। 2. रोजगार कार्यालय के माध्यम से आने वाले अभ्यर्थियों की दशा में आयुसीमा अवधारित करने के लिए निर्णायक तारीख वह अंतिम तारीख होगी जिस तक रोजगार कार्यालय से नाम भेजने के लिए कहा गया है। 3. ग्रामीण डाक सेवकों और नैमित्तिक मजदूरों की दशा में ऊपरी आयु सीमा नहीं है।	(i) मान्यताप्राप्त बोर्ड से दसवीं कक्षा पास (ii) संबंधित राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा की जानकारी। उम्मीदवार ने कम से कम दसवीं कक्षा तक स्थानीय भाषा का अध्ययन किया हो। राज्य अथवा संघ राज्यक्षेत्र की स्थानीय भाषा बही होगी जो डाक विभाग द्वारा प्रकाशित की गई है। (iii) नैमित्तिक श्रमिक की सीधी भर्ती के लिए किसी प्रकार की शैक्षिक योग्यता निर्धारित नहीं की गई है।

सीधे भर्ती किए जाने वाले	परिचीक्षा की अवधि,	भर्ती की पद्धति- भर्ती सीधी होगी या प्रोन्नति द्वारा या प्रतिनियुक्ति / आभेदन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने	प्रोन्नति / प्रतिनियुक्ति अथवा आभेदन	यदि विभागीय प्रोन्नति समिति मौजूद है, तो इसकी संरचना	भर्ती करने में किन परिस्थितियों
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व्यक्तियों के लिए विहित आयु सीमा और शैक्षिक अर्हताएं, प्रोन्नत व्यक्तियों के मामले में लागू होंगी या नहीं	यदि कोई हो	वाली रिक्तियों की प्रतिशतता	द्वारा भर्ती की स्थिति में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति अथवा आमेलन किया जाएगा।		में संघ लोक सेवा आयोग से परामर्श किया जाएगा
8	9	10	11	12	13
लागू नहीं होता	दो वर्ष तथा डाक विभाग द्वारा निर्धारित अनिवार्य प्रशिक्षण पूरा किया हो।	<p>(i) भर्ती करने वाले प्रभाग के ग्रामीण डाक सेवकों* में से जिन्होंने रिक्तियों वाले वर्ष की पहली जनवरी को उस क्षमता में पांच वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार ज्येष्ठता-सह-फिटनेस आधार पर सीधी भर्ती द्वारा 50% जिसके न हो सकने पर रिक्तियों को निम्नलिखित (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा;</p> <p>(ii) (क) भर्ती करने वाले प्रभाग के उन ग्रामीण डाक सेवकों के लिए प्रतियोगी परीक्षा के आधार पर सीधी भर्ती द्वारा, जिन्होंने रिक्त वर्ष की जनवरी के पहले दिन उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा 25%, जिसके न हो सकने पर;</p> <p>(ख) सर्कल के सभी डिप्टीजनों के केवल उन ग्रामीण डाक सेवकों के लिए आयोजित प्रतियोगिता परीक्षा द्वारा जिन्होंने रिक्त वर्ष की पहली जनवरी को उस क्षमता में तीन वर्ष तक नियमित रूप से कार्य किया हो अथवा भारत सरकार द्वारा समय-समय पर जारी दिशानिर्देशों के अनुसार सीधी भर्ती द्वारा, जिसके न हो सकने पर;</p> <p>(ग) डाक विभाग द्वारा समय-समय पर परिचालित स्कीम के अनुसार खुली प्रतियोगिता के माध्यम से सीधी भर्ती द्वारा,</p> <p>(iii) (क) 25% - अस्थायी प्रास्थिति वाले नैमित्तिक श्रमिकों की ज्येष्ठता-सह-फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ख) 1 सितम्बर, 1993 को या उससे पूर्व भर्ती करने वाले प्रभाग अथवा यूनिट के नियोजित नैमित्तिक श्रमिक जो एक दिन में पूरे आठ घंटे कार्य करते हों, की</p>	लागू नहीं होता	<p>विभागीय प्रोन्नति समिति (पुष्टि पर विचार करने के लिए)</p> <p>—</p> <p>(i) सहायक महाडाकपाल अथवा एक वरिष्ठ अथवा कनिष्ठ समयमान अधिकारी - अध्यक्ष;</p> <p>(ii) एक समूह 'क' अथवा समूह 'ख' (राजपत्रित) डाक/रेल डाक सेवा अधिकारी - सदस्य;</p> <p>(iii) डाक सर्कल अथवा किसी अन्य केन्द्रीय सरकार के विभाग अथवा कार्यालय का एक समूह 'ख' (राजपत्रित) अधिकारी - सदस्य;</p>	लागू नहीं होता

	<p>ज्येष्ठता-सह-फिटनेस के आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर;</p> <p>(ग) 1 सितम्बर, 1993 को अथवा उससे पूर्व भर्ती प्रभाग अथवा यूनिट के नियोजित अशकालिक नैमित्तिक श्रमिकों की ज्येष्ठता-सह-फिटनेस आधार पर नियुक्ति द्वारा, जिसके न हो सकने पर; रिक्तियों की संख्या को उपर्युक्त (ii) के अनुसार भरी जाने वाली रिक्तियों की संख्या में जोड़ दिया जाएगा।</p> <p>टिप्पण:</p> <p>1. ऊपर उल्लिखित परीक्षा, डाक विभाग द्वारा सेना डाक सेवा और खुली प्रतियोगिता से आवेदकों की चयनित सूची बनाने के मानदंडों, परीक्षा के पाठ्यक्रम तथा पैटर्न आदि के संबंध में समय-समय पर जारी अनुदेशों के अधीन शासित होगी।</p> <p>2. * (ग्रामीण डाक सेवक सिविल पद धारक होते हैं परन्तु वे नियमित सिविल सेवा से बाहर होते हैं, जिसके कारण उनकी नियुक्ति सीधी भर्ती द्वारा ही की जाएगी।)</p>			
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[फा.सं. 37-33 / 2009-एसपीबी-I]

जी. राजीव, निदेशक (एसपीएन)

MINISTRY OF COMMUNICATIONS

(Department of Posts)

NOTIFICATION

New Delhi, the 16th August, 2018

G.S.R. 781(E).—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2015, except as respect to things done or omitted to be done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Multi Tasking Staff in the Department of Posts, namely:-

- Short title and commencement.**—(1) These rules may be called the Department of Posts (Multi Tasking Staff) Recruitment Rules, 2018.
(2) They shall come into force on the date of their publication in the Official Gazette.
- Number of posts, classification and Level in the Pay Matrix.**—The number of posts, their classification and the Level in the Pay Matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.
- Method of recruitment, age limit, qualifications, etc.**—The method of recruitment, age limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.
- Disqualification.**—No person,-
(a) who has entered into or contracted a marriage with a person having a spouse living; or
(b) who, having spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Requirement to serve in the Army Postal Service.**— Any person appointed to the posts specified in the said Schedule shall be liable to serve in the Army Postal Service in India or abroad, as required.
6. **Power to relax.**— Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, and for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.
7. **Saving.**— Nothing in these rules shall affect reservations and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, ex-servicemen, Other Backward Classes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

SCHEDULE

PART – I – Post of Administrative Offices (Circle Office and Regional Office)

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)
Multi Tasking Staff	510*(2018) *Subject to variation dependent on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-I in the Pay Matrix	Not applicable

Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes.	Period of probation, if any
(6)	(7)	(8)	(9)
Between 18 and 25 years, (Relaxable for Government servants upto 35 years, for candidates belonging to the Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by the Government of India). Note: 1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep). 2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names. 3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.	(i) 10 th standard pass from a recognized Board. (ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10 th standard. The local language of a State or Union territory shall be as published by the Department of Posts. (iii) No educational qualification is prescribed for direct recruitment of Casual	Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.

	Labourer.	
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Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/deputation or absorption, grades from which promotion/ deputation or absorption to be made.	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(10)	(11)	(12)	(13)
<p>(i) By appointment of Casual Labourers conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(ii) By appointment of Casual Labourers engaged on or before the 1st September, 1993 working for eight hours in a day, on the basis of seniority-cum-fitness, failing which;</p> <p>(iii) By appointment of part-time Casual Labourers, engaged on or before the 1st September, 1993, on the basis of seniority-cum-fitness failing which;</p> <p>(iv) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks* of all Divisions of the Circle, who have worked regularly for three years in that capacity, as on the 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which;</p> <p>(v) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time.</p> <p>Note:</p> <p>1. The afore-mentioned examinations shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>	Not applicable	<p>Departmental Promotion Committee (for considering confirmation) consisting of –</p> <p>(i) Assistant Postmaster General or a Senior or Junior Time Scale Officer—Chairperson</p> <p>(ii) One Group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer – Member.</p> <p>(iii) A Group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office—Member.</p>	Not applicable

PART II – Posts of Subordinate Office

Name of post	Number of posts	Classification	Level in the Pay Matrix	Whether selection post or non-selection post
(1)	(2)	(3)	(4)	(5)

Multi Tasking Staff	37240*(2018) *Subject to variation dependant on workload	General Central Service, Group 'C', Non-Gazetted, Non-Ministerial	Level-1 in the Pay Matrix	Not applicable
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Age limit for direct recruits (6)	Educational and other qualifications required for direct recruits (7)
<p>Between 18 and 25 years for candidates from open market.</p> <p>(Relaxable for Government servants upto 35 years, for candidates belonging to Scheduled Castes and Scheduled Tribes upto five years and for candidates belonging to Other Backward Classes upto three years in accordance with the instructions issued by Government of India.)</p> <p>Note: 1. The crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of Jammu and Kashmir State, Lahaul and Spiti district and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman and Nicobar Islands or Lakshadweep).</p> <p>2. In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the closing date for inviting applications or last date by which the Employment Exchange is asked to submit the names.</p> <p>3. There shall be no upper age limit for Gramin Dak Sevak and Casual Labourer.</p>	<p>(i) 10th standard pass from a recognized Board.</p> <p>(ii) Knowledge of local language of the concerned State or Union territory. The candidate should have studied local language at least upto 10th standard. The local language of a State or Union territory shall be as published by Department of Posts.</p> <p>(iii) No educational qualification is prescribed for direct recruitment of Casual Labourer.</p>

Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes. (8)	Period of probation, if any (9)	Method of recruitment whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods. (10)
Not applicable	Two years and successful completion of the mandatory training prescribed by the Department of Posts.	<p>(i) 50% by direct recruitment on the basis of seniority-cum-fitness, from amongst Gramin Dak Sevaks* of the recruiting Division, who have worked regularly for five years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by the Government of India from time to time, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) below;</p> <p>(ii) (a) 25% by direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of the recruiting Division, who have worked regularly for three years in that capacity, as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p>

		<p>(b) By direct recruitment on the basis of Competitive Examination restricted to the Gramin Dak Sevaks of all other Divisions of the Circle, who have worked regularly for three years in that capacity as on 1st day of January of the year to which the vacancy(ies) belong to or as per the guidelines issued by Government of India from time to time, failing which;</p> <p>(c) By direct recruitment from open market as per the scheme circulated by the Department of Posts from time to time;</p> <p>(iii) (a) 25% by appointment of Casual Labourers of the recruiting Division or Unit, conferred with temporary status on the basis of seniority-cum-fitness, failing which;</p> <p>(b) By appointment of Casual Labourers of the recruiting Division or Unit, engaged on or before the 1st September 1993, working for eight full hours in a day, on the basis of seniority-cum-fitness, failing which by;</p> <p>(c) By appointment of part-time Casual Labourers engaged on or before the 1st September 1993, of the recruiting Division or Unit on the basis of selection-cum-seniority, failing which, the unfilled vacancies shall be added to the number of vacancies to be filled as per (ii) above;</p> <p>Note:</p> <p>1. The afore-mentioned examination shall be governed by the instructions issued by the Department of Posts regarding the short listing criteria, syllabus and pattern of the test, etc., from time to time.</p> <p>2. *(Gramin Dak Sevaks are holders of civil posts but they are outside the regular civil service due to which their appointment shall be treated as direct recruitment.)</p>
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In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to	If a Departmental Promotion Committee exists, what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
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be made.		
(11)	(12)	(13)
Not applicable	Departmental Promotion Committee (for considering confirmation) consisting of :- (i) Assistant Postmaster General or a Senior or Junior Time Scale Officer— Chairperson. (ii) One group 'A' or Group 'B' (Gazetted) Postal or Railway Mail Service Officer –Member. (iii) One group 'B' (Gazetted) Officer of the Postal Circle or any other Central Government Department or Office— Member.	Not applicable

[F.No. 37-33/2009-SPB-I]

G. RAJEEV, Director (SPN)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 16 May, 2019

To

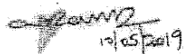
1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant - regarding

Sir,

I am directed to refer to letter No. 60-10/2011-SPB-I dated 10.03.2011 and letter No. 45-14/2012-SPB-I dated 17.01.2014 on the pattern and syllabus of examination(s) conducted for filling up of the vacancies of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant. The Competent Authority has approved to revise the pattern and syllabus of the examinations as under:-


- a) Annexure A: Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
 - b) Annexure B: Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
 - c) Annexure C: Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant,
 - d) Annexure D: Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.
2. All the examinations will be held without the aid of books.
 3. The syllabus of examination includes a component to test the knowledge of local language of a candidate. The list of local languages, Postal Circle-wise, is at Annexure E.


12/05/2019

4. Revised pattern, syllabus and local language mentioned herein shall come into force from the date of issue of this communication and will be applicable to all examinations thereafter.

5. It is requested that the revised syllabus and pattern may be brought to the notice of all concerned.

Yours faithfully,



(Muthuraman C)

Assistant Director General (SPN)

Encl: As above

Copy forwarded to:-

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (Vigilance) & CVO / Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. Director (DE), Postal Directorate
10. All Sections of Postal Directorate
11. All recognized Federations / Unions / Associations
12. GM, CEPT for uploading the order on the India Post website.
13. Guard File
14. Spare copies.


(Leena George)
Section Officer (SPN-I)

Annexure A

Pattern and Syllabus of Competitive Examination
limited to Gramin Dak Sewak (GDS) for Appointment as Multi Tasking Staff

I. Pattern of Examination:

Sl No	Description	Paper-I	Paper-II
1	Competitive or Qualifying	Competitive	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective
3	Number of Questions	As per syllabus	As per syllabus
4	Maximum Marks	100 in 2 Parts	50
5	Duration	60 Minutes	60 Minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper
8	Minimum Qualifying Mark (Subject to reservation policy of Government.)	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper	

II. Criteria for Selection:-

- Examination for Paper I and Paper II will be conducted in continuity in one sitting.
- Only such candidates who qualify in each Paper, viz. Paper I and Paper II separately, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II is only qualifying, marks secured in Paper-II shall not be added to marks secured in Paper-I to decide merit.
- After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
- In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of declining offer of appointment and no wait list or approved panel shall be maintained.

18/10/2015

III. Syllabus:

PAPER-I (60 Minutes)		
Part-A	Post Office Guide Part I	
Maximum marks – 60 [30 questions of 2 marks each]	a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	Postal Manual Volume V a) Definitions	7 questions
Part-B	General Awareness/Knowledge	
Maximum marks – 40 [20 questions of 2 marks each]	Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	Basic Arithmetic Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions

Signature

PAPER-II (60 Minutes)		
Maximum marks – 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

Handwritten signature

Annexure E

Local Language of State/Union Territory for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting

Assistant

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
1	Andhra Pradesh	Andhra Pradesh and Yanam district of Puducherry	Telugu
2	Assam	Assam (excluding Three Districts of Barak Valley and Bodoland Territorial Council Areas)	Assamese
		Three Districts of Barak Valley	Bengali
		Bodoland Territorial Council Areas	Bodo
3	Bihar	Bihar	Hindi
4	Chhattisgarh	Chhattisgarh	Hindi
5	Delhi	Delhi	Hindi
6	Gujarat	Gujarat	Gujarati
		Dadra and Nagar Haveli	
		Daman and Diu	
7	Haryana	Haryana	Hindi
8	Himachal Pradesh	Himachal Pradesh	Hindi
9	Jammu and Kashmir	Jammu and Kashmir	Urdu
10	Jharkhand	Jharkhand	Hindi
11	Karnataka	Karnataka	Kannada
12	Kerala	Kerala, Lakshadweep and Mahe district of Puducherry	Malayalam
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Konkani
15	North East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English

Ref: 10/10/10

S.No.	Name of Postal Circle	Geographical area of State / UT covered under the Postal Circle	Local Language of Postal Divisions falling under State / UT
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Orissa	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English
18	Rajasthan	Rajasthan	Hindi
19	Tamil Nadu	Tamil Nadu	Tamil
		Puducherry (excluding Mahe and Yanam district)	Tamil
20	Telangana	Telangana	Telugu
21	Uttar Pradesh	Uttar Pradesh	Hindi
22	Uttarakhand	Uttarakhand	Hindi
23	West Bengal	West Bengal	Bengali
		Sikkim	Nepali
		Andaman and Nicobar Islands	Hindi / English

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No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 26th June, 2019

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir

In continuation of letter of even No. dated 10.05.2019 on the above mentioned subject, the Competent Authority has approved the following:

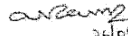
- (i) Relaxation of qualifying marks in respect of candidates belonging to PWD and EWS categories appearing in examination for appointment to the posts of MTS, Postman, Mail Guard, Postal Assistant, Sorting Assistant shall be as follows, subject to reservation policy of the Government:

Category	Qualifying marks in each paper except DEST
EWS	37%
PWD	33%

- (ii) Fixation of qualifying marks for computer based Data Entry Skill Test, subject to reservation policy of the Government:

Category	Qualifying marks for Data Entry Skill Test
Gen	75%
OBC/EWS	70%
SC/ST	65%
PWD (if not exempted for skill test)	65%

Yours faithfully,


26/06/2019

(Muthuraman C)
Assistant Director General (SPN)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.

Dated: 28th June, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir,

I am directed to refer to this office's letter of even number dated 10.05.2019, read with letters of even number dated 10.06.2019 and 20.06.2019, on the above mentioned subject and to say that Paper-II for all examinations consists of translation from English to local language and vice-versa. Local language(s) of Postal Circles were also communicated vide said letter 10.05.2019, Annexure-E *ibid*.

2. The Competent Authority has now approved modification in the syllabus of Paper-II of following examinations conducted in the States of Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle:

- a. Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff (Annexure A of letter dated 10.05.2019).
- b. Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard (Annexure B of letter dated 10.05.2019).
- c. Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant (Annexure C of letter dated 10.05.2019).

3. Modified syllabus of Paper-II referred to in Para 2 above shall be as under:-

Maximum Marks: 50	Comprehension passage in English with Multiple Choice Questions	10 questions of 2 marks each
	Letter writing in English (1 question to be attempted out of 3 options)	15 marks
	Paragraph / short essay in local language (1 question to be attempted out of 3 options)	15 marks

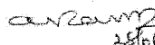
4. Further, Syllabus of Paper-II of Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant (Annexure D of letter dated 10.05.2019) for the candidates appearing in Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle shall be as under:-

Maximum Marks: 60	Comprehension passage in English with Multiple Choice Questions	10 questions of 2 marks each
	Letter writing in English (1 question to be attempted out of 3 options)	20 marks
	Paragraph / short essay in local language (1 question to be attempted out of 3 options)	20 marks

5. Further, it is clarified that Hindi shall be the local language in Postal Divisions covering geographical region of Chandigarh.

6. Letter of even number dated 10.05.2019 stands modified to the extent stated above.

Yours faithfully,


28/06/2019

(Muthuraman C)
Assistant Director General (SPN)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 11th July, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager. BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. Managers (Finance) / Directors Postal Accounts / DDAP

Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant - regarding

Sir/ Madam,

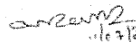
I am directed to refer to this office's letter of even number dated 10.05.2019, read with modifications thereof on the above mentioned subject and to say that the Competent Authority has approved further modifications in Part- I, Sr. No. 6 of Annexure A, Annexure B, Annexure C and Annexure D of the letter dated 10.05.2019 as specified below:-

Existing Provision for Paper I	Revised Provision for Paper I
Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	Bilingual i.e. Hindi and English
Existing Provision for Paper II	Revised Provision for Paper II
Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	English to Local Language (as defined in Annexure E of letter of even number dated 10.05.2019) and vice versa

2. The provisions of Paper II in respect of North East Circle will be governed by this office letter of even number dated 28.06.2019. ¹³

3. Letter of even number dated 10.05.2019 stands modified to the extent stated above. This will be retrospectively effective from 10.5.2019.

Yours faithfully,


11/7/2019

(Muthuraman C)
Assistant Director General (SPN)

No. 17-08/2018-SPB-I
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi: 110001.
Dated: 23rd July, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. General Managers (Finance) / Directors Postal Accounts / DDAP

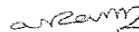
Subject: Revision of Syllabus and Pattern of Examinations conducted by Department of Posts for appointment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant – regarding

Sir/Madam,

I am directed to refer to letter of even no. dated 11.07.2019 on the above mentioned subject. It has now been decided that the examination for Paper-I will now be conducted as under:-

Paper-I	English, Hindi and respective local language, where Hindi is not a local language, as published vide letter of even number dated 10.05.2019.
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Yours faithfully,


23/07/2019
(Muthuraman C)
Assistant Director General (SPN)

13/07/2019
50/100

Annexure - IV (A)

Order of preference for the VACANCY YEAR 2018

The GDS candidates shall indicate the order of preference of Recruiting Units (All Divisions/Administrative Offices) as per the eligibility of the candidate and to the extent of vacancies notified for the year 2018 and to be submitted along with the application form.

Name of the GDS candidate	Name of the Division	Designation and Present working office	Date of Birth	Community

Order of Preference:

Sl. No.	Name of the Division/Unit	Order of preference
1	O/o the Chief Postmaster General, Thiruvananthapuram	
2	Thiruvananthapuram North	
3	Kollam	
4	Alappuzha	
5	Idukki	
6	Ernakulam	
7	Irinjalakkuda	
8	Kasargod	
9	Thalassery	
10	Calicut	
11	Tirur	
12	Palakkad	
13	RMS TV	
14	RMS EK	
15	RMS CT	

****A reserve category candidate selected against an unreserved vacancy on own merit shall have choice to migrate to reserve category if by doing so he/she can be allocated to Unit, which is higher in the order of preference exercised by him/her.**

DATE	
PLACE	

Signature of Candidate

I certify that

- (i) The candidate is the Candidate is eligible for the Vacancy year.
- (ii) The Proforma is filled properly.
- (iii) No Rows are left unfilled.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

****Applicable only to reserved category candidates.**

Annexure – IV (B)

Order of preference for the VACANCY YEAR 2019

The GDS candidates shall indicate the order of preference of Recruiting Units (All Divisions/Administrative Offices as per the eligibility of the candidate and to the extent of vacancies notified for the year 2019 and to be submitted along with the application form.

Name of the GDS candidate	Name of the Division	Designation and Present working office	Date of Birth	Community

Order of Preference:

Sl. No.	Name of the Division/Unit	Order of preference
1	O/o the Chief Postmaster General, Thiruvananthapuram	
2	Thiruvananthapuram North	
3	Thiruvananthapuram South	
4	Kollam	
5	Pethanamthitta	
6	Alappuzha	
7	Mavelikkara	
8	Kottayam	
9	Changanassery	
10	Idukki	
11	Ernakulam	
12	Aluva	
13	Irinjalakkuda	
14	Thrissur	
15	Kasargod	
16	Thalassery	
17	Vadakara	
18	Calicut	
19	Tirur	
20	Ottapalam	
21	Palakkad	
22	RMS TV	
23	RMS EK	
24	RMS CT	

****A reserve category candidate selected against an unreserved vacancy on own merit shall have choice to migrate to reserve category if by doing so he/she can be allocated to Unit, which is higher in the order of preference exercised by him/her.**

DATE	
PLACE	

Signature of Candidate

I certify that

- (i) The candidate is the Candidate is eligible for the Vacancy year.
- (ii) The Proforma is filled properly.
- (iii) No Rows are left unfilled.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

****Applicable only to reserved category candidates.**

Annexure - IV (C)

Order of preference for the VACANCY YEAR 2020

The GDS candidates shall indicate the order of preference of Recruiting Units (All Divisions/Administrative Offices as per the eligibility of the candidate and to the extent of vacancies to be notified for the year 2020 and to be submitted along with the application form.

Name of the GDS candidate	Name of the Division	Designation and Present working office	Date of Birth	Community
				c

Order of Preference:

Sl. No.	Name of Division/Unit	Order of preference
1	O/o the Chief Postmaster General, Thiruvananthapuram	
2	Thiruvananthapuram North	
3	Thiruvananthapuram South	
4	Kollam	
5	Mavelikkara	
6	Ernakulam	
7	Thrissur	
8	Palakkad	

**A reserve category candidate selected against an unreserved vacancy on own merit shall have choice to migrate to reserve category if by doing so he/she can be allocated to Unit, which is higher in the order of preference exercised by him/her.

DATE	
PLACE	

Signature of Candidate

I certify that

- (i) The candidate is the Candidate is eligible for the Vacancy year.
- (ii) The Proforma is filled properly.
- (iii) No Rows are left unfilled.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp

****Applicable only to reserved category candidates.**