

**भारतीय डाक विभाग/DEPARTMENT OF POSTS, INDIA**  
**मुख्य पोस्टमास्टर जनरल का कार्यालय, पश्चिम बंगाल सर्किल**  
**OFFICE OF THE CHIEF POSTMASTER GENERAL, WEST BENGAL CIRCLE**  
**कोलकाता/KOLKATA-700012**

NO: Rectt./X-13/DR/GDS/2015-16

Dated at Kolkata-12, the 04.06.2019

Subject: Conducting of Limited Competitive Examination from Gramin Dak Sevaks (GDSs) for recruitment to the cadre of Postal Assistants for the vacancy year 2015-16 and Sorting Assistants for the vacancy years 2015-16, 2016-17, 2017-18 & 2018(01.04.2018 to 31.12.2018), schedule to be held on 14.07.2019

In pursuance of Directorate's Comm. No. A-34012/02/2019-DE dated 31.05.2019 & Comm. No. A-34012/01/2019-DE dated 03.06.2019 following notification is issued:

The Limited Competitive Examination will be held on 14<sup>th</sup> of July, 2019(Sunday) for recruitment of Postal Assistants/Sorting Assistants from Gramin Dak Sevaks (GDSs) for unfilled vacancies of LDCE for promotion from Postman/Mailguard and MTS to the cadre of Postal Assistants for the vacancy year 2015-16 & Sorting Assistants for the vacancy years 2015-16, 2016-17, 2017-18 & 2018 (01.04.2018 to 31.12.2018). Accordingly, applications are invited from the willing and eligible GDSs in the format enclosed (Annexure-I). The schedule of activities of the examination is furnished hereunder:-

S. No.	Activity	Proposed Date(Schedule)
1.	Date of notification	04.06.2019
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates	17.06.2019
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified	20.06.2019
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified.	26.06.2019
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	05.07.2019
6.	Date of Examination (date & time)	<b>14<sup>th</sup> July, 2019</b> Paper-I& Paper-II from 10:00 hrs to 12:45 hrs Paper-III 14:00 onwards

2. **Vacancies:** Number of vacancies available under Recruiting Division/Unit wise, year wise is furnished in Annexure-II.

3. **Eligibility Criteria:-** As per the Recruitment Rules notified in GSR 411(E) dated 21.05.2015, the following conditions are to be fulfilled.

(i) **Education Qualification:** 10+2 standard or 12<sup>th</sup> class pass from a recognized University/Board. The eligibility criteria will be determined as on 1<sup>st</sup> April of the year to which the vacancy(ies) pertain to (i.e. 01.04.2015, 01.04.2016, 01.04.2017 and 01.04.2018).

(ii) **Age:** should be within 30 years of age (relaxable for different categories as notified by the Government of India from time to time). The eligibility criteria will be determined as on 1<sup>st</sup> April of the year to which the vacancy(ies) pertain to (i.e. 01.04.2015, 01.04.2016, 01.04.2017 and 01.04.2018).

(iii) **Service eligibility:-** Must have put in a minimum service of five years as on the 1<sup>st</sup> day of April of the year to which the vacancy(ies) pertain to.

*Handwritten signature*  
04/06/2019

4. **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-C. Details of pattern and syllabus are furnished in Annexure-III.

Note:

- (i) The medium for 'Skill test of data entry' will be ENGLISH only.
- (ii) Skill test of data entry will be held on computer for 15 minutes only.
- (iii) Evaluation of Skill test of data entry will be done as per instructions given in Annexure-IV.

5. **Centres of Examination:**

Kolkata/Siliguri/Port Blair

6. The last date of receipt of applications from the eligible GDS for appearing in the above Exam. has been fixed 17.06.2019.

7. Divisional Heads will scrutinize the applications with reference to eligibility criteria and forwarded the application form of permitted candidates to the Regional Office on or before 20.06.2019. In case of any dispute in permitting any candidate to appear in the examination, the same will be settled by Divisional /Unit head or at Regional Level. The Division/Unit heads will issue the hall permits to the candidates from 05.07.2019.

8. However the relevant ruling regarding non-recommendations of a candidate may kindly be gone through before non-recommendation of a candidate. The reason for non-recommendation must be mentioned in application form.

9. If there are no applications from the eligible candidates in any Unit, the Unit Head must submit a 'NIL' report within the target date.

10. The responsibility will lie on the Divisional/Unit head in case of any discrepancy noticed after publication of the result of the examination in the application of those who are not actually eligible for appearing in the examination but has been permitted as per recommendation of the Divisional/Unit Heads.

11. The application received after target date will not be entertained in any circumstances.

12. The notification may be given wide publicity amongst all GDSs working in Divisions/Units.

13. This issues with the approval of the competent Authority.

14. The receipt of this letter may kindly be acknowledged.

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

*[Signature]*  
ADPS (Recd.)  
O/O the Ch. PMG  
WB Circle, Kol-12  
06/06/2019

Copy to:-

All U/E

1-6. The Postmasters General, Kolkata Region, Kolkata- 700 012/South Bengal Region, Kolkata- 700 012/ M & BD Region, Kolkata- 700 012/ North Bengal Region, Siliguri- 734001/ A & N Island, Portblair- 744101/Sikkim State Region, Gangtok- 737103.

7. The ADG(DE), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi- 110001 w.r.to his letter no. A-34012/02/2019-DE dated 31.05.2019 & letter no. A-34012/01/2019-DE dated 03.06.2019.

8-42. All the Divisional /Unit heads under West Bengal Postal Circle.

43. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification on Circle website today positively.

*[Signature]*  
ADPS (Recd.)  
O/O the Ch. PMG  
WB Circle, Kol-12  
06/06/2019

Annexure-I

APPLICATION FORM FOR COMPETITIVE EXAMINATION FROM GRAMIN DAK SEWAKS TO POSTAL ASSISTANTS/SORTING ASSISTANTS FOR UNFILLED VACANCIES UPTO 31.12.2018 i.e. 2015-16, 2016-17, 2017-18 & 2018 (01.04.2018-31.12.2018)

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

Note: All particulars shall be filled up in BLOCK letter.

Sl No.	Particulars	Detail(s)
1	NAME OF THE CANDIDATE	
2	MALE/FEMALE	
3	CATEGORY (BPM/ABPM/DAK-SEVAK)	
4	DATE OF BIRTH AS ON 1 <sup>ST</sup> APRIL OF CONCERNED VACANCY YEAR (DD/MM/YY) (Attach self-attested copies of marks sheet)	01.04.2015 - / /
		01.04.2016 - / /
		01.04.2017 - / /
		01.04.2018 - / /
5	COMMUNITY (UR/SC/ST)	
6	EDUCATIONAL QUALIFICATION AS ON 1 <sup>ST</sup> APRIL OF CONCERNED VACANCY YEAR (DD/MM/YY)	01.04.2015 - / /
		01.04.2016 - / /
		01.04.2017 - / /
		01.04.2018 - / /
7	OFFICE WHERE PRESENTLY ATTACHED	
8	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
9	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 1 <sup>ST</sup> APRIL OF CONCERNED VACANCY YEAR (DD/MM/YY)	01.04.2015 - / /
		01.04.2016 - / /
		01.04.2017 - / /
		01.04.2018 - / /
10	WHETHER ANY PENALTY PENDING OR CONTEMPLATED (YES/NO) If yes, details thereof	

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.

DATE	
PLACE	

Signature of Divisional/Unit Head with designation stamp

## Annexure-II

Tentative number of unfilled vacancies, year-wise for Competitive Examination from GDSs to the cadre of PAs/SAs for the vacancy year upto 31.12.2018.

S. No.	Name of Divisions/Unit	2015-16	2016-17	2017-18	2018 (01.04.2018 to 31.12.2018)
<b>For Postal Assistant</b>					
1.	A&N Island	1	0	0	0
2.	Kolkata GPO	2	0	0	0
3.	North Kol. Dn.	5	0	0	0
4.	Central Kol Dn.	1	0	0	0
5.	East Kol Dn.	5	0	0	0
6.	South Kol Dn.	3	0	0	0
7.	North Presy. Dn.	1	0	0	0
8.	Birbhum Dn.	2	0	0	0
9.	Barasat Dn.	1	0	0	0
10.	Nadia North Dn.	2	0	0	0
11.	Nadia South Dn.	0	0	0	0
12.	Murshidabad Dn.	1	0	0	0
13.	South Presy. Dn.	2	0	0	0
14.	Asansol Dn.	5	0	0	0
15.	Bankura Dn.	1	0	0	0
16.	Burdwan Dn.	2	0	0	0
17.	Contai Dn.	0	0	0	0
18.	Howrah Dn.	4	0	0	0

19.	Midnapore Dn.	2	0	0	0
20.	North Hooghly Dn.	1	0	0	0
21.	Purulia Dn.	1	0	0	0
22.	South Hooghly Dn.	2	0	0	0
23.	Tamluk Dn.	0	0	0	0
24.	Darjeeling Dn.	0	0	0	0
25.	Jalpaiguri Dn.	2	0	0	0
26.	Coochbehar Dn.	2	0	0	0
27.	Malda Dn.	0	0	0	0
28.	Dinajpur Dn.	1	0	0	0
29.	Sikkim State	0	0	0	0
Total		49	0	0	0

**For Sorting Assistant**

30.	Kolkata RMS Dn.	19	39	20	17
31.	Kol AP Stg. Dn.	7	8	6	16
32.	RMS 'H' Dn.	3	5	10	3
33.	RMS 'SB' Dn.	10	6	4	2
34.	RMS 'WB' Dn.	14	12	6	3
35.	RMS 'SG' Dn.	7	5	2	1
Total		60	75	48	42

No. 17-08/2018-SPB-1  
 Government of India  
 Ministry of Communications  
 Department of Posts

Dak Bhawan, Sansad Marg,  
 New Delhi-110001

Dated: May, 2018

To:

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLJ 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

So:

I am directed to refer to letter No. 60/10/2011-SPB-1 dated 10.03.2011 and letter No. 35/14/2012-SPB-1 dated 17.01.2014 on the pattern and syllabus of examinations 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.

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 in (1)

Copy forwarded to:

1. PS to Minister of State for Communications (IC)
2. Sr PPS to Secretary (Postal) / Sr PPS 1, Director General Postal Services
3. PPS / PS - Adm, Dept of Communication, Member (Barkingsh) Member (OE) Member (L) Member (Procuring & HRD) Member (PLI) Member (T) etc.
4. Additional Secretary & Financial Advisor
5. Sr Deputy Director General (Vigilance) & C.V.O. / Sr Deputy Director General (C&A)
6. Director General P&I (Andhra Pradesh) 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 PS Organizations / Postal Associations
12. G.M. / S.T. for up loading the order on the India Post website
13. General File
14. Spare copies

(Leena George)  
Section Officer (SPN)

Pattern and Syllabus of Competitive Examination limited to Postman / Mail Guard / MTS / GDS for Appointment as Postal Assistant and Sorting Assistant

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## Pattern of Examination

Sr. No.	Description	Paper-I	Paper-II	Paper-III
1	Competitive / Qualifying	Competitive	Qualifying	Qualifying
2	Type of Question	Multiple Choice Question	Multiple Choice Questions and Subjective	Objective and Computer
	Number of Questions	As per syllabus	As per syllabus	
3	Maximum Marks	100 in 2 Parts	50	25
4	Duration	120 Minutes	45 minutes	15 minutes
5	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)		
	Language of Answer Paper	Not Applicable as per question paper		
6	Minimum qualifying Mark (Subs)	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper <i>(reservation policy of Government)</i>		

## II. Criteria for Selection

- Examination for Paper I and Paper II will be conducted in continuity. Thereafter, Paper III, i.e. Data Entry Skill Test (DEST), will be conducted separately on the same day.
- Only such candidates who qualify in each Paper, viz. Paper-I, Paper-II and Paper-III, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper I. Since Paper II and Paper-III are only qualifying in marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide the 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.

8/3/18

3f In the event of any vacancy notified for recruitment remains unfilled only due to nonjoining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

Pattern of Examination

Paper-I (120 Minutes)

Part A

Maximum marks - 50

15 questions of 1 mark each

Post Office Guide Part I (except Telegraphic Money Order) 10 questions

Post Office Guide Part II (except By cash and Cash Postal order) 10 questions

Basic terminologies related to IT Modernisation project of Department of Posts 10 questions

Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference India Post Website)

a) Postal Manual Volume VI - Part I 5 questions

b) Postal Manual Volume VI - Part III (Chapter I and II)

c) Updated SB Orders issued by Directorate (V.S.P) December of the preceding year in which exam is being conducted

a) Postal Manual Volume VII 5 questions

b) Foreign Post Manual

Part B

Maximum marks - 50

20 questions of 1 mark each

General Awareness / Knowledge 10 questions

Topics to be covered (2 questions from each topic)

a) Indian Geography

b) Civics

c) General knowledge

d) Indian culture & freedom struggle

e) Ethics and morale etc.

Basic Arithmetic

20 questions

\_\_\_\_\_ to be covered \_\_\_\_\_ questions from \_\_\_\_\_

\_\_\_\_\_

3/15/18

- 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) L.C.M. method
- Reasoning and Analytical Ability (Non Verbal / Pictorial) 20 questions

PAPER-II (45 Minutes)

Maximum marks -50

- Translation from English to local language 15 questions
- Multiple choice questions (10 English words- of 1 mark
- closest meanings in local language to be each
- identified)
- Translation from local language to English 15 questions
- Multiple choice questions (10 local language of 1 mark
- words closest meaning in English words to be each
- identified)
- Letter writing in local language (1 to be 10 marks
- attempted out of 3 options)
- Paragraph short essay in local language of 80 to 10 marks
- 100 words (1 to be attempted out of 3 options)

PAPER-III (15 Minutes)

Maximum marks -25  
 [Data Entry Skill Test (DEST)]

- Skill test of data entry for 15 minutes on 25 marks
- computer on the same day.
- [Data entry of 1200 key depressions (± 5%)]

Q  
21/5/18

Evaluation of Skill Test of Data Entry

NATURE OF MISTAKES

A. Full Mistakes : The following errors are treated as full mistakes :-

- For every omission of word / figure.
- For every substitution of a wrong word / figure.
- For every addition of a word / figure not found in the passage.

B. Half Mistakes : The following errors are treated as half mistakes :-

- (i) Spacing Errors : Where no space is provided between two words, e.g. 'Ihope' or undesired space is provided between the words or letters of a word e.g. hope I have. 'I hxxave'.
- (ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter letters, e.g. the word 'spelling' typed as 'seeplings' etc.
- (iii) Wrong Capitalisation : Wrong use of capital letter for small letter and vice-versa.

NOTE- : Any corrections made by pen or pencil are ignored and no credit is given to such corrections.

3/19/15

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

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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. No.*

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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*A. Mohan*