

Syllabus for Departmental Competitive Examination for the post of PS Group 'B'

Sl. No.	Heading	Existing pattern	Proposed pattern
1.	No. of papers	4	2
2.	Syllabus	<p>Paper I - Postal Manual Vol. V, Postal Manual Vol. II, Brochure on reservation for SC/ST candidates, CCS (Conduct) Rules, CCS (CCA) Rules, GDS (Conduct & Employment) Rules</p> <p>Paper II - Postal Manual Vol. VIII, PO Guide Part.I, Manual for SBCO, BO Rules, Postal Manual Vol. I.</p> <p>Paper III - FRs & SRs, FHB, CCS (Pension) Rules, CCS (Leave) Rules, Postal Manual Vol. II (Chapter.III – Appeals & Petitions)</p> <p>Paper IV – General Knowledge with special reference to public relations, staff relations, grievance handling, staff welfare, supervisory skills and office management and Précis Writing.</p>	<p>Paper I –</p> <p>(1) Acts/Rules/Guidelines/ Instructions relating to Inland & Foreign Posts, Mail Operations, Money Remittances, Savings Bank Schemes & Certificates, Rural & Postal Life Insurance.</p> <p>(2) Organization of Department, Office Procedure & Material Management for optimum utilization of network, Establishment & Administrative Matters.</p> <p>(3) Paragraph Writing and Current Affairs.</p> <p>Paper II - CCS (Conduct) Rules, CCS (CCA) Rules, Accounts, GFR, FRs & SRs and FHBs</p>
3.	Marks	Each paper carries 100 marks.	Each paper will carry 300 marks
4.	Duration	Duration for each paper is 3 hrs	No change
5.	No. of Questions	Subjective type Questions	150 Multiple Choice Questions (MCQ) in each paper
6.	Qualifying Marks	50% marks in each paper subject to an overall	No change

		average of 50% for general category and 40% marks in each paper subject to overall average of 40% for SC/ST categories	
7.	Assessment of APAR/ACR	Not included	<p>The Competent Authority will ensure and certify the following before recommending the application of the official for examination:</p> <p>(i) No disciplinary action is pending or contemplated against the applicant.</p> <p>(ii) No punishment is current against the applicant.</p> <p>(iii) No adverse entry in the APAR/ACR in the last five years.</p>

Syllabus for Departmental Competitive Examination for the post of Senior Post Master

Sl. No.	Heading	Existing pattern	Proposed pattern
1.	No. of papers	Nil	2
2.	Syllabus	Nil	<p>Paper I –</p> <p>(1) Acts/Rules/Guidelines/ Instructions relating to Inland & Foreign Posts, Mail Operations, Money Remittances, Savings Bank Schemes & Certificates, Rural & Postal Life Insurance.</p> <p>(2) Organization of Department, Office Procedure & Material Management for optimum utilization of network, Establishment & Administrative Matters.</p> <p>(3) Paragraph Writing and Current Affairs.</p> <p>Paper II - CCS (Conduct) Rules, CCS (CCA) Rules, Accounts, GFR, FRs & SRs and FHBs</p>
3.	Marks	Nil	Each paper will carry 300 marks
4.	Duration	Nil	Duration for each paper is 3 hrs
5.	No. of Questions	Nil	150 Multiple Choice Questions (MCQ) in each paper
6.	Qualifying Marks	Nil	50% marks in each paper subject to an overall average of 50% for

			general category and 40% marks in each paper subject to overall average of 40% for SC/ST categories.
7.	Assessment of APAR/ACR	Nil	<p>The Competent Authority will ensure and certify the following before recommending the application of the official for examination:</p> <p>(i) No disciplinary action is pending or contemplated against the applicant.</p> <p>(ii) No punishment is current against the applicant.</p> <p>(iii) No adverse entry in the APAR/ACR in the last five years.</p>