

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

(Amended — Paper-II Language Paper removed; erstwhile Paper-III (DEST) is now Paper-II)

I. Pattern of Examination:

Sl No	Description	Paper-I	Paper-II (Data Entry Skill Test)
1	Competitive or Qualifying	Competitive	Qualifying
2	Type of Question	Multiple Choice Questions	On Computer
3	Number of Questions	As per syllabus	—
4	Maximum Marks	100 in 2 Parts	25
5	Duration	120 Minutes	15 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	(a) For SC/ST - 60% in each Paper (b) For OBC - 75% in each Paper (c) For Others - 75% in each Paper

II. Criteria for Selection:-

- Examination for Paper I will be conducted first. Thereafter, Paper II, i.e. Data Entry Skill Test (DEST), will be conducted later for those candidate who qualify Paper I.
- Only such candidates who qualify in each Paper, viz. Paper-I and Paper-II, 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 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.

III. Syllabus for Postal Assistant / Sorting Assistant Limited Departmental Competitive Examination:

Paper-I (120 Minutes)	
Part-A	
Maximum marks – 50 [50 questions of 1 mark each]	
Post Office Guide Part I (except Telegraphic Money Order)	10 questions
Post Office Guide Part II (except British and Irish 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)	10 questions
a) Postal Manual Volume VI – Part I b) Postal Manual Volume VI – Part III (chapter I and II) c) Updated SB Orders issued by Directorate till 31st December of the preceding year in which exam is being conducted	5 questions
a) Postal Manual Volume VII b) Foreign Post Manual	5 questions
Part-B	
Maximum marks – 50 [50 questions of 1 mark each]	
General Awareness / Knowledge 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 study	10 questions
Basic Arithmetic Topics to be covered (2 to 3 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	20 questions
Reasoning and Analytical Ability (Non Verbal / Pictorial)	20 questions

Paper-II (15 Minutes) – Data Entry Skill Test (DEST)	
Maximum marks – 25	
Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 1000 key depressions ($\pm$ 5%)]	25 marks

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