



भारतीय डाक विभाग
Department of Posts, India

प्रेषक/From Chief Postmaster General Tamilnadu Circle Chennai - 600 002	सेवा में/To The Postmasters-General, Chennai City Region, Chennai 600 002, Central Region, Tiruchirappalli 620 001, Western Region, Coimbatore 641 002, Southern Region, Madurai 625 002. The SSRM, Airmail Sorting Division, Chennai-600016 The SRM, RMS 'M' Division, Chennai -600008. The SRM, Chennai Sorting Division, Chennai-600008 The Officer-In-Charge, P & T Admn. Cell, APS Centre, Kamptee, PIN-900 746, C/o 56 APO	
No.REP/5-1/LDCE&CE/2021 Dated at	Chennai - 600 002, the	04.10.2021.

विषय/Sub: Limited Departmental Competitive Examination amongst MTS and Competitive Examination restricted to GDS for filling up the posts of Postman/Mail Guard for the vacancy year 2021 (01.01.2021 to 31.12.2021) to be held on **14.11.2021 (Sunday)**- Reg.

In accordance to Directorate letter No. A-34012/07/2021-DE dated 28.09.2021, it has been decided to hold the Limited Departmental Competitive Examination amongst MTS and Competitive Examination restricted to GDS for filling up the posts of Postman/Mail Guard for the vacancy year 2021 (01.01.2021 to 31.12.2021) on **14.11.2021 (Sunday)**. Accordingly, applications are invited from the willing and eligible candidates.

2 Vacancies:

Division/Unit-wise number of vacancies of the year 2021 (01.01.2021 to 31.12.2021) to be filled by Limited Departmental Competitive Examination amongst MTS and Competitive Examination restricted to GDS for the post of Postman/Mail Guard are furnished in **Annexure-I**. The Vacancies notified are likely to vary/change without any prior intimation.

3. Eligibility Criteria:

As per the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018, read with Postman and Mail Guard (Group 'C' Post) Recruitment (Amendment) Rules, 2020 notified in GSR 157(E) dated 05.03.2020, the following categories of official (s) are eligible to appear in the examination:

- (i) Multi Tasking Staff (MTS) in Level -1 of the pay matrix with three years regular service in the grade as on the 01.01.2021. However in accordance with Directorate's letter No:W-17/16/2021-SPN-I dated 20.09.2021, the relaxation in eligibility service for the vacancy year 2021 will be available as under :



Vacancy year	Crucial date	Maximum relaxation of eligibility service delegated to the Administrative Ministry/Department
2021	01.01.2021	Upto 3 months for those who have completed eligibility service prescribed in the RRs by 31 st March, 2021.

- (ii) Gramin Dak Sevaks (GDSs) who have worked regularly for five years in that capacity as on the 01.01.2021 and fulfilling the following conditions. However in accordance with Directorate's letter No:W-17/16/2021-SPN-I dated 20.09.2021, the relaxation in eligibility service for the vacancy year 2021 will be available as under :

Vacancy year	Crucial date	Maximum relaxation of eligibility service delegated to the Administrative Ministry/Department
2021	01.01.2021	Upto 3 months for those who have completed eligibility service prescribed in the RRs by 31 st March, 2021.

- (a) **Educational Qualification:** 10th standard pass from a recognized Board.

- (b) **Age:**

Category	Maximum age as on 01.01.2021
UR	50
OBC	53
SC/ST	55

- (c) The candidate should have studied Tamil language at least upto 10th standard (as notified in Directorate letter no: 17-08/2018-SPB-I dated 10.05.2019(Annexure E) & 11.07.2019)
- (d) Knowledge of working on Computer.
- (e) The person appointed to the post of Postman shall have/acquire a driving license to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving license. A candidate not having valid driving license at the time of appointment shall not earn periodical increment in pay till production of such license or for a period of five years from the date of appointment whichever is earlier and after production of such license or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. **[This condition is required for recruitment to the cadre of Postman only]**



Note:

- (i) Candidate belonging to Postal Division shall clearly indicate order of preference in Proforma @ Annexure III A(i) for Postal Divisions excluding parent division followed by RMS divisions.
- (ii) Candidate belonging to RMS division shall clearly indicate order of preference in in Proforma @ Annexure III A(ii) for RMS Divisions excluding parent division followed by Postal divisions.
- (iii) Candidate must exercise preference for all Recruiting Units for consideration in the application Form. In case preference is exercised for limited number of units and could not be allocated to one of those units as per merit vis a vis vacancy in the category he/she belongs to, he/she will not be considered for other recruiting units not preferred even though a candidate lower in rank to him/her is considered who has opted for that unit.
- (iv) Order of preference once exercised in Application form shall not be changed.

4. Pattern & Syllabus for the 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 -'B' read with letter No. 17-08/2018-SPB-I dated 10.06.2019, 20.06.2019, 26.06.2019, 11.07.2019, 23.07.2019 and letter No: 17-08/2018-SPN-I dated 09.09.2021 enclosed in **Annexure-II**.

Note:

The 'Skill Test of Data Entry' will be conducted subsequently as per the instructions issued in the Broad guideline (Annexure B) of Directorate letter No.A-34012/01/2021-DE dated 11.03.2021.

5. Centres of Examination:

The examination will be conducted in Chennai, Coimbatore, Madurai and Tiruchirappalli centers. APS candidates have to appear for the examination from the Regional Centre, to which they belong.

6. Application format & statement of recommendations:

- i. The specimen form of application is enclosed in **Annexure -III**. The application should be submitted in the prescribed form to the Divisions/Units in time.
- ii. Applicants are required to indicate the Order of Preference to all Postal/ RMS Divisions/Units other than the parent Unit/Division as prescribed in 'Note' of Point no:3 above . The proforma for indicating the Order of Preference is provided in the



Proforma @ Annexure III A(i)/A(ii). All candidates must give preference for all other Divisions/Units other than Parent Division/Unit.

- iii. The last date for receipt of duly filled applications from the eligible candidates at Divisions /Units is **20.10.2021(Wednesday)**. **Applications received after the last date will summarily be rejected. The applicants should enclose Two (2) passport size photos with their applications.** While forwarding the applications by Divisional office to Regional Office, one copy of the photo should be affixed in the application, duly attested and other one retained at Divisions/Units for affixing in the hall permit to be issued to the candidates.
- iv. Application should be date stamped by the offices concerned on receipt. The eligibility of the applicants may be scrutinized and checked with reference to their APARs, Service Books, etc. It should be ensured that the community is verified with reference to entry in the service book and other relevant records.
- v. The forwarding authorities should carefully check the application of each candidates with reference to Name, Date of entry into service, Date of engagement as GDS, Date of Birth, Category, eligibility criteria, etc., with relevant Recruitment Rules and service records concerned and forward the applications to the Regional PMsG (to C.O in respect of C.O. Units), with due recommendations or otherwise within the stipulated date. The Divisional heads will forward the Proforma -I (recommended cases) and Proforma- II(not recommended cases) to their Regional office only in the given format **on or before 25.10.2021(Monday)**. **The Regional Office will be the final deciding authority for permitting/not permitting of the candidates to the above examination.** The Regional office will intimate the details of permitted candidates (Division-wise) in Proforma-I and not permitted candidates in Proforma -II (**Annexure-IV** in excel format and signed pdf copy) on or before **29.10.2021(Friday) to Circle office.**
- vi. The Army Postal Service authorities may kindly forward the applications received by them from the officials serving in APS to the Civil Units concerned in time with appraisal reports and service books so as to enable the Civil Units to forward the applications to the Regional PMG concerned without delay. The applications of the APS candidates should be sent to the concerned Divisions/Units only and not to Circle office.
- vii. While considering the eligibility of the candidates to be permitted to take up the examination, who are awarded with punishment of censure or against whom disciplinary proceedings are pending/contemplated, instructions of Directorate in letter No.A-34020/08/2015-DE dated 10.12.2015 circulated vide C.O. letter No.REP/1-1/2008-Rulings dated 01.01.2016 may be followed.
- viii. If any Disc. Case /Vig. case /punishment is pending/current against the candidate or any adverse entries in APARs, details of punishments/adverse entries along with



copy of memo/charge sheets issued, if any, may be sent along with the statement of recommendations to Regional Offices concerned.

- ix. The Regional PMSG will cause to issue the Hall permits to the permitted candidates **on or before 08.11.2021(Monday)**. The format for Roll number is furnished in **Annexure-V**.

7. **Schedule of Activity for the Examination:**

The following is the time schedule for the above examination.

Sl. No.	Schedule of activity	Date
1	Date of issue of Notification	04.10.2021(Monday)
2	Last date for receipt of application form at Divisional Office/ Controlling Unit from eligible candidates.	20.10.2021(Wednesday).
3	Last date for receipt of duly filled in Applications at Regional Office to be sent by Divisional Office/ Controlling Unit duly verified.	25.10.2021(Monday).
4	Last date for receipt of final permitted list of candidates at Circle Office by Regional Office	29.10.2021(Friday)
5	Issue of Admit cards to the permitted candidates	08.11.2021(Monday).
6	Date of Examination (Date & time)*	14.11.2021 (Sunday)*
		Paper-I 1000 hrs to 1130 hrs
		Paper-II 1145 hrs to 1245 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 1245 hrs. There will be 15 minute's break in between Paper-I and Paper-II. But, candidates will not be allowed to leave his/her desk.

8. If **no application** received, a **NIL** report should be sent to the Circle office on due date specified.

9. **This may be brought to the notice of all concerned candidates/officials including those on deputation, training, leave etc without any omission.**



10. This notification is also available in Departmental website i.e., www.indiapost.gov.in and www.tamilnadupost.nic.in

11. This is issued with the approval of the Competent authority.

12. Please acknowledge the receipt of this communication.

Encl:

1. Annexure- I- Postman/Mailguard vacancy for the year -2021
2. Annexure- II- Syllabus and Pattern of Examination
2. Annexure III- Specimen Application form with Order of preference
3. Annexure IV- Proforma I & II
4. Annexure V-Roll Number format

Handwritten signature and date: 1/10/2021

/C.Jeyakumaravel/
 Assistant Director (Rectt & Estt)
 O/o the Chief Postmaster General
 मुख्य पोस्टमास्टर जनरल का कार्यालय
 T.N. Circle, Chennai – 600 002
 तमिलनाडु परिमंडल, चेन्नई 600002

Copy to:

1. The Director, Postal Training Centre, Madurai – 625 022.
2. The Assistant Postmaster General (Staff), O/o Chief PMG, Chennai-600002 for information.
3. All recognized Service Unions/Associations for information.

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Assistant Director (Rectt & Estt)

Annexure-I

Vacancies for LDCE/CE from MTS/GDS to Postman/Mail Guard for the year 2021

Postman Vacancies											
Chennai City Region											
Name of the Division	25% by LDCE amongst MTS				50%- by Direct Rectt. on the basis of competitive exam limited to GDS						
	UR	SC	ST	Total	UR	SC	ST	OBC	EWS	PH	Total
Arakkonam	1	1	0	2	1	0	0	1	0	0	2
Chengalpattu	1	0	1	2	3	0	0	0	1	0	4
Kanchipuram	2	1	0	3	1	0	0	1	1	0	3
Pondicherry	2	1	0	3	2	1	0	1	0	0	4
Tambaram	9	5	3	17	14	9	3	4	2	1-OH, 1-HH	32
Tiruvannamalai	1	1	1	3	1	0	0	1	0	0	2
Vellore	3	1	0	4	2	2	0	0	1	0	5
Chennai City Central	6	4	2	12	10	7	2	3	2	1-HH	24
Chennai City North	12	5	3	20	15	7	1	10	4	1-OH	37
Chennai City South	6	4	1	11	18	5	1	0	2	1-HH	26
Anna Road HO	1		1	2	2	0	0	1	0	0	3
Chennai GPO	3	1	1	5	4	1	1	1	1	0	8
Total	47	24	13	84	73	32	8	23	14	5	150

Central Region											
Name of the Division	25% by LDCE amongst MTS				50%- by Direct Rectt. on the basis of competitive exam limited to GDS						
	UR	SC	ST	Total	UR	SC	ST	OBC	EWS	PH	Total
Cuddalore	1	1	0	2	3	1	0	1	1	0	6
Karur	1	1	0	2	1	0	0	1	0	0	2
Kumbakonam	1	0	0	1	2	0	0	0	0	0	2
Mayiladuthurai	0	1	0	1	1	0	0	0	0	0	1
Nagapattinam	1	0	0	1	1	0	0	1	0	0	2
Pattukottai	1	0	0	1	2	0	0	1	0	1-VH	3
Pudukottai	1	0	0	1	2	1	0	1	0	0	4
Srirangam	1	0	0	1	0	1	0	0	0	0	1
Thanjavur	2	1	0	3	5	1	0	0	0	0	6
Tiruchirappali	4	2	1	7	8	0	0	0	3	0	11
Vriddhachalam	0	0	0	0	0	0	0	0	0	0	0
Total	13	6	1	20	25	4	0	5	4	1	38

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1/10/2021

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Vacancies for LDCE/CE from MTS/GDS to Postman/Mail Guard for the year 2021

India Post

Southern Region

Name of the Division	25% by LDCE amongst MTS				50%- by Direct Rectt. on the basis of competitive exam limited to GDS						
	UR	SC	ST	Total	UR	SC	ST	OBC	EWS	PH	Total
Dindigul	3	1	0	4	3	0	1	2	1	0	7
Kanniyakumari	3	1	0	4	3	1	0	2	1	0	7
Karaikudi	1	0	1	2	1	1	0	0	1	0	3
Kovilpatti	1	1	0	2	2	1	0	1	0	0	4
Madurai	7	3	2	12	18	0	0	0	2	1-OH	20
Ramanathapuram	1	0	0	1	2	1	0	0	1	0	4
Sivaganga	2	0	0	2	2	0	0	1	0	0	3
Theni	1	0	1	2	3	0	0	1	1	1-HH	5
Tirunelveli	3	1	1	5	3	2	0	2	1	0	8
Tuticorin	3	1	0	4	3	1	0	2	1	0	7
Virudhunagar	2	2	0	4	4	1	0	2	0	0	7
Total	27	10	5	42	44	8	1	13	9	2	75

Western Region

Name of the Division	25% by LDCE amongst MTS				50%- by Direct Rectt. on the basis of competitive exam limited to GDS						
	UR	SC	ST	Total	UR	SC	ST	OBC	EWS	PH	Total
Coimbatore	7	0	1	8	7	0	0	6	0	1(VH)	13
Dharmapuri	0	0	0	0	0	0	0	0	0	0	0
Erode	2	1	0	3	3	0	1	1	1	0	6
Krishnagiri	1	0	0	1	2	0	0	1	0	0	3
Namakkal	1	0	1	2	1	0	0	1	0	0	2
Nilgiris	3	1	0	4	3	1	0	2	1	0	7
Pollachi	1	0	0	1	1	1	0	0	0	0	2
Salem East	2	1	0	3	3	1	0	1	1	1(OH)	6
Salem West	1	1	0	2	3	0	0	0	1	0	4
Tirupattur	0	1	0	1	1	0	0	1	0	0	2
Tirupur	2	0	1	3	3	1	0	2	0	0	6
Total	20	5	3	28	27	4	1	15	4	2	51

Vacancies notified are subject to change since selection of Postman/Mailguard from MTS under Seniority Quota is under process

Vacancies for LDCE/CE from MTS/GDS to Postman/Mail Guard for the year 2021

Mail Guard Vacancies

Name of the Division	50% by LDCE by promotion amongst MTS				25% by direct recruitment on the basis of CE limited to GDS						
	UR	SC	ST	Total	UR	SC	ST	OBC	EWS	PH	Total
RMS 'MA' Division	1	1	0	2	1	0	0	0	0	0	1
RMS 'T' Division	3	0	0	3	1	0	0	0	0	0	1
RMS 'CB' Division	1	0	0	1	1	0	0	0	0	0	1
RMS 'M' Division	2	1	0	3	1	0	0	0	0	0	1
Chennai Sorting Division	0	0	0	0	0	0	0	0	0	0	0
Airmail sorting Division	0	0	0	0	0	0	0	0	0	0	0
Total	7	2	0	9	4	0	0	0	0	0	4

Vacancies notified are subject to change since selection of Postman/Mailguard from MTS under Seniority Quota is under process

Handwritten signature and date: 11/10/2021



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

Dak Bhawan, Sansad Marg,
 New Delhi-110001.

Dated: 16th 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.

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 13/05/2019

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,


10/05/2019

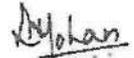
(Muthuraman C)

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)

**Pattern and Syllabus for Appointment as Postman and Mail Guard through
Competitive Examination limited to MTS and GDS**

I. Pattern of Examination:

Sl No	Description	Paper-I	Paper-II	Paper-III
1	Competitive or Qualifying	Competitive	Qualifying	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective	On Computer
3	Number of Questions	As per syllabus	As per syllabus	
4	Maximum Marks	150 in 2 Parts	50	25
5	Duration	90 Minutes	60 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		

II. Criteria for Selection:-

- Examination for Paper-I and Paper-II will be conducted in continuity in one sitting. 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, marks secured in Paper-II and Paper-III 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.

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- d) 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 refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

III. Syllabus:

Paper-I (90 Minutes)		
Part-A Maximum marks – 100 [50 questions of 2 marks each]	<u>Post Office Guide Part I</u> 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) Delivery of mails i) Refusal of article j) Payment of eMoney Order k) Redirection l) Instruction regarding address change m) Articles addressed to deceased person n) Liability to detention to certain mails o) Facilities provided by Postmen in rural areas p) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post Website) Official Postal Articles q) Prohibited articles	30 questions
	<u>Postal Manual Volume V</u> a) Definitions: Head, Sub and Branch Office, Mail Bag, Face and Facing, Beat, Camp Correspondence, Late letters and too late letters, Mis-sent and Mis-directed articles	10 questions
	<u>Postal Manual Volume VI – Part III</u> a) Head Postman b) Knowledge of Postal Business c) Supply of forms to be carried out d) Sale of stamps e) Postman's Book f) Address to be noted on Postal Articles g) Damaged articles to be noticed h) Receipts for articles issued for delivery	5 questions

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	<p>i) Book of receipts for intimations and notices delivery</p> <p>j) Instruction for delivery</p> <p>k) Realization of postage before delivery</p> <p>l) Receipts of addresses for registered</p> <p>m) Delivery to illiterate addressees, Pardanashin women</p> <p>n) Delivery of insured articles addressed to minors</p> <p>o) Payment of e-Money Orders</p> <p>p) e-Money Orders addressed to minors</p> <p>q) Payment of e-MO and delivery of registered letters to lunatics</p> <p>r) Duties of Village Postman</p>	
	<p>Postal Manual Vol. VII</p> <p>a) Stamps and Seals</p> <p>b) Portfolio and its contents</p> <p>c) Stationery</p> <p>d) Preparation of daily report</p> <p>e) Mail Abstract</p> <p>f) Exchange of Mails</p> <p>g) Cage TB</p> <p>h) Disposal of Mails addressed to a section or a mail office</p> <p>i) Closing of transit bags</p> <p>j) Duties and responsibilities of Mail Guard/Agent</p> <p>k) Final duties before quitting Van or office</p> <p>l) 'A' order and 'B' order</p>	5 questions
<p>Part-B</p> <p>Maximum marks – 50</p> <p>[25 questions of 2 marks each]</p>	<p>General Awareness/Knowledge</p> <p>Topics to be covered (1 to 3 questions from each topic):</p> <p>a) Indian Geography</p> <p>b) Civics</p> <p>c) General knowledge</p> <p>d) Indian culture & freedom struggle</p> <p>e) Ethics and morale study</p>	10 questions
	<p>Basic Arithmetic</p> <p>Topics to be covered (1 to 2 questions from each topic):</p> <p>a) BODMAS (brackets, orders, division, multiplication, addition, subtraction)</p> <p>b) percentage</p> <p>c) profit and loss</p>	10 questions

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d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	
Reasoning and Analytical Ability (Non Verbal / Pictorial)	5 questions

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

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

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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

R. B. L. S.

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

Alok



Centre for Excellence in Postal Technology, Mysore-570 010

12 JUN 2019

G.M.	A.D. (T)	A.D. (A)

*Postmaster
Seche*

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

Dak Bhawan, Sansad Marg
New Delhi-110001.

Date: 2 June 2019

To: All Chief Postmasters General

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

Su:

Kindly refer to letter No. 17-08/2018-SPB-I of even No. dated 10.05.2019 on the above mentioned subject vide which revised syllabus and pattern of following examinations was circulated as under :-

- (i) Annexure A: Competitive Examination limited to Gramin Dak Sewak (GDS) for appointment as Multi Tasking Staff,
- (ii) Annexure B: Competitive Examination limited to MTS and GDS for appointment as Postman and Mail Guard,
- (iii) Annexure C: Competitive Examination limited to Postman / Mail Guard / MTS / GDS for appointment as Postal Assistant and Sorting Assistant,
- (iv) Annexure D: Competitive Examination for Direct Recruitment from Open Market for the posts of MTS / Postman / Mail Guard / Postal Assistant / Sorting Assistant.

2. In this regard, following corrections have been carried out:-

Corrections carried out in	Earlier Entry	Revised Entry
Part III in Annexure-C	"Syllabus for Postal Assistant /Sorting Assistant Limited Departmental Competitive Examination"	"Syllabus"
S.No. 5 for Paper-III under "Pattern of Examination" in Annexure-D	30 minutes	20 Minutes

1. All other contents of the aforesaid letter dated 10.05.2019 remain the same.

Yours faithfully,

Muthuraman C
10/06/2019
(Muthuraman C)

Assistant Director General (SPN)

Copy to:

1. GM,CEPT for uploading the order on the India Post website.

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

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated the 20th 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 number dated 10.05.2019, read with letter of even number dated 10.06.2019, on the above mentioned subject, the Competent Authority has approved further modifications in Annexure-B, Annexure-C and Annexure-D of the letter dated 10.05.2019 as specified below:-

- I. Point No. II of both Annexure-B and Annexure-C, relating to criteria for selection, shall be replaced with the following:-
 - (i) Examination for Paper I and Paper II will be conducted in continuity.
 - (ii) Out of the candidates who secure qualifying marks in both Paper-I and Paper-II separately, the number of candidates to be shortlisted for appearing in Paper-III shall be 3 to 5 times the number of vacancies.
 - (iii) Candidates who qualify in 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, marks secured in Paper-II and Paper-III shall not be added to marks secured in Paper-I to decide merit.
 - (iv) After arranging the candidates in order of merit as at (iii) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
 - (v) 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.

- II. In Annexure-C, Table for Paper-II under the caption 'Syllabus' shall be replaced with the following:-

PAPER-II (45 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 80 to 100 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 80 to 100 words (1 question to be attempted out of 3 options)	10 marks

- III. In Annexure-D, Table for Paper-II under the caption 'Syllabus' shall be replaced with the following:-

PAPER-II (45 Minutes) (Maximum marks - 60)	
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 80 to 100 words (1 question to be attempted out of 3 options)	15 marks
Paragraph / short essay in local language of 80 to 100 words (1 question to be attempted out of 3 options)	15 marks

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

Yours faithfully,



(Satya Narayana Dash)
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: 26 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,


(Muthuraman C)
Assistant Director General (SPN)



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.

Leona George
(Leona George)
Section Officer (SPN-D)



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

Dak Bhawan, Sansad Marg,
New Delhi-110001.
Dated: 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:

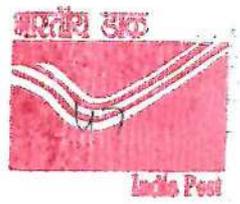
Existing Provision for Paper I	Revised Provision for Paper I
Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	Bilingual i.e. Hindi and English
Existing Provision for Paper II	Revised Provision 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.
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,

(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: 23 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.
---------	--

Yours faithfully,

a n 2 a m
23/07/2019
(Muthuraman C)
Assistant Director General (SPN)



Copy forwarded to:-

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

Leena George
(Leena George)
Section Officer (SPN-I)



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

Dak Bhawan, Sansad Marg,
New Delhi,

Dated 09th September, 2021

To,

All Chief Postmasters General / Postmasters General

Subject: Revision of Pattern, Syllabus and Qualifying marks of Paper-III viz. Data Entry Skill Test (DEST), of competitive examinations conducted by Department of Posts for appointment to the posts of Postman, Mail Guard, Postal Assistant and Sorting Assistant.

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 11.12.2019 wherein revised parameters of Paper-III – Data Entry Skill Test for recruitment to the posts of Postman, Mail Guard, Postal Assistant and Sorting Assistant were communicated. Subsequently, the parameters communicated vide said letter dated 11.12.2019 were also made applicable for examinations conducted for 2020 vacancy year. It was also communicated that the parameters communicated vide said letter of 11.12.2019 would be reviewed for the examinations for the vacancy year 2021 onwards.

2. Accordingly, the matter has been reviewed and the Competent Authority has approved following parameters of Data Entry Skill Test:

(i) Competitive Examination limited to Multi Tasking Staff and Gramin Dak Sevak for appointment as Postman and Mail Guard

PAPER-III (15 Minutes)		
Maximum marks – 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer on the same day.	25 marks
	[Data entry of 600 key depressions (+5%)]	
Minimum Qualifying Marks for Paper-III viz. Data Entry	(a) For Gen – 60%	(b) For OBC/EWS – 60%

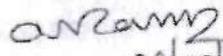
Skill Test (DEST) (<i>Subject to reservation policy of Government.</i>)	(c) For SC/ST – 50% (d) For PWD (if not exempted for skill test) – 50%
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- (ii) Competitive examination limited to Postman/Mail Guard/Multi Tasking Staff/Gramin Dak Sevak for appointment as Postal Assistant and Sorting Assistant.

PAPER-III (15 Minutes)		
Maximum marks – 25 [Data Entry Skill Test (DEST)]	Skill test of data entry for 15 minutes on computer on the same day. [Data entry of 800 key depressions (± 5%)]	25 marks
Minimum Qualifying Marks for Paper-III viz. Data Entry Skill Test (DEST) (<i>Subject to reservation policy of Government.</i>)	(a) For Gen – 60% (b) For OBC/EWS – 60% (c) For SC/ST – 50% (d) For PWD (if not exempted for skill test) – 50%	

3. Above parameters of DEST shall be applicable for the examination conducted for 2021 vacancy year. This will be further reviewed for subsequent vacancy year in due course.

Yours faithfully,


09/09/2021
(Muthuraman C)

Assistant Director General (SPN)



Annexure-III

APPLICATION FORM FOR LDCE AMONGST 'MTS' AND COMPETITIVE EXAM RESTRICTED TO 'GDS' FOR FILLING UP THE POSTS OF POSTMAN/MAIL GUARD FOR THE VACANCY YEAR 2021 (01.01.2021 TO 31.12.2021) TO BE HELD ON 14.11.2021 (SUNDAY)

Paste a recent
India Post
passport sized
photograph
duly attested
by Unit/
Divisional head

(All particulars shall be filled up in BLOCK letters)

1.	Name of the candidate		
2.	Employee ID		
3.	Male/Female		
4.	Designation (MTS/GDS)		
5.	Name of the Division/Unit		
6.	Date of Birth (attach self- attested matriculation certificate/ mark sheet)		(DD/MM/YYYY)
7.	Age as on 01.01.2021.		(YY/MM/DD)
8.	EDUCATIONAL QUALIFICATION* (attach self- attested copies of Mark sheet)		
9.	Category	MTS (UR/SC/ST)	
		GDS (UR/OBC/SC/ST/EWS)	
10.	Date of entry in the Department		(DD/MM/YYYY)
11.	Date of appointment as MTS/GDS on regular basis		
12.	Period of regular service rendered as MTS/GDS as on 31.03.2021		(YY/MM/DD)
13.	Whether Person with Disability(ies)	Yes	NO
13.1	If 'YES', nature of disability (ies) (OH/HH/VH/IH/MD)		
	Percentage of Disability (ies)		
14.	Whether working in APS(Yes/No)		
15.	Whether any penalty is in currency or Disciplinary proceedings pending (Yes/No)		
	If Yes details thereof		

* Minimum educational qualification as required should be as on 01.01.2021.



16. Order of Preference for Division/Unit other than the parent Division/Unit to be furnished as per Annexure A (i)- for candidates from Postal Division & A(ii)- for candidates from RMS Division.

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.

Place:

Date:

Signature of the applicant with Date

(For Office Use Only)

No..... dated.....the.....
Forwarded to the.....for necessary action.

Note: Recommendations of the Appointing Authority

- 1) The candidate is eligible in all respects.
- 2) Particulars furnished by the applicant from Sl.No:(1) to (15) are verified from Service Record and found correct.
- 3) No Punishment is Current/No Disciplinary/Vigilance case is pending/ Contemplated against the official
- 4) Candidate has given Preference in r/o all other Division/Unit for Surplus selection except Parent Division in Annexure A(i)/A(ii) as prescribed in 'Note' under Point no:3 of Notification

Recommended/ NOT recommended (with reasons):

Station:

Date:

Signature & Designation of the
Divisional Head /Unit Head



Order of preference for the Vacancy year 2021

Annexure-III A (i) – Candidates from Postal Divisions

- Candidates should furnish order of preference for all Postal/ RMS Divisions in the given proforma as prescribed in 'Note' of Point no:3 of Notification,
- For example - If a candidate belongs to Chennai City Central Division and opts 1st preference for Arakkonam Division, 2nd preference for Vellore and so on, the candidate should mention '**Parent**' against Chennai City Central Division and "1" against Arakkonam, "2" against Vellore and so on for all Postal Divisions from 1 to 44(excluding Parent Division) followed by RMS Divisions from 1 to 6 in the Column provided without fail/repetition.

Name of the Postal Division	Order of Preference (Parent/1 to 44)
Arakkonam	
Chengalpattu	
Kanchipuram	
Pondicherry	
Tambaram	
Tiruvannamalai	
Vellore	
Chennai City Central	
Chennai City North	
Chennai City South	
Anna Road HPO	
Chennai GPO	
Coimbatore	
Dharmapuri	
Erode	
Krishnagiri	
Namakkal	
Nilgiris	
Pollachi	
Salem East	
Salem West	
Tirupattur	
Tirupur	
Dindigul	
Kanniyakumari	
Karaikudi	
Kovilpatti	
Madurai	
Ramanathapuram	
Sivaganga	
Theni	
Tirunelveli	
Tuticorin	
Virudhunagar	
Cuddalore	

Name of the RMS Division	Order of Preference (1 to 6)
Airmail Sorting Division	
Chennai Sorting Division	
RMS 'M' Division	
RMS 'CB' Division	
RMS 'MA' Division	
RMS 'T' Division	



Karur	
Kumbakonam	
Mayiladuthurai	
Nagapattinam	
Pattukottai	
Pudukkottai	
Srirangam	
Thanjavur	
Trichy	
Vriddhachalam	

Date:

Signature of the Candidate

Place:

I certify that the candidate is eligible for the vacancy year and I have verified the list of Unit/Division preferred by the candidate in the order of preference (except parent Unit/Division) as prescribed in 'Note' under Point no:3 of Notification

Station:

**Signature & Designation of the
Divisional Head /Unit Head**

Date:



Order of preference for the Vacancy year 2021

Annexure-III A (ii) - Candidates from RMS Divisions

- Candidates should furnish order of preference for all RMS Divisions/Postal Divisions in the given proforma as prescribed in 'Note' of Point no:3 of Notification,
- If a candidate belongs to Chennai Sorting Division and opts 1st preference for Airmail Sorting Division, 2nd preference for RMS 'MA' Division and so on, the candidate should mention '**Parent**' against Chennai Sorting Division and "1" against Airmail Sorting Division, "2" against RMS 'MA' Division and so on for all RMS Divisions 1 to 5(excluding Parent Division) followed by Postal Divisions from 1 to 45 in the Column provided without fail/repetition.

Name of the RMS Division	Order of Preference (Parent/1 to 5)
Airmail Sorting Division	
Chennai Sorting Division	
RMS 'M' Division	
RMS 'CB' Division	
RMS 'MA' Division	
RMS 'T' Division	

Name of the Postal Division	Order of Preference (1 to 45)
Arakkonam	
Chengalpattu	
Kanchipuram	
Pondicherry	
Tambaram	
Tiruvannamalai	
Vellore	
Chennai City Central	
Chennai City North	
Chennai City South	
Anna Road HPO	
Chennai GPO	
Coimbatore	
Dharmapuri	
Erode	
Krishnagiri	
Namakkal	
Nilgiris	
Pollachi	
Salem East	
Salem West	
Tirupattur	
Tirupur	
Dindigul	
Kanniyakumari	
Karaikudi	
Kovilpatti	
Madurai	
Ramanathapuram	
Sivaganga	
Theni	
Tirunelveli	
Tuticorin	
Virudhunagar	



Cuddalore	
Karur	
Kumbakonam	
Mayiladuthurai	
Nagapattinam	
Pattukottai	
Pudukkottai	
Srirangam	
Thanjavur	
Trichy	
Vriddhachalam	

Date:

Signature of the Candidate

Place:

I certify that the candidate is eligible for the vacancy year and I have verified the list of Unit/Division preferred by the candidate in the order of preference (except parent Unit/Division) as prescribed in 'Note' under Point no:3 of Notification

Station:

**Signature & Designation of the
Divisional Head /Unit Head**

Date: