

भारतीय डाक विभाग/DEPARTMENT OF POSTS

मुख्य पोस्टमास्टर जनरल कार्यालय, कर्नाटक परिमंडल, बेंगलूर 560001

O/o The Chief Postmaster General, Karnataka Circle, Bengaluru-560 001

No. R&E/2-19/2022 dated at Bengaluru 560001 the

15-07-2022

NOTIFICATION

The Competitive examination limited to Gramin Dak Sevaks (GDSs) for recruitment to the post of Postman, Mail Guard and Multi-Tasking Staff for the vacancy year 2022 (01-01-2022 to 31-12-2022) will be held on **Sunday, the 4th September, 2022**. Accordingly, applications are invited from the willing and eligible GDSs in the format enclosed (**Annexure-I**). The schedule of activities of examination is furnished as under:

Sl. No.	Activity	Schedule
1	Last date for receipt of Application form at Divisional Office/ Controlling Unit from eligible Candidates	08-08-2022(Monday)
2	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/Controlling Unit duly verified	16-08-2022(Tuesday)
3	Information about total numbers of eligible applications received to be submitted by RO to CO	17-08-2022 (Wednesday)
4	Issue of Admit Card by RO/DO to eligible candidates	29-08-2022 (Monday)
5	Information about total numbers of permitted candidates with list from RO to CO as per format in Annexure- V to XI	30-08-2022 (Tuesday)
6	Date of Examination	04-09-2022 (Sunday)*

* Exam will commence exactly at 10.00 AM in all the Centres and Paper-I, Paper-II and Paper-III will be conducted in continuity. There will be no break in between the three papers and candidates will not be allowed to leave his/her seat before completion of examination.

The Regional Heads/Divisional Heads/controlling authorities are requested to start the activity as per the notified schedule immediately and the above schedule should be strictly adhered to.

2. Vacancies:

(a) **Postman / Mail Guard**- Number of vacancies (provisional) available under Recruiting Division / Unit for the vacancy year 2022 will be notified later.

(b) **MTS**: - Number of vacancies (provisional) available under CO/RO & Recruiting Division / Unit for the vacancy year 2022 will be notified later.



Note: Even if there is no vacancy to be filled from GDSs in any Postal /RMS Divisions, examination will be held in that Division and all the eligible GDSs may be permitted to appear for the examination as they are eligible for allotment against the unfilled Postman/Mail Guard and MTS vacancies of the Circle against respective category subject to availability of vacancies in the quota.

3. Eligibility Criteria :


A. Postman and Mail Guard :-

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 GDS 157 (E) dated 05-03-2020, the following are the eligibility condition to appear in the examination:

- i) **Educational Qualification:** (a) 10th standard pass from a recognized Board, (b) Possesses knowledge of local language of Karnataka Circle i.e., KANNADA and the candidate should have studied local language i.e., KANNADA up to 10th standard, and (c) knowledge of working on Computer
- ii) **Age:** Should be within fifty (50) years of age as on 01-01-2022 (relaxable for different categories as notified by the Government of India from time to time)
- iii) **Service Eligibility:** Five(05) years regular engagement as Gramin Dak Sevaks
- iv) 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 intervening period. **(This condition is required for recruitment to the cadre of Postman only)**

NOTE: The crucial date of eligibility for reckoning the eligibility conditions as above shall be **01-01-2022**.

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Important Note: No Provisional candidature of any candidate (except CAT/Court cases, official under suspension / put off duty /criminal proceedings pending) shall be allowed for the above examination.

B. Multi-Tasking Staff (MTS):- As per the Department of Posts Multi-Tasking Staff(Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16-08-2018, as amended vide the Department of Posts (Multi-Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850(E) Gramin Dak Sevaks with Three (03) years of regular engagement as GDS on the crucial date of eligibility i.e., 01-01-2022 shall be eligible.

4. Pattern and Syllabus of Examination :

The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPN-I dated 5th April, 2022 enclosed as **Annexure-III.**

Note:

- i) **Paper-IV i.e [Data Entry Skill Test (DEST)]** for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.
- ii) The medium for "Skill Test of Data Entry" will be in **ENGLISH** only.
- iii) "Skill Test of Data Entry" will be held on computer for 15 minutes only.
- iv) **Evaluation of "Skill Test of Data Entry"** will be done by the online system.

5. Applicants are required to indicate the order of preference for one / two / all three posts (Postman / Mail Guard / Multi-Tasking Staff) and subsequently indicate preference of all Divisions / Units where vacancies have been indicated for the preferred post (in a proforma). The proforma is enclosed as Annexure-II (this proforma will be called for from the applicants at the time of notification of vacancies). Allotment of Post and Division / Unit will be made on merit-cum-preference basis, subject to availability of vacancy.

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6. Centres of Examination :

The examination for Bengaluru HQ Region, North Karnataka Region and South Karnataka Region will be held at Bengaluru, Dharwad and Mysuru respectively. The candidates will have to appear from the respective centres of their Region only and under **NO** circumstances they will be permitted to appear from other regional centres. **The Regional PMsG are requested to intimate/furnish the names of the Supervising Officer (JTS/STS level) proposed to be nominated and which would be finalized/approved by the Chief PMG.**

7. Application Format: The candidate has to apply in the prescribed application format which is enclosed (Annexure-I.)

8. The application of the APS candidates should be sent to the concerned Divisions only and not to Circle Office. The APS Candidates have to appear for the examination from the Regional Centers, to which they belong.

9. ROLL NUMBER:

Instructions regarding Roll Number to be allotted by the Divisions is enclosed in **Annexure-IV**

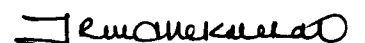
10. Department vests the power to cancel this notification of the examination, if anything unfair was found during the recruitment process.

11. The applications in the prescribed format (Annexure-I) along with two recent passport size identical photographs, self-attested copies of community certificate, Disability certificate (if any) received from eligible candidates duly verifying the details should be forwarded to concerned Regional Office by the Divisions of SK/NK/BG HQ Regions for further scrutiny and issue of hall permit. The List of Candidates permitted to appear for the examination shall be sent to this office on or before **30th August, 2022 in the enclosed proforma (Annexure-V to XI) by RO.** If no applications are received, a NIL report may be sent without fail.

12. The candidates who are willing to apply for the examination should ensure that they fulfil/satisfy all the eligibility criteria /conditions/instructions (mentioned in above paras) for appearing in the examination.

13. This notification is also available on the Departmental website. The notification may be given wide publicity amongst all eligible GDS candidates working in Division/Units.

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14. Circle Office will undertake evaluation and subsequent declaration of results based on the information relating to the candidates, their roll numbers and categories furnished by the Heads of Region/Division/Units. "In case, if it is found subsequently that any of the promoted/selected candidate(s) was not eligible to take the examination under the existing rules/instructions on the subject or for any reasons or in case any mistake is found with regard to evaluation and announcement of results of any candidate for any reason whatsoever his/her name will be deleted from the list of successful candidates, as the case may be. The result will also be subject to any change in the merit list of successful candidate's due to any unforeseen reason in accordance with the existing rules and instructions on the subject or orders of Hon'ble CAT/High Court, if any."

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

16. The receipt of this communication may please be acknowledged.

Enclosures : Annexure-I to Annexure-XI.



/T RAMA SUDHAKARA RAO/

सहायक निदेशक Assistant Director (R & E)

मुख्य पोस्टमास्टर जनरल का कार्यालय


O/o the Chief Postmaster General

कर्नाटक परिमंडल/Karnataka Circle, बैंगलूरु/Bengaluru-560001

Copy issued for information and necessary action to:

- 1) The Postmaster General, North Karnataka Region, Dharwad-580001.
- 2) The Postmaster General, South Karnataka Region, Bengaluru-560001.
- 3) The Postmaster General, Bengaluru HQ Region, Bengaluru-560001.
- 4) The Officer in Charge, P&T Admin Cell, APS Wing, Brig of the Guards, Regimental Centre, PIN-900746, C/o 56 APO.
- 5) Staff Section / Legal Cell, Circle Office
- 6) Technology Section, Circle Office for uploading on Karnataka Postal Circle website
- 7) The OL Section, Circle Office for providing Hindi Translation.

WITH
ENTRY



सहायक निदेशक Assistant Director (R & E)

DEPARTMENT OF POSTS**ANNEXURE-I**

APPLICATION FORM FOR COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN, MAIL GUARD AND MULTI-TASKING STAFF FROM ELIGIBLE GRAMIN DAK SEVAKS(GDSs) FOR THE UNFILLED LDCE VACANCY OF POSTMAN AND MAIL GUARD OF THE YEAR 2022 AND VACANCY OF MULTI TASKING STAFF OF THE YEAR 2022(01.01.2022 TO 31.12.2022)

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 (As per service records)	
2	GENDER(Male/Female/Transgender)	
3	DESIGNATION(BPM/ABPM/DAK-SEVAK)	
4	DATE OF BIRTH (Attach self-attested Matriculation certificate/marks sheet)	
5	CATEGORY (UR/SC/ST/OBC/EWS)	
6	EDUCATIONAL QUALIFICATION (Attach self-attested copies of Marks sheet)	
7	WHETHER STUDIED KANNADA UPTO 10 TH STANDARD	
8	OFFICE WHERE PRESENTLY ATTACHED	
9	DATE FROM WHICH CONTINUING IN GDS ENGAGEMENT	
10	LENGTH OF ENGAGEMENT RENDERED AS GDS AS ON 01.01.2022 (YY/MM/DD)	____/____/____
11	AGE AS ON 01.01.2022(YY/MM/DD)	____/____/____
12	WHETHER PERSON WITH DISABILITY(ies)	YES <input type="checkbox"/> NO <input type="checkbox"/>
12.1	IF YES, NATURE OF DISABILITY(ies) (VH/HH/OH/OTHERS)	
	PERCENTAGE OF DISABILITY(ies) (Attach self-attested copy of Disability Certificate)	
13	WHETHER WORKING IN APS	YES <input type="checkbox"/> NO <input type="checkbox"/>
14	WHETHER ANY PENALTY IS IN CURRENCY OR DISCIPLINARY PROCEEDINGS PENDING. IF YES, DETAILS THEREOF.	YES <input type="checkbox"/> NO <input type="checkbox"/>
15	MOBILE NUMBER	
16	Email ID if any,	

Contd...

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. The candidature of the applicant is recommended for the following posts:-

Post	Eligible (Yes/ No)	Recommended* (Yes / No)
Postman		
Mail Guard		
Multi Tasking Staff		

* If not recommended, reason therefor.

DATE	
PLACE	

Signature of Divisional / Unit Head with designation stamp

**Option for Post / Order of preference for Postman / Mail Guard / MTS from eligible GDS
for the exam to be held on 4th September 2022**

(Postman / Mail Guard / MTS)

GDS candidates shall give option for one, two or all three posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered for Mail Guard while preparing merit list for Mail Guard for the vacancy of 2022 (01.01.2022 to 31.12.2022) and to be submitted by the candidate (Refer Para 5 of the notification).

(a) Option for Post:

Sl. No	Name of Post	To be considered- (Yes) or (No)
1.	Postman	
2.	Mail Guard	
3.	MTS(Circle and Regional Office)	
4.	MTS (Subordinate Office)	

**(b) Post & order of preference of Divisions / Units by GDS applicants of Postal Divisions:
(For Postman / Mail Guard)**

Order of Preference					
1	_____ (Name of Parent Postal Division /Unit)				
Other Postal Divisions / Units					
1.	Bengaluru East		21.	Chikmagaluru	
2.	Bengaluru South		22.	Chitradurga	
3.	Bengaluru West		23.	Davanagere	
4.	Bengaluru GPO		24.	Hassan	
5.	Channapatna		25.	Kodagu	
6.	Bagalkot		26.	Kolar	
7.	Belagavi		27.	Mandya	
8.	Ballari		28.	Mangaluru	
9.	Bidar		29.	Mysuru	
10.	Chikodi		30.	Nanjangud	
11.	Dharwad		31.	Puttur	
12.	Gadag		32.	Shivamogga	
13.	Gokak		33.	Tumakuru	
14.	Kalaburgi		34.	Udupi	
15.	Haveri				
16.	Karwar				
17.	Raichur				
RMS Divisions / Units					
18.	Sirsi		1.	Bengaluru Sorting	
19.	Vijayapura		2.	RMS Q Division	
20.	Yadgiri		3.	RMS HB Division	

**(c) Post & order of preference of Divisions / Units by GDS applicants of RMS Divisions:
(For Mail Guard / Postman)**

Order of Preference					
1	_____				
	(Name of Parent RMS Division /Unit)				
Other RMS Divisions / Units					
1	Bengaluru Sorting		3	RMS 'HB' Hubballi	
2	RMS 'Q' Mangaluru				
Other Postal Division / Units					
1.	Bengaluru East		19.	Vijayapura	
2.	Bengaluru South		20.	Yadgiri	
3.	Bengaluru West		21.	Chikmagaluru	
4.	Bengaluru GPO		22.	Chitradurga	
5.	Channapatna		23.	Davanagere	
6.	Bagalkot		24.	Hassan	
7.	Belagavi		25.	Kodagu	
8.	Ballari		26.	Kolar	
9.	Bidar		27.	Mandya	
10.	Chikodi		28.	Mangaluru	
11.	Dharwad		29.	Mysuru	
12.	Gadag		30.	Nanjangud	
13.	Gokak		31.	Puttur	
14.	Kalaburgi		32.	Shivamogga	
15.	Haveri		33.	Tumakuru	
16.	Karwar		34.	Udupi	
17.	Raichur				
18.	Sirsi				

(d) Preference by GDS applicants for the post of MTS:

Order of Preference					
1	_____				
	(Name of Parent Postal Division /Unit)				
Other Postal Division / Units					
1.	Circle Office, Bengaluru		23.	Sirsi	
2.	O/o General Manager (PAF), Bengaluru		24.	Vijayapura	
3.	South Karnataka RO, Bengaluru		25.	Yadgiri	
4.	North Karnataka RO, Dharwad		26.	Chikmagaluru	
5.	Bengaluru HQ RO, Bengaluru		27.	Chitradurga	
6.	Bengaluru East		28.	Davanagere	

7.	Bengaluru South		29.	Hassan		
8.	Bengaluru West		30.	Kodagu		
9.	Bengaluru GPO		31.	Kolar		
10.	Channapatna		32.	Mandya		
11.	Bagalkot		33.	Mangaluru		
12.	Belagavi		34.	Mysuru		
13.	Ballari		35.	Nanjangud		
14.	Bidar		36.	Puttur		
15.	Chikodi		37.	Shivamogga		
16.	Dharwad		38.	Tumakuru		
17.	Gadag		39.	Udupi		
18.	Gokak		40.	MMS, Bengaluru		
19.	Kalaburgi		41.	Bengaluru Sorting		
20.	Haveri		42.	RMS Q Division		
21.	Karwar		43.	RMS HB Division		
22.	Raichur					

[Option need not be given for parent division. Preference to be given for other than parent Division i.e Preference number to be entered like 1, 2, 3... against the Divisions / units. The candidates are advised to give preferences for all Divisions/Units.]

Declaration from reserved category candidates (SC/ST/OBC):-

I _____ belonging to _____ if category qualified on own merit (qualified under UR standards), hereby declare that I opt to reserve category by foregoing UR seniority, if by doing so, I can be allocated to a Unit under reserved category , which is higher in the order of preference exercised by me.

DATE	
PLACE	

Signature of Candidate	
NAME:	
OFFICE:	
ROLL NO:	

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

Dak Bhawan, Sansad Marg,
New Delhi- 110 001.
Dated 05th April, 2022

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

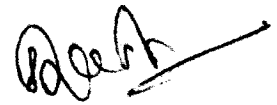
Subject: Revision of Pattern and Syllabus of examinations conducted by Department of Posts for appointment to the posts of MTS, Postman, and Mail Guard.

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time, communicating therewith Pattern and Syllabus of examinations conducted by Department of Posts for recruitment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant.

2. Competent Authority has approved that henceforth there will be a single common examination for selection of MTS for appointment as Postman / Mail Guard and GDS for appointment as MTS / Postman / Mail Guard. Revised Pattern and Syllabus of the common Examination is given in Annexure-I. The examination will be held without the aid of books.
3. The Syllabus of examination includes a component to test the knowledge of computer and local language. Local language of a Postal Circle / Division for this purpose has been communicated vide aforesaid letter of even number dated 10.05.2019, Annexure E *ibid*, and further modified by letters dated 28.06.2019 and 30.06.2020. Consolidated / updated list of local language of Postal Circle/Division is enclosed as Annexure-II.
4. Circle shall ensure that the process for appointment of candidates selected to the posts of Postman / Mail Guard through the common examination is completed before any candidate selected for the post of MTS is appointed.
5. Revised Pattern and Syllabus mentioned herein shall come into force from the date of issue of this communication and shall be applicable to all examinations to be held thereafter.
6. This may be given wide circulation for information of all stakeholders.

Yours faithfully,



(Satya Narayana Dash)
Director (SPN)

Encl: As stated

Copy forwarded to: -

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination) / All Members of Postal Services Board
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Secretary, Postal Services Board/ All Deputy Directors General
6. Director (DE), Postal Directorate
7. All recognized Service Federations / Associations
8. GM, CEPT for uploading the order on the India Post website.
9. Guard File

**Pattern and Syllabus of the examinations for appointment
to the posts of MTS, Postman and Mail Guard**

I. Pattern of Examination:

Sl. No.	Description	Paper-I (Basic Postal Knowledge and General Awareness)	Paper-II (Knowledge of Postal Operations)	Paper-III (Knowledge of Local Language)	Paper-IV (Data Entry Skill Test)
1	Applicable for examination to the posts of	Both MTS and Postman / Mail Guard	Postman / Mail Guard only	Both MTS and Postman / Mail Guard	Postman / Mail Guard only
2	Competitive or Qualifying	Competitive		Qualifying	
3	Type of Question	MCQ		MCQ and Subjective	On Computer
4	Number of Questions	As per syllabus			
5	Maximum Marks	100 in 2 Parts	50	50	25
6	Duration	60 Minutes	30 Minutes	60 Minutes	15 Minutes
7	Language of Question Paper	English, Hindi and respective local language, where Hindi is not a local language.		English to Local language and vice versa	
8	Language of Answer Paper	Not applicable as MCQ		As per question paper	
9	Minimum Qualifying Marks (Subject to reservation policy of Government.)	For selection as MTS – in Paper-I: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33% For selection as Postman / Mail Guard – Total of Paper-I and Paper-II: (a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%		(a) Unreserved: 40% (b) OBC/EWS: 37% (c) SC/ST/PWD: 33%	(a) Unreserved: 60% (b) OBC/EWS: 60% (c) SC/ST: 50% (d) PWD (if not exempted for skill test): 50%



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II. Criteria for Selection:

- (a) Paper-I, Paper-II and Paper-III will be held in one sitting of 2 and ½ hours (150 Minutes) duration. Paper-IV [Data Entry Skill Test (DEST)] will be held separately at a later date. Selection of candidates will be based on their performance in Paper-I and Paper-II provided a candidate has qualified in both Paper-III and Paper-IV (wherever applicable). Paper-III (Knowledge of Local Language) and Paper-IV (DEST) will be 'qualifying' in nature.
- (b) While performance in Paper-I only will be considered for selection to the post of MTS, performance in both Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) will be considered for selection to the posts of Postman / Mail Guard.
- (c) All those candidates who secure minimum qualifying marks in both Paper-I and Paper-III separately, will be eligible for being considered in merit list for selection as MTS. However, merit list will be prepared only on the basis of marks secured in Paper-I. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (d) All those candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.
- (e) All those candidates who secure minimum qualifying standards in DEST, will be eligible for being considered in merit list for selection as Postman / Mail Guard. However, merit list will be prepared only on the basis of total marks secured in Paper-I and Paper-II. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.
- (f) In the event of any vacancy notified for recruitment remaining 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.

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III. Syllabus of Examination:

PAPER-I: Basic Postal Knowledge and General Awareness (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard)		
Part-A Maximum Marks – 60 [30 questions of 2 marks each]	Post Office Guide Part I 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 Maximum Marks – 40 [20 questions of 2 marks each]	General Awareness/Knowledge 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



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Paper-II: Knowledge of Postal Operations (Duration: 30 Minutes) (For appointment to the posts of Postman / Mail Guard only)		
Maximum Marks – 50 [25 questions of 2 marks each]	<u>Post Office Guide Part I</u> a) Delivery of mails b) Refusal of article c) Payment of eMoney Order d) Redirection e) Instruction regarding address change f) Articles addressed to deceased person g) Liability to detention to certain mails h) Facilities provided by Postmen in rural areas	5 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 i) Book of receipts for intimations and notices delivery j) Instruction for delivery k) Realization of postage before delivery l) Receipts of addresses for registered m) Delivery to illiterate addressees, Pardanashin women n) Delivery of insured articles addressed to minors o) Payment of e-Money Orders p) e-Money Orders addressed to minors q) Payment of e-MO and delivery of registered letters to lunatics r) Duties of Village Postman	10 questions
	<u>Postal Manual Vol. VII</u> a) Stamps and Seals b) Portfolio and its contents c) Stationery d) Preparation of daily report e) Mail Abstract f) Exchange of Mails g) Cage TB h) Disposal of Mails addressed to a section or a mail office i) Closing of transit bags j) Duties and responsibilities of Mail Guard/Agent k) Final duties before quitting Van or office l) 'A' order and 'B' order	10 questions

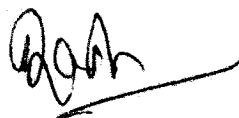
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Adash

PAPER-III: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) [For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].		
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: Knowledge of local language (Duration: 60 Minutes) (For appointment to the posts of MTS / Postman / Mail Guard) [For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].		
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

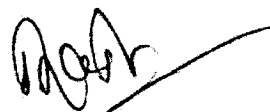
PAPER-IV: Data Entry Skill Test (Duration: 15 Minutes) (For appointment to the posts of Postman / Mail Guard only)	
Maximum Marks – 25	Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions (+5%)]



**Local Language for Examinations
conducted in decentralized manner by Postal Circles**

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	Telugu
		Yanam District of Puducherry	
2	Assam	Assam	Assamese / Bengali / 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	Malayalam
		Lakshadweep	
		Mahe District of Puducherry	
13	Madhya Pradesh	Madhya Pradesh	Hindi
14	Maharashtra	Maharashtra	Marathi
		Goa	Marathi / Konkani
15	North-East	Arunachal Pradesh	Hindi / English
		Manipur	Manipuri
		Meghalaya	Hindi / English
		Mizoram	Mizo
		Nagaland	Hindi / English
		Tripura	Bengali
16	Odisha	Odisha	Odia
17	Punjab	Punjab	Punjabi
		Chandigarh	Hindi / English

Contd...



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
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



ANNEXURE-IV

INSTRUCTIONS REGARDING ALLOTMENT OF ROLL NUMBER IN RESPECT OF POSTMAN/MAIL GUARD/ MTS EXAMINATION SCHEDULED ON 04-09-2022

The Roll number shall comprise of **Eleven (11) Digits (NUMERALS)**.

Category code

SL. NO.	Category	Code
1	UR	1
2	SC	2
3	ST	3
4	OBC	4
5	EWS	5

PH Code

SL. NO.	PH Type	Code
1	Non-PH	1
2	PH-I	2
3	PH-II	3
4	PH-III	4
5	PH-IV	5

Status of the candidate

SL. NO.	Status of the candidate	Code
1	GDS Regular Candidature	2
2 *	GDS Provisional Candidature	4

*** Note: Sl. No. 2: The Provisional candidature should be allowed only in respect of CAT/Court cases, official under suspension/ put off duty / pending criminal proceedings by allotting the code as prescribed above.**

K.T.O

The sequence of the allotment will be as under:

- 1) First two digits shall denote the year i.e 22 for the year 2022.
- 2) Third digit shall represent the candidate permitted to the exam i.e 2 for Postman / Mail Guard, 3 for MTS Exam only and 4 for both PM/MG & MTS cadre exam.
- 3) Fourth and Fifth Digit shall denote the code number of the Division.
- 4) Sixth Digit shall denote category of the candidate
- 5) Seventh Digit for PH/Non -PH
- 6) Eighth Digit for status i.e GDS- Regular or Provisional
- 7) The last three digits i.e Ninth to Eleventh shall be number starting serial number from 001 to 999.

Illustration of allotting Roll number for Bengaluru East Division for the year 2022 for PM/MG /MTS cadre for GDSs

SL. NO.	Particulars	Roll No. to be given in Hall Permit
1	UR- Non PH Regular Candidature for PM/MG	22232112001
2	UR- Non PH Regular Candidature for both PM/MG and MTS	22432112002
3	UR- Non PH Regular Candidature for MTS only	22332112003
4	UR – Non PH Provisional Candidature for PM / MG	22232114004
5	UR – PH-I Regular Candidature for both PM/MG and MTS	22432122005
6	UR- PH-I Provisional Candidature for MTS only	22332124006

DIVISION CODE FOR POSTMAN/MAIL GUARD / MTS EXAM -2022

Sl. No.	Name of the Office	Division / Unit Code
1	CIRCLE OFFICE	11
2	NORTH KARNATAKA REGION (NK RO)	12
3	SOUTH KARNATAKA REGION (SK RO)	13
4	BENGALURU HQ REGION (BG HQ RO)	14

POSTAL DIVISIONS

Sl. No.	Name of the Division	Division Code
1	BENGALURU GPO	31
2	BENGALURU EAST	32
3	BENGALURU SOUTH	33
4	BENGALURU WEST	34
5	CHANNAPATNA	35
6	BAGALKOT	36
7	BALLARI	37
8	BELAGAVI	38
9	BIDAR	39
10	CHIKODI	40
11	DHARWAD	41
12	GADAG	42
13	GOKAK	43
14	HAVERI	44
15	KALABURAGI	45
16	KARWAR	46
17	RAICHUR	47
18	SIRSI	48
19	VIJAYAPURA	49
20	CHIKKAMAGALURU	50
21	CHITRADURGA	51
22	HASSAN	52
23	KODAGU	53
24	KOLAR	54
25	MANDYA	55
26	MANGALURU	56
27	MYSURU	57
28	NANJANGUD	58
29	PUTTUR	59
30	SHIVAMOGGA	60
31	TUMAKURU	61
32	UDUPI	62
33	DAVANGERE	63
34	YADGIRI	64

RMS DIVISIONS

1	BENGALURU SORTING DIVISION	71
2	RMS "Q" Dn	72
3	RMS "HB" Dn	73

OTHER UNITS

1	MAIL MOTOR SERVICE, BENGALURU	23
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Annexure-V (Combined - GDS applied for only PM/MG, PM/MG & MTS and Only MTS)

Annexure showing details of the candidates applied for Competitive Examination limited to Grameen Dak Sevak (GDS) for filling up of both Postman/ Mail Guard and MTS for the vacancy year 2022 scheduled to be held on Sunday, the 4th September, 2022

Sl. NO.	Region	Division	Employee ID	Hall Permit Number/Roll No.	Name of the Candidate	Designation and Office Address	Sl. No. In seniority list	Category (UR/SC/ST/OBC/EWS)	Whether availed age relaxation (SC/ST/OBC candidates)	Whether PH Candidate	If PH, please indicate PH Sub category	Date of Birth (DD-MM-YYYY)	Age of the candidate as on crucial date of eligibility of the exam year 2022 i.e 01-01-2022	Date of entry in the feeder cadre (DD-MM-YYYY)	Period of regular service rendered as on crucial date of eligibility i.e 01-01-2022	Exam Centre	Whether working in APS or Civil Side	Whether disciplinary case is pending or contemplated as on date of crucial date of eligibility i.e 01-01-2022	Whether any punishment is current as on date of crucial date of eligibility i.e 01-01-2022	Recommendations for Postman post	Recommendations for MTS post	Eligible for Postman	Eligible for MTS	Remarks	

Certified

- 1) All the particulars have been verified with respect of service records and found to be correct.
- 2) The application forms have also been checked and found that are properly filled by the applicants.
- 3) Details of CAT/Court cases, candidate under suspension/facing Departmental proceedings if any, to be indicated in remarks column.
- 4) The applicant is eligible and recommended.
- 5) If the applicant is not recommended or provisionally recommended, reasons to be indicated in remarks column.

Date:
Place:

Signature and Designation with seal

Annexure-VI(Applied for both PM/MG & MTS)

Annexure showing details of the candidates applied for Competitive Examination limited to Grameen Dak Sevak (GDS) for filling up of both Postman/ Mail Guard and MTS for the vacancy year 2022 scheduled to be held on Sunday, the 4th September, 2022

Sl. NO.	Region	Division	Employee ID	Hair Permit Number/Roll No.	Name of the Candidate	Designation and Office Address	Sl. No. in seniority list	Category (UR/ SC/ ST/OBC/EWS)	Whether availed age relaxation (SC / ST / OBC candidates)	Whether PH Candidate	If PH, please indicate PH Sub category	Date of Birth (DD-MM-YYYY)	Age of the candidate as on crucial date of eligibility of the exam year 2022 i.e 01-01-2022	Date of entry in the feeder cadre (DD-MM-YYYY)	Period of regular service rendered as on crucial date of eligibility i.e 01-01-2022	Exam Centre	Whether working in APS or Civil Side	Whether disciplinary case is pending or contemplated as on date of crucial date of eligibility i.e 01-01-2022	Whether any punishment is current as on date of eligibility i.e 01-01-2022	Recommendations for Postman post	Recommendations for MTS post	Eligible for Postman	Eligible for MTS	Remarks	

Certified

- 1) All the particulars have been verified with respect of service records and found to be correct.
- 2) The application forms have also been checked and found that are properly filled by the applicants.
- 3) Details of CAT/Court cases, candidate under suspension/facing Departmental proceedings if any, to be indicated in remarks column.
- 4) The applicant is eligible and recommended.
- 5) If the applicant is not recommended or provisionally recommended, reasons to be indicated in remarks column.

Date:

Place:

Signature and Designation with seal

Annexure-VII (Provisionally Permitted for PM/MG & MTS)

Annexure showing details of the candidates applied for Competitive Examination limited to Grameen Dak Sevak (GDS) for filling up of both Postman/ Mail Guard and MTS for the vacancy year 2022 scheduled to be held on Sunday, the 4th September, 2022

Sl. NO.	Region	Division	Employee ID	Hall Permit Number/Roll No.	Name of the Candidate	Designation and Office Address	Sl. No. in seniority list	Category (UR/ SC/ ST/OBC/EWS)	Whether availed age relaxation (SC / ST / OBC candidates)	Whether PH Candidate	If PH, please indicate PH Sub category	Date of Birth (DD-MM-YYYY)	Age of the candidate as on crucial date of eligibility of the exam year 2022 i.e 01-01-2022	Date of entry in the feeder cadre (DD-MM-YYYY)	Period of regular service rendered as on crucial date of eligibility i.e 01-01-2022	Exam Centre	Whether working in APS or Civil Side	Whether disciplinary case is pending or contemplated as on date of crucial date of eligibility i.e 01-01-2022	Whether any punishment is current as on date of crucial date of eligibility i.e 01-01-2022	Recommendations for Postman post	Recommendations for MTS post	Eligible for Postman	Eligible for MTS	Remarks

Certified
 1) All the particulars have been verified with respect of service records and found to be correct.
 2) The application forms have also been checked and found that are properly filled by the applicants.
 3) Details of CAT/Court cases, candidate under suspension/facing Departmental proceedings if any, to be indicated in remarks column.
 4) If the applicant is not recommended or provisionally recommended, reasons to be indicated in remarks column.

Date:
 Place:

Signature and Designation with seal

Annexure-IX (Only for MTS)

Annexure showing details of the candidates applied for Competitive Examination limited to Grameen Dak Sevak (GDS) for filling up of MTS for the vacancy year 2022 scheduled to be held on Sunday, the 4th September, 2022

Sl. NO.	Region	Division	Employee ID Number/Roll No.	Hall Permit Number/Roll No.	Name of the Candidate	Designation and Office Address	Sl. No. in seniority list	Category (UR/SC/ST/OBC/EWS)	Whether availed age relaxation (SC/ST/OBC candidates)	Whether PH Candidate	If PH, please indicate PH Sub category	Date of Birth (DD-MM-YYYY)	Age of the candidate as on crucial date of eligibility of the exam year 2022 i.e 01-01-2022	Date of entry in the feeder cadre (DD-MM-YYYY)	Period of regular service rendered as on crucial date of eligibility i.e 01-01-2022	Exam Centre	Whether working in APS or Civil Side	Whether disciplinary case is pending or contemplated as on date of crucial date of eligibility i.e 01-01-2022	Whether any punishment is current as on date of crucial date of eligibility i.e 01-01-2022	Recommendations	Eligible	Remarks	

Certified

- 1) All the particulars have been verified with respect of service records and found to be correct.
- 2) The application forms have also been checked and found that are properly filled by the applicants.
- 3) Details of CAT/Court cases, candidate under suspension/facing Departmental proceedings if any, to be indicated in remarks column.
- 4) The applicant is eligible and recommended.
- 5) If the applicant is not recommended or provisionally recommended, reasons to be indicated in remarks column.

Date:
Place:

Signature and Designation with seal

Annexure-X (Provisionally Permitted- For MTS cadre only)

Annexure showing details of the candidates applied for Competitive Examination limited to Grameen Dak Sevak (GDS) for filling up of MTS for the vacancy year 2022 scheduled to be held on Sunday, the 4th September, 2022

Sl. NO.	Region	Division	Employee ID	Hall Permit Number/Roll No.	Name of the Candidate	Designation and Office Address	Sl. No. in seniority list	Category (UR/ SC/ ST/OBC/EWS)	Whether availed age relaxation (SC/ST/OBC candidates)	Whether PH Candidate	If PH, please indicate PH Sub category	Date of Birth (DD-MM-YYYY)	Age of the candidate as on crucial date of eligibility of the exam year 2022 i.e 01-01-2022	Date of entry in the feeder cadre (DD-MM-YYYY)	Period of regular service rendered as on crucial date of eligibility i.e 01-01-2022	Exam Centre	Whether working in APS or Civil Side	Whether disciplinary case is pending or contemplated as on date of crucial date of eligibility i.e 01-01-2022	Whether any punishment is current as on date of crucial date of eligibility i.e 01-01-2022	Recommendations	Eligible	Remark	

Certified

- 1) All the particulars have been verified with respect of service records and found to be correct.
- 2) The application forms have also been checked and found that are properly filled by the applicants.
- 3) Details of CAT/Court cases, candidate under suspension/facing Departmental proceedings if any, to be indicated in remarks column.
- 4) If the applicant is not recommended or provisionally recommended, reasons to be indicated in remarks column.

Date:
Place:

Signature and Designation with seal

Annexure-XI (Not Recommended - For MTS cadre only)

Annexure showing details of the candidates applied for Competitive Examination limited to Grameen Dak Sevak (GDS) for filling up of MTS for the vacancy year 2022 scheduled to be held on Sunday, the 4th September, 2022

Sl. NO.	Region	Division	Employee ID	Hall Permit Number/Roll No.	Name of the Candidate	Designation and Office Address	Sl. No. in seniority list	Category (UR/SC/ST/OBC/EWS)	Whether availed age relaxation (SC/ST/OBC candidates)	Whether PH Candidate	If PH, please indicate PH Sub category	Date of Birth (DD-MM-YYYY)	Age of the candidate as on crucial date of eligibility of the exam year 2022 i.e 01-01-2022	Date of entry in the feeder cadre (DD-MM-YYYY)	Period of regular service rendered as on crucial date of eligibility i.e 01-01-2022	Exam Centre	Whether working in APS or Civil Side	Whether disciplinary case is pending or contemplated as on date of crucial date of eligibility i.e 01-01-2022	Whether any punishment is current as on date of crucial date of eligibility i.e 01-01-2022	Recommendations	Eligible	Remarks

Certified

- 1) All the particulars have been verified with respect of service records and found to be correct.
- 2) The application forms have also been checked and found that are properly filled by the applicants.
- 3) Details of CAT/Court cases, candidate under suspension/facing Departmental proceedings if any, to be indicated in remarks column.
- 4) The applicant is eligible and recommended.
- 5) If the applicant is not recommended or provisionally recommended, reasons to be indicated in remarks column.

Date:
Place:

Signature and Designation with seal