

Most Urgent
Reminder-I

No. 9-40/2021-SPG-II

Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg,
New Delhi – 110 001.

Dated : 18 August 2022

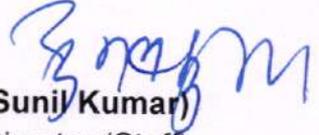
Subject :- Review of syllabus for promotion to PS Group 'B' cadre – Regarding.

Please refer to Personnel Division's letter of even No. dated 16.03.2022 (copy enclosed) on the above mentioned subject enclosing therewith a copy of letter No. A-34018/30/2021-DE dated 13.10.2021 received from DE Branch along with a copy of notesheet (13/N) containing orders of the Director General (Posts Services) in c/w the subject.

2. In this context, it is stated that the syllabus for LDCE for promotion to the cadre of PS Group 'B' had been revised and circulated vide letter No. 9-04/2018-SPG-II dated 30.12.2019 and 05.09.2019. Since then, there have been certain amendments in the reference books, schemes and procedures followed in Department of Posts. Accordingly, the aforesaid syllabus of PS Group 'B' is proposed to be amended.

3. Therefore, it is again requested to provide your inputs or comments in respect of those part of the syllabus with which your Division is concerned regarding any modifications/additions/deletions etc. that may have been done or are under process and communicate the same to SPG Branch for further action. If the Division has no inputs or comments in respect of those part of the syllabus with which it is concerned, a NIL report may be **furnished by 18.08.2022 positively**. If no report is received from the Divisions by 18.08.2022, it will be deemed that the Division concerned has no comments/inputs to offer and the draft syllabus for LDCE for promotion to PS Group B will be submitted to the Competent Authority for approval.

Enclosures : As above.


(Sunil Kumar)
Director (Staff)

Copy to :-

1. CGM PLI, PLI Directorate, Chanakyapuri, New Delhi.
2. All DDGs, Dak Bhawan, New Delhi (except PO Division, Vigilance Division, Training Division, FS Division and DE Branch).

No. 9-40/2021-SPG-II
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg,
New Delhi – 110 001.

Dated : 16 March 2022

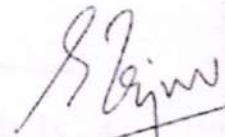
Subject :- Review of syllabus for promotion to PS Group 'B' cadre – Regarding.

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2. In this context, it is stated that the syllabus for LDCE for promotion to the cadre of PS Group 'B' had been revised and circulated vide letter No. 9-04/2018-SPG-II dated 30.12.2019 and 05.09.2019. Since then, there have been certain amendments in the reference books, schemes and procedures followed in Department of Posts. Accordingly, the aforesaid syllabus of PS Group 'B' is proposed to be amended.

3. Therefore, it is requested to provide your inputs or comments in respect of those part of the syllabus with which your Division is concerned regarding any modifications/additions/deletions etc. that may have been done or are under process and communicate the same to SPG Branch within 15 days for further action. A copy of draft revised syllabus is enclosed.

Enclosures : As above.



(G. Rajeev)
Director (Staff)

Copy to :-

DDG (Bgt. & A/C) (Finance) / DDG (Estt.) / DDG (Estates & MM) / DDG (FS) / DDG (IR/GB) / DDG (MB) / DDG(PBI) / DDG (CP, PCO & PMLA) & (VIG) & CVO / DDG (PG,QA & Inspn.) / DDG (Philately) / DDG (PMU) / DDG (PO) / DDG (DARPAN, RB & PLG) / DDG(STT) / DDG (Tech.) / DDG (Training & Welfare) / DDG (VP, SR & Legal) / CGM (PLI).

उप महानिदेशक (कार्य) का कार्या
O/o Dy. Director General (P)
डा. सं./Dy. No. 2854
दिनांक/Date 18/10/21

F. No. A-34018/30/2021-DE
Government of India
Ministry of Communications
Department of Posts
(DE Section)

Director (Staff)
Dy. No. 1145
Date 21/10/21

Dak Bhawan, Sansad Marg,
New Delhi-110001
Date: 13.10.2021

Subject: Formulation of Standard Operating Procedure (SOP) for conduct of Departmental examinations - regarding

Please find enclosed a copy of the Note sheet containing orders of the Competent Authority recorded in page No. 13/N of the file No. A-34018/30/2021-DE for taking necessary action on syllabus part of the examinations.

2. This issues with the approval of the competent authority.

स.प्र. नि. (एस.पी.जी.)
A.O.G. (SPG)
डा. सं./Dy. No.

Encl. Note sheet 13/N

DDG (Personnel)

RK Sinha
(R. K. Sinha)
Director (DE)
dt. 13.10.2021

✓

D (SPN1) ✓

D (SPN2)

2
13/10/21

Asst Spg

22/10/2021

स.प्र. नि. (एस.पी.जी.)
A.O.G. (SPG) 5/77
डा. सं./Dy. No. 25/10/21
दिनांक/Date

Asst Spg

ASO/ AK

25/10/21

Pre notes refers.

2. Department conduct various examinations including Limited Departmental Competitive Examinations (LDCE) for promotion to different cadres viz. MTS, Postman/MG, PA/SA, Inspector Posts and PS Group B. It is important that the principles of natural justice and transparency is ensured. As already instructed in another file of DE Section, we need to prepare a robust SOP including detailed FAQs for strict compliance by the units handling examinations.

3. In addition, it is also required to look into syllabus part to eliminate any vagueness and the questions should not come out of syllabus. The 'Dos & Don'ts' for question setters, moderation/review committees etc also needs to be prepared.

4. As a Government organization, we need to provide a level playing field to all aspirants so that the meritorious gets the benefit based on his/her performance in examination. Non clarity on syllabus, Out of syllabus questions, wrong questions etc which leads to ignoring/deletion of questions reduces the parameters based on which the aspirants are judged for their promotion.

5. Accordingly, the DE Section shall come up with detailed SOP etc, as discussed above, within a month so that it can be implemented at the earliest. DDG may personally supervise this task to ensure its submission in time.

(Alok Sharma)
Director General Postal Services
07.10.2021

Member(P)

PI discuss.

DDG/DE

11/X
(M.A.)

- ① Discussed with Member(P)
- ② For syllabus part we may ask Personnel Divn to comply.
- ③ For Robust SOP and Do's & Don'ts for future exams, moderation/review committees etc please put up draft SOP's by 22/10/21 positively.

DDG (DE)

MEMBER (P)
DT. NO. 108/
DATE 11/X/21

उप महासंचालक(डी.जी. एवं डी.ए.)
Dy Director General (VP & DE)
श. नं./Dy No. 710
दिनांक/Date 13/10/2021



Revised syllabus for promotion to PS Group 'B' cadre.

Paper – I

Acts <ol style="list-style-type: none">1) Consumer Protection Act, 20192) Prevention of Money Laundering Act, 2002
Inland/ Foreign Post <ol style="list-style-type: none">1) Indian Post Office Rules, 19332) Post Office Guide Part I3) Post Office Guide Part II4) Guidelines/instructions issued by Directorate for Inland Post and Foreign Post services5) Book of BO Rules
Mail Operations – <ol style="list-style-type: none">1) Postal Manual Volume V2) Postal Manual Volume VII3) Guidelines issued by Directorate from time to time on Mail Network optimization Project / PNOP / Business Development
Money Remittance – <p>Guidelines/ instructions issued by Directorate on eMO, IMTS and IFS MO</p>
Saving Bank Scheme and Certificates <ol style="list-style-type: none">1) Government Savings Promotion General Rules, 20182) Post Office Saving Account Scheme, 20193) National Savings Recurring Deposit Scheme, 20194) National Savings Time Deposit Scheme, 20195) National Savings (Monthly Income Account) Scheme, 2019 6) Senior Citizen Savings Scheme, 20197) National Savings Certificates (VIII Issue), Scheme, 20198) Kisan Vikas Patra Scheme, 20199) Public Provident Fund Scheme, 201910) Sukanya Samridhi Account Scheme, 201911) Post Office Saving Bank Manual Volume I & II12) SB orders issued by Directorate from 01.01.2007 onwards.13) Guidelines issued by Directorate from time to time on Core Banking Services14) Post Office Saving Bank (CBS) Manual
Postal Life Insurance and Rural PLI – <ol style="list-style-type: none">1) Post Office Life Insurance Rules, 20112) Guidelines issued by Directorate from time to time on PLI/ RPLI and Core Insurance solution
Organization of the Department– <ol style="list-style-type: none">1) Postal Manual Volume II (Chapter – I– organization),2) Citizen Charter of Department of Posts.3) Guidelines and instructions on complaint grievances handling in Department of Posts.

Guidelines issued by Directorate from time to time on IT modernization Project of Department of Posts

1. Handbook on Philately
2. Directorate instructions on Philately

Office Procedure –

- 1) Postal Manual Volume II – Chapter XI – Misc. Rules
- 2) Manual of Office Procedure
- 3) Annual Reports and Book of Information of D/o Posts

Material Management -

- 1) Postal Manual Volume II – Chapter VI (Stock), VIII(Printing), IX(Contracts), XII (Budget Estimates and control)
- 2) Chapter 6 of General Financial Rules,2017
- 3) CVC guidelines on Public procurement, guide-lines and instructions on e-procurement.
- 4) Manual on policies and procedure for purchase of goods and services available on website of Ministry of Finance.

Establishment and Administrative matters-

- 1) Postal Manual Volume IV.
- 2) Instructions issued by Directorate and DoP&T on maintenance of APAR.
- 3) Schedule of Financial Powers of Divisional Heads and Head of the Circle.
- 4) Welfare measures available to Departmental Employees and Gramin Dak Sevak of DoP.
- 5) DoP&T instructions issued from time to time on Establishment and administration.
- 6) Brochure on reservation, instructions regarding sports person reservation,
- 7) Recruitment Rules relating to various cadres in D/o Posts
- 8) Establishment Norms

Current Affairs 15 questions for 30 marks

Noting and Drafting for 25 marks each

Paper – II

Subjects
1. Central Civil Services (Conduct) Rules, 1964
2. Central Civil Services (Classification, Control and Appeal) Rules, 1965 3. Schedule of Appointing/ Disciplinary /Appellate Authority
4. Central Civil Services (Temporary Service Rules), 1965 5. Brochure on Casual laborer of DoPT and instructions issued by DoP from time to time.
6. Central Civil Services (Pension) Rules, 2021 7. New Pension Scheme, 2004 8. Central Civil Services (Commutation of Pension) Rules, 1981
9. Central Civil Services (Leave) Rules, 1972 10. Central Civil Services (Joining Time) Rules, 1979
11. General Provident Fund (Central Service) Rules, 1960 12. Central Services (Medical Attendance) Rules, 1944
13. Fundamental and Supplementary Rules 14. Central Civil Services (Leave Travel Concession) Rules, 1988 15. Central Civil Services (Revised Pay) Rules, 2016
16. Postal Financial Handbook Volume I and II
17. General Financial Rules 2017 other than public procurement 18. Rules relating to Children Education allowance and reimbursement of Hostel Subsidy 19. Central Government Employees Group Insurance Scheme, 1980
20. Gramin Dak Sevak (Conduct and Engagement) Rules, 2011.
21. Central Administrative Tribunal Act, 1985 and its Rules 22. Right to Information Act 2005 and RTI Rules 2012
23. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 24. Public Accountants Default Act, 1850 25. Revenue Recovery Act, 1890 26. Prevention of corruption Act, 1988 read with its (Amendment) 2018 27. Central Civil Services (Recognition of Service Association) Rules, 1993 as amended from time to time. 28. Goods and Services Tax (GST) Act, 2017
29. Postal Manual Volume II
<ul style="list-style-type: none">• Chapter VII – Forged counterfeit stamps and defaced postage stamps, coins

and currency notes.
30. Instructions relating to accounting and operations of IPPB pertaining to Post offices.
31. Preservation and Disposal of Postal Records
32. Inspection questionnaires.

Note : In both the papers, circular/ order/ guidelines/ Rules issued upto 31st December of the year preceding the year of examination will be part of the syllabus except the Annual Report and Book of Information for which latest report and information available in India Post Website will be taken for the purpose.

Revised Pattern for the promotion to PS Group "B" cadre

S. No.	Heading	<u>Revised pattern</u>
1.	Marks	Each paper will carry 300 marks
2.	Duration	Duration for each paper is 3 hours
3.	No. of Questions	125 Questions of MCQ type in Paper I and Noting & Drafting for 25 marks each. 150 Questions of MCQ type in Paper II.
4.	Qualifying Marks	40% marks in each paper subject to an overall average of 45% for General category and 33% marks in each paper subject to overall average of 38% for SC/ST categories.
5.	Whether books allowed or not	Both the papers of the examination will be conducted without books.