

DEPARTMENT OF POSTS
OFFICE OF THE CHIEF POSTMASTER GENERAL
WEST BENGAL CIRCLE, KOLKATA - 700012.

To

ALL UNDER ENTRY

1. The Postmasters General, Sikkim State, Gangtok- 737103/A & N Island Division, Port Blair – 744101.
3. The Director, Kolkata GPO, Kolkata -700001.
5. All SSPOs/SSRMs/SPOs/SRMs in West Bengal Circle.
6. The Sr.Postmaster, Barabazar HO, Kolkata-700007/ Alipore HO., Kolkata-700027

NO: Rectt/X-16/2018

Dated at Kolkata-12, the 21-08-2017

Sub: Holding of Limited Departmental Competitive Examination for promotion of MTS and competitive Examination restricted to GDS for filling up the vacancies of Postman & Mailguard cadres pertaining to the year 2018 (from 01.04.2018 to 31.12.2018)

This is regarding holding of Limited Departmental Competitive Examination for promotion of MTS and competitive Examination restricted to GDS for filling up the vacancies of Postman & Mailguard cadres pertaining to the year 2018 (from 01.04.2018 to 31.12.2018). **The examination is scheduled to be held on 30 - 09-2018 (Sunday) from 10:00 hrs – 12:00 hrs.**

1. Conduct of examination:

For Postman cadre, examination will be conducted as per Department of Posts (Postman/Mailguard) Recruitment Rules 2010 communicated vide Directorate's letter no: 44-14/2009-SPB-I dated 28.01.2011, amended thereof in Amendment of Department of Posts (Postman/Mailguard) Recruitment Rules 2010 communicated vide Directorate's letter no: 44-14/2009-SPB-I dated 12.07.2012 with following break up of Postman vacancies:

- i) 50% of the vacancies on the basis of Limited Departmental Competitive Examination (LDCE) by promotion of MTS.
- ii) 50% of the vacancies on the basis of competitive examination restricted to GDS.

For Mailguard cadre, examination will be conducted as per Department of Posts (Postman/Mailguard) Recruitment Rules 2010 communicated vide Directorate's letter no: 44-14/2009-SPB-I dated 28.01.2011 for the following break up of Mailguard vacancies:

- i) 25% of the vacancies on the basis of Limited Departmental Competitive Examination (LDCE) by promotion of MTS.
- ii) 25% of the vacancies on the basis of competitive examination restricted to GDS.

2. Vacancies for holding the exam:

The Examination for filling up the posts of Postman/Mailguard will be conducted for the vacancies of the year 2018 (from 01.04.2018 to 31.12.2018). The approved vacancy statements for Postman/Mailguard cadres has been sent under this office letter dated 14-08-2018. **The Head of the Divisions/ Units are requested to submit the community wise break up of the vacancies to**

Region Concerned for onward transmission to Circle Office by the Regional Office. (As per instructions mentioned vide this office letter of even number dated 14-08-2018)

3. **Eligibility Criteria:**

The MTS candidates must have completed 3 years of regular service in the grade, including services put in, if any, against erstwhile Gr. D post on regular basis as on the 1st April of the year to which the vacancies belong.

The age limit for the GDS candidates shall be 50 years as on 1st April of the vacancy year, (relaxable for SC/ST candidates upto 5 years and for OBC candidates upto 3 years). The GDS candidates must have worked for at least 5 years in that capacity as on the 1st April of the vacancy year.

The age concession for SC/ST/OBC candidates is applicable only against respective reserved quota of vacancies.

4. **Pattern & Syllabus for the examination:**

In accordance with the instructions contained in Directorate letter No. 45-14/2012-SPB-I dated 17-01-2014, the revised pattern and syllabus for the examination is furnished below:

I. Candidates shall be subjected to an Aptitude Test covering the following subjects/topics:

Total Marks-100

Part	Topics
A- General Knowledge (25 marks with 25 questions of 1 mark each)	Indian Geography, Indian Culture & Freedom Struggle, Civics, Indian Economy, General Science, Current Affairs and Reasoning & Analytical ability of 10 th standard.
B- Mathematics (25 marks with 25 questions of 1 mark each)	Percentages, Ratio & proportion, Profit & Loss, Simple Interest, Average, Discount, Time & work and Time & Distance.
C(i) – English (25 marks with 25 questions of 1 mark each)	Articles, Prepositions, conjunctions, tenses, verbs, synonyms & antonyms and vocabulary and questions from a small unseen passage.
C(ii) – Regional Language (25 marks with 25 questions of 1 mark each)	For Hindi: Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Alnkar, Muhavre & Lokoktiyan, Ashudh Vakya Shodhan and questions from Apathit Gadyansh. These topics shall be replicated in Regional Languages.

II. DURATION OF EXAMINATION: 120 minutes.

B. Answer Sheet is of OMR (Optical Marking Recognition) type. At the time of evaluation of OMR sheet, if the computer is unable to read the OMR answer sheet, the candidate may be treated as disqualified in the Examination. Candidates should take special care while marking the circles of the OMR Sheet and follow the instructions properly

III. QUALIFYING MARKS:

d. Parts A and B - Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC** candidates in each part.

e. Parts C (Two segments)- Minimum 10 marks for OC, 8 marks for SC/ST and 9 marks for OBC** candidates in each segment.

f. 40% marks for OC, 33 marks for SC/ST and 37 marks for OBC** candidates in aggregate.

**Note: Not applicable for filling up posts by LDCE as there is no reservation for OBC employees while filling up posts by promotion from MTS cadre.

5. **Venue of Examination:**

The examination will be held at Kolkata centre (for candidates of Kolkata Region, M&BD Region, South Bengal Region, HQ Jurisdiction except A&N Islands), Siliguri centre (for candidates of North Bengal Region), Port Blair Centre (for candidates of A&N Islands) and Gangtok centre (for candidates of Sikkim State).

6. **Application Form:**

The format of Application Form is shown in Annexure I. The applicant should paste a passport size photograph on the application form duly signed by the applicant. A similar passport size photograph is to be enclosed with the application form by the applicant to be attested by the competent authority of the concerned Division / Unit and paste on the Hall Permit.

7. **Examination Fee:**

The applicants have to pay an examination fee of Rs. 5/- whether they are from MTS/GDS including APS personnel and should enclose the receipt along with the application. All female candidates and candidates belonging to SC / ST / PH categories are exempted from payment of fee i.e.; only male candidates of UR & OBC community have to pay the fee.

8. **Schedule for the Examination:**

The last date for submission of applications by the candidates to the concerned Divisional Heads / Unit Heads is **07-09-2018**. The Divisional Heads / Unit Heads will scrutinize the applications with reference to the eligibility criteria and forward the list of permitted candidates in duplicate to the Circle Office on or before **11-09-2018** in the enclosed proforma in Annexure II positively (in excel sheet by email: **adrecttcowb450@gmail.com**) **Any such list received after the stipulated date will not be entertained under any circumstances.** Applications received from the candidates need not be sent to this office. However, in case of any dispute in permitting any candidate to appear in the examination, the same will be settled at the Regional level by the concerned Division / Unit. The Divisional Heads / Unit Heads will issue the hall permits (08 digit Roll Number) to the permitted candidates from **14 -09 -2018** onwards after ascertaining the venue of the Examination from the Circle Office/Supervising Officer. The Divisional Heads / Unit Heads will forward the list of candidates with roll no. (Eight digit), attendance sheet in duplicate and result sheet in duplicate to the supervising officer on or before **18 - 09 -2018**.

The schedule of activity as furnished below may be strictly adhered to.

Schedule of activity	Postman/Mailguard Examination
Issue of notification	21 - 08 -2018
Last date for receipt of applications at Divisional Office.	07 - 09 -2018
Last date for sending copy of permitted list of candidates to Circle Office	11 - 09 -2018
Issue of Hall Permit (Eight digit) to permitted candidates	14-09 -2018

Date of sending the list of candidates to the Supervising Officer by the Division/Unit	18 -09 -2018
Date of Examination.	30-09 -2018
Timings of examination	10.00 Hrs to 12.00 Hrs

9. In **Annexure-II** definite remark is required whether the candidate is **Recommended** or **Not recommended**. The Annexure-II must be signed by the Divisional / Unit Heads. In cases of non – recommendation, the relevant Rulings and Orders in the matter may kindly be gone through carefully. Candidates against whom disciplinary proceedings have been initiated and / or punishment is current, should not be recommended.

10. The Annexure may be prepared in Excel format and soft copy of the same may immediately be sent at **email id: adrecttcowb450@gmail.com** alongwith submission of hard copies.

11. **The Head of the Division/Unit is requested to take special care in the allotment of Roll Number to the candidates which is consisting of eight digits and as per enclosed list of Block of Roll Numbers for each Division/Unit concerned.**

12. It is also specifically mentioned that the responsibility will lie on the Head of the Division / Unit in case of any discrepancy noticed after publication of the result of the examination in the applications of those who are not actually eligible for appearing in the examination but has been permitted as per the information furnished by the Head of the Division / Unit. **Applications not properly filled in and received after the target date will not be entertained in any circumstances.**

13. If there are no eligible / intending candidates in any Division / Unit, it is requested to submit a 'NIL' report within the target date without fail.

14. **If the vacancy of Postman/Mailguard cadre of any Division / Unit for the Year 2018 is 'NIL' , but if there are eligible candidates in the Division / Unit willing to appear in the examination, then they will be allowed to appear in the examination.**

15. The copy of "IMPORTANT INSTRUCTIONS" (enclosed) is to be provided by the Divisional/ Head Concerned to all candidates along with the Hall Permits.

Encl: As above.


Assistant Director of Postal Services(Rectt)

U/E

Copy to:

1. The Postmaster General, Kolkata Region/South Bengal Region/North Bengal Region for kind information.
2. The ADPS (TO)/ADM (PLI), O/o The Ch. PMG, West Bengal Circle, Kolkata -12; for information with request for sparing the services of Sri Debeet Mukhopadhyay, attached to PLI cell, for the exam related activities as and when required.

Encl: As above.


Assistant Director of Postal Services(Rectt)

Annexure - I

APPLICATION FOR EXAMINATION FOR RECRUITMENT TO THE CADRE OF POSTMAN / MAILGUARD FROM MTS / GDS

1 Name of the Applicant
(in block Letters)
(As per service records)

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2 Designation and office in which working

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3 Name of the Division

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4 Gender

Male	Female
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5 Date of Birth

D	D	M	M	Y	Y	Y	Y

6 Category (GEN/SC/ST/OBC)

Gen	SC	ST	OBC
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7 Whether PH, if yes indicate the category
(a) (OH/HH/VH) (document to be attached)

Yes	No
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OPH	HH	VHH
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8 Educational Qualification

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9 Date from which continuously working as MTS/GDS

D	D	M	M	Y	Y	Y	Y

10 Age as on 01-04-2018

	Years		Months		Days
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11 Length of Service as on 01-04-2018

	Years		Months		Days
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12 Regional Language (Part'C'-II) Mention the name of the language in the box

_____ hereby certify that the above particulars are correct to the best of my knowledge.

Place :

Date:

Signature of the candidate / Applicant

Note:

Certificate of the Appointing Authority

- 1) Age of the candidate as on 01-04-2018.....
- 2) Length of service of the candidates as on 01-04-2018
- 3) Particulars furnished by the applicant are verified and found to be correct.
- 4) No punishment is current.
- 5) No Disciplinary / Vigilance case is pending / contemplated against the applicant.
- 6) The candidate is eligible in all respects.

The applicant is recommended / not recommended for appearing in the examination.

Place :

Date :

Signature of the Appointing Authority and Designation.

IMPORTANT INSTRUCTIONS (To be provided in Admit card/Hall Permit as well as wide circulation)

22

1. Candidate is requested to appear at the exam at the Centre on the date and time specified. Candidate should reach the test centre at least 45 minutes before the commencement of the examination/Paper. Candidates are permitted to enter the examination hall up to 15 Minutes after the commencement of the examination. The duration of the Paper is 120 minutes.
2. Candidate must bring this Admit Card in ORIGINAL duly attested at the examination centre. This Admit card will be collected by the Invigilator during the Examination and will not be returned to the candidate. Candidate should keep a photocopy of the Admit Card with him/her for convenience. Candidate will put his/her Signatures on this Admit Card in the given box ONLY in the presence of Invigilator in the examination hall.
3. Please ensure that you bring only ball point pen of colour Black or Blue for marking the OMR Answer Sheet. **Marking with "Gel" or any other type of pen is NOT allowed.**
4. Answer Sheet is of OMR (Optical Mark Recognition) type. For every question there is only one **Correct Option**. Darken the appropriate Circle to indicate the Correct Answer. No Change is permissible thereafter. Darkening of more than one circle for a question/answer will disqualify the answer for evaluation. Darken the appropriate circle completely. Partially darkened option circle would not be accepted. DO NOT put any stray marks anywhere on the answer sheet. Rough work may be done on the blank space in your question booklet. **There is "No Negative Marking"**.
5. **Use of correction pen/fluid/ink eraser are strictly prohibited.** If a candidate use these materials they will be liable to be disqualified in the examination.
6. OMR answer sheet is single copy.
7. **If the computer fails to read the Roll Number due to any mistake committed by the candidate in marking the Roll Number in the OMR sheet, his/her candidature will be treated as Cancelled.**
8. Candidates are likely to undergo searching/ frisking at the entrance of the exam centre.
9. MOBILE PHONES/SCANNING DEVICES/ANY ELECTRONIC GADGETS/ are strictly prohibited inside the examination hall. Candidates are not allowed to carry any papers, note books, books, calculators, etc. into the examination hall. Any candidate found using or in possession of such unauthorized material or indulging in copying or adopting unfair means will be summarily disqualified.
10. Impersonation and/or possession of any material, electronic equipment even remotely connected or adverse to proper conduct and performance of the examination may render a candidate liable to be expelled from the Examination Hall and/or cancellation of candidature apart from any other punishment/penalty that may be imposed upon the candidate. Candidate will not be allowed to leave the examination hall till the examination is over.
11. **Please read the instructions carefully on the OMR Answer Sheet. The candidate should fill up all the particulars on the OMR Answer sheet legibly, if the computer is unable to read the OMR answer sheet, the candidate may be treated as disqualified in the Examination.**
12. **OMR answer sheets will not be evaluated manually, under any circumstances.**

Chief Postmaster General
 Director of Postal Services (Head)
 Kolkata, West Bengal

[Handwritten Signature]

Name of the Division / Unit	Block of Roll No. to be allotted
Kolkata GPO	0010001 to 0019999
Barabazar H.O	0020001 to 0029999
Alipore HPO	0030001 to 0039999
Birbhum	0040001 to 0049999
Barasat	0050001 to 0059999
Central Kolkata	0060001 to 0069999
East Kolkata	0070001 to 0079999
North Kolkata	0080001 to 0089999
South Kolkata	0090001 to 0099999
North Presidency	0100001 to 0109999
South Presidency	0110001 to 0119999
Nadia North	0120001 to 0129999
Nadia South	0130001 to 0139999
Murshidabad	0140001 to 0149999
Asansol	0150001 to 0159999
Bankura	0160001 to 0169999
Burdwan	0170001 to 0179999
Contai	0180001 to 0189999
Howrah	0190001 to 0199999
Midnapore	0200001 to 0209999
Purulia	0210001 to 0219999
Tamluk	0220001 to 0229999
North Hooghly	0230001 to 0239999
South Hooghly	0240001 to 0249999
Coochbehar	0250001 to 0259999
Darjeeling	0260001 to 0269999
Dinajpur	0270001 to 0279999
Malda	0280001 to 0289999
Sikim	0290001 to 0299999
RMS SG	0300001 to 0309999
Kolkata A.P. Stg.	0310001 to 0319999
RMS H	0320001 to 0329999
RMS SB	0330001 to 0339999
RMS WB	0340001 to 0349999
Foreign Post Kolkata	0350001 to 0359999
MMS Kolkata	0360001 to 0369999
A&N Island	0370001 to 0379999
SD Kolkata	0380001 to 0389999
CSD Kolkata	0390001 to 0399999
RLO Kolkata	0400001 to 0409999

0420001 to 0429999

KOL RMS

HB Zundakhan

M&B D
Rogian

NORTH BENGAL
& SIKIM REGION

SOUTH BENGAL
REGION

KOLKATA
REGION

Bengal