

**DEPARTMENT OF POST**  
**OFFICE OF THE CHIEF POSTMASTER GENERAL**  
**WEST BENGAL CIRCLE, KOLKATA – 700 012**

No: Rectt / X-13/LGO Exam/Other wing /2019/AD(R)

dated at Kolkata – 12, the 02.07.2019.

Subject: - Competitive Examination for promotion of eligible officials working in C.O/R.O/MMS/Foreign Post/RLO/Postal Depot to the cadre of Postal Assistant/Sorting Assistant Departmental Quota vacancies for the year 2019(01.01.2019 to 31.12.2019) to be held on 11.08.2019.

In pursuance of Directorate's Communication no. A-34012/03/2019-DE dated 01.07.2019 and 02.07.2019, following notification is issued:-

The Limited Departmental Competitive Examination(LDCE) cited above will be held on 11<sup>th</sup> August, 2019(Sunday) for recruitment of Postal Assistant /Sorting Assistants from eligible officials of working in C.O/RO/MMS/Foreign Post/RLO/Postal Sorters Depot for the vacancy year 2019 (01.01.2019 to 31.12.2019). Accordingly, applications are invited from the willing and eligible candidates in the format enclosed (Annexure-1). The Schedule of activities of the Examination is furnished hereunder:

S. No.	Activity	Proposed Date (Schedule)
1.	Date of notification	02.07.2019
2.	Last date for receipt of Application form at Divisional Office/Controlling Unit from eligible candidates.	12.07.2019
3.	Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office /Controlling Unit duly verified.	19.07.2019
4.	Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified	25.07.2019
5.	Issue of Admit Card by CO/RO/DO to eligible candidates	05.08.2019
6.	Date of Examination (date & time)	11 <sup>th</sup> August, 2019*

\* Exam will commence exactly at 10:00 AM and both the Paper-I & Paper –II will be conducted continuously from 10:00 hrs to 12:45 hrs.

**2. Vacancies:** Number of vacancies available under Recruiting Division/Unit-wise is furnished as under:-

S. No.	Name of Division/Unit	Vacancies			
		UR	SC	ST	Total
1	PACO/Ro	4	2	1	7
2	RLO	0	0	1	1
3	Foreign Post	3	1	1	5
4	PSD, Siliguri	1	0	1	2
5	PSD, Kolkata	0	0	0	0
6	MMS, Kolkata	3	1	0	4

**3. Eligibility Criteria:-** As per the Recruitment Rules notified in GSR 411(E) dated 21.05.2015, the following categories of official(s) are eligible to appear in the examination:

(i) Multi Tasking Staff (MTS) in the Pay Band I of Rs. 5200- 20200 + Grade Pay of Rs. 1800/- (erstwhile) of the concerned Unit/Divisional with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis.

(ii) Despatch Rider in the Pay Band I of Rs. 5200-20200 + Grade Pay of Rs. 1900/- (erstwhile) of the concerned Unit/Divisional with five years of regular service in the Grade including any regular service put in the erstwhile Group 'D' post on regular basis. (for Foreign Post)  
The eligibility Criteria will be determined as per the RRs issued vide letter no. 4-5/2015-SPB-I dated 05.06.2015.

Note:- Crucial date for reckoning the minimum regular service is 01.01.2019.

**4. Pattern & Syllabus of 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-C read with letter No. 17-08/2018-SPB-I dated 20.06.2019 and 28.06.2019.

Note:-

- (i) 'Skill test of data entry' will be conducted separately.
- (ii) The medium for 'Skill test of data entry' will be 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 as per instructions given in Annexure-II.

**5. Centres of Examination:-** The examination will be conducted at **Kolkata**. The candidates will have to appear from the respective centres of their Circle only and under no circumstances, they be permitted to appear from other Circle Centres.

**6. The application of the APS candidates should be sent to the prescribed authority.**

7. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

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

Enclosures:- Annexure-I& II.

ADPS (Rectt.)  
02/07/2019  
O/o the CPMG, WB Circle  
Kolkata- 700 012

**Copy forwarded for information and taking necessary action to:-**

1. The Sr. Manager, MMS, Kolkata- 700 015.
2. The ADPS (S, E & PN), O/O the CPMG, WB Circle, Kolkata- 700 012.
3. The ADPS (Mails), O/O the CPMG, WB Circle, Kolkata- 700 012.
- 4-6. The Supdt., PSD, Kolkata/PSD Siliguri/Foreign Post.
7. The Manager, RLO, Kolkata- 700 001.
8. The Additional DG (APS), Sena Dak Bhawan, Delhi- 110010.
9. The ADG(DE), Department of Posts, Dak Bhawan, Sansad Marg, New Delhi- 110001 w.r.to his letter no. cited above.
10. The ADPS (TO), O/O the CPMG, WB Circle, Kolkata- 700 012- for uploading the notification in Circle website.

ADPS (Rectt.)  
02/07/2019  
O/o the CPMG, WB Circle  
Kolkata- 700 012

Application for Competitive Examination for promotion of eligible officials working in C.O/R.O/MMS/Foreign Post/RLO/Postal Stores Depot to the cadre of Postal Assistants/Sorting Assistant Departmental quota vacancies for the year 2019(01.01.2019 to 31.12.2019) to be held on 11/7/2019.

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	
2	Male / Female	
3	Designation	
4	Name of the Division /Unit	
5	Date of Birth (attach self-attested matriculation certificate/marks sheet)	
6	Category (UR/SC/ST)	
7	Date of entry in the Department	
8	Date of appointment in the basic cadre on regular basis	
9	Period of regular service rendered as MTS as on 01.01.2019	YY/ MM/ DD
10	Whether working in APS (Yes/ No)	
11	Language chosen for answering paper-II subjective part ( Hindi/English or prescribed Local language) to be specified.	
11	Whether any penalty pending or contemplated (Yes/No) If yes. details thereof.	

**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
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I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED / NOT RECOMMENDED. In case NOT RECOMMENDED reasons therefore.

DATE	
PLACE	

Signature of Divisional /Unit Head with designation stamp



Evaluation of Skill Test of Data Entry

NATURE OF MISTAKES

- A. Full Mistakes : The following errors are treated as full mistakes :--
- For every omission of word/ figure.
  - For every substitution of a wrong word /figure.
  - For every addition of a word / figure not found in the passage.
- B. Half Mistakes : The following errors are treated as half mistakes :--
- (i) Spacing Errors : Where no space is provided between two words/figures. e.g. 'Ihope' or undesired space is provided between the words or letters of a word/figure e.g. hope I have. 'I hxxave'.
  - (ii) For every spelling error committed by way of repetition, or addition or transposition or omission or substitution of a letter/letters/figure. e.g. the word 'spelling' typed as 'seeplings' etc.
  - (iii) Wrong Capitalisation : Wrong use of capital letter for small letter and vice-versa.