

**भारतीय डाक****India Post**

भारतीय डाक विभाग

**DEPARTMENT OF POSTS, INDIA**

मुख्य पोस्ट मास्टर जनरल का कार्यालय

**OFFICE OF THE CHIEF POSTMASTER GENERAL,**

पश्चिम बंगाल सर्किल /WEST BENGAL CIRCLE

कोलकाता /KOLKATA – 700012

To

1. The All heads of Divisions/Units under West Bengal Circle.
2. The Additional DG (APS), Sena Dak Bhawan, New Delhi- 110010.
3. The Director, PLI, Kolkata- 700 001.
4. The ADPS (Staff), O/o the CPMG, W. B. Circle, Kolkata- 700 012.
5. The APMG (Mails), O/o the CPMG, W. B. Circle, Kolkata- 700 012.
6. All Group Officers, O/o the CPMG, W. B. Circle, Kolkata- 700 012.

No.Rectt./X-14/IP Exam./Deptl. Quota/2023/AD(R )

Dated at Kolkata-12, 29.07.2024

**Subject:** Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts (66.66%) Departmental quota for the vacancy year 2024 (01.01.2024 to 31.12.2024) - scheduled to be held on 21<sup>st</sup> & 22<sup>nd</sup> September, 2024.

Kindly find enclosed herewith Directorate's communication under F. No. A-34012/04/2024-DE dtd. 24.07.2024 in connection with issue of Notification for holding Departmental Examination for promotion to the cadre of Inspector of Posts scheduled to be held on 21<sup>st</sup> & 22<sup>nd</sup> September, 2024.

I am directed to request you to take necessary action for wide circulation of the same and strict compliance of the schedule of activities contained therein.

**Enclo:** as stated above.

29.7.24  
Asstt. Director of Postal Services (Rectt)  
O/o the Chief Postmaster General  
West Bengal Circle,  
Kolkata-700 012.

Copy forwarded for information and taking necessary action to:-

1. The Postmasters General, Kolkata Region, Kolkata- 700 012/ M & BD Region, Kolkata- 700 012/South Bengal Region, Kolkata- 700 012/ North Bengal Region, Siliguri- 734001/ Sikkim State, Gangtok- 737103/ A&N Islands, Port Blair 744101.
2. The Director (DE), Dak Bhawan, Sansad Marg, New Delhi- 110001.
3. The ADPS (TO), O/o the CPMG, W. B. Circle, Kolkata- 700 012 for uploading the same in Circle website.
4. All recognized service unions in this Circle.

29.7.24  
Asstt. Director of Postal Services (Rectt)  
O/o the Chief Postmaster General  
West Bengal Circle,  
Kolkata-700 012.

F. No. A-34012/04/2024-DE  
Government of India  
Ministry of Communications  
Department of Posts  
(DE Section)

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001  
Dated: 24.07.2024

To,

1. All Heads of Circles
2. Addl. D.G.APS, Rao Tula Ram Marg, New Delhi
3. CGM Parcel/PLI Directorate
4. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad
5. All Directors, Postal Training Centres, Darbhanga/Guwahati/Madurai/Mysuru/Saharanpur/Vadodara

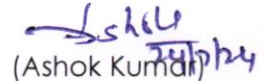
**Subject: Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts (66.66%) Departmental quota for the vacancy year 2024 (01.01.2024 to 31.12.2024), scheduled to be held on 21<sup>st</sup> & 22<sup>nd</sup> September, 2024.**

Madam/ Sir,

The Limited Departmental Competitive Examination (LDCE) (66.66% of vacancies) for promotion to the cadre of Inspector Posts for the **vacancy year 2024 is scheduled to be held on 21<sup>st</sup> & 22<sup>nd</sup> September, 2024.**

2. Notification for the aforementioned examination is hereby enclosed. The Notification contains information on schedule for exam related activities, Eligibility criteria, Pattern & Syllabus etc. Applications are invited in online mode as given in the Notification.
3. Circles are requested to give wide publicity of this Notification.
4. This issues with the approval of the Competent Authority.

Yours faithfully,

  
(Ashok Kumar)

Assistant Director General (DE)

Copy to:-

1. PPS to Secretary (Posts)/ DG (Postal Services)
2. PPS to Addl. DG (Coord)/ PPS to all Members.
3. All DDsG in Directorate.
4. All Directors in Directorate.
5. Officer Commanding, P & T Admn. Cell, Kamptee.
6. All Sections of the Postal Directorate
7. Hindi Section for translation of this circular
8. All recognized Associations/Service Federations/ Unions.
9. General Manager, CEPT Mysuru-570010 with a request for displaying this Notification on India post website.
10. Guard File.

अशोक कुमार/ASHOK KUMAR  
सहायक महानिदेशक (डी.ई.)  
Asstt. Director General (DE)  
संचार मंत्रालय/Min. of Communications  
डाक विभाग/Deptt. of Posts  
नई दिल्ली/New Delhi-110001

F. No. A-34012/04/2024-DE  
Government of India  
Ministry of Communications  
Department of Posts  
(DE Section)

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001  
Dated: 24.07.2024

**NOTIFICATION**

Subject: Conduct of Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector Posts (66.66%) Departmental quota for the vacancy year 2024 (01.01.2024 to 31.12.2024), scheduled to be held on 21<sup>st</sup> & 22<sup>nd</sup> September, 2024.

The Limited Departmental Competitive Examination for promotion to the cadre of Inspector Posts (66.66% of vacancies) for the vacancy year 2024 is scheduled to be held as under:

Date of Examination	Paper	Timings
21 <sup>st</sup> September, 2024 (Saturday)	Paper-I	10:00 AM to 01:00 PM
21 <sup>st</sup> September, 2024 (Saturday)	Paper-II	02:00 PM to 05:00 PM
22 <sup>nd</sup> September, 2024 (Sunday)	Paper-III	10:00 AM to 01:00 PM
22 <sup>nd</sup> September, 2024 (Sunday)	Paper-IV	02:00 PM to 05:00 PM

2. Online Applications are invited from the willing and eligible candidates who fulfill the eligibility criteria as given in subsequent paras. Application should be submitted online through <https://k8sapi.cept.gov.in/deptexam> as per instructions enclosed as **Annexure-I**. The schedule of activities for the examination are as under:

Sl No.	Activity	Schedule
1.	Online application process starts from	01.08.2024 from 9:00AM
2.	Last date to submit online application	16.08.2024 upto 5:30PM
3.	Verification of details of online applications by Controlling Officer by doing "Verify" / "Allow Re-submission"	To be completed by 20.08.2024
4.	Correction in application form, if any, by the candidate and resubmission of application by candidate	From 9:00AM on 21.08.2024 till 5:30PM on 23.08.2024
5.	Verification of resubmitted application by the Controlling Officer (on day to day basis)	To be completed by 30.08.2024
6.	Approval/finalization of online applications and allotment of Centre etc. by the Nodal Officer	To be completed by 07.09.2024
7.	Admit cards available for downloading by candidates from	13.09.2024
8.	Date of Exam	21 <sup>st</sup> & 22 <sup>nd</sup> September, 2024

3. Eligibility Criteria: -As per Department of Posts (Inspector Posts) Recruitment Rules notified in GSR 89 (E) dated 05.02.2019 (enclosed as **Annexure-II**), the following categories of officials are eligible to appear for the above Examination.

- Officials of various grades, as specified below, with eight years of regular qualifying service as on the crucial date for determining the eligibility service as specified by Central Government are eligible for appearing in Limited Departmental Competitive Examination:

- (a) Higher Selection Grade-II (Level-6) in all offices including regular service put in as Lower Selection Grade and Postal Assistant or Sorting Assistant;
- (b) Postmaster Grade-II (Level-6) in all offices including regular service put in as Postmaster Grade-I and Postal Assistant;

*Eshtu*

- (c) Stenographer Grade-I (Level-6) in all offices including regular service put in as Stenographer Grade-II;
- (d) Lower Selection Grade (Level-5) in all offices including regular service put in as Postal Assistant or Sorting Assistant;
- (e) Postmaster Grade-I (Level-5) in all offices including regular service put in as Postal Assistant;
- (f) Postal Assistant/Sorting Assistant (Level-4) in all offices;
- (g) Stenographer Grade-II (Level-4) in all offices.

Note: Age limit for appearing in Limited Departmental Competitive Examination is not exceeding forty-five years as on the crucial date of eligibility, to which the vacancies pertain to. As per Saving clause of RRs dated 05.02.2019, standard age relaxation of 5 years is applicable to SC/ST officials.

4. Crucial date for calculation of age and service eligibility conditions: -

Vacancy year (vacancy period)	Crucial date of eligibility
2024 (01.01.2024 to 31.12.2024)	01.01.2024

5. The APS authorities (Controlling Authority) will verify and send 'Applications' of APS applicants through online to the concerned Nodal Officer of the respective Circle(s).

6. Pattern & Syllabus of Examination: - The pattern and syllabus applicable for the said LDCE IP has been circulated vide letter No. 7-14/201 I -SPN-II dated 06<sup>th</sup> April, 2021 and is enclosed at **Annexure-III**. The pattern & Syllabus for the examination is also available in the Employee Corner in the Department of Posts' official website i.e. [indiapost.gov.in](http://indiapost.gov.in).

7. Venue for conducting the Examination: The Examination will be conducted at all Circle Headquarters only. The candidates will have to appear from the respective Centre of their Circle only and under no circumstances, they may be permitted to appear from other Circle Centres.

8. Applicants serving on deputation in APS will appear from the examination centre of their parent Civil Circles.

9. The procedure for selection shall be as per the guidelines issued vide Directorate's letter No. X-7/15/2021-SPN-II (Pt.) dated 17.05.2022 (**Annexure-IV**). The vacancies will be all India level and all eligible feeder grade officials, as prescribed in Recruitment Rules of Inspector Posts, of all Postal Circles shall be allowed to appear in the LDCE for Inspector Posts irrespective of availability of vacancy in a Postal Circle. A common merit list shall be drawn corresponding to the all India level vacancy position.

9.1 Applicants while submitting online application for appearing in LDCE for Inspector Posts shall also provide order of preference of all 23 Postal Circles, which shall form the base of allocation of Postal Circle to successful candidates. Preference (s) once exercised shall be final and no change shall be entertained at any subsequent stage.

10. The vacancies (provisional) for the vacancy year 2024 (category-wise) are as under:

Vertical			Total	Horizontal			
UR	SC	ST		VH	HH	OH	Others
84	21	4	109	1	2	1	1

Note: Above vacancies are provisional only. Final vacancy position, category wise, will be published in due course.

*Srkt*

11. The guidelines for reservation in Persons with Benchmark Disabilities (PwBDs) issued by DoPT vide O.M. No. 36012/1/2020-Estt. (Res.-II) dated 28.12.2023 and circulated by SCT Section, DoP vide letter No. SC-12/9/2022-SCT-DOP dated 09.01.2024 shall be followed in letter and spirit.

The Proviso of Section 34 of the Rights of Persons with Disabilities (RPWD) Act, 2016 provides that the reservation in promotion shall be in accordance with such instructions as are issued by the appropriate Government from time to time.

As per the Department of Personnel & Training (DoPT) Office Memorandum No. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, four percent (4%) of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B' and from Group 'B' to the lowest rung of Group 'A' shall be reserved for PwBDs. Reservation in promotion shall be applicable in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

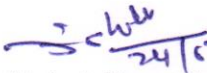
12. Mode of the examination will be OMR based and descriptive, wherever applicable.

13. The Guidelines issued vide letter F. No. 29-6/2019-DD-III dated 10.08.2022 by Department of Empowerment of Persons with Disabilities (Divyangjan) shall be followed in letter and spirit.

14. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022-DE dated 11.08.2022 and letter dated 21.09.2023 to be followed in the conduct of the examination at every stage.

15. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern & syllabus of the examination partially or completely at any point of time.

16. For any issues such as submission/re-submission of online application by the candidates, verification by controlling authority(ies)/nodal officer(s) and downloading of admit card etc., Shri M. Satish, AD, CEPT, Mysuru may be contacted over mobile [+91 9449849393](tel:+919449849393) / [+91 4428411227](tel:+914428411227) or through e-mail ID [cept@indiapost.gov.in](mailto:cept@indiapost.gov.in) during office hours.

  
24/07/24

(Ashok Kumar)

Assistant Director General (DE)

Enclosures: - Annexures-I, II, III & IV.

अशोक कुमार/ASHOK KUMAR  
सहायक महानिदेशक (जी.ई.)  
Asstt. Director General(DE)  
संचार मंत्रालय/Min.of Communications  
डाक विभाग/Deptt. of Posts  
नई दिल्ली/New Delhi-110001

**Instructions to the candidates applying for LDCE IP, scheduled to be held on 21<sup>st</sup> & 22<sup>nd</sup> September, 2024.**

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**General Instructions:**

1. Please refer to the Notification issued vide letter No. A-34012/04/2024-DE dated 24.07.2024.
2. As per Para 2 of the Notification, applications are invited from Willing and Eligible applicants through Online in the link mentioned below:  
<https://k8sapi.cept.gov.in/deptexam>

**Procedure for applying through Online:**

1. Registration is compulsory through the web site mentioned below for the candidates applying for the Inspector Posts Examination.  
<https://k8sapi.cept.gov.in/deptexam>
2. Preferred browser is Google Chrome in Desktop Computer for the Website.
3. **Registration of Candidate:** (i) For first time, to create an employee master, the user must click on "CANDIDATE REGISTRATION REQUEST" to give a request in the portal to the Controlling Authority (CA) by furnishing the details i.e. Employee Id, Name, DoB, Gender, Category, Mobile Number, Mail Id, Post etc. Updates will be triggered on mobile number and email id.  
(ii) Only on approval by CA, employee could be able to registration using "FIRST TIME USER". User must enter the details i.e. Employee id, Enter Password, Re-enter Password. Meanwhile, "RESET" and "SEND MOBILE/EMAIL OTP" button will be enabled. Registration will be completed on validating the SMS OTP and email OTP.  
(iii) Only after completing the registration, candidate will be allowed to log into the portal by entering User name (Employee ID) and Password.
4. **Application Form:** (i) After Log in, user has to select "Exam Year" and "Select an Exam".  
(ii) Employee code, Employee name, mobile number, email ID, and Circle Office name will be fetched from the Employee Master.  
(iii) Employee code, mobile number, and email ID are not editable.  
(iv) Mobile number and email ID can be changed using the "Profile" option.  
(v) Employee code can only be changed by the Controlling Authority.  
(vi) **Length of Service:** Based on the "Date of Birth" and "Feeder Cadre Date of Joining" inputs, age and service eligibility will be displayed.  
(vii) Upload Photo: The file size should be between 30 to 60 KB, dimensions should be "Passport Size" with a clear picture, and the format should be JPEG or JPG.  
(viii) Upload Signature: The file size should be between 20 to 50 KB, dimensions should be 3 (length): <1 (height) with a clear picture, and the format should be JPEG or JPG.

- (ix) Once all mandatory fields, including the upload of Photo and Signature, are updated, the "Preview" button will be enabled.
- (x) If the "Preview" button is not enabled, review all data and check for any missing mandatory fields (check for any fields highlighted in red).

**5. Preview Page: -**

- (i) Review all entries carefully.
- (ii) If any errors are found, click "Close Preview" to return to the data entry screen and make corrections.
- (iii) If all entries are correct, click the "Submit" button. After clicking "Submit," no modifications can be made unless the controlling authority returns the application for re-submission. Be sure to review everything carefully before submitting.
- (iv) Upon successful submission, you will receive an alert message stating, "Candidate application submitted successfully."
- (v) Additionally, candidate will receive a confirmation email and SMS upon successful submission. If the email or SMS fails to trigger, an error message will be displayed on the screen.

**View Submitted Applications:**

- (i) Select Exam Year and then Select Exam Name.
- (ii) If the application submitted successfully, candidate would get the application form otherwise it throws a message "No application available for this Exam", then candidate must submit the application.

**Re-submission of application:**

- (i) When the Controlling Authority returns an application for omissions, candidates will be notified via email and SMS.
- (ii) Candidates should select "View application for Re-submission," choose the Exam year and Exam Name, and the page will be displayed for making necessary corrections.
- (iii) This page will show the field name along with comments from the Controlling Authority about any errors or omissions in the submitted application.
- (iv) Candidates can then correct the marked errors. They also have the option to change their Photo, Signature, Exam Centre preference, and Post preferences.
- (v) If candidates believe the Controlling Authority incorrectly marked an entry as incorrect, they should contact the Controlling Authority for clarification before resubmitting the application.
- (vi) The "Preview" button will be enabled by default, even if no corrections are made. Candidates should carefully review the application before clicking "Preview" to ensure all necessary changes are made.

### **Re-submission of application – Preview:**

- (i) Candidates must check the correctness of their entries (data, photo, signature).
- (ii) If any entries are incorrect, click “Close Preview” to return to the data entry screen and modify the marked incorrect entries.
- (iii) If all marked entries are correct, click the “Submit” button. After submission, you will not be able to modify your entries until the Controlling Authority returns the application for re-submission. Be sure all information is correct before submitting.
- (iv) Upon successful re-submission, you will receive an alert message stating, “Candidate application re-submitted successfully.”
- (v) After successful submission, you will see a confirmation message on the screen and receive an SMS and email. The status of the sent email and SMS will also be displayed.

\*\*\*END\*\*\*





# भारत का राजपत्र The Gazette of India

असाधारण

EXTRAORDINARY

भाग II—खण्ड 3—उप-खण्ड (i)

PART II—Section 3—Sub-section (i)

प्राधिकार से प्रकाशित

PUBLISHED BY AUTHORITY

सं. 75]

नई दिल्ली, मंगलवार, फरवरी 5, 2019/माघ 16, 1940

No. 75]

NEW DELHI, TUESDAY, FEBRUARY 5, 2019/MAGHA 16, 1940

संचार मंत्रालय

(डाक विभाग)

अधिसूचना

नई दिल्ली, 5 फरवरी, 2019

**सा.का.नि. 89(अ).**—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए और डाक विभाग (डाक निरीक्षक) भर्ती नियमावली, 2013 को उन बातों के सिवाय अधिक्रान्त करते हुए, जिन्हें ऐसे अधिक्रमण से पहले किया गया है, या करने का लोप किया गया है, डाक विभाग में डाक निरीक्षक के पद की भर्ती की पद्धति के विनियमन हेतु निम्नलिखित नियम बनाते हैं, अर्थात् :—

- संक्षिप्त नाम और प्रारंभ** – (1) इन नियमों का संक्षिप्त नाम डाक विभाग (डाक निरीक्षक) भर्ती नियम, 2019 होगा।  
(2) ये राजपत्र में प्रकाशन की तारीख से प्रवृत्त होंगे।
- पदों की संख्या, वर्गीकरण और वेतन मेट्रिक्स में स्तर**: उक्त पदों की संख्या, उनका वर्गीकरण और वेतन मेट्रिक्स में स्तर वे होंगे जो कि इन नियमों से उपाबद्ध अनुसूची के स्तंभ (2) से (4) में विनिर्दिष्ट हैं।
- भर्ती की पद्धति, आयु सीमा और अर्हताएं आदि** : उक्त पद पर भर्ती की पद्धति, आयु सीमा, अर्हताएं और इससे संबंधित अन्य बातें वे होंगी जो पूर्वोक्त अनुसूची के स्तंभ (5) से (13) में विनिर्दिष्ट हैं।
- निरर्हताएं** : वह व्यक्ति –  
(क) जिसने ऐसे व्यक्ति, जिसका पति या जिसकी पत्नी जीवित है, से विवाह किया है, या विवाह की संविदा की है; या  
(ख) जिसने अपने पति या अपनी पत्नी के जीवित होते हुए किसी अन्य व्यक्ति से विवाह किया है, या विवाह की संविदा की है,

उक्त पद पर नियुक्ति का पात्र नहीं होगा;

परन्तु यदि केन्द्रीय सरकार का यह समाधान हो जाता है कि ऐसा विवाह, ऐसे व्यक्ति और विवाह के अन्य पक्षकार के लिए स्वीय विधि के अधीन अनुज्ञेय है और ऐसा करने के लिए अन्य आधार हैं, तो वह किसी व्यक्ति को इस नियम के प्रवर्तन से छूट दे सकेगी।

5. **शिथिल करने की शक्ति** : जहां केन्द्रीय सरकार की यह राय है कि ऐसा करना आवश्यक या समीचीन है, वहां उसके लिए जो कारण हैं उन्हें लेखबद्ध करके तथा संघ लोक सेवा आयोग से परामर्श करते हुए इन नियमों के किसी उपबंध को किसी वर्ग या प्रवर्ग के व्यक्तियों की बाबत, आदेश द्वारा शिथिल कर सकेगी।
6. **व्यावृत्ति** : इन नियमों की कोई बात ऐसे आरक्षण, आयु-सीमा में छूट और अन्य रियायतों पर प्रभाव नहीं डालेगी, जिनका केन्द्रीय सरकार द्वारा इस संबंध में समय-समय पर निकाले गए आदेशों के अनुसार अनुसूचित जातियों, अनुसूचित जनजातियों, पूर्व सैनिकों और अन्य प्रवर्ग के व्यक्तियों के लिए उपबंध करना अपेक्षित है।

### अनुसूची

पद का नाम	पदों की संख्या	वर्गीकरण	वेतन मेट्रिक्स में स्तर	चयन पद अथवा गैर-चयन पद
1	2	3	4	5
डाक निरीक्षक	2210* (2019) *कार्यभार के आधार पर परिवर्तन किया जा सकता है।	साधारण केन्द्रीय सेवा, समूह 'ख', (अराजपत्रित सचिवीय)	स्तर 7 (44,900-1,42,400 रु.)	लागू नहीं होता

सीधी भर्ती किए जाने वाले व्यक्तियों के लिए आयु सीमा	सीधी भर्ती किए जाने वाले व्यक्तियों के लिए अपेक्षित शैक्षिक और अन्य अर्हताएं	क्या सीधी भर्ती किए जाने वाले व्यक्तियों के लिए विहित आयु सीमा और शैक्षिक अर्हताएं प्रोन्नत व्यक्तियों की दशा में लागू होगी या नहीं
6	7	8
अधिकतम 30 वर्ष (केन्द्रीय सरकार द्वारा जारी आदेशों के अनुसार सरकारी कर्मचारियों के लिए पांच वर्ष तक की छूट है) टिप्पण: आयु-सीमा अवधारित करने के लिए निर्णायक तिथि, कर्मचारी चयन आयोग के विज्ञापन के अनुसार होगी।	किसी मान्यताप्राप्त विश्वविद्यालय अथवा संस्थान से स्नातक डिग्री	लागू नहीं

परिबीक्षा की अवधि, यदि कोई हो,	भर्ती की पद्धति : भर्ती सीधी अथवा प्रोन्नति द्वारा अथवा प्रतिनियुक्ति/आमेलन द्वारा तथा विभिन्न पद्धतियों द्वारा भरे जाने वाले पदों की प्रतिशतता	प्रोन्नति अथवा प्रतिनियुक्ति/आमेलन द्वारा भर्ती की दशा में वे श्रेणियां जिनसे प्रोन्नति अथवा प्रतिनियुक्ति अथवा आमेलन किया जाएगा।
9	10	11
दो वर्ष अनिवार्य प्रशिक्षण : परिबीक्षा की अवधि सफलतापूर्वक पूरी करने के भाग के रूप में, सीधी	(i) 33.34 प्रतिशत कर्मचारी चयन आयोग के माध्यम से सीधी भर्ती द्वारा और	<b>परिसीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा:</b> केन्द्रीय सरकार द्वारा विनिर्दिष्ट पात्रता सेवा निर्धारित करने के लिए, निर्णायक तारीख को आठ वर्ष की नियमित अर्हक सेवा के साथ; नीचे विनिर्दिष्ट, विभिन्न श्रेणियों के पदधारी, परिसीमित विभागीय प्रतियोगिता परीक्षा में भाग लेने के लिए पात्र होंगे:-

<p>भर्ती किए जाने वाले तथा प्रोन्नत अधिकारियों के लिए डाक विभाग द्वारा पद से संबंधित दायित्वों के क्षेत्र में तैयार किया गया तथा प्रायोजित प्रारंभिक प्रशिक्षण को सफलतापूर्वक पूरा करना।</p>	<p>(ii) 66.66 प्रतिशत परिसीमित विभागीय प्रतियोगिता परीक्षा के माध्यम से प्रोन्नति द्वारा</p>	<p>(क) निम्न चयन श्रेणी और डाक सहायक या छंटाई सहायक के रूप में की गई नियमित सेवा सहित, सभी कार्यालयों के उच्च चयन श्रेणी-II (स्तर 6);  (ख) पोस्टमास्टर ग्रेड-I और डाक सहायक के रूप में नियमित सेवा सहित, सभी कार्यालयों के पोस्टमास्टर ग्रेड-II (स्तर 6);  (ग) आशुलिपिक ग्रेड-II के रूप में नियमित सेवा सहित, सभी कार्यालयों के आशुलिपिक ग्रेड-I (स्तर 6);  (घ) डाक सहायक या छंटाई सहायक के रूप में नियमित सेवा सहित, सभी कार्यालयों के निम्न चयन श्रेणी (स्तर 5);  (ङ.) डाक सहायक के रूप में नियमित सेवा सहित, सभी कार्यालयों के पोस्टमास्टर ग्रेड-I (स्तर-5);  (च) सभी कार्यालयों के डाक सहायक/छंटाई सहायक (स्तर 4);  (छ) डाक सहायक के रूप में नियमित सेवा सहित सभी कार्यालयों के आशुलिपिक ग्रेड-II (स्तर 4)  <b>टिप्पण:</b> परिसीमित विभागीय प्रतियोगिता परीक्षा में बैठने के लिए आयु सीमा, रिक्ति वर्ष के लिए, पात्रता निर्धारण करने की निर्णायक तिथि को, अधिकतम 45 वर्ष होगी।</p>
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<p>यदि विभागीय प्रोन्नति समिति है तो उसकी संरचना</p>	<p>वे परिस्थितियां जिनमें संघ लोक सेवा आयोग से परामर्श करना आवश्यक है</p>
<p>12</p>	<p>13</p>
<p>समूह 'ख' विभागीय पुष्टिकरण समिति (पुष्टिकरण पर विचार करने के लिए):</p> <p>1. निदेशक, डाक सेवाएं - अध्यक्ष</p> <p>2. सहायक पोस्टमास्टर जनरल - सदस्य</p> <p>3. वरिष्ठ अधीक्षक डाकघर - सदस्य</p>	<p>संघ लोक सेवा आयोग से परामर्श करना आवश्यक नहीं है।</p>

[फा. सं. 7-3/2016-एसपीएन-II]

सत्य नारायण दाश, निदेशक (एसपीएन)

## MINISTRY OF COMMUNICATIONS

(Department of Posts)

### NOTIFICATION

New Delhi, the 5th February, 2019

**G.S.R. 89(E).**—In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Department of Posts (Inspector Posts) Recruitment Rules, 2013, regulating the method of recruitment to the post of Inspector Posts, except as respects things done or omitted to have been done before such supersession, the President hereby makes the following rules regulating the method of recruitment to the post of Inspector Posts in the Department of Posts, namely:—

1. **Short title and commencement.**—(1) These rules may be called the Department of Posts (Inspector Posts) Recruitment Rules, 2019.

(2) They shall come into force on the date of their publication in the official Gazette.

2. **Number of post, classification, level in the pay matrix**—The number of said post, its classification and the level in the pay matrix attached thereto shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

3. **Method of recruitment, age-limit, qualifications etc.** - The method of recruitment, age-limit, qualifications and other matters relating to the said post shall be as specified in columns (5) to (13) of the said Schedule.

4. **Disqualifications.** - No person,-

(a) who has entered into or contracted a marriage with a person having a spouse living; or

(b) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. **Power to Relax.**- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with Union Public Service Commission, relax any of the provision of these rules with respect to any class or category of persons.

6. **Saving.**- Nothing in these rules shall affect reservation, relaxation of age-limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes, ex-servicemen and other categories of persons, in accordance with the orders issued by the Central Government from time to time in this regard.

#### SCHEDULE

Name of post.	Number of post.	Classification	Level in the pay matrix.	Whether selection post or non-selection post.	Age limit for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)
Inspector Posts.	2210* (2019) * Subject to variation dependent on workload	General Central Service, Group 'B', Non-Gazetted, Ministerial.	Level-7 (Rs. 44,900-1,42,400)	Not applicable	Not exceeding 30 years (Relaxable for Government Servants upto five years in accordance with the instructions or orders issued by the Central Government). <b>Note:</b> The crucial date for determining the age limit shall be as advertised by the Staff Selection Commission.

Educational and other qualifications required for direct recruits.	Whether age and education qualification prescribed for direct recruits will apply in the case of promotees.	Period of probation, if any.	Method of recruitment, whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the vacancies to be filled by various methods.
(7)	(8)	(9)	(10)
Bachelor's Degree from a recognised university or institute	Not applicable	Two years. Mandatory Training: Successful completion of induction training in the field of responsibilities of the post as devised and sponsored by Department of Posts, for direct recruit and promotee Officers, as part of successful completion of probation.	33.34% by direct recruitment through Staff Selection Commission 66.66% by promotion through Limited Departmental Competitive Examination.

<b>In case of recruitment by promotion or deputation/absorption grades from which promotion or deputation or absorption to be made.</b>
<b>(11)</b>
<p>Promotion through Limited Departmental Competitive Examination:</p> <p>Officials of various grades, as specified below, with eight years of regular qualifying service as on the crucial date for determining the eligibility service as specified by Central Government are eligible for appearing in Limited Departmental Competitive Examination:</p> <p>(a) Higher Selection Grade-II (Level-6) in all offices including regular service put in as Lower Selection Grade and Postal Assistant or Sorting Assistant;</p> <p>(b) Postmaster Grade-II (Level-6) in all offices including regular service put in as Postmaster Grade-I and Postal Assistant;</p> <p>(c) Stenographer Grade-I (Level-6) in all offices including regular service put in as Stenographer Grade-II;</p> <p>(d) Lower Selection Grade (Level-5) in all offices including regular service put in as Postal Assistant or Sorting Assistant;</p> <p>(e) Postmaster Grade-I (Level-5) in all offices including regular service put in as Postal Assistant;</p> <p>(f) Postal Assistant/ Sorting Assistant (Level-4) in all offices;</p> <p>(g) Stenographer Grade-II (Level-4) in all offices.</p> <p><b>Note:-</b> Age limit for appearing in Limited Departmental Competitive Examination is not exceeding forty five years as on the crucial date of eligibility, to which the vacancies pertain to.</p>

<b>If a Departmental Promotion Committee exists, what is its composition.</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment.</b>
<b>(12)</b>	<b>(13)</b>
<p><b>Group 'B' Departmental Confirmation Committee (for considering confirmation) consisting of:</b></p> <p>(1). Director of Postal Services – Chairman;</p> <p>(2). Assistant Postmaster General – Member;</p> <p>(3). Senior Superintendent of Post Offices – Member.</p>	<p>Consultation with Union Public Service Commission not necessary.</p>

[F. No. 7-3/2016-SPN-II]

SATYA NARAYANA DASH, Director (SPN)

**No. 7-14/2011-SPN-II**  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg  
New Delhi – 110 001

Dated: 06<sup>th</sup> April, 2021

To

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD / Parcel / PLI Directorate / CEPT Bengaluru
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 Pattern & Syllabus for Limited Departmental Competitive Examination for the post of Inspector Posts.

Sir/Madam,

In supersession of existing pattern and syllabus of LDCE for Inspector Posts circulated vide this office letter no. 7-14/2011-SPB-II(1) dated 27.03.2019 and 03<sup>rd</sup> September, 2019, updated pattern and syllabus for LDCE of Inspector Posts is enclosed herewith. This shall come into effect from the date of issue of this letter and will be applicable to all examinations to be held after its date of issue.

2. This issues with approval of the competent authority.

Yours faithfully,

  
06/04/2021  
(Muthuraman C.)

Assistant Director General (SPN)

Copy to:

- a) CGM, CEPT with request to upload this letter on India Post website.
- b) Guard File
- c) Spare copies.

**Pattern & Syllabus for Limited Departmental Competitive Examination  
for the post of Inspector Posts**

**Pattern of Examination:**

- Examination shall consist of 4 papers viz. Paper I, II, III & IV and each paper shall carry 300 marks.
- No. of questions:
  - 150 questions of MCQ type in Paper, I, II & III
  - 125 questions of MCQ type in Paper IV and Noting & Drafting for 50 marks
- Duration of Examination shall be 3 hours for each paper.
- Qualifying Marks in each paper shall be 40% subject to an overall average of 45% for General Category and 33% marks in each paper subject to an overall average of 38% for SC/ST.
- In all cases circulars, orders and guidelines issued upto 31<sup>st</sup> December of the year preceding the year of examination will be part of the syllabus except Annual Report and Book of information for which latest report and information available/published in DoP website will be taken.
- Examination shall be without aid of books.

**Syllabus of Examination:**

<b>Paper I</b>
<p>1. Acts:</p> <ul style="list-style-type: none"><li>a) Indian Post Office Act, 1898</li><li>b) Government Savings Promotion Act, 1873</li><li>c) Prevention of Money Laundering Act, 2002 and its Amendments (Necessary on account of AML/CFT Norms)</li><li>d) Consumer Protection Act, 2019</li><li>e) Information Technology Act, 2000</li></ul> <p>2. Rules:</p> <ul style="list-style-type: none"><li>a) Indian Post Office Rules, 1933</li><li>b) Government Savings Promotion General Rules, 2018</li><li>c) Post Office Savings Account Scheme, 2019</li><li>d) National Savings Recurring Deposit Scheme, 2019</li><li>e) National Savings Time Deposit Scheme, 2019</li><li>f) National Savings (Monthly Income Account) Scheme, 2019</li><li>g) Senior Citizens' Savings Scheme, 2019</li><li>h) National Savings Certificate (VIII Issue) Scheme, 2019</li></ul>

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- i) Kisan Vikas Patra Scheme, 2019
- j) Public Provident Fund Scheme, 2019
- k) Sukanya Samriddhi Account Scheme, 2019
- l) Post Office Life Insurance Rules, 2011 & its amendments
- m) Book of BO Rules
- n) Jansuraksha Scheme:
  - (i) Pradhan Mantri Jeevan Jyoti Bima Yojana (PMJJBY)
  - (ii) Pradhan Mantri Suraksha Bima Yojana (PMSBY)
  - (iii) Atal Pension Yojana (APY)
3. Guidelines/Instructions relating to Inland/Foreign Post:
  - a) Post Office Guide Part – I
  - b) Post Office Guide Part – II, except Section VII & VIII
  - c) Domestic/Foreign Post guidelines issued by Directorate
4. Mail Operations and Money Remittances:
  - a) Postal Manual Volume V, except Appendix – I
  - b) Postal Manual Volume VI, Part – I, Chapter – I
  - c) Postal Manual Volume VI, Part – II, except Telegraphic Money Orders, British & Irish Postal Orders (to be deleted)
  - d) Postal Manual Volume VI, Part – III, except Appendices
  - e) Postal Manual Volume VII
  - f) Guidelines issued by Directorate on Mail Network Optimization Project and Parcel Network Optimization Project.
  - g) Guidelines issued by Directorate on eMO, iMO, IMTS, MMTS and IFS MO
5. Savings Bank and Savings Certificates:
  - a) Post Office Savings Bank Manual Volume I, II and III read with SB orders issued by Directorate from time to time
  - b) Guidelines issued by Directorate from time to time on Core Banking Services
6. Postal Life Insurance and Rural Postal Life Insurance:
  - a) Guidelines issued by Directorate from time to time on PLI/RPLI and Core Insurance Solution
  - b) Annual Reports and Book of Information of Department of Posts
7. Information Technology:
  - a) IT Modernisation Project 2012 and its update
  - b) Working knowledge on Core Banking Solutions, PLI-CIS, CSI and DARPAN.
- 8) India Post Payments Bank
- 9) Preservation and disposal of Postal Records

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10) Swachh Bharat

**Paper II**

- 1) Chapter 2 and 6 of General Financial Rules, 2017
- 2) CVC guidelines on Public procurement, guidelines and instructions on e-Procurement in Government of India
- 3) Manual on policies and procedures for purchase of goods and services available on website of Ministry of Finance
- 4) Schedule of Financial Powers of Divisional Heads, Heads of Circle, etc
- 5) Welfare measures available to Departmental Employees and Gramin Dak Sevak of DoP
- 6) RTI Act, 2005 and RTI Rules, 2012
- 7) Fundamental Rules (FR) and Supplementary Rules (SR)
- 8) P&T FHB Volume I and Postal FHB Volume II
- 9) Rules relating Children Education allowance and reimbursement of Tuition fees
- 10) CGEGIS Rules, 1980
- 11) CCS(GPF) Rules, 1961
- 12) Central Services (Medical Attendance) Rules, 1944 and CGHS Guidelines issued by Directorate
- 13) New Pension Scheme, 2004 and its amendments
- 14) CCS (Pension) Rules, 1972 and its amendments
- 15) CCS (Commutation of Pension) Rules, 1981
- 16) Postal Manual Volume II, except;
  - a) Chapter III – Appeals and Petitions,
  - b) Chapter IV – Personal matters
  - c) Chapter V – Security Deposits
  - d) Chapter VII – Forged Counterfeit stamps, defaced postage stamps, coins and currency notes
- 17) Postal Manual Volume IV – Leave, Pension, Gratuities, Dealings on Examination, Recruitment rules of all Cadres and Establishment norms
- 18) Service Discharge Benefit Scheme, 2010

**Paper III**

- 1) Postal Manual Volume II:
  - i. Chapter III – Appeals and Petitions
  - ii. Chapter IV – Personal matters
  - iii. Chapter V – Security Deposits
  - iv. Chapter VII – Forged Counterfeit stamps, defaced postage stamps, coins and currency notes

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- 2) Postal Manual Volume III
- 3) Postal Manual Volume VIII
- 4) CCS (Conduct Rules), 1964
- 5) CCS(CCA) Rules, 1965
- 6) CCS(Temporary Service) Rules, 1965
- 7) GDS (Conduct and Engagement) Rules, 2020
- 8) Brochure on Casual Labourers and instructions on Casual labourer issued by DoP&T from time to time
- 9) Constitution of India
- 10) The Code of Civil Procedure, 1908:
  - a) Section 1 - Short Title, extent and commencement
  - b) Section 2 - Definitions
- 11) The Code of Criminal Procedure, 1973:
  - a) Section 1 - Short Title, extent and commencement
  - b) Section 2 - Definitions
  - c) Section 82: Proclamation of person absconding
  - d) Section 83: Attachment of property of person absconding
  - e) Section 84: Claims and objections to attachments
  - f) Section 85: Release, sale and restoration of attached property
- 12) The Indian Evidence Act, 1872:
  - a) Section 1 - Short title, extent and commencement
  - b) Section 5: Evidence may be given of facts in issue and relevant facts
  - c) Section 6: Relevancy of facts forming part of same transaction
  - d) Section 7: Facts which are the occasion, cause or effect of facts in issue
  - e) Section 8: Motive, preparation and previous or subsequent conduct
  - f) Chapter III (Sections 56 to 58): Facts which need not be proved
  - g) Chapter IV (Sections 59 to 60): Of oral evidence
  - h) Chapter V (Sections 61 to 73A): of documentary evidence
- 13) The Indian Penal Code, 1860:
  - a) Chapter II: General Explanation
  - b) Chapter III: Of Punishments
  - c) Chapter IX: Of Offences by or relating to Public Servant
  - d) Chapter X: Of Contempts of the Lawful Authority of Public Servant
  - e) Chapter XIX: Of the Criminal Breach of Contracts of Service
- 14) Instructions issued by Directorate and DoP&T on maintenance of APAR
- 15) Central Administrative Tribunal Act, 1985
- 16) Revenue Recovery Act, 1890

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17) Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013

18) Prevention of Corruption Act, 1988

**Paper IV**

- 1) 25 Questions on English language
- 2) 50 questions on Current Affairs (Minimum 10 questions each from field of Indian Economy, Polity, Sports, Culture & Science)
- 3) 50 questions on Reasoning, Interpersonal Skills, Mental Aptitude, Intelligence and Ethics
- 4) Noting (approx. 200 words) and Drafting (approx. 200 words) on a given topic [25 marks each]

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*anrnm*  
06/04/2021

No. X-7/15/2021-SPN-II(Pt.)  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

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Dak Bhawan, Sansad Marg  
New Delhi – 110 001

Dated: 17<sup>th</sup> May, 2022

To,

- a) All Chief Postmaster General
- b) Chief General Manager, PLI / Parcel / BD Directorate
- c) Director RAKNPA / Director of all PTCs
- d) Addl. Director General, Army Postal Service
- e) All General Manager (Finance) / Director Postal Accounts / DDAP

**Subject: Procedure for selection to the cadre of Inspector Posts through Limited Departmental Competitive Examination (LDCE) – reg.**

Madam/Sir,

This is regarding change in procedure for selection to the cadre of Inspector Posts through Limited Departmental Competitive Examination (LDCE). Existing provision as available in para 8 of Rule 279/1 of Postal Manual Volume IV has been reviewed and with approval of the competent authority it has been decided that from the recruitment year 2022 onwards, i.e for vacancies arising on or after 01.01.2022, vacancy for LDCE of Inspector Posts shall be notified on all-India level and a common merit list shall be drawn corresponding to the vacancy notified by Directorate.

2. Accordingly, following procedure shall be adopted for conduct of LDCE for Inspector Posts and declaration of result thereof :-

(i) All Postal Circle shall report category wise vacancy separately for each Recruitment year in the cadre of Inspector Posts earmarked for filling up through LDCE to Postal Directorate.

(ii) Directorate shall compile the vacancies reported from all Postal Circles for relevant recruitment year and notify category-wise combined vacancy at all India level, separately for each Recruitment year (in case LDCE is being conducted for more than one recruitment year).

(iii) All eligible feeder grade officials, as prescribed in Recruitment Rules of Inspector Posts, of all Postal Circles shall be allowed to appear in LDCE for Inspector Posts irrespective of availability of vacancy in a Postal Circle.

(iv) Officials while submitting application for appearing in LDCE for Inspector Posts shall also provide order of preference of all 23 Postal Circles, which shall form the base for allocation of Postal Circle to successful

candidates. Preference(s) once exercised shall be final and no change shall be entertained at any subsequent stage.

(v) Postal Directorate shall prepare a common merit list of all officials appeared in LDCE for Inspector Posts.

(vi) Based on common merit list, Directorate shall publish list of successful candidates corresponding to the vacancies notified. In case, LDCE has been conducted for more than one recruitment year, list of successful official(s) shall be published separately for each recruitment year corresponding to the vacancies notified.

(vi) In case of LDCE for more than one recruitment year, an official declared successful against any of the recruitment year shall not be considered for subsequent year, even if he will be in position to secure desired Circle of posting, had he / she been considered for subsequent recruitment year.

(vii) Officials declared successful in LDCE for Inspector Posts shall be allocated to Postal Circles on 'merit-cum-preference' basis w.r.t. order of preference exercised by them while submitting application for appearing in LDCE for Inspector Posts.

(viii) After allotment, Circle concerned will take further necessary action for appointment / posting of candidates selected under LDCE.

(ix) Other instructions related to Limited Departmental Competitive Examination, as issued from time to time, shall be kept in consideration.

3. The provision as mentioned in para 8 of Rule 279/1 of Postal Manual Volume IV will stand modified to the extent of above mentioned procedure.

4. This may be brought to notice of all concerned for compliance.

Yours faithfully,

  
17/05/2022

(Muthuraman C)

Assistant Director General (SPN)

Copy to:-

- a) Sr. PPS / PSO to Secretary (Posts) / Director General Postal Services
- b) PPS/PS to Addl. Director General (Coordination) / Members of Postal Services Board
- c) Additional Secretary & Financial Advisor, Department of Posts
- d) Sr. DDG(PAF) / Sr. DDG(Vig) & CVO, Department of Posts
- e) Director (DE), Dak Bhawan for information and necessary action – Web-application designed for obtaining application for LDCE may be modified to the extent required.
- f) All recognized service Federation in Department of Posts
- g) Portal Upload, CEPT with request to upload this document on India Post website
- h) Guard file / Office copy