



GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS
DEPARTMENT OF POSTS
OFFICE OF THE GENERAL MANAGER (POSTAL ACCOUNTS & FINANCE)
WEST BENGAL POSTAL CIRCLE: KOLKATA
P-36, C.R. AVENUE, "YOGAYOG BHAWAN", KOLKATA-700012.



Notification

No: 3/4/LDCE MTS to LDC/2024/Admn.I- 3625

Dated: 9/10/2024

Sub: Conduct of Limited Departmental Competitive Examination for Promotion of MTS Qualified (12th class passed) as LDC in PAOs -2024.

PA Wing DoP HQ vide their OM under F.No 3-09/2022/PACE/DE/3170 to 3210 dated 03.04.2024 has communicated the Calendar of Departmental Examination scheduled to be held in the year 2024.

Pursuant to the aforementioned OM, the undersigned is directed by the Competent Authority to notify the schedule of the Limited Departmental Competitive Examination for promotion of Multi Tasking Staff Qualified (12th class passed) to Lower Division Clerk in PAOs.

The schedule of the said examination is given as under;

Sl no	Subject	Date	Time
1	Paper - I : English/Hindi (Without Books) (100 Marks)	17 th Nov, 2024 (Sunday)	0930-1200 hrs
2	Paper - II: Quantitative aptitude & General awareness (Without Books) (Hindi/English). (100 Marks)	17 th Nov, 2024 (Sunday)	1300-1530 hrs
3	Paper-III: Type test(on Computer) (English/Hindi) (35 WPM in English/ 30 WPM in Hindi) for 15 minutes	17 th Nov, 2024 (Sunday)	1600 hrs onwards Duration 15 minutes

2. The schedule of different activities related to conduct of aforesaid examination is given as below. It should be strictly adhered to:

Sl no	Activity	Date
1	Date of notification	09.10.2024
2	Last date of receipt of application forms at Divisional Office/Controlling unit from eligible candidates	25.10.2024
3	Receipt of duly filled in Application forms at the O/o the GM (PAF), Kolkata to be sent by Divisional office/unit head duly verified.	30.10.2024
3	Date of issue of admit cards by O/o the GM (PA&F), Kolkata to eligible candidates	By 08.11.2024*
4	Date of exam	17.11.2024*

* may change due to administrative reasons.

Signature
9/10

3. The question paper shall be both in English & Hindi. The candidates have the option to write the answer either in English or Hindi.
4. The format of the application form is enclosed as Annexure 'A' and admit card as Annexure 'B'.
5. The syllabus and pattern of the examination: The examination will be conducted as per revised syllabus circulated under PA Wing, Dak Bhawan letter no 3-09/2022/PACE/DE/3211-3235 dated 03.04.2024 (Copy enclosed as Annexure- C).
6. Eligibility: As per Department of Posts, PA Wing, Recruitment rules notification dated 11th Oct, 2010 notified in GSR 187 read with Director (PA Admn) OM no 01(01)/2024/PA Admn.I/6226-6248 dated 07.10.2024, the following category(ies) of official(s) are eligible to appear in the examination.
 - i) Any 12th Class or equivalent MTS of the W.B.Postal Circle i.e., working in POs, RMS, Civil/Electrical Wings/Circle Offices & Postal Divisional Offices including MTS of PAOs who have rendered not less than two years of regular service in MTS cadre as on 01.01.2024.
 - ii) Any other eligibility conditions specified in Recruitment Rules shall also apply.
7. Qualifying/Pass Marks: As per DG P&T (Postal Accounts) letter no 3(i)-PA(CE)/242 dated 8th Nov, 1976, the minimum qualifying marks for declaring a person successful in the examination is 40% each for Paper-I & Paper-II.

With regard to Paper III i.e., Type test on Computer, the total number of mistakes should not exceed 10%.
8. Mere passing of examinations will not confer any claim upon any one for promotion which will depend on the availability of vacancies and the suitability for promotion from others point of view.
9. The provisional vacancy in LDC cadre in DE quota for MTS who may succeed in this examination is given below.

Vacancy Year	UR	Total
2024	1	1

10. How to apply:

- i) The applicants are required to apply in the prescribed application form enclosed as at Annexure 'A' & Annexure 'B' affixing therein their recent passport size color photograph in the space provided for. Blank application form may be printed on A-4 size white paper.
- ii) Mere issuing of admit cards to the applicants will not imply that his/her candidature has been finally accepted. Their candidatures at all the stages of the examination will be purely provisional subject to the satisfying the prescribe eligibility conditions.
- iii) The Heads of Divisions/Units will compile a list of applicants from whom he/she has received filled in application forms i.e. Annexure 'A' & Annexure 'B' duly verified and

Sanjay
7/9/10

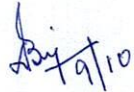
attested by them and forward a list as in Annexure D along-with the application forms to this office as detailed in Annexure E.

iv) The admit cards will be dispatched by post to the respective Divisional Head/Unit Head.

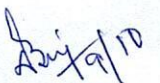
11. Centre of Examination - The center of examination will be decided by the Competent Authority in due course and the venue of the examination will be intimated accordingly.
12. The application of the APS candidates should be sent to the concerned divisions/unit head and not to this office directly.
13. The guidelines issued vide letter no 29-6/2019-DD-III dated 10.08.2022 (as modified time to time) by the Department of Empowerment of Persons with disabilities (Divyanjan) regarding grant of scribe and compensatory time to eligible disabled persons shall be followed in letter and spirit.
14. All instructions issued by Directorate vide letter no X-7/6/2022-SPN-II dated 17.05.2023 as amended vide letter no X-7/6/2022-SPN-II dated 22.09.2023 and 04.03.2024 regarding promotion of Government servants through LDCE against whom disciplinary/criminal prosecution are pending will be followed scrupulously.
15. The Competent Authority reserves the right to cancel this notification or change or modify in the schedule, pattern and syllabus of the examination partially or completely at any point of time.
16. TA/DA is not admissible to any applicant for appearing in the examination.
17. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions mentioned above for appearing in the examination.
18. This notification may be given wide publicity amongst all eligible candidates working in Circle Office/Divisions/Units.
19. All disputes arising out of the process shall fall under the jurisdiction of courts/ tribunal at Kolkata

This issues with the approval of the Competent Authority.

Encl: Annexure 'A to E'

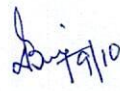

AO/Admn.l (Postal)
O/o the GM (PA&F),
Kolkata

Contd....



Copy forwarded for information & necessary action to:

- 1) The CPMG, W.B. Circle, Kolkata-12
- 2) The PMG, Kolkata Region, Kolkata-12/South Bengal Region, Kolkata-12/Mails & BD Region, Kolkata-12/North Bengal Region, Siliguri-734001/A&N Island, Port Blair-744101/Sikkim State, Gangtok-737103
- 3) PS to GM (PA&F), Kolkata
- 4) PA to DA(P), Kolkata
- 5) PA to DPS (HQ), W.B. Circle, Kolkata-12
- 6) The Director (PA - Admn.), PA Wing, Dak Bhawan, New Delhi
- 7) The Director, Kolkata GPO, Kolkata-700001
- 8) The Director, PLI, Kolkata-700001
- 9) The Executive Engineer, PED, Kolkata-12/PCD-I/II, Kolkata-12.
- 10) The Dy. Architect (P), Kolkata-700012.
- 11) The SSPOs,/SPOs- North Kolkata Division, Kolkata-700037/East Kolkata Division, Kolkata-700163/South Kolkata Dn, Kolkata-700029/Central Kolkata Dn, Kolkata-700007/Barrackpore Dn, Kolkata-700120/Baruipur Dn, Kolkata-700144/Asansol Dn, Asansol-713301/Bankura Dn, Bankura-722101/Burdwan Dn, Burdwan-713101/Howrah Dn, Howrah-711101/Midnapore Dn, Midnapore-721101/South Hooghly Dn, Serampore-712201/Jalpaiguri Dn, Jalpaiguri-735101/Nadia North Dn, Krishnanagar-741101/Nadia South Dn, Kalyani-741235/Barasat Dn, Kolkata-700124/Murshidabad Dn, Berhampore-742101/Birbhum Dn, Suri-731101/North Hooghly Dn, Chinsurah-712101/Purulia Dn, Purulia-723101/Contai Dn, Contai-721401/Tamluk Dn, Tamluk-721401/Darjeeling Dn, Darjeeling-734101/Coochbehar Dn, Coochbehar-738101/South Dinajpur Dn, Balurghat-733101/North Dinajpur Dn, Raiganj-733134/Malda Dn, Malda-732101
- 12) The SSRM/SRM- Kolkata RMS Dn, Kolkata-1/AP Sorting Dn, Kolkata-28/WB Dn, Howrah-711101/RMS SB Dn, Howrah-711101/RM SG Dn, Siliguri-734001/RMS H Dn, Kolkata-700004.
- 13) The Supdt.- PSD, Kolkata-1/Kolkata Foreign Post, Kolkata-1
- 14) The Sr Manager, MMS, Kolkata-15
- 15) The Manager, RLO, Kolkata-1
- 16) The GM,CEPT, Mysore, Karnataka-570010 for uploading the notification on India Post Website.
- 17) The ADPS (TO), O/o the CPMG, W.B.Circle, Kolkata-12 for uploading the notification on circle website today positively.
- 18) All AOs/AAOs - It is requested to give wide circulation among all concerned.
- 19) The AO/AAO-RD-I Section
- 20) Notice Board
- 21) Spare


AO/Admn.I (Postal)
O/o the GM (PA&F),
Kolkata

Annexure - A

**APPLICATION FORM FOR LIMITED DEPARTMENTAL
COMPETITIVE EXAMINATION FOR PROMOTION OF MTS
QUALIFIED (12TH CLASS PASSED) AS LDC IN PAOs -2024.**

Affix a recent
passport size color
photograph duly
attested by
Divisional
Head/Unit Head.

1. Name of applicant (in block letters) :
2. Gender (Male/Female/Others) :
3. Present post held :
4. Name of the Divison/Unit :
5. Date of Birth :
6. Date of appointment in the MTS cadre on regular basis :
7. Total eligible service in the MTS cadre as on 01.01.2024 :
8. Educational qualification :
9. Whether SC/ST/Others :
10. Whether belongs to PWD Category (Yes/No), If yes,
Mention category and enclose necessary certificates :
11. Whether working in APS (Yes/No) :
12. Medium of examination opted (Hindi/English) :
13. Whether any penalty is in currency or Disciplinary
Proceedings Pending, If yes, Details thereof :
14. Whether applicant is claiming his/her eligibility w.r.t his/her
Junior as per the provisions of RR, details thereof. :

I..... hereby declare that the particulars furnished by me in this form above 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.

Place:

Date:

Signature of applicant:

Mobile no:

Email ID:

Contd..

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

DATE:

PLACE:

Signature of Divisional/Unit Head with
designation stamp

Annexure - B

Department of Posts

ADMIT CARD

Affix a recent
passport size color
photograph duly
attested by
Divisional
Head/Unit Head.

Name of the Examination : LDCE- MTS to LDC, 2024

Name of the Candidate :

Signature of the Candidate:

(For Office Use Only)

Roll no :

Venue :

Paper	Session	Date	Signature of the candidate with date (to be signed in the presence of the invigilator in the Examination Hall)	Signature of the invigilator with date
Paper - I	Session - I (0930-1200) Hrs	17.11.2024		
Paper - II	Session - II (1300-1530) Hrs	17.11.2024		
Paper - III	Session - III 1600 Hrs onward for 15 minutes	17.11.2024		

Signature and stamp of the issuing officer

N.B- Admit Card shall be submitted by the candidate to the invigilator in the last session on the day of the examination.

No. 3-09/2022/PACE/DE/3211-3235

Government of India
Ministry of Communication
Department of Posts, PA-Wing,
Dak Bhawan, New Delhi-110001

Dated 03.04.2024

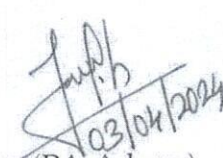
OFFICE MEMORANDUM

Sub: - Revised syllabus for the Departmental Examinations held in PAOs- reg.

Kind reference is invited towards letter no. 3(i)-PACE/242 dated 08.11.1976 & 3-21/90-PACE/1529 dated 31.12.1990. The syllabus for the below mentioned Departmental Examinations held in PAOs have been revised in view of the revised manuals, rules and procedures of the Department.

- (i) Departmental Confirmatory Examination for Direct Recruit Junior Accountants (As per Annexure I).
 - (ii) Departmental Examination for Promotion of Lower Division Clerks to Junior Accountants in PAOs (As per Annexure I).
 - (iii) Departmental Examination for promotion of Sorters and MTS as Lower Division Clerks in PAOs (As per Annexure II).
 - (iv) Limited Departmental Competitive Examination for promotion of MTS Qualified (12th class passed) as Lower Division Clerks in PAOs (As per Annexure II).
2. The revised syllabus will come in to force from the examination scheduled for the year 2024 onwards. All the rules/instructions/guidelines issued in connection with aforesaid examinations as amended from time to time will hold good.
 3. The contents of this OM may please be given wide publicity among all concerned.
 4. This issues with the approval of competent authority.
Hindi Version will follow

Encl.: As above (Annexure-I & Annexure-II).


Director (PA-Admn.)

To,
All Heads of PAOs.

Copy to:
GM, CEPT Mysore; for uploading the OM on website of the Department.

Annexure-II

Syllabus for Departmental Examinations for Promotion of Multitasking staff/ Sorter to Lower Division Clerks & LDCE for promotion of Multitasking staff (12th passed) to Lower Division Clerks in Postal Accounts Offices

Paper-I

Essay, Precis writing, Drafting and Grammar
Hindi/English (Without Books)

Max Marks: 100
Duration: 2.5 Hours

S.No.	Topic	Weightage	Details
1.	Essay	20 Marks	A short essay of about 500 words to be written on one of several simple topics.
2.	Precis writing	20 Marks	Precis writing on any topic.
3.	Drafting	20 Marks	Drafting of various types of official & demi-official communications.
4.	Grammar	40 Marks	Simple questions of English/Hindi grammar of Matriculation standard.

Paper-II

Quantitative Aptitude and General Awareness
Hindi/English (Without Books)

Max. Marks 100
Duration 2.5 Hours

S.No.	Topic	Weightage	Details
1.	Quantitative Aptitude	50 Marks	Simple questions of quantitative aptitude of Matriculation standard.
2.	General Awareness	50 Marks	Simple questions to test the knowledge of current events and of such matters of day-to-day observation and experience as any educated person may be expected to know.

Paper-III-Type Test (On computer)

Hindi/ English

Max Marks:

Qualifying

Duration:

15 Minutes

S.No.	Topic	Details
1.	Type test	Type test for a minimum speed of 35 wpm in English or 30 wpm in Hindi. The passage for type test will consist of 525 words in English and 450 words in Hindi. The total number of mistakes should not exceed 10% for declaring a candidate qualified.

Annexure D

LDCE For Promotion of MTS Qualified (12th Class passed) as LDC in PAOs-2024.

Name of the Division/Unit.....

Sl no	Name of the applicants	Mobile no	E-mail ID	Whether Recommended (Yes/No)	Remarks, if any

Total no of applications:.....

Date:

Signature of Divisional Head/Unit Head

Email ID-

Mobile No-

Annexure E

**The AAO
RD-I section (Room no 412), 4th Floor
O/o the GM (PA&F), W.B. Circle,
Yogayog Bhawan,
P-36, C.R. Avenue,
Kolkata - 700012**