

No. 7-14/2011-SPN-II(1)
Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi - 110 001

Dated: 27th March, 2019

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
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.

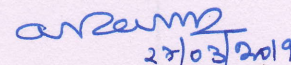
Sir/Madam,

I am directed to refer to this office letter no. 7-14/2011-SPB-II(1) dated 19.03.2018 on the above mentioned subject forwarding therewith pattern & syllabus of Limited Departmental Competitive Examination for the post of Inspector Posts.

2. Pattern & syllabus of examination has further been reviewed. Revised pattern & syllabus of examination is enclosed herewith for information and dissemination.

Yours faithfully,

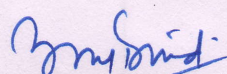
Encl: As above


27/03/2019
(Muthuraman C.)

Assistant Director General (SPN)

Copy to:

1. PS to Minister of State for Communications (I/C)
2. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
3. PPS/ PS to Addl. DG (Co-ordination)/ Member (Banking)/ Member (O)/ Member (P)/ Member (Planning & HRD)/ Member (PLI)/ Member (Tech)
4. Additional Secretary & Financial Adviser
5. Sr. Deputy Director General (PAF)
6. Director General, P&T (Audit), Civil Lines, New Delhi
7. Secretary, Postal Services Board/ All Deputy Directors General
8. Chief Engineer (Civil), Postal Directorate
9. All Sections of Postal Directorate
10. All recognized Federations / Unions / Associations
11. GM, CEPT for uploading the order on the India Post website.
12. Guard File
13. Spare copies.


(Alok Kumar Tiwari)
Section Officer (SPN-II)

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

Pattern of Examination:

- a) Examination shall consist of 4 papers viz. Paper I, II, III & IV and each paper shall carry 300 marks.
- b) No. of questions:
 - i. 150 questions of MCQ type in Paper, I, II & III
 - ii. 125 questions of MCQ type in Paper IV and Noting & Drafting for 50 marks
- c) Duration of Examination shall be 3 hours for each paper.
- d) 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.
- e) In all cases circulars, orders and guidelines issued upto 31st 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.
- f) Examination shall be without aid of books.
- g) 25% of marks will be deducted for each wrong answer in MCQs.

Syllabus of Examination:

Paper I
<ol style="list-style-type: none">1) Acts:<ol style="list-style-type: none">a) Indian Post Office Act, 1898b) Government Savings Bank Act, 1873c) Government Savings Certificate Act, 1959d) PPF Act, 1968e) Prevention of Money Laundering Act, 2002 and its Amendments (Necessary on account of AML/CFT Norms)f) Consumer Protection Act, 1986g) Information Technology Act, 20002) Rules:<ol style="list-style-type: none">a) Indian Post Office Rules, 1933b) Post Office Savings Bank General Rules, 1981c) Post Office Savings Account Rules, 1981d) National Savings Recurring Deposit Rules, 1981e) National Savings Time Deposit Rules, 1981f) National Savings Monthly Income Account Rules, 1987g) Post Office Savings Certificates Rules, 1960h) Senior Citizen Savings Scheme Rules, 2004

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- i) National Savings Certificate (VIII Issue) Rules, 1989
- j) Kisan Vikas Patra Rules, 2014
- k) Public Provident Fund Scheme, 1968
- l) Sukanya Samriddhi Yojana Rules, 2014
- m) Post Office Life Insurance Rules, 2011
- n) Book of BO Rules
- o) Pradhan Mantri Yojana Schemes and its Rules – PMSBY, PMJJBY, 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
- 10) Swachha 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, 2015 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:
 - 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
- 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, 2011
- 8) Brochure on Casual Labourers and instructions on Casual labourer issued by DoP&T from time to time
- 9) Constitution of India
- 10) Short title, extent, commencement & definitions of Civil Procedure Code &

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Criminal Procedure Code:

- a) Cr PC: Proclamation for person absconding, attachment of property of person absconding, claims and objections to attachments, release, sale & restoration of attached property
 - b) Indian Evidence Act: Short title, extent & commencement of the relevancy of the facts:
 - c) Evidence may be given of facts in issue and relevant facts
 - d) relevance of facts forming part of same transaction,
 - e) facts which are the occasion,
 - f) cause or effect of facts in issue, motive, preparation and previous or subsequent conduct.
 - g) facts which need not be proved.
 - h) Of oral evidence
 - i) Of documentary evidence
 - j) Indian Penal Code: General Explanation:
 - k) of punishments
 - l) of offences by or relating to public servants
 - m) of contempts of the lawful authority of public servants
 - n) of the criminal breach of contract of service
- 11) Instructions issued by Directorate and DoP&T on maintenance of APAR
 - 12) Central Administrative Tribunal Act, 1985
 - 13) Revenue Recovery Act, 1890
 - 14) Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
 - 15) Public Accountant Default Act, 1850
 - 16) 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 and 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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