

**No. 45-14/2012-SPB-I**  
Government of India  
Ministry of Communications & IT  
Department of Posts  
(Personnel Division)

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Dak Bhawan, Sansad Marg,  
New Delhi-110001

Dated: 17<sup>th</sup> January, 2014

To

1. All the Chief Postmasters General
2. All the Regional Postmasters General

**Subject: Revised Syllabi and Pattern for Limited Departmental Competitive Examinations and Direct Recruitment Examinations of 2014 and onwards for the cadres of Postman, Mail Guard and Multi Tasking Staff.**

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that the demand for revision in the Syllabi and Pattern of the Postman, Mail Guard and Multi Tasking Staff (MTS) Examinations has of late been engaging the attention of this Directorate. After taking into consideration all aspects of the issue, the Competent Authority has approved revision in the Syllabi and Pattern of Examinations for these cadres effective from 2014 and onwards. It has also been decided that there will be separate syllabi for Postman/Mail Guard and Multi Tasking Staff (MTS) Examinations for both Limited Departmental Competitive Examinations (LDCE) as well as Direct Recruitment Examinations. The Revised Syllabi are as under:

(i) **Revised Syllabus for Postman/Mail Guard Limited Departmental Competitive Examination:**

Part	Syllabus
A – General Knowledge (25 marks with 25 questions of 1 mark each)	<b><u>Topics:</u></b> Indian Geography, Indian Culture & Freedom Struggle, Civics, Indian Economy, General Science, Current Affairs and Reasoning & Analytical ability of 10 <sup>th</sup> standard. Setting of questions from each Section will be as follows:



	Indian Geography	4 questions
	Indian Culture & Freedom Struggle	4 questions
	Civics	4 questions
	Indian Economy	3 questions
	General Science	3 questions
	Current Affairs	3 questions
	Reasoning & Analytical ability	4 questions
<b>B – Mathematics (25 marks with 25 questions of 1 mark each)</b>	<b>Topics:</b> Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work and Time & Distance. (Examiner may set 2 to 3 questions from each topic)	
<b>C (i) – English (25 marks with 25 questions of 1 mark each)</b>	<b>Topics:</b> Articles, Prepositions, conjunctions, tenses, verbs, synonyms & antonyms, vocabulary and questions from a small unseen passage. (Examiner may set five questions from one unseen passage and 2 to 3 questions from remaining topics)	
<b>C (ii) – Regional Language (25 marks with 25 questions of 1 mark each)</b>	<b>Topics (for Hindi):</b> Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Alankar, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan and questions from Apathit Gadyansh. (Examiner may set five questions from one Apathit Gadyansh and 2 to 3 questions from remaining topics). <b>These topics shall be replicated in Regional Languages.</b>	

(ii) Revised Syllabus for Multi Tasking Staff (MTS) Limited Departmental Competitive Examination:

Part	Syllabus												
<b>A – General Knowledge (25 marks with 25 questions of 1 mark each)</b>	<p><b>Topics:</b> Indian Geography, Indian Culture, Civics, Indian Economy, General Science, Current Affairs and Reasoning &amp; Analytical ability of 10<sup>th</sup> standard. Setting up of questions from each Section will be as follows :</p> <table border="1"> <tr> <td>Indian Geography</td> <td>4 questions</td> </tr> <tr> <td>Indian Culture</td> <td>4 questions</td> </tr> <tr> <td>Civics</td> <td>4 questions</td> </tr> <tr> <td>Indian Economy</td> <td>3 questions</td> </tr> <tr> <td>General Science</td> <td>3 questions</td> </tr> <tr> <td>Current Affairs</td> <td>3 questions</td> </tr> </table>	Indian Geography	4 questions	Indian Culture	4 questions	Civics	4 questions	Indian Economy	3 questions	General Science	3 questions	Current Affairs	3 questions
Indian Geography	4 questions												
Indian Culture	4 questions												
Civics	4 questions												
Indian Economy	3 questions												
General Science	3 questions												
Current Affairs	3 questions												

	Reasoning & Analytical ability	4 questions
<b>B – Mathematics (25 marks with 25 questions of 1 mark each)</b>	<b>Topics:</b> Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Time & Work and Time & Distance. (Examiner may set 2 to 3 questions from each topic)	
<b>C (i) – English (25 marks with 25 questions of 1 mark each)</b>	<b>Topics:</b> Articles, Prepositions, conjunctions, tenses, verbs, synonyms & antonyms and vocabulary. (Examiner may set at least 3 questions from each topic)	
<b>C (ii) – Regional Language (25 marks with 25 questions of 1 mark each)</b>	<b>Topics (for Hindi):</b> Alankar, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan and questions from Apathit Gadyansh. (Examiner may set five questions from one Apathit Gadyansh and at least 3 questions from each of the remaining topics). <b>These topics shall be replicated in Regional Languages.</b>	

(iii) Revised Syllabus for Postman/Mail Guard for Direct Recruitment Examination from open market:

Part	Syllabus
<b>A – General Knowledge (25 marks with 25 questions of 1 mark each)</b>	<b>Topics:</b> Geography, Indian History, Freedom Struggle, Culture & Sports, General Polity & Constitution of India, Economics, General Science, Current Affairs and Reasoning & Analytical ability of 10 <sup>th</sup> standard. (Examiner may set 2 to 3 questions from each topic)
<b>B – Mathematics (25 marks with 25 questions of 1 mark each)</b>	<b>Topics:</b> Number Systems, Computation of Whole Numbers, Decimals & Fractions, Relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work, Time & Distance, Use of Tables & Graphs, Mensuration. (Examiner may set 1 to 2 questions from each topic)
<b>C (i) – English (25 marks with 25 questions of 1 mark each)</b>	<b>Topics:</b> Articles, Prepositions, conjunctions, tenses, verbs, synonyms & antonyms, vocabulary, sentence structure, Proverbs, Phrases, questions from a small unseen passage. etc. (Examiner may set five questions from one unseen passage and 2 to 3 questions from remaining topics)
<b>C (ii) – Regional Language (25 marks with 25 questions of 1 mark each)</b>	<b>Topics (for Hindi):</b> Shabd Pad, Kriya Bhed, Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Swar Sandhi, Alankar, Samas, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan, Apathit

mark each)	Gadyansh. (Examiner may set five questions from one Apathit Gadyansh and 2 to 3 questions from remaining topics). <b>These topics shall be replicated in Regional Languages.</b>
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(iv) Revised Syllabus for Multi Tasking Staff (MTS) for Direct Recruitment Examination from open market:

Part	Syllabus
A – General Knowledge (25 marks with 25 questions of 1 mark each)	<b>Topics:</b> Indian Geography, Freedom Struggle, Culture & Sports, General Polity & Constitution of India, Indian Economy, General Science, Current Affairs and Reasoning & Analytical ability of 10 <sup>th</sup> standard. (Examiner may set 2 to 3 questions from each topic)
B – Mathematics (25 marks with 25 questions of 1 mark each)	<b>Topics:</b> Number Systems, Decimals & Fractions, Percentages, Ratio & Proportion, Profit & Loss, Simple Interest, Average, Discount, Partnership, Time & Work and Time & Distance. (Examiner may set 1 to 2 questions from each topic)
C (i) – English (25 marks with 25 questions of 1 mark each)	<b>Topics:</b> Articles, Prepositions, conjunctions, tenses, verbs, synonyms & antonyms, vocabulary, sentence structure, Proverbs, Phrases and questions from a small unseen passage. (Examiner may set five questions from one unseen passage and 1 to 2 questions from remaining topics)
C (ii) – Regional Language (25 marks with 25 questions of 1 mark each)	<b>Topics (for Hindi):</b> Mishr & Sanyukt Vakya, Vakyo ka Rupantaran, Swar Sandhi, Alankar, Muhavare & Lokoktiyan, Ashudh Vakya Shodhan, Apathit Gadyansh. (Examiner may set five questions from one Apathit Gadyansh and 2 to 3 questions from remaining topics). <b>These topics shall be replicated in Regional Languages.</b>

2. Besides above, it has also been decided that following will be the Revised Pattern of Examination applicable to both Limited Departmental Competitive Examinations (LDCE) and Direct Recruitment Examinations of these cadres:

(i)	The time allowed for answering 100 questions will be 120 minutes.
(ii)	The questions on General Knowledge and Mathematics will also be supplied in the Regional Languages in addition to English Language.
(iii)	One blank page will be kept at the end of Question Paper Booklet for rough work by the candidates.

3. The terms & conditions regarding qualifying marks issued earlier vide Letter No. 45-14 (ii)/2012-SPB-I dated 31.07.2012 for Postman/Mail Guard Examination and vide Letter No. 45-14 (i)/2012-SPB-I dated 31.07.2012 for Multi Tasking Staff (MTS) will remain unchanged and will be applicable to both Limited Departmental Competitive Examinations (LDCE) and Direct Recruitment Examinations of these cadres.
4. The examiners, who set the Question Papers, will avoid picking up questions from previous examination papers of Staff Selection Commission, Banking recruitment and other examinations as these questions may be of higher standard meant for selection of candidates of higher cadre.
5. It is requested to take necessary action accordingly and it may be brought to the notice of all concerned.
6. Hindi version will follow.

Yours faithfully,



(N.T. Paite)

Director (SPN)

**Copy to:**

1. Sr. PPS to Secretary (P)
2. PPS to all Members, Postal Services Board
3. CGM (BD & M)/CGM(PLI)/CGM (MB)
4. DDG (P)/DDG (R&P)
5. Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad, Uttar Pradesh.
6. Addl. DG, APS C/o 56 APO
7. All DDsG/GMs
8. GM (CEPT) – With a request to upload the communication in India Post Website.
9. OSD to Secretary (Posts), Dak Bhawan, New Delhi
10. All Directors, Postal Training Centres
11. All recognized Service Associations
12. S.O.'s Guard file



(Gopala Krishna)

Section Officer (SPB-I)

