

**भारतीय डाक विभाग/DEPARTMENT OF POSTS****मुख्य पोस्टमास्टर जनरल कार्यालय, कर्नाटक परिमंडल, बेंगलूर 560001****O/o The Chief Postmaster General, Karnataka Circle, Bengaluru-560 001**

To

**WITH ENTRY/  
TOP PRIORITY**

- 1) The Postmaster General, North Karnataka Region, Dharwad-580001.
- 2) The Postmaster General, South Karnataka Region, Bengaluru-560001.
- 3) The Postmaster General, Bengaluru HQ Region, Bengaluru-560001.

**No. R&E/1-12/LGO & GDS/2021/DEST dated at Bengaluru 560001 the 09.02.2022**

SUB: Conduct of Data Entry Skill Test (DEST) in respect of qualified candidates of examination for promotion of LGOs to PA/SA held on 24-10-2021.

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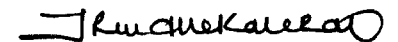
This is regarding Data Entry Skill Test (DEST) **scheduled to be conducted on 20.02.2022 (Sunday)**. In this regard, the competent authority has decided to hold DEST at Regional level in respect of the LGO qualified candidates for promotion to the cadre of PA/SA.

2. The tentative qualified list of LGO along with not qualified list / absentee list will be uploaded in the Karnataka post website shortly. These lists will be tentative until confirmation of category and regularization of provisionally permitted candidates by the concerned Regional / Divisional Heads.
3. The Regional Heads are requested to prepare a rubber stamp as below, to be impressed on the respective Hall permits. The Hall permits are to be signed by the respective Assistant Directors. The Hall permits have to be sent to respective Divisions to hand it over to the concerned candidates.



DEST	
Region Name	
Venue:	
Date:	
Time:	
Signature of Asst Director:	

4. A fresh option form (Copy enclosed) may be sent to all the qualified candidates with a request to bring the same, duly filled up, along with the hall permit on the examination day i.e., 20.02.2022. The same will be collected at the venue by respective Regions and to be kept at RO under safe custody.
5. The qualified candidates should exercise preference for all recruiting Divisions/ units, where there is availability of vacancies, except parent Division for consideration. In case, preference is exercised for a limited number of Divisions/ units, if they could not be allocated to one of those limited units as per merit vis a vis vacancy in the category to which he/she belong to, he /she will not be considered for other recruiting units not preferred even though a candidate lower in merit (with less marks) is considered based on his/her option for that unit. Order of preference once exercised is FINAL AND SHALL NOT BE CHANGED. This may be brought to the notice of all qualified LGO candidates.
6. The candidates shall be allowed to DEST on production of Hall permits issued by Regions. Without the Hall permits, candidates shall not be allowed to attend DEST. The candidates may be instructed to carry the Admit Card/Hall Permit issued to him and his Department ID Card along with a copy of the ID card and also Option / preference form.
7. The Regions are requested to identify the Venue for the DEST and communicate to all the Divisions under their jurisdiction immediately.
8. Regions/Divisions are directed to inform the candidates about the date and venue of DEST after receipt of this letter.





9. It is to inform that the Department has uploaded the functional prototype of the application in the website for the DEST held on 09-02-2020 in the link <https://cept.gov.in/exam.html>. The candidates may be asked to familiarize and practice themselves from the above link.

10. As per the Directorate letter no.17-08/2018-SPN-I dated 09.09.2021, the DEST will be conducted in different shifts / batches with time schedule for the test will be 15 minutes and maximum marks shall be 25. However, there may be good number of formalities to be completed before and after the test. The arrangement of the computer labs etc will be made in view of the time required for each shift / batch. The tentative batch timings may be fixed as follows with a lunch break between 1-00 to 1-30 PM. It is requested to allot the batch number and timings of the candidates pertaining to your region as per the schedule.

SL	Batch Number	Batch Timings
1	1	10-00 to 11-00 AM
2	2	11-00 to 12-00 PM
3	3	12-00 to 1-00 PM
4	4	1--30 to 2-30 PM
5	5	And so on

11. The responsibilities of various levels i.e. Supervising Officer, Invigilator and candidates for conducting DEST is enclosed for information, reference, guidance and necessary action. Regions are requested to prepare Kannada version of the instructions for the candidates only.

12. The DEST application will be compatible with the computer system of the following configuration

- (a) Windows Operating System [Window OS] desktops / Laptops - version 7 and above.
- (b) .Net framework [Any version]
- (c) Adobe Reader (or) any PDF software [ For printing of Answer Sheet]



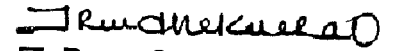
13. Necessary action may be taken to ensure that the computers earmarked for are made compatible to the application.
14. To ensure that appropriate arrangements is made for the computer lab with sufficient nodes and that the nodes are linked to a good quality printer either in LAN environment or standalone basis with all nodes.
15. To ensure that the Supervising officer/Invigilators have made themselves fully conversant with the DEST application and the instructions for the candidates based on the prototype DEST application with dummy test.
16. The marks obtained by the candidate may be tabulated in excel sheet for which format will be forwarded to you through e-mail shortly.
17. The minimum qualifying marks for Paper III viz DEST for General/OBC/EWS 60%, SC/ST/PWD (if not exempted for skill test) 50%. After tabulating the marks in excel sheet, soft copy may be e-mailed to [rectt.ka@indiapost.gov.in](mailto:rectt.ka@indiapost.gov.in) with password protected.
18. The attendance sheet (Region wise), printed answer sheets along with the data back-up of all the answer sheets are taken in appropriate storage media and should be handed over by the Assistant Postmaster General (Staff) / AD (Staff) of your office in person in a sealed cover addressed to Sri M.B.Gajbiye, Director Postal Services (HQ), Karnataka Circle, Bengaluru-560001 on 21-02-2022 at 10-00 hours. In case of NK Region, the same may be dispatched by Insured Post to the DPS (HQ) by name.
19. The DEST application for the above test will be handed over to the Assistant Postmaster General (Staff) / AD (Staff) of your office in a pen drive in sealed cover on Friday, the 18<sup>th</sup> February, 2022. Separate arrangements will be made to handover the DEST application to North Karnataka.
20. The Supervising Officer may be instructed to draft the officers/officials who have technical expertise preferably System Administrators and other system administrators, if required.

21. The printout of the test to be taken on A4 size paper which should be signed by the Supervising Officer and given to the Room invigilators.
22. The same Hall Permits of the candidates available in the custody of the concerned regional office to be used for incorporating the date and time of DEST to be issued to the qualified candidates for attending the DEST.
23. The reporting time for the candidates may perhaps be fixed one and half an hour (1 1/2 hours) prior to the timings of the batch.
24. All the candidates may be directed to follow COVID-19 protocol strictly.

This may be brought to the notice of all the concerned.

This has the approval of Chief Postmaster General.

DA: As above



[T. Rama Sudhakara Rao]

सहायक निदेशक Assistant Director (R & E)

मुख्य पोस्टमास्टर जनरल का कार्यालय

O/o the Chief Postmaster General

कर्नाटक परिमंडल/Karnataka Circle, बेंगलूरु/Bengaluru-560001.



Responsibility of various levels for conducting DEST.

Supervising Officer

- (a) Application is loaded on all the nodes at least two hours of start of DEST. All computers are connected to good laser printer either in LAN environment or standalone mode for taking print out of evaluated answer sheets.
- (b) The application is run using exe file and opened using the password received from the Nodal Officer.
- (c) The sanctity of password and application is maintained.
- (d) No candidate is allowed to take any note of the text or copy etc. out of the venue.
- (e) Invigilators are instructed properly and test is conducted smoothly.
- (f) Data back of all answer sheets are taken and kept in his safe custody atleast in two storage media.
- (g) A report is submitted to Circle Nodal Officer at the end of DEST.
- (h) To coordinate with Circle Nodal Officer for conducting the test.
- (i) Ensure that Cameras, electronic gadgets, etc. including mobile phones are NOT allowed in the Examination Hall.
- (j) Appropriate security arrangements and vigilance is ensured at the venue (s).
- (k) They will make themselves fully conversant with the applications and instructions based on prototype of application with dummy test already uploaded on website and forwarded to Circles on earlier occasions.
- (l) To ensure related provisions of the Postal Manual.



### Invigilator

- (a) To ensure that candidates are seated at least 15 minutes before actual commencement of test.
- (b) Ensure that Cameras, electronic gadgets, etc. including mobile phones are NOT allowed in the Examination Hall.
- (c) They will make themselves fully conversant with the applications and instructions based on prototype of application with dummy test already uploaded on website and forwarded to Circles on earlier occasions.
- (d) Check the candidate with details as given in the Admit Card with some ID card of the candidate.
- (e) Take the copy of the Candidates' ID card. The idea is to obviate impersonation.
- (f) Get the attendance sheet signed by the candidate.
- (g) Instruct the candidates to go through the "Instructions for the candidates" as made available in the local language and available in the system in English, carefully before starting the test and explain these to the candidates.
- (h) Sound the start of the DEST once everybody has understood the instructions.
- (i) Take the print out of automatic evaluated answer sheet of each candidate.
- (j) Obtain the signature of the candidate on the printed copy of the Answer Sheet in the space given for 'Signature of the Candidate.'
- (k) Append signature in the space given for 'Signature of the Invigilator'.
- (l) At the end of the DEST, the Invigilator shall submit details to the System Development Officer.
- (m) Data backup of all answer sheets will be taken and handed over to the Supervising Officer.
- (n) To ensure related provisions of Postal Manual.

### Candidates

- (a) Candidate shall carry the Admit Card issued to him and his ID Card along with a copy of the ID card.
  - (b) After having entered the examination hall, sign the attendance sheet in the presence of the Invigilator. Hand over the copy of the ID card to the Invigilator.
  - (c) Read the 'Instructions for the candidates' carefully.
  - (d) Enter the details of the Roll Number, Name and category correctly and click the Check-box related to the disclaimer that the candidate has read the instructions to enable the 'Start Button'.
  - (e) Wait for the Invigilator to sound the start of the DEST.
  - (f) After Invigilator announces the start of the DEST, click the 'Start Button' to commence the test.
  - (g) After completing the DEST, append signature on the evaluated printed answer sheet in the space given for 'Signature of the Candidate'.
  - (i) The candidate will not carry any Camera, electronic gadgets, etc. including mobile phones in the venue of the Examination.
- (vi) The evaluation of the DEST will be done on the same day of the test by a group of officers nominated by concerned Head of Circle under supervision of DPS (HQ).



## Preference for Allotment

PA/SA EXAM HELD ON 24-10-21

Note Before filling the options/preferences, instructions on giving preference may please be seen

Sl No.	Name of Division	Preference No.
1	Bangaluru East	
2	Bangaluru South	
3	Bangaluru West	
4	Bangaluru GPO	
5	Chhanapatna	
6	Bagalkot	
7	Belagavi	
8	Bellari	
9	Bidar	
10	Bijapur	
11	Chikodi	
12	Dharwad	
13	Gadag	
14	Gokak	
15	Kalaburgi	
16	Haveri	
17	Karwar	
18	Raichur	

Sl No.	Name of Division	Preference No.
19	Sirsi	
20	Chikamangaluru	
21	Chitradurga	
22	Hassan	
23	Kodagu	
24	Kolar	
25	Mandya	
26	Mangaluru	
27	Mysuru	
28	Nanjangud	
29	Puttur	
30	Shivamoga	
31	Tumakuru	
32	Udupi	
33	RMS BG Dn	
34	RMS HB Dn.	
35	RMS Q Dn	
36	MMS	

Option need not be given for parent Division. Preference to be given for other than parent Division i.e. Preference number to be entered like 1,2,3..... The candidate are advised to give preferences for all Divisions/Units.

Note:

- 1) The candidate should exercise preference for all recruiting Units for consideration.
- 2) Option once exercised is Final and Shall not be changed.

Declaration from reserved category candidates (SC/ST)

I \_\_\_\_\_ belonging to \_\_\_\_\_ category by forgoing UR seniority, if by doing so, I can be allocated to a Unit under reserved category, which is higher in the order of preference exercised by me.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature of candidate/applicant

NAME OF PARENT DIVISIONS.