

**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 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.
- Examination shall be without aid of books.

Syllabus of Examination:

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

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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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