

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 (12<sup>th</sup> 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-I

Syllabus for the Departmental Examinations for Promotion of Lower Division Clerks to Junior Accountants & Departmental Examinations for confirmation of Direct recruit Junior Accountants in Postal Accounts Offices

**Paper-I**

Precis writing, Drafting, Grammar and Basic Computer Skills  
Hindi/English (Without Books)

Max Marks: 100  
Duration: 03 Hours

S. No.	Topic	Weightage
1.	Precis writing	30 Marks
2.	Drafting	25 Marks
3.	Grammar	25 Marks
4.	Basic computer skills	20 Marks

**Note: 1.** Precis shall be taken from Departmental noting and not from General Books etc. Draft also should be required to be composed on Departmental matters.

**Note: 2.** Simple questions related to MS Excel, Word & Power point shall be included in 'Basic Computer Skills'

**Paper-II**

Hindi/English (With the Aid of Books)

Max. Marks 100  
Duration 03 Hours

In all five questions will be set in each Group out of which the candidate should answer two questions compulsorily from each Group and the remaining fifth question from any of the two groups.

**Group-(I)- Fundamental & Supplementary and Service Rules**

S.No.	Book/ Manuals	Topics
1.	FR & SR	1. Definitions 2. Pay fixation 3. Calculation of TA/DA on Tour/Transfer 4. Calculation of leave salary/Pension contribution.

2.	CCS (Pension) Rules 2021	<ol style="list-style-type: none"> <li>1. Definitions</li> <li>2. Calculation of net qualifying service.</li> <li>3. Calculation Pension, family pension including enhanced pension.</li> <li>4. Calculation of Service gratuity &amp; Death Gratuity.</li> <li>5. Calculation of commuted value of pension.</li> </ol>
3.	CCS (Leave) Rules 1972	<ol style="list-style-type: none"> <li>1. Definitions.</li> <li>2. Calculation of Earned leave and half pay leave at credit.</li> <li>3. Different kinds of leaves and their admissibility.</li> </ol>
4.	CCS (Joining Time) Rules 1979	<ol style="list-style-type: none"> <li>1. Definitions.</li> <li>2. Calculation of joining time.</li> </ol>
5.	General Financial Rules 2017	Definitions and relevant rules regarding procurement & contract management.
6.	Income tax Rules	<ol style="list-style-type: none"> <li>1. Definitions</li> <li>2. Calculation of Income tax on salary.</li> </ol>
7.	LTC Rules	Definitions & relevant rules.
8.	NPS / NPS Lite rules	Definitions & relevant rules.
9.	RTI Act 2005	Definitions & relevant rules.
10.	CCS (Conduct) Rules 1964 & CCS(CCA) Rules 1965	Definitions & relevant rules.

**Note:** Five questions will be set containing comments/short notes/simple practical questions etc.

**Group (II)- Postal Accounts, Budget, Accounts Current & Internal Audit**

S.No.	Book/ Manuals	Topics
1.	FHB Vol-I	All chapters except Chapter XVI.
2.	FHB Vol-II	All chapters except Chapter II and appendices.
3.	Postal Accounts Manual Vol-I	All chapters including appendices (except chapters XV, XVI & XVII).
4.	Appendix V to Postal Accounts Manual Vol-I	
5.	Postal Manual Volume-II	Chapter IX & XII
6.	Schedule of Financial Powers	Schedule of financial powers of officers of Department of Posts.
7.	Manual of Internal Audit Questionnaire & CAAT manual	All chapters including appendices.

**Note:** Five questions will be set containing comments/short notes/simple practical questions etc.

**Paper-III**

Hindi/English (With the Aid of Books)

Max Marks: 100

Duration: 03 Hours

In all five questions will be set in each group out of which the candidate should answer two questions compulsorily from each Group and the remaining fifth question from any of the two groups.

**Group-(I)-MO, SB & PO Certificate**

S.No.	Book/ Manuals	Topics
1.	Postal Accounts Manual Vol-II	MO, SB & PO CC Chapters
2.	Postal Manual Vol-II	Chapter on Inland Service MO
3.	Postal Manual Vol-VI Part II	Chapters on Money orders
3.	POSB Manuals	All chapters including appendices.
4.	CBS Manual	All chapters including appendices.

**Note:** Five questions will be set containing comments/short notes/simple practical questions etc.

**Group (II)- GPF, Government Securities, IPO/BPO**

S.No.	Book/ Manuals	Topics
1.	FHB Vol-I	Chapter XVI
2.	Postal Manual Volume-II	Chapter V & VI
3.	Postal Manual Vol-VI Part II	Chapters on IPOs
4.	Postal Accounts Manual Vol-I	Chapter XV, XVI & XVII
5.	Postal Accounts Manual Vol-II	Chapters on Government securities & IPOs
6.	GPF (CS) Rules 1960	Definitions & relevant rules

**Note:** Five questions will be set containing comments/short notes/simple practical questions etc.

## Annexure-II

Syllabus for Departmental Examinations for Promotion of Multitasking staff/ Sorter to Lower Division Clerks & LDCE for promotion of Multitasking staff (12<sup>th</sup> 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.