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Annexure A

Pattern and Syllabus of Competitive Examination limited to Gramin Dak Sewak (GDS) for Appointment as Multi Tasking Staff

I. Pattern of Examination:

Sl No	Description	Paper-I	Paper-II
1	Competitive or Qualifying	Competitive	Qualifying
2	Type of Question	Multiple Choice Questions	Multiple Choice Questions and Subjective
3	Number of Questions	As per syllabus	As per syllabus
4	Maximum Marks	100 in 2 Parts	50
5	Duration	60 Minutes	60 Minutes
6	Language of Question Paper	Bilingual, i.e. Hindi and English (as well as in Local Language, as published under the provisions of Recruitment Rules, where Hindi is not a local language)	
7	Language of Answer Paper	Not Applicable as Multiple Choice Questions	As per question paper
8	Minimum Qualifying Mark (Subject to reservation policy of Government.)	(a) For SC/ST - 33% in each Paper (b) For OBC - 37% in each Paper (c) For Others - 40% in each Paper	

II. Criteria for Selection:-

- a) Examination for Paper I and Paper II will be conducted in continuity in one sitting.
- b) Only such candidates who qualify in each Paper, viz. Paper I and Paper-II separately, shall be considered for final selection and their merit shall be drawn in order of marks secured in Paper-I. Since Paper-II is only qualifying, marks secured in Paper-II shall not be added to marks secured in Paper-I to decide merit.
- c) After arranging the candidates in order of merit as at (b) above, number of candidates to be declared successful shall be equal to the number of vacancy in each category.
- d) In the event of any vacancy notified for recruitment remains unfilled only due to non-joining of selected candidate, the next candidate in the merit list shall be considered for appointment. However, appointment of such candidate shall be only on the ground of declining offer of appointment and no wait list or approved panel shall be maintained.

Ref to Law



III. Syllabus:

PAPER-I (60 Minutes)		
Part A Maximum marks – 60 [30 questions of 2 marks each]	Post Office Guide Part I a) Organization of the Department b) Type of Post Offices c) Business Hours d) Payment of postage, stamps and stationery e) General rules as to packing, sealing and posting, manner of affixing postage stamps f) Methods of address g) Post boxes and Post bags h) Duties of Letter Box peon i) Official postal articles j) Prohibited postal articles k) Products and Services : Mails, Banking & Remittances, Insurance, Stamps and Business (Reference: India Post website)	23 questions
	Postal Manual Volume V a) Definitions	7 questions
Part B Maximum marks – 40 [20 questions of 2 marks each]	General Awareness/Knowledge Topics to be covered (1 to 3 questions from each topic): a) Indian Geography b) Civics c) General knowledge d) Indian culture & freedom struggle e) Ethics and morale study	10 questions
	Basic Arithmetic Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) percentage c) profit and loss d) simple interest e) Average f) Time and work g) Time and distance h) Unitary method	10 questions

Signature

PAPER-II (60 Minutes)		
Maximum marks - 50	Translation of words from English to local language (Multiple choice question)	15 questions of 1 mark each
	Translation of words from local language to English (Multiple choice question)	15 questions of 1 mark each
	Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)	10 marks
	Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options)	10 marks

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