

**Government of India  
Ministry of Communication & IT  
Department of Posts  
Mail Business (Development & Operations ) Division  
Dak Bhawan New Delhi -110001**

No.39-01 /2010-D

Dated 12.01.2010

To

All Heads of Circles

Subject: Revival of competition for selection of Best Sorting Assistants

1. BACKGROUND

It has been decided to revive the annual sorting competition to encourage Sorting Assistants to develop proficiency in sorting both in terms of speed and accuracy. The eligibility and the conditions for the competition will be the same as was issued vide letter No. 39-13/90-D dated 25-7-94. In brief, the scheme will be as under;

2. COMPETITION FOR SORTING ASSISTANTS

2.1 Eligibility

All Sorting Assistants, except those holding earmarked supervisory posts, (LSG/HSG-II/HSG-I) will be eligible to participate.

2.2 Conditions

(a) The competition will be held in three tiers, namely Divisional level, Circle level and All India level.

(b) Three best Sorting Assistants from each RMS Division will compete at Circle level. Similarly, three best Sorting Assistants from Circle level will compete at All India level.

(c) Divisional level competition will be conducted under the direct supervision of Director Postal Services of the Region or the DPS nominated by the Chief Postmaster General

(d) Circle level competition will be conducted by Chief Postmaster General or any Postmaster General nominated by Chief Postmaster General.

(e) Only live mail will be used for the competition. No dummy cards will be used.

(f) For participation at Divisional level competition, candidates will be subject to examination in test sorting of 1200 letters in the Mail Office, place of duty or in the nearest mail office where there is no mail office at the station of duty. Only those who do not commit more than six mistakes and also complete the sorting within one hour will be permitted to participate in the Divisional level competition.

(g) At Divisional level, Circle level and All India level competition will be held only at outward preliminary table. Besides a test on inward TD sorting will be held at Divisional level only. Extract sorting list should be supplied to the participants at least two weeks in advance for divisional level and one month in advance for Circle and All India level competitions.

### 2.3 Mode of Selection of Winners:

(a) At Divisional level, Circle level and All India level competition, each Sorting Assistant will be given 4000 letters to sort. The maximum time in which they are to be sorted is 180 minutes. Out of 4000 letters, if competitor commits 20 mistakes or more or leaves 40 letters or more unsorted, he will be disqualified from the competition.

(b) Points will be awarded for accuracy in sorting and speed of sorting. There will be 30 points for the speed in sorting and 20 points for achieving accuracy in sorting, i.e., total 50 points in all. The marks of both the categories will be totaled, merit list drawn and winners declared.

(c) Twenty points will be given if there is nil mis-sort/letter left unsorted. For every mis-sort/letter unsorted one point will be deducted. Thirty points will be given if the sorting is completed in 120 minutes or less time. If the sorting is completed beyond 120 minutes 0.5 points will be awarded for every minute by which the time taken falls short of 180 minutes. For example, if the competitor completes sorting in 140 minutes, he/she will be awarded  $0.5 \times (180-140)$  i.e. 20 points out of 30 points.

### 2.4 Awards

(a) The awards for the winners of Outward Sorting will be as under;

Level	First	Second	Third
Divisional	Gold Coin (2 gm)	Gold Coin (1 gm)	Gold Coin (0.5 gm)
Circle	Gold Coin (5 gm)	Gold Coin (3 gm)	Gold Coin (2 gm)

At All India level the winning team (1 +2) will be sent to Royal Mail (U.K.) as an award to learn the best practices there. It is also proposed that the Heads of RMS Divisions concerned to whom the winners belong will also accompany the winners to learn the best practices. This will motivate the Heads of Divisions to encourage speed and accuracy of sorting in their divisions.

(b) The awards for the winners of Inward TD Sorting will be as under;

Office	First	Second	Third
Divisional level	Rs 5000	Rs 2500	Rs 1500

(c) Certificates signed by Secretary (Posts) will be given to the winners at All India Level competition. At Circle level, certificate will be issued under the signature of Chief Postmaster General. At Divisional Level the Certificate will be issued under the signature of the Regional Postmaster General.

## 2.5 Expenses

- (a) The expenditure towards payment of cash / gold coin to the winners will be debited to the heads 'salaries' under the major head '3201 Postal Services' and will be made from the sanctioned grant of the Financial Year.
- (b) The entitlement of the TA and DA to the participants will be as per the eligibility of the official based on his/her pay.
3. CPMsG may motivate, Sorting Assistants to take part by giving the competition a wide publicity by putting up posters in Mail Offices, writing to unions in news letters etc. CPMsG with the maximum entry will be given special recognition.
4. For the year 2010 the following dates for holding the competition are specified for Divisional, Circle and national level.

Qualifying test for participation in Division level Sorting Competition	25 Mar 2010 (Inward) 26 Mar 2010 (Outward)
Division level sorting competition	08 Apr 2010
Circle Level Sorting Competition	20 May 2010
All India Competition	24 June 2010

5. After completion of Circle level competition, the names of three best Sorting Assistants will be intimated to the Directorate for taking further action to hold the All India Completion as per the date specified above.

(Rishikesh)  
Director (Mail Management)

### Copy to:

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