

**Lower Grade Official (LGO) Examination for promotion to  
Postal Assistant/Sorting Assistant**

Sl. No.	Heading	Existing pattern and syllabus	Revised pattern and syllabus
1.	No. of papers	3	2
2.	Syllabus	<p><u>Paper I</u> – Essay/Précis writing, letter writing, comprehension, General English/Hindi, Grammar with spelling &amp; usage, etc and mental ability. Candidates to attempt either English or Hindi section only.</p> <p><u>Paper II</u> – Arithmetic of Matriculation/10<sup>th</sup> Standard</p> <p><u>Paper III</u> – Postal Manuals</p> <p>1. Postal Assistant</p> <p>i) Post Office Guide, Part I Section I to V ii) P&amp;T Manual, Volume V – Chapter 1 and 2 iii) P&amp;T Manual, Volume VI – Part I – except Appendix</p> <p>2. Sorting Assistant</p> <p>i) Post Office Guide, Part I Section I to IV ii) P&amp;T Manual, Volume V – Chapter 1 and 2 iii) P&amp;T Manual Volume VII – Chapter 1 to 4</p> <p>(Note: The paper for Postal Assistants and Sorting Assistants will be common. It will have two parts. Part A carrying 50 marks will be common and contain</p>	<p><u>Paper I</u> – General English/Hindi &amp; Grammar, Arithmetic &amp; Tabulation</p> <p><u>Paper II</u> –</p> <p><u>For Postal Assistants</u> <u>Part A:</u> Knowledge of Postal/Mail Office operations with reference to Post Office Guides</p> <p><u>For Sorting Assistants</u> <u>Part B:</u> Postal Manual Volume – VII.</p>

questions from the common part of the syllabus. Part B carrying 50 marks will be separate and cover the rest of the syllabus.

3. MMS Assistants :

- i) P&T FHB Volume I – Chapter V, VIII, Chapter XI except rules 353-363
- ii) P&T Manual, Volume II – Chapter VI
- iii) P&T Manual, Volume IV – Chapter 1 to 3
- iv) Revised accounting procedure for MMS

4. Foreign Post Assistants :

- i) PO Guide Part I – Section III & IV
- ii) PO Guide Part II – Whole
- iii) P&T Manual, Volume VI Part I – Rules 137, 148, 152, 163, 182, 189-193, 209, 233, 311-322A, 361 & 362
- iv) P&T Manual, Volume VII – Rules 8 & 41.
- v) Foreign Post Manual – chapters – I, II, III, IV, VIII, IX, X, XIV, XV, XVI, XX & XXIII.

5. RLO Assistant :

- i) Post Office Guide, Part I Sections I to IV
- ii) P&T Manual, Volume V – Chapters 1 and 2
- iii) P&T Manual, Volume VIII – Chapter 9

6. Stores Depot Assistants:

- i) Chapter VI of P&T Manual Volume II

		<p>ii) Chapter VIII of P&amp;T Manual Volume VIII</p> <p>7. Circle/Regional Offices:</p> <p>i) PO Guide Part (pre-revised)</p> <p>ii) Postal Manual Volume II – Chapter 9 (Contracts) Chapter 10 (Land &amp; Buildings) Chapter 11 (Miscellaneous Rules)</p> <p>iii) Postal Manual Volume V Chapter 1 (PO/RMS Definitions) Chapter 3 (Investigations – General Rules)</p> <p>(The question papers will be both in English and Hindi. The candidates will have to give their language option while applying and the papers should be answered in the language as per the option indicated.)</p>	
3.	Marks	Each paper carries 100 marks	No change
4.	Duration	Duration for each paper is 2 hrs	Duration of each paper will be 1 hour
5.	No. of Questions	Subjective type Questions	50 Multiple Choice Questions (MCQ) in each paper. Paper-I to be of 10 <sup>th</sup> Standard
6.	Qualifying Marks	40% marks in each paper for general category and 33% marks in each paper for SC/ST	No change

**Postal Assistant/Sorting Assistant Direct Recruitment Examination:**

Sl. No.	Heading	Existing pattern and syllabus	Revised pattern and syllabus
1.	No. of papers	2	2
2.	Syllabus	<p><b><u>Paper-I</u></b> – (<b><u>Aptitude Test</u></b>) – General Knowledge, Mathematics, English Language, Reasoning &amp; Analytical Ability</p> <p><b><u>Paper-II</u></b> – (<b><u>Computer/Typing Test</u></b>) – Typing &amp; Data Entry</p>	<p><b><u>Paper-I</u></b> - (<b><u>Aptitude Test</u></b>) – <b>Part A</b> - General Knowledge, <b>Part B</b> - Mathematics, <b>Part C</b> - English Language, <b>Part D</b> - Reasoning &amp; Analytical Ability</p> <p><b><u>Paper-II</u></b> - (<b><u>Computer/Typing Test</u></b>) – Typing &amp; Data Entry</p>
3.	Marks	<p><b><u>Paper-I</u></b> carries 100 marks</p> <p><b><u>Paper-II</u></b> carries 10 marks</p>	<p><b><u>Paper-I</u></b> will be of 100 marks</p> <p><b>Part A</b> - 25 marks <b>Part B</b> - 25 marks <b>Part C</b> - 25 marks <b>Part D</b> - 25 marks</p> <p><b><u>Paper-II</u></b> – will be of 100 marks</p>
4.	Duration	<p>Duration for <b><u>Paper-I</u></b> is 1 hour &amp; <b><u>Paper-II</u></b> is of 30 minutes (15 minutes each for Typing &amp; Data Entry)</p>	<p>Duration for <b><u>Paper-I</u></b> will be 2 hour</p> <p><b><u>Paper-II</u></b> - No change</p>
5.	No. of Questions	<p><b><u>Paper -I</u></b> - 50 Questions of MCQ Type of 2 marks each</p> <p><b><u>Paper-II</u></b> – One passage of 450 words in English/ 375 words in Hindi with a speed of 30/25 words per minute respectively and Data Entry of some figures &amp; letters.</p>	<p><b><u>Paper -I</u></b> - 100 Multiple Choice Questions (MCQ) of 1 mark each</p> <p><b><u>Paper-II</u></b> – No change</p>
6.	Qualifying Marks	Based on merit	<p><b><u>Paper-I</u></b></p> <p><b>Parts A/B/C/D</b> - Minimum 10 marks for OC, 8 marks for</p>

		<p>SC/ST &amp; 9 marks for OBC candidates in each part.</p> <p>40% marks for OC, 33% marks for SC/ST and 37% marks for OBC in aggregate.</p> <p><b>Paper-II</b> will be of qualifying nature with minimum of 40% marks for OC, 33% marks for SC/ST and 37% marks for OBC.</p>
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