

F. No. A-34012/01/2021-DE
Government of India
Ministry of Communications
Department of Posts
(DE Section)

Dak Bhawan, Sansad Marg
New Delhi – 110001
Dated: 11th March, 2021

To,

1. All Heads of Circles,
2. The Additional Director General, APS, New Delhi

Subject: Calendar of Examinations scheduled to be held in the year 2021.

Madam/Sir,

I am directed to forward herewith the Calendar of Examinations (enclosed as Annexure 'A') scheduled to be held in the year 2021 and 'Broad Guidelines for conducting examinations'(enclosed as Annexure 'B') duly approved by the Competent Authority.

2. Activities for all examinations other than Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector of Posts and LDCE for promotion to the cadre of Postal Service Group 'B', will be undertaken by the Circles. The activities, inter alia, will include:

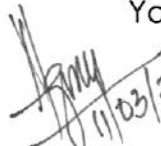
- (i) Setting of all Question-papers as per pattern and syllabus notified by the Directorate, translating the question papers into Hindi and the local language(s) as notified in Annexure-E of Department of Posts notification No.17-08/2018-SPB-I dated 10.05.2019 followed by No. 17-08/2018-SPB-I (pt.) dated 10.06.2019, 17-08/2018-SPB-I dated 20.06.2019, 17-08/2018-SPB-I dated 26.06.2019, 17-08/2018-SPB-I dated 28.06.2019, 17-08/2018-SPB-I dated 11.07.2019, 17-08/2018-SPB-I dated 23.07.2019.
- (ii) Jumbling of the questions to create 4 series (A,B, C & D) of the Question Papers.
- (iii) Printing of the required number of question Papers in English, Hindi and the notified local language(s) for the Circle.
- (iv) Procurement of required number of OMR sheets.
- (v) All formalities relating to conducting of examinations.
- (vi) Conducting the Data Entry Skill Test (DEST) [if prescribed in the pattern of the examination].
- (vii) Declaration of the results.

3. It may be ensured that the Time Schedule as indicated in the Calendar of Examinations, 2021 is strictly adhered to and timely action be taken at all stages. In case of delay in announcement of result, the reason for delay and remedial measures that can be taken to curb such delay in future may be brought to the notice of this Directorate.

4. As regards, departmental examinations related to PA Wing, Circles have already been informed vide Directorate's letter No. A-34012/04/2020-DE dated 01.12.2020 that in future, all the activities from notification to declaration of results and coordination of the examinations may be conducted by PAF Wing of the Postal Directorate. Circles have also requested to correspond directly with PAF Wing of the Postal Directorate for any clarification/issue related to the examinations. Circles are requested to follow the orders in ibid letter strictly. No communication relates to the examinations of PA Wing will be entertained in this Section.

5. Appropriate action will be taken by all concerned.

Yours faithfully,


(N. R. Giri)
Assistant Director General (DE)

Copy forwarded to:

1. Director, RAKNPA, Ghaziabad/CGM, BD Directorate/CGM, Parcel Directorate/CGM, PLI Directorate/CGM, CEPT, Bengaluru/Sr. DDG, PAF.
2. All Directors, Postal Training Centers (Darbhanga, Guwahati, Madurai Mysore, Saharanpur and Vadodara)
3. Director (Staff)/ (SPN)/ (PA-Admn) Department of Posts, Dak Bhawan, New Delhi.
4. SO, SPG/SPB-I/SPB-II/Training Sections, Dak Bhawan
5. Hindi Section for Hindi version.
7. All Recognized Unions and Federations.


(N. R. Giri)
Assistant Director General (DE)

Enclosures:

1. Calendar of Examinations for the year 2021 (Annexure 'A').
2. 'Broad Guidelines' (Annexure 'B').

Annexure 'A' to letter No. A-34012/01/2021-DE
dt. 11.03.2021

CALENDAR OF EXAMINATIONS FOR THE YEAR 2021					
Sl. No.	Name of Examination	Date of issuance of Model Notification(MN)/ Notification (N)	Closing date for receipt of applications	Date of examination (DOE)	Tentative date for declaration of result
1.	SB Aptitude Test	N by Circle		13/06/2021	
2.	LDCE for promotion to the cadre of Postal Assistants/Sorting Assistants in Postal Division/Units (Including Postal Stores Depot), RMS and MMS from Postman/mail Guard, Dispatch Rider and MTS for vacancy year 2021 (01/01/2021 to 31/12/2021)	Model Notification by Directorate on 03/05/2021 Notification by Circles on 10/05/2021	31/05/2021 (21 days from N)	20/06/2021 (at least 40 days from N)	(Within 50 days from DOE)
3.	LDCE for promotion to the cadre of Postal Assistants/Sorting Assistants from eligible officials working in C.O./R.O (including RLO)/Foreign Post for vacancy year 2021 (01/01/2021 to 31/12/2021)				
4.	Competitive Examination for recruitment to the cadre of Postal Assistants/Sorting Assistants from eligible GDS for vacancy year 2021 (01/01/2021 to 31/12/2021)				
5.	PO & RMS Accountant Examination, 2021	N by Circle		29/08/2021	
6.	Competitive Examination for recruitment to the cadre of Postman and Mail Guard from eligible MTS and GDS for vacancy year 2021 (01/01/2021 to 31/12/2021)	Model Notification by Directorate on 09/08/2021 Notification by Circles on 13/08/2021	02/09/2021	26/09/2021	(Within 50 days from DOE)
7.	LDCE for promotion to the cadre of Inspector Posts for vacancy year 2019	N on 20/09/2021 From Directorate	11/10/2021	30/10/2021 31/10/2021	(Within 50 days from DOE)

	(01/01/2019 to 31/12/2019), 2020 (01/01/2020 to 31/12/2020) and 2021 (01/01/2021 to 31/12/2021)				
8.	LDCE for promotion to the cadre of Postal Service Group B for the vacancy year 2021 (01/01/2021 to 31/12/2021)	N on 01/11/2021 From Directorate	22/11/2021	12/12/2021	(Within 50 days from DOE)
9.	Competitive Examination for recruitment to MTS from eligible GDS for vacancy year 2021 (01/01/2021 to 31/12/2021)	Model Notification by Directorate on 12/11/2021 Notification by Circles on 17/11/2021	08/12/2021	26/12/2021	(Within 50 days from DOE)

Examinations related to Motor Vehicle Section

1.	Examination for filling up of all the posts of Drivers in Department (including MMS)	The recruitment will be completed by Circles following all formalities by 30 th September, 2021.
2.	Examination for filling up of the posts of Skilled Artisans (MMS)	

Departmental Examinations related to PA Wing

SI. No.	Name of examination	Date of issuance of Model Notification(MN)/ Notification (N)	Closing date for receipt of applications	Date of examination (DOE)	Tentative date for declaration of result
1.	LDCE to Junior Accountants in PAOs	All the examination activities are to be worked out and coordinated by PAF Division, Postal Directorate.		26/06/2021	
2.	Departmental Examination for promotion of sorters and MTS to LDCs in PAO			27/06/2021	
3.	Confirmation examination for Direct Recruit Junior Accountants			08/08/2021	
4.	Departmental Examination for promotion of MTS qualified (12 th Class passed) to LDCs in PAOs			24/10/2021	
				28/11/2021	

Broad Guidelines for Conducting Examinations

Pre-examination activities:

(1) Question Paper(s)

(i) Pre-examination activities for all examinations other than Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of Inspector of Posts and LDCE for promotion to the cadre of Postal Service Group B, will be undertaken by the Circles. Pre-examination activities will include setting of Question-papers as per pattern and syllabus notified by the Directorate, translating the question papers into Hindi and the local language(s) as notified in Annexure-E of Department of Posts notification No.17-08/2018-SPB-I dated 10.05.2019 followed by No. 17-08/2018-SPB-I (pt.) dated 10.06.2019, 17-08/2018-SPB-I dated 20.06.2019, 17-08/2018-SPB-I dated 26.06.2019, 17-08/2018-SPB-I dated 28.06.2019, 17-08/2018-SPB-I dated 11.07.2019, 17-08/2018-SPB-I dated 23.07.2019 and jumbling the questions to create 4 series (A,B, C & D) of the Questions Paper and printing the required number of question Papers in English, Hindi and the notified local language(s) for the Circle. The level of officers for setting of Question papers will be communicated separately.

(ii) The DPS(HQ) will be designated as the Nodal Officer of examinations. A responsible JTS/STS level officer will support him/her in the preparation of the required number of packets of Question Papers as per number of candidates for each centre. The packets of Question papers will be prepared and sealed in secured office premises in the presence of at least two Group 'A'/PS Group 'B' officers. OMRs and answer scripts for letter/paragraph/essay writing will also be packed as per the number of question papers required for each centre.

(iii) The Controller of Examinations will hand over the sealed question paper packets and answer scripts including OMR sheets to the Centre Supervisors preferably one day prior to the date of examination, but not more than two days earlier in any case. The time should be reduced to the extent possible depending upon bottlenecks of transport, connectivity, weather factors etc. as precautionary measures.

(iv) Appropriate seal for security measures will be used at all stages while handling sensitive material like question papers, answer keys, answer scripts, etc. All measures for proper surveillance and recording of CCTV videography will be ensured. The Nodal Officer will ensure all these measures.

(2) Selection of Centre Supervisors, Observers, Invigilators and other staff:

Centre Supervisors, Vigilance Observers, Question Papers setters will be nominated at the level of Chief PMG. The Centre Supervisors and the Vigilance Observer will not be less than the level of JTS/STS. The Vigilance Observer will submit its report directly to CPMG only. The invigilators preferably should be from IP/ASP/PS Group 'B' cadre having high level of integrity. The invigilators and all those connected with conducting examinations should not be in any way related to the candidates.

(3) Opening of question paper packets:

The Centre Supervisor shall check the question paper packets and ensure that these papers are not tampered with or abstracted and the seals are intact. They will also ensure that OMRs and answer scripts for Letter/Paragraph/Essay writing are also received as per the number of question papers.

(4) Conduct of Examination:

(i) Control Room should be set up at circle/Regional/Divisional level on the day of examination.

(ii) Before the actual conduct of examination, detailed instructions should be explained/issued to the Center Supervisors, Invigilators etc. regarding proper identification of the examinees with reference to Admit cards/official Identity cards, Voter identity card, Aadhaar Biometric device etc. so that chances of impersonation are ruled out. All candidates should be asked to enter the Examination Hall at least 15 minutes before commencement of the examination. No candidate will be allowed to enter in the Examination Hall after commencement of the examination in any case. There should be proper arrangement outside the examination hall for safe-keeping of belongings of the candidates. Books, notes, gadgets, cell-phones, calculators and other electronic devices including restricted items shall NOT be allowed in the Examination Hall. Invigilators will also NOT be allowed to take these items inside the Examination Hall.

(iii) Invigilators will ensure that the examinees are seated according to the seating arrangement and as per roll numbers. OMR sheets shall be distributed amongst the candidates 15 minutes before the commencement of the paper for filling up of description of the candidates' name, Name of Examination, paper number, roll number, Question Book Series etc. The filling up of OMR sheets & darkening the corresponding bubbles correctly and completed is the



sole responsibility of the examinees and under no circumstances the OMR sheets will be replaced, except in case of damaged/torn OMR Sheets, if received (to be done within five minutes of distribution by keeping proper records). Question Paper booklets shall be distributed 5 minutes before commencement of the examination, but candidate will open these booklets at 10.00 hours only. Actual commencement of the examination shall be sounded by an alarm bell at 10.00 hours sharp.

(iv) The invigilators shall announce necessary instructions in the Examination Hall in a sufficiently audible sound to the examinees well before the actual commencement of the examination by highlighting important details mentioned in the front page of the Question Paper(s) and on the reverse side of the OMR sheet and also explain that use of unfair means or influencing the invigilators or anybody else involved in the conduct of the examination will entail disqualification from appearing in the examination for two years apart from attracting disciplinary action as per Rules.

(v) The invigilators shall verify, certify and authenticate that all the entries on the OMR and answer scripts are correctly made by the examinees and that no entry is left blank and get the attendance sheet signed/filled in by the candidates within 30 minutes of commencement of the paper.

(vi) There will a 10 minutes break in between two Papers, but examinees cannot be allowed to leave his/her desk. During this 10 minute break, invigilators will collect the Question Paper Booklet including answer scripts for letter/paragraph/essay writing of the examination that just concluded and distribute the Question Paper Booklet and answer scripts for letter/paragraph/essay writing, if any for the next examination. Instructions will be given to examinees to fill the details. It will also be ensured by the invigilators that the time prescribed for the Paper (s) has not been compromised in any case and that no undue advantage has accrued to any candidate.

(vii) No request for use of wash room should be entertained 30 minutes before the end of the examination/session. Exit points of the examination Hall shall be closed 5 minutes before the end of the examination. No candidate will be allowed to leave the examination hall before the examination is over and answer scripts are collected. Invigilators will ensure that the number of answer scripts are tally with the number of candidates appeared. Question Paper Booklet of the first paper/session collected from the candidates as mentioned in paragraph 4(vi) above shall be returned to the respective examinees after the end of the examination.



(5) Post Examination activities

(i) All the answer scripts of an examination centre shall be put in a sealed packet, Division/Unit-wise, in the presence of the Centre Supervisor and the Observer. OMR sheets and descriptive answer scripts shall be kept serially arranged in separate sealed packets, roll number-wise. A confidential seal should be used for closing the covers.

(ii) Roll numbers should be arranged in the list serially and the subject or paper number) and name of the Centre should be shown at the top of the list. The list should be signed by the Centre Supervisor. The total number of answer books/OMRs should also be entered in the list.

(iii) The entire examination material including the answer scripts and unused question papers and OMRs should be dispatched/handed over to the Nodal Officer, who shall ensure that the sealed packets have been received un-tampered/un-abstracted. He will check everything is beyond doubt. All material will be preserved.

(iv) A confidential seal should be used in closing the covers, packets, bags etc. and the impression of it should be affixed on the list referred to above in paragraph 5(ii) above.

(v) Diagram of seating arrangement and details of candidates indicating their roll numbers, names, category etc. who actually appeared in the examination will be sent to the Nodal Officer.

(vi) In case no candidate appears in the examination at a particular centre, a report to this effect should be sent in place of the statement referred to above.

(6) The examination will be held only at Circle/Regional HQ. In case of any relaxation due to extraordinary circumstances, permission will be sought from Directorate duly justifying the need.

(7) Finalization of Answer Keys

After the examination is held, answer keys shall be sought from the Question Paper setter (s) and the Provisional Answer Key will be prepared for all 4series of the Question Paper. The Provisional Answer Key, duly approved by the CPMG, shall be published, uploaded on the Department's website and response from candidates thereon shall be invited within 10 days of publication of Provisional Answer Key. After expiry of specified time, the responses received

from candidates shall be tabulated and placed before a duly constituted Moderation Committee of officers having expertise in related subjects in the Question Paper. The question paper setter will also be part of the Moderation Committee for providing any input, if required. The Moderation Committee will examine responses of the candidates and make recommendations giving reason/quoting rules, orders etc for each question and responses received from candidates mentioned in the tabulation sheet. The final key, incorporating the recommendations of the Moderation Committee shall be prepared and placed before the CPMG for approval. After finalization of the keys, the same will be put on the website for information only and to avoid any major discrepancy. The approved Final Answer Key shall be used for evaluation of OMR sheets after 7 days of placing it on website.

(8) Evaluation of OMR sheets

(i) All OMR sheets will be scanned properly. In no case answer key will be handed over to the vendor till all OMR sheets are properly scanned, images copied and data is fed into the system.

(ii) Final approved answer keys will be punched in the software for evaluation of OMR sheets in consultation with the OMR vendor.

(iii) For evaluation of OMR sheets, no manual intervention will be allowed. Even if number of candidates is very less, OMR sheets will be evaluated through software only.

(iv) 10% of OMR sheets will be cross checked manually with those checked through the system by nominating a group of officers to ensure the correctness of the scanning and evaluation by the system/machine. Details of the cross-checked OMR sheets will be kept on record to take care of future issues, if any.

(v) The entire evaluation process will be monitored by a team of officers nominated by the Head of Circle under the supervision of DPS(HQ).

(vi) The marks of Paper (s) will be properly compiled in a tabular format against the name of the candidate. Qualified candidates will be shortlisted in terms of prescribed criteria/guidelines. Based on this evaluation, Data Entry Skill Test (DEST), if prescribed in the pattern of the examination, will be planned. The entire process will be completed within 60 days time.

(9) Conducting Data Entry Skill Test (DEST) [if prescribed in the pattern of the examination]



- (i) The list of candidates who have qualified in the Paper(s) will be prepared in the Circle Office by a team of officers nominated by the Head of Circle and headed by DPS (HQ). Only those candidates who stand qualified candidates in terms of prescribed criteria/guidelines will be allowed to participate in the DEST.
- (ii) The DEST will be conducted through offline software developed by CEPT Mysore which will be provided to the Circles by CEPT, Mysuru, along with the SOP. The software already developed and used for the DEST for recruitment to the cadres of Postal Assistants/Sorting Assistants and for recruitment to the cadre of Postman/Mail Guard, conducted earlier, may be used.
- (iii) Ten sets of the matter containing number of words/key depressions as specified in the pattern of the examination will be prepared by an officer nominated by the Head of Circle and forwarded to CEPT, Mysuru for incorporating in the software for the DEST.
- (iv) The DEST will be conducted in different shifts/batches. The time schedule for the test will be as prescribed in syllabus. However there may be good number of formalities to be completed before and after the test. The arrangement of the computer labs etc. will be made in view of the time required for each shift/batch.
- (v) The candidates will be asked to familiarize themselves with computer knowledge particularly the typing of all the keys of the keyboard well in advance by providing a prototype of the DEST software.
- (vi) Responsibility of various levels for conducting DEST.

Supervising Officer

- (a) Application is loaded on all the nodes at least two hours of start of DEST. All computers are connected to good laser printer either in LAN environment or standalone mode for taking print out of evaluated answer sheets.
- (b) The application is run using exe file and opened using the password received from the Nodal Officer.
- (c) The sanctity of password and application is maintained.
- (d) No candidate is allowed to take any note of the text or copy etc. out of the venue.
- (e) Invigilators are instructed properly and test is conducted smoothly.
- (f) Data back of all answer sheets are taken and kept in his safe custody atleast in two storage media.
- (g) A report is submitted to Circle Nodal Officer at the end of DEST.



- (h) To coordinate with Circle Nodal Officer for conducting the test.
- (i) Ensure that Cameras, electronic gadgets, etc. including mobile phones are NOT allowed in the Examination Hall.
- (j) Appropriate security arrangements and vigilance is ensured at the venue (s).
- (k) They will make themselves fully conversant with the applications and instructions based on prototype of application with dummy test already uploaded on website and forwarded to Circles on earlier occasions.
- (l) To ensure related provisions of the Postal Manual.

Invigilator

- (a) To ensure that candidates are seated at least 15 minutes before actual commencement of test.
- (b) Ensure that Cameras, electronic gadgets, etc. including mobile phones are NOT allowed in the Examination Hall.
- (c) They will make themselves fully conversant with the applications and instructions based on prototype of application with dummy test already uploaded on website and forwarded to Circles on earlier occasions.
- (d) Check the candidate with details as given in the Admit Card with some ID card of the candidate.
- (e) Take the copy of the Candidates' ID card. The idea is to obviate impersonation.
- (f) Get the attendance sheet signed by the candidate.
- (g) Instruct the candidates to go through the "Instructions for the candidates" as made available in the local language and available in the system in English, carefully before starting the test and explain these to the candidates.
- (h) Sound the start of the DEST once everybody has understood the instructions.
- (i) Take the print out of automatic evaluated answer sheet of each candidate.
- (j) Obtain the signature of the candidate on the printed copy of the Answer Sheet in the space given for 'Signature of the Candidate.'
- (k) Append signature in the space given for 'Signature of the Invigilator'.
- (l) At the end of the DEST, the Invigilator shall submit details to the System Development Officer.

- (m) Data backup of all answer sheets will be taken and handed over to the Supervising Officer.
- (n) To ensure related provisions of Postal Manual.

Candidates

- (a) Candidate shall carry the Admit Card issued to him and his ID Card along with a copy of the ID card.
- (b) After having entered the examination hall, sign the attendance sheet in the presence of the Invigilator. Hand over the copy of the ID card to the Invigilator.
- (c) Read the 'Instructions for the candidates' carefully.
- (d) Enter the details of the Roll Number, Name and category correctly and click the Check-box related to the disclaimer that the candidate has read the instructions to enable the 'Start Button'.
- (e) Wait for the Invigilator to sound the start of the DEST.
- (f) After Invigilator announces the start of the DEST, click the 'Start Button' to commence the test.
- (g) After completing the DEST, append signature on the evaluated printed answer sheet in the space given for 'Signature of the Candidate'.
- (i) The candidate will not carry any Camera, electronic gadgets, etc. including mobile phones in the venue of the Examination.

(vi) The evaluation of the DEST will be done on the same day of the test by a group of officers nominated by concerned Head of Circle under supervision of DPS (HQ).

(10) Declaration of Results

- (i) Result of the entire examination will be prepared in terms of notified criteria and consolidated.
- (ii) Results will be drawn Unit/Division wise as per RRs and instructions of the Directorate on qualifying criteria for OC/SC/ST candidates and other conditions. Candidates will be allotted to Units/Divisions as per the declared vacancy position.



- (iii) The final result of successful candidates along with marks secured in all papers will be uploaded on DOP website by the date mentioned in the Calendar of Examinations, 2021.
- (iv) The details of the marks obtained by all candidates will also be uploaded on the website separately along with final keys of question Paper (s).

(11) Circle will report to the Directorate about the conduct of all the examinations in the proforma enclosed (**Appendix**) after conclusion of the examinations

(12) These instructions are to be followed in addition to all relevant instructions contained in Appendix 37 of Postal Manual Volume IV. Circles will themselves workout detailed instructions for Supervising Officer/Vigilance Observer/Invigilator in tune with broad guidelines contained in this document.



Report on(name of examination).....

Name of the Circle
 Name of the Centre
 Name of the Nodal Officer
 Name of the Centre Supervisor
 Name of Vigilance Observer

Sl. No.	Points to be checked	Comments/Observation
1.	Examine the condition of the sealed question paper packet received. Ensure that the packets are intact.	
2.	Examine the condition and soundness of the packets containing the OMR answer sheets and Descriptive answer booklets and ensure that the packets are duly sealed.	
3.	Seating arrangements made at the Centre/Hall are as per the model seating diagram	
4.	Quality and effectiveness of the Supervision by Supervisor and Invigilators nominated.	
5.	Ensure that no candidate is permitted to use mobile phones/calculators/supporting gadgets/books etc. in the examination hall	
6.	Ensure that all the candidates are having valid admit cards by way of test check.	
7.	Availability of basic facilities like ventilation, supply of drinking water, tube lights, fans etc.	
8.	Ensure that arrangements for CCTV cameras are in place and working satisfactorily	
9.	Conduct of the examination- No candidate shall be permitted to enter the examination hall/room after commencement of examination. Timely start and completion of the examination should be ensured.	
10.	Whether the examination material like, OMR answer scripts and unused material are kept in personal custody immediately after completion of examination.	
11.	Number of candidates allotted hall tickets and number of candidates who actually appeared in both papers	
12.	Number of candidates who remained absent in all or any of the papers.	
13.	Pen Picture and remarks regarding overall conduct of the examination highlighting the Minor/Major incidents occurred/reported, if any	

Signature of the Nodal Officer