

**No. 7-14/2011-SPN-II**  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)  
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Dak Bhawan, Sansad Marg,  
New Delhi – 110001,  
Dated: 22<sup>nd</sup> August, 2025

To,

1. All Chief Postmasters General/ Postmasters General
2. Chief General Manager, BD/ Parcel/ PLI Directorate/ CEPT Bengaluru
3. Director, RAKNPA/ GM, CEPT/ Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi
5. All General Managers (Finance)/ Director Postal Accounts/ DDAP

**Subject: Revision of Pattern & Syllabus for Limited Departmental Competitive Examination for the post of Inspector Posts.**

Sir/Madam,

In supersession of existing pattern and syllabus of LDCE for Inspector Posts circulated vide this office letter no. 7-14/2011-SPN-II dated 06<sup>th</sup> April, 2021, updated pattern and syllabus of LDCE of Inspector Posts is enclosed herewith. This shall come into effect from the date of issue of this letter and will be applicable to all examinations to be held after this date.

2. This issue with approval of the Competent Authority.

Yours sincerely,

*Vinod Kumar*  
*22.08.2025*  
(Vinod Kumar)  
Assistant Director General (SPN)

Encl. As above.

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## ANNEXURE-A

### Pattern & Syllabus for Limited Departmental Competitive Examination for the post of Inspector Posts

#### **Pattern of Examination:**

- Examination shall consist of 3 papers viz. Paper-I, Paper-II & Paper-III. Paper-I shall carry 250 Marks, Paper-II shall carry 50 marks and Paper-III shall carry 300 marks
- No. of Questions:
  - 125 Questions of MCQ type (each question shall carry 2 marks in Paper-I (Duration- 2:30hrs)
  - Noting & Drafting for 30 marks (i.e. 15 marks each) and Draft Charge Sheet for 20 marks in Paper-II (Duration- 1 hr)
  - 150 Questions of MCQ type (each question shall carry 2 marks) in Paper-III (Duration- 3hrs)
- Qualifying marks in each paper shall be 40% subject to an overall average of 45% for General Category and 33% marks in each paper subject to an overall average of 38% for SC/ST/PwBD
- In all cases, circulars, orders and guidelines issued up to 31<sup>st</sup> December of the year preceding the year of examination will be part of the Syllabus except Annual Report and Book of Information for which latest report and information available/ published in DoP Website will be taken
- Examination shall be without aid of books.

#### **Syllabus of Examination:**

<b>Paper-I</b>	
<b>Sr no.</b>	<b>Topic</b>
<b>1.</b>	<b>Acts</b>
(a)	The Post Office Act, 2023 (Act No.43 of 2023)
(b)	Government Savings Promotion Act-1873
(c)	Prevention of Money Laundering Act,2002 and its Amendments (Necessary on account of AML/CFT Norms)
(d)	Consumer Protection Act, 2019
(e)	Information Technology Act, 2000
<b>2.</b>	<b>Rules</b>
(a)	The Post office Rules, 2024 & The Post office Regulations, 2024
(b)	Government Savings Promotion Rules, 2018
(c)	Post Office Savings Account Scheme, 2019
(d)	National Savings Recurring Deposit Scheme, 2019
(e)	National Savings Time Deposit Scheme, 2019
(f)	National Savings (Monthly Income Account) Scheme, 2019
(g)	Senior Citizens' Savings Scheme, 2019
(h)	National Savings Certificate (VIII Issue) Scheme, 2019
(i)	Kisan Vikas Patra Scheme, 2019

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(j)	Public Provident Fund Scheme, 2019
(k)	Sukanya Samridhi Account Scheme, 2019
3.	Post office Life Insurance Scheme, 2011 & its amendments compiled as SANKALAN (& subsequent instructions/guidelines if any)
4.	<b>Postal Manuals/Rules</b>
(a)	Book of BO Rules
(b)	Postal Manual Volume II
(c)	Postal Manual Volume III
(d)	Postal Manual Volume IV - Leave, pension, Gratuities, Dealings on Examination, Recruitment rules of all Cadres and establishment norms
(e)	Postal Manual Volume VIII
(f)	<b>Mail Operations and Money Remittances</b>
(i)	Postal Manual Volume V (except Appendix-I)
(ii)	Postal Manual Volume VI, Part-I, Chapter-I
(iii)	Postal Manual Volume VI, Part-II, except telegraphic money orders, British & Irish Postal Orders (to be deleted)
(iv)	Postal Manual Volume VI, Part-III, Except Appendices
(v)	Postal Manual Volume VII
5.	Jansuraksha Schemes
6.	<b>Guidelines/Instructions relating to Inland/foreign Post</b>
(a)	Post Office Guide Part-I
(b)	Post Office Guide Part-II, Except Section VII & VIII
(c)	Domestic/Foreign Post Guidelines issued by Directorate
7.	Basic understanding of Digital Personal Identification Number (DIGINPIN)
8.	Guidelines issued by Directorate on Mail Network Optimization Project and Parcel Network Optimization Project, Policy Guidelines on Centralized Delivery of All types of Postal Articles by Delivery Staff, Dak Ghar Niryat Kendra (DNKs)
9.	Guidelines issued by Directorate on consolidation of products
10.	<b>Savings Bank and Savings Certificates</b>
(a)	Post office Savings Bank Manual <b>Volume I, II &amp; III</b> read with SB orders issued by Directorate from time to time
(b)	POSB (CBS) Manual Corrected up to 31.12.2021 and subsequent SB Orders
11.	Annual Reports and Book of Information of Department of posts
12.	<b>Information Technology</b>
(a)	APT Knowledge (IT 2. O)
(b)	Working knowledge on Core Banking Solutions, PLI-CIS
13.	India Post Payments Bank
14.	Preservation and disposal of Postal Records
15.	CCS (Conduct) Rules, 1964
16.	CCS (CCA) Rules, 1965
17.	CCS (Temporary Service) Rules, 1965
18.	GDS (Conduct & Engagement) Rules, 2020 and orders/guidelines issued by the Directorate from time to time related to the GDS Matters

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Paper-II	
Sr no.	Topic
1.	Noting in approx. 200 words on a given topic (15 marks)
2.	Drafting in approx. 200 words on a given topic (15 marks)
3.	Draft Major Penalty Charge Sheet (20 marks)

Paper-III	
Sr no.	Topic
1.	<b>Constitution of India-</b> Preamble to Constitution of India, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties, Articles 124-147, Articles 214-232, 311, 338, 338 (a), 338 (b))
2.	<b>The Bharatiya Nagarik Suraksha Sanhita, 2023 (BNSS)</b> (i) Section I - Short Title, extent and commencement (ii) Section 2 – Definitions (iii)Section 84: Proclamation for person absconding
3.	Central Administrative Tribunal Act, 1985
4.	Revenue Recovery Act, 1890
5.	Prevention of Corruption Act, 1988 as amended
6.	RTI Act,2005 and RTI Rules,2012
7.	<b>Manuals on Procurement</b> (i)Manual on Procurement of Goods (ii) Manual on Procurement of Works and (iii)Manual on Procurement of Consultancy & Other Services
8.	CCS (GPF) Rules, 1961
9.	CCS (Pension) Rules, 2021 and its amendments
10.	CCS (Commutation of Pension) Rules, 1981
11.	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and related instructions issued by the DoPT from time to time.
12.	<b>NPS</b> (i)Central Civil Services (Implementation of National Pension System) Rules, 2021 (as amended). (ii)Central Civil Services (Payment of Gratuity under National Pension System) Rules, 2021 (as amended)
13.	Chapter 2 and 6 of General Financial Rules, 2017 (and amendment thereof)
14.	Fundamental Rules (FR) and Supplementary Rules (SR)
15.	Brochure on casual labourers and instructions on Casual Labourers issued by DoP&T from time to time
16.	Instructions issued by Directorate and DoP&T on maintenance of APAR

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17.	Service Discharge Benefit Scheme, 2010
18.	Schedule of Financial Powers of Divisional Heads, Heads of Circle
19.	Welfare measures available to Departmental Employees and Gramin Dak Sevak of DoP
20.	P&T FHB Volume I and Postal FHB Volume II
21.	Questions on English language
22.	Questions on General knowledge & Current Affairs (Indian Economy, Polity, Sports, Culture & Science)
23.	Questions on Reasoning, Interpersonal Skills, Mental Aptitude, Quantitative Aptitude, Intelligence and Ethics

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