

कार्यालय मुख्य पोस्टमास्टर जनरल, असम परिमंडल, गुवाहाटी - 781001  
Office of the Chief Postmaster General, Assam Circle, Guwahati: 781001

No. Staff/8-66/2023

Dated at Guwahati, the 08-05-2023

### NOTIFICATION

**Subject:** PO & RMS Accountant Examination for the year 2023 scheduled to be held on 04.06.2023(Sunday).

In pursuance of Directorate's letter No.A-34012/07/2022-DE dated 26.09.2022, the PO & RMS Accountant examination for the year 2023 is scheduled to be held on **04.06.2023(Sunday)**. Accordingly, applications are invited from the willing and eligible candidates in the format enclosed to appear in aforesaid examination.

The schedule of activities of the examination is furnished hereunder:

Schedule of activity	Date
Issue of notification	08.05.2023
Last date for receipt of applications at Divisional Office/Regional Office	23.05.2023
Last date for receipt of applications at Circle Office	26.05.2023 up-to 1700 hrs
Report to be submitted to Circle Office regarding permitted/not permitted candidates by the Division	29.05.2023
Issue of Hall Permits to candidates	01.06.2023
<b>Date of examination</b>	<b>04.06.2023 (Sunday)</b>
Time of Examination	Paper – I [with books] 10:00 AM to 01:00 PM  Paper – II [with books] 02:00 AM to 05:00 PM

2. The syllabus for the examination will be as contained in Directorate's letter No. X-8/2/2022-SPN-II dated 18.04.2023 enclosed as **Annexure – I**. Other rules and instructions on the subject circulated from time to time should be followed.

3. **Vacancy Position:**

Division Name	No. of vacant post
Guwahati Dn	0
Darrang Dn	4
Cachar Dn	3
Nalbari-Barpeta Dn	3
Goalpara Dn	2
Dibrugarh Dn	4
Nagaon Dn	3
Sivasagar Dn	2
Tinsukia Dn	0
RMS GH Dn	0
RMS S Dn	0
<b>TOTAL</b>	<b>21</b>

*\*Vacancy above is provisional and is subject to change.*

4. **Eligibility Conditions:**

All the candidates who fulfil the prescribed conditions as per rule 273 of Postal manual Vol-IV are eligible to apply for the examination.

5. Candidates should submit their applications to their Divisional/Unit Head in the proforma enclosed (**Annexure-II**). On receipt of the same they should be forwarded to Regional Office/Circle Office as the case may be, in one batch making necessary entries in each of the applications against items required to be filled by the Divisions/Group Officers attesting those entries with signature of officer-in-charge of Division/Units before being sent to Circle Office.

6. The forwarding authorities should carefully check the applications of each candidate to ensure that the official fulfils the prescribed eligibility conditions and send the list of recommended/not-recommended candidates as per **Annexure-III**.

7. The applicants should enclose two passport size photos with their application. While forwarding the applications, the photo affixed on the application should be duly attested by the Divisional Head and other photo should be retained at Divisional level, itself, for issuing hall permits.

8. After the receipt of approval from the Circle Office, the Divisional Heads will issue Hall Permits. It should ensure that the photo is affixed in the hall permit and is duly attested by him/her before dispatching it to the candidates.

9. Department vests the power to cancel this notification of the examination, if anything unfair was found during the recruitment process.

10. The candidates who are willing to apply for the examination should ensure that they fulfil/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 4) for appearing in the examination.

11. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

12. This notification is also available on the Departmental website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in).

13. This issues with the approval of the Competent Authority.

Encl: Annexure-I, II, III.

सहायक निदेशक (कर्म) /Assistant Director (Staff)  
कार्यालय मुख्य पोस्टमास्टर जनरल / O/o the Chief Postmaster General  
असम परिमंडल, गुवाहाटी - 781001/Assam Circle, Guwahati: 781001

Copy to:

1. The Postmaster General, Regional Office, Dibrugarh: 786001 for kind information.
2. All Division Heads/Unit Heads of Assam Circle for wide circulation.
3. The Officer in Charge, P & T Admn Cell C/o 56, APO Centre.
4. The Asstt. Director (CEPT), Mysuru for uploading the copy of Notification on India Post website.
5. The AD (Tech), CO Guwahati for uploading in Circle Website.

सहायक निदेशक (कर्म) /Assistant Director (Staff)  
कार्यालय मुख्य पोस्टमास्टर जनरल / O/o the Chief Postmaster General  
असम परिमंडल, गुवाहाटी - 781001/Assam Circle, Guwahati: 781001



Pattern and Syllabus of Examination for PO & RMS Accountant.Pattern of examination:

- There will be two paper with books for this examination. Maximum marks in each paper will be 100.
- Both Paper will consist of theoretical question and practical question in the proportion of 1/3<sup>rd</sup> theoretical and 2/3<sup>rd</sup> practical question. In both the portions, there will be some compulsory question. Marks for theory portion would be 30 and those for practical portion will be 70.
- For O.C. candidates, qualifying marks will be 45% in each paper and 50% in the aggregate. SC/ST candidates will require 38% and 43 % marks respectively for qualifying in each paper and in the aggregate.
- An official securing at least 60% marks in a particular paper will be exempted from appearing in that paper in the next two subsequent examination.

Syllabus:

PO and RMS Accountant Exam Syllabus	
PO and RMS Accountant Exam Paper I (with Books) 3 hours 100 marks	
Part-I	
1	FRs 1 to 56
2	SRs 1 to 203
3	CCS(joining Time) Rules 1979
4	CCS (Leave ) Rules 1972
5	CCS(Pension) Rules 1972, New Pension Scheme Rules
6	GPF (CS) Rules 1960
Part-II	
1	Dearness allowance
2	House Rent allowance
3	City compensatory allowance
4	children Education allowance
5	Service rules for Gamin Dak Sevak ( Section -III, VI,VII,IX,XI)

AT  
19/04/23

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PO and RMS Accountant Exam Syllabus	
PO and RMS Accountant Exam Paper II (with Books)	
100 Marks	
3 hours	
Part-I	
1	FHB Volume I & II
2	Postal Manual Volume II (chapter IV,V,VII,VIII,IX,X,XII)
3	Schedule of financial powers of the Department of Posts
4	Core System Integration Manual in SAP environment related to Finance & Accounts (F&A) functions, HR pay role management Manual.
Part-II	
1	Postal Manual Volume VI Part-I,II,VII,XII,XVI,XVII
2	Postal Manual Volume VI Part II (relating to MOS, IPOS,BPOS)
3	Overtime allowance, Medical reimbursement , <b>Central Government Health Insurance Scheme</b> , HBA, LTC & Group Insurance Scheme
4	Procurement of Goods & Services (GFR, Handbook on GeM)

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*[Signature]*  
18/12/23



**Affix your  
photo here**

**ANNEXURE – II**

**APPLICATION FORM**

**PO & RMS ACCOUNTANT EXAMINATION TO BE HELD ON 04.06.2023**

1. Name of the Official (IN BLOCK LETTERS) :
2. Designation and office at working :
3. Community (UR/OBC/SC/ST) :
4. Whether Direct Recruitment or Departmental Promotee :
5. Date of commencement of service in PA/SA cadre :
6. Date on which confirmed/QPC issued :
7. Circle Gradation No. w.r.t. latest Gradation list :
8. No. of chances already availed and the years in which chances were availed :
9. Whether Exemption has been obtained in any paper previously by obtaining atleast 60% marks in that paper. If so, mention the paper & the year in which it was obtained :
10. If special chance is claimed (Yes/No) :
11. Whether you have been denied permission to write any Departmental Examination and if so, the details :
12. Language in which the candidate desires to write the Exam (English/Hindi) :

Certified that the particulars furnished above are correct.

Station :

Date :

**Signature of the applicant**

**TO BE FILLED IN BY THE DIVISIONS/UNITS**

Whether the particulars furnished by the  
candidate are verified and found correct?

:

Yes / No

Recommendation of the Divisional/Unit Head

:

Recommended/  
Not

recommended

**Date :**

**Signature of the Divisional/Unit Head**

**ANNEXURE III**

**LIST OF RECOMMENDED/NOT-RECOMMENDED CANDIDATES FOR PO & RMS ACCOUNTANT EXAM TO BE HELD ON 04.06.2023**

Sl. No.	Name of official	Designation	Community	DOB dd/mm/yyyy	Number of Chances availed	Whether exemption in any paper	Recommendation by HOD/Region

Signature of HOD