DEPARTMENT OF POSTS, INDIA
OFFICE OF THE CHIEF POSTMASTER GENERAL,
MAHARASHTRA CIRCLE, MUMBAI 400001.

To,
1) The PMG, MM/Nav Mumbai/Mumbai / Pune / Nagpur / Aurangabad/Goa Region.
2) The G.M. Finance, O/O Chief PMG, Maharashtra Circle, Mumbai – 400 001.
3) The Principal Controller of Communications Accounts, Maharashtra, 2nd floor, C wing,
   BSNL Admin Building, Santacruz (W), Mumbai-400054
4) The Director (Mails & BD), Foreign Post, Mumbai.
5) The Director of Accounts (P), Nagpur-440001
6) The Director, Mumbai G.P.O. Mumbai-400001
7) All SSPOs/SPOs/SSRM/SSRMs in Maharashtra Circle
8) The Supdt. All PSDs/CSDs.
9) The Manager AMPCI/RLO, Mumbai
10) The Sr. Manager, MMS, Mumbai/Pune/Nagpur
12) The Supdt. Engineer, Postal Civil Circle, Sion, Mumbai-400022
13) The Executive Engineer, Postal Civil Division, Mumbai/Pune/Nagpur
14) The Executive Engineer, Postal Electrical Division, Mumbai
15) The Officer Incharge, P & T Administration Cell, Army Postal Service Centre, PIN 900
    746, C/O 56 APO.
16) The Officer Incharge, P & T Admn. Cell, APS Centre, Kamptee
17) The Officer Incharge, P & T Admn. Cell, APS Centre Colaba, MB-400005
18) The APMG (Staff), O/O Chief PMG, Maharashtra Circle, Mumbai
19) All Section Officers/Section Supervisors, Circle Office, Mumbai-400001.

No.: Rect/41/AAO/LDCE/2018-19 dated at Mumbai the 02.05.2018

Subject: - Notification of Limited Departmental Competitive Examination for recruitment to AAO
cadre of IP & TAFS Group “B” for the year 2018-19

With reference to above cited subject please find enclosed herewith the Directorate’s
letter No.3-37/2016-DE/PACE/AAO Exam/480-461 dated 19.04.2018 with the above-mentioned
Notification with Annexures (containing 24 pages) which is also available on DOP/DoT website
for information and necessary action.

2. It is requested to give wide circulation to the notification in office/offices under your jurisdiction.
   Format of application form is given therein to be submitted by the applicant with full details of
   information.

3. All Heads of units are requested to go through the instructions contained in the Notification
   and take action accordingly strictly following the dates mentioned therein.

4. All Divisional heads will receive application till 21st of May which is the last date for receipt of
   application from the applicants. They Head of the Divisions/units will compile a list of applicants
   from whom they received the filled in application form duly attested by respective controlling
   officers and forward the list along with the application form to this office by 22.05.2018. In case
   no application is received by any unit, they are to send NIL report.

Enclosed: Attached Notification in 24 pages as above

( D.G. Chaskar)
Asstt. Director Postal Services (Rectt),
O/O the Chief Postmaster General,
Maharashtra Circle, Mumbai 400001
No.3-37/2016-DE/PACE-AAO Exam/460-461
Government of India,
Ministry of Communications & IT,
Department of Posts,
Postal Accounts Wing,
Dak Bhavan, New Delhi. 110 001

Dated: 19th April 2018.

To

GM (CEPT),
Mysore.


The examination notification of the Limited Departmental Competitive Examination for recruitment of AAO cadre of IP&TAFS Group 'B' for the year 2018-19 along with annexures (containing 24 pages) is enclosed herewith for uploading the same on the Department Website.

Yours faithfully,

Ends: As above.

(Dharmesh Kumar)
ASSTT.DIRECTOR GENERAL (PA-ADMN)
Telephone. 23044778

Copy forwarded to
1. Director (SEA), Department of Telecommunication Sanchar Bhavan,
New Delhi for uploading the same on Department of Telecom's webportal.

ASSTT.DIRECTOR GENERAL (PA-ADMN)
EXAMINATION NOTIFICATION

No. 3-37/2016-DE/PACE/AAO Examination /459

Date: 19th April 2018

Limited Departmental Competitive Examination for recruitment to AAO Cadre

1. Schedule of Examination:

<table>
<thead>
<tr>
<th>Date of Notification</th>
<th>19th April 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Commencement of Examination</td>
<td>5th July 2018</td>
</tr>
<tr>
<td>Duration of Examination</td>
<td>4 days (Depending on number of candidates, paper VI may be held on more than one dates/shifts)</td>
</tr>
<tr>
<td>Last Date for Receipt of Applications</td>
<td>21st May 2018</td>
</tr>
</tbody>
</table>

2. Eligibility Criteria:

As per the Indian Posts and Telecommunications Accounts and Finance Service Group ‘B’, (Accounts Officers and Assistant Accounts officers) Recruitment Rules 2018 (hereinafter referred to as “Recruitment Rules” notified in the Gazette of India, Extraordinary, Part II-Section 3-Sub section (i) on 2nd April 2018, the vacancies in the AAO cadre are to be filled up through Limited Departmental Competitive Examination for employees of Department of Posts and Departments of Telecommunications under the Ministry of Communications, Government of India. All candidates satisfying the eligibility conditions mentioned in the Recruitment Rules, are eligible to appear for the above examination.

3. Syllabus & Pattern of examinations:

The syllabus of the Examination along with the reference books and books allowed in the examination hall (for open book papers) has been circulated vide DoP letter No. 03-37/2016-PACE/DE/AAO/178 to 293 dated 4th April 2018.

The pattern and schema of the question papers is as follows:
<table>
<thead>
<tr>
<th>Paper</th>
<th>Pattern</th>
<th>Schema</th>
</tr>
</thead>
</table>
| I     | *Financial Rules and Procedures & Book-keeping*    | • Question paper will have 3 parts.  
• Part A will have 1 compulsory numerical question on Book Keeping. This question may have parts.  
• Part B will have 3 theoretical questions from GFR 2017/FHB Vol. 1, out of which examinee will have to attempt 2 questions. These questions may have parts.  
• Part C will have 3 theoretical questions from Accounting Principles/Book Keeping/LMMH/GAR out of which examinee will have to attempt 2 questions. These questions may have parts.  
• Candidate is required to know upto date LMMH relevant to DOP/DOT as approved by CGA.  
• Candidates are required to know orders issued up to 31st March 2018.  
• The examinee would be expected to answer in a clear & cogent manner and cite references to relevant provision/rules/sections (wherever applicable).  

*Marking Scheme:*  
Part A  1 question of 20 marks  
Part B  3 questions of 20 marks each  
Part C  3 questions of 20 marks each  
| II    | *Service Rules*          | • Question paper will have 3 parts.  
• Part A will have 1 compulsory case study/numerical question on any topic. This question may have parts.  

Open Book  
Subjective Type
- Part B will have 3 theoretical question from FRSR I, II, III/Pension Rules/GPF Rules/CEA/LTC out of which examinee will have to attempt 2 questions. These questions may have parts.
- Part C will have 3 theoretical question from CCA Rules/Conduct Rules/RTI Act/Constitution of India out of which examinee will have to attempt 2 questions. These questions may have parts.
- Candidates are required to know orders issued up to 31st March 2018.
- The examinee would be expected to answer in a clear & cogent manner and cite references to relevant provision/rules/sections (wherever applicable).

**Marking Scheme:**

<table>
<thead>
<tr>
<th>Part A</th>
<th>1 question of 20 marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part B</td>
<td>3 questions of 20 marks each</td>
</tr>
<tr>
<td>Part C</td>
<td>3 questions of 20 marks each</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>III</th>
<th><strong>Postal Account</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Open Book</td>
</tr>
<tr>
<td></td>
<td>Subjective Type</td>
</tr>
</tbody>
</table>

- Question paper will have 3 parts.
- Part A will have 1 compulsory case study/numerical question/short notes etc on any topic.
- Part B will have 3 questions from PAM VOL I/II out of which examinee will have to attempt 2 questions.
- Part C will have 3 theoretical questions from DFPR/Financial powers/FHB VOL II, out of which examinee will have to attempt 2 questions.
- Candidate is required to know upto date orders as on 31st March 2018.
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>IV</td>
<td><strong>Telecom Account, USOF and Taxation</strong>&lt;br&gt;Open Book&lt;br&gt;Subjective Type</td>
<td>- The examinee would be expected to answer in a clear &amp; cogent manner and cite references to relevant provision/rules/sections (wherever applicable).&lt;br&gt;&lt;br&gt;<strong>Marking Scheme:</strong>&lt;br&gt;Part A 1 question of 20 marks&lt;br&gt;Part B 3 questions of 20 marks each&lt;br&gt;Part C 3 questions of 20 marks each</td>
</tr>
<tr>
<td>V</td>
<td><strong>Logical, Analytical &amp; Quantitative Abilities</strong></td>
<td>- Question paper will have 3 parts.&lt;br&gt;- Part A will have 1 compulsory case study/numerical question on any topic. This question may have parts.&lt;br&gt;- Part B will have 3 theoretical question out of which examinee will have to attempt 2 questions. These questions may have parts.&lt;br&gt;- Part C will have 3 theoretical question out of which examinee will have to attempt 2 questions. These questions may have parts.&lt;br&gt;- Candidate is required to know upto date orders as on 31st March 2018&lt;br&gt;- The examinee would be expected to answer in a clear &amp; cogent manner and cite references to relevant provision/rules/sections (wherever applicable).&lt;br&gt;&lt;br&gt;<strong>Marking Scheme:</strong>&lt;br&gt;Part A 1 question of 20 marks&lt;br&gt;Part B 3 questions of 20 marks each&lt;br&gt;Part C 3 questions of 20 marks each</td>
</tr>
</tbody>
</table>
covering various topics under Data Interpretation & Quantitative Ability as above, only one being correct.

- Part B of the paper would be set in English as well as Hindi language. Candidates have to answer the questions in the language opted by them in the application form. Answering in a language other than that opted for at the time of applying would lead to disqualification of candidature.
- Part B Section 1 shall have 15 MCQ covering various topics under Verbal & Reading Abilities.
- Part B Section 2 shall have 3 questions:
  
  Q1: Précis of any topic
  
  Q2: Drafting Official Letter
  
  Q3: Preparation of Office Note

- While evaluating the questions on précis and drafting, the candidates would be evaluated for their understanding and ability to express the same in short sentences using simple words. He/She would not be expected to reproduce the passage selectively.

Marking Scheme:

Part A Each question will carry 2 marks for correct response, -1/2 mark for incorrect response and 0 for no response.

Part B Section 1: Each question will carry 2 marks for correct response, -1/2 mark for incorrect response and 0 for no
<table>
<thead>
<tr>
<th>VI</th>
<th>Information Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Closed Book</td>
</tr>
<tr>
<td></td>
<td>Practical and MCQ</td>
</tr>
</tbody>
</table>

- Question paper will have 2 parts.
- Questions on Word Processor/Spreadsheet/Presentation shall be based on Microsoft Office.
- Part A will have 10 MCQ and candidates will have to answer them in accordance with instructions given against each question.
- Candidate will be required to reproduce the correct response of MCQs in Part A completely in Microsoft Word in accordance with the instruction against each question.
- Part B will have 3 practical questions on Microsoft Excel/Word/Power Point wherein examinee will have to produce the output as instructed.
- Examinee will be required to save their responses/output on a pen drive, take printout of their responses/output through printer installed separately and at the same time mail it to a designated mail id from his own email id.
- Extra time beyond 3 hours shall be given to take printout & submission of the responses/output, if required. Pen drive shall be provided in examination hall (if required).

**Marking Scheme:**

Part A: 15 questions of 2 marks each (1 for correct
response of MCQ and 1 for correctly following the instructions for typing in Microsoft Word). There will be no negative marking.

Part B: 3 questions of 30 (MS Excel),
20 (MS Word) and
20 (PowerPoint) marks.

4. Qualifying Marks:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>QUALIFYING MARKS*</th>
</tr>
</thead>
<tbody>
<tr>
<td>For General Category</td>
<td>40% in each subject</td>
</tr>
<tr>
<td>For Scheduled Caste and Scheduled Tribe Category</td>
<td>30% in each subject</td>
</tr>
</tbody>
</table>

* Candidates securing qualifying marks in each of the papers will be considered for preparation of the merit list.

5. Calendar of Examination:

<table>
<thead>
<tr>
<th>DATE OF EXAM</th>
<th>PAPER</th>
<th>TIMINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th July, 2018 (Thursday)</td>
<td>Paper –I (Financial Rules &amp; Procedures &amp; Book-keeping)</td>
<td>09:30 a.m. to 12:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper –II (Service Rules)</td>
<td>2:30 p.m. to 05:30 p.m.</td>
</tr>
<tr>
<td>6th July, 2018 (Friday)</td>
<td>Paper –III (Postal Account)</td>
<td>09:30 a.m. to 12:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper –IV (Telecom Account, USOF &amp; Taxation)</td>
<td>2:30 p.m. to 05:30 p.m.</td>
</tr>
<tr>
<td>7th July, 2018 (Saturday)</td>
<td>Paper –V (Logical, Analytical &amp; Quantitative Abilities &amp; Language Skill)</td>
<td>09:30 a.m. to 12:30 p.m.</td>
</tr>
<tr>
<td>8th July, 2018 (Sunday)*</td>
<td>Paper –VI (Information Technology)</td>
<td>09:30 a.m. to 12:30 p.m (if</td>
</tr>
</tbody>
</table>
6. **Vacancies:** Tentative vacancies as on the date of notification are as under:

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>General</th>
<th>SC</th>
<th>ST</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>VACANCY</td>
<td>777</td>
<td>151</td>
<td>82</td>
<td>1010</td>
</tr>
</tbody>
</table>

The number of vacancies mentioned above is not final and is subject to change. Reservation will be given effect as per Government of India policy.

7. **How to Apply:**
   
a) The applicants are required to apply in the prescribed application form as at **Annexure A.** Blank application form may be printed on A4 size white paper. The candidates are advised to refer to Instructions for filling up Application Form as at **Annexure B.**
   
b) Applicants are also advised to go through other instructions as at Annexure B thoroughly.
   
c) The applicants applying for the examination should ensure that they fulfill all eligibility conditions mentioned in the Recruitment Rules. Their candidature at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.
   
d) Mere issue of Admit Card to the applicants will not imply that his/her candidature has been finally accepted by the department. Verification of eligibility conditions with reference to original documents and other records will be taken up only after the applicant has been declared successful in merit list prepared as per number of vacancies.
   
e) The applicants (except those officials who are on Deputation out of DoT/DoP or are on Deputation to APS) will submit filled in Application Forms, duly attested by their controlling officers, to respective Heads of Divisions or Heads of Units (in cases other than postal divisions) latest by **21st May 2018.** The Heads of Divisions/Units will issue an acknowledgement of receipt of application form to the candidate. The candidate is
advised to retain the acknowledgement and also 2 photocopies of the filled in application form for future reference.

f) The applicants who are on Deputation out of DoT/DoP or are on Deputation to Army Postal Service (APS), the acknowledgement of receipt of application form shall be issued by their respective State Nodal Officers.

g) The Heads of Divisions / Units will compile a list of applicants from whom he/she has received filled in application form duly attested by respective controlling officers and forward the list along with the application forms to respective State Nodal Officers as detailed in Annexure C.

h) Fulfillment of eligibility condition would be verified only for candidates who appear in final merit list.

i) The applicants are allowed to submit only one Application Form. In case of submission of multiple application forms, all applications submitted by the candidate will be rejected. The Candidates must submit filled in application forms, duly attested by respective controlling officers, to the Heads of Divisions / Units only. Submission of application form to any other authority would lead to rejection of such applications.

j) In case, no communication is received by the State Nodal Officer from the candidate regarding non-receipt of his/her Admit Card at least 7 days before the examination, he/she himself/herself will be solely responsible for non-receipt of his/her Admit Card.

k) No candidate will ordinarily be allowed to take the examination unless he/she holds an Admit Card for the examination. Only candidates possessing valid admit card will be permitted to enter the examination hall, subject to production of valid identity proof. The candidates are advised to check the admit card and any discrepancy should be brought to the notice of the State Nodal Officer immediately.

l) The candidates must ensure that their E-Mail IDs/Mobile nos. given in their applications are valid and active as the department may use E-Mail IDs/Mobile numbers for contacting them at different stages of examination process including dispatch of Admit Cards in exceptional circumstances.

m) The applicants are advised to preserve the acknowledgement given by Head of Unit / Division/State Nodal Officer at the time of submission of the form.

8. Where to Apply:
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>WHERE TO APPLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Officials on Deputation outside DoT/DoP</td>
<td>Application Form duly attested by controlling authority should reach the concerned State Nodal Officer of the state in which official is serving before the last date of submission of application. Department shall not be responsible for any delays.</td>
</tr>
<tr>
<td>2 Officials on Deputation to Army Postal Service (APS)</td>
<td>Application Form duly attested by controlling authority should reach the assigned State Nodal Officer i.e. GM (PAF) Maharashtra Circle before the last date of submission of application. Department shall not be responsible for any delays.</td>
</tr>
<tr>
<td>3 Others (including those on Deputation within DoT/DoP)</td>
<td>Application Form duly attested by controlling office needs to be submitted to the respective Divisional Heads/Head of Unit (in cases other than Postal Divisions) by last date of submission of application, who will further forward it to the respective State Nodal Officer. Department shall not be responsible for any delays. In case of Pr. CCA/CCA offices, Head of Unit is Pr. CCA/CCA.</td>
</tr>
</tbody>
</table>

9. **Last date for submission of applications:**
   a) The last date for submission of filled in application forms by applicants (except those officials who are on Deputation out of DoT/DoP or are on deputation to APS) to respective Heads of Divisions or Heads of Units (in cases other than Postal Divisions) is **21st May 2018**.
   b) The last date for submission of filled in application forms by applicants who are on Deputation out of DoT/DoP or are on Deputation to APS, to their respective State Nodal Officers is **21st May 2018**.
10. **Admit Cards**
   
a) The Admit cards will be dispatched by post by the State Nodal Officers of respective states.

b) In case the candidate does not receive admit card 10 days prior to commencement of examination, he/she is advised to contact the State Nodal Officer along with photocopy of his/her application form and acknowledgement of submission of form to Divisional/Unit (in cases other than Postal Divisions).

11. **Venue for conducting the examination:**
   
a) The list of States/UTs with their tentative centers and the designated State Nodal Officers is placed at Annexure C.

b) One or more centers of examination may be established in one State/UT, depending upon the number of candidates.

c) If the number of candidates at one center is very low then the nearest available center may be allotted.

b) Names and addresses of examination center shall be mentioned in the Admit Card.

e) The applicants shall not have the option to select any particular examination center/location. The decision of the State Nodal officer in this regard will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.

12. **Admissibility of TA/DA:**

   TA/DA is not admissible to any applicant for appearing in the examination. The days on which examinations are held shall not be considered as ‘ON DUTY’ and responsibility of getting leave sanctioned by competent authority lies with the applicant.

13. **Tie Breaker:**

   In event of two or more candidates securing equal gross marks, the tie will be resolved in following manner:

   a) Age: The candidate older in age shall be given higher rank; failing which,

   b) Marks obtained by the candidate in respective papers in the following order:

       i. Paper I; failing which,
ii. Paper II; failing which,
iii. Paper V; failing which,
iv. Paper VI; failing which,
v. Sum of Paper III+IV.

14. Display of Result:
Only those candidates who secure **qualifying marks in all the papers** will be considered for preparation of merit list. The merit list along with marks obtained by all candidates will be displayed on [www.indiapost.gov.in](http://www.indiapost.gov.in). The individual mark sheets will not be sent to applicants.

15. All disputes arising out of the process shall fall under jurisdiction of courts/tribunals at New Delhi.

(Deepak Kumar)
Director (Budget & Administration)
Telephone No.011-2304741, 23096030,

Enclosures:
1. Annexure A: Application Form
2. Annexure B: Instruction to Applicants
3. Annexure C: List of State Nodal Officers
**APPLICATION FORM**

Limited Departmental Competitive Examination (LDCE)

for AAO Cadre of IP&TAFS, Gr ‘B’ 2018-19

Please read the ‘Instructions for Filling the Application Form’ before filling this form

1. Name of Applicant: Mr./Ms.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MIDDLE NAME</th>
<th>SURNAME</th>
</tr>
</thead>
</table>

2. Father's Name: Mr.

<table>
<thead>
<tr>
<th>NAME</th>
<th>MIDDLE NAME</th>
<th>SURNAME</th>
</tr>
</thead>
</table>

3. Date of Birth

4. Gender (Tick the appropriate box): Male ☐ Female ☐

5. Category: (Tick the appropriate box): SC ☐ ST ☐ OBC ☐ Gen ☐

6. Additional category: (Tick the appropriate box): Ex-Serviceman ☐ PH ☐

7. Educational qualification (Tick the appropriate box):
   - Up to 10th Class ☐
   - Up to 12th Class ☐
   - Graduate & Above ☐

8. Date of Joining on 1st appointment (In L1 or above)

<table>
<thead>
<tr>
<th></th>
<th>/</th>
<th>/</th>
</tr>
</thead>
</table>

9. Present Designation:

10. Pay Level/Scale of 1st appointment (As per 7th CPC):

11. Present level of pay (As per 7th CPC):

12. Date of continuous appointment in present level

<table>
<thead>
<tr>
<th></th>
<th>/</th>
<th>/</th>
</tr>
</thead>
</table>

13. Department in which presently working
   - a. Department of Post ☐
   - b. Department of Telecommunications ☐
   - c. Army Postal Service ☐
   - d. Deputation ☐

14. For applicants belonging to (a) and (b) in Sl. No. 13 above:

---

Page 13 of 24
a) Name of Circle
b) Name of Unit /Division

15. Details of unit from which applicant proceeded on Deputation/APS (for applicants belonging to (c) and (d) in Sl. No. 13 above:
   a) Name of Circle
   b) Name of Unit /Division

16. Details of current DDO:
   Designation
   Department
   Telephone (with STD code): Fax (with STD code)
   Address
   PIN

17. Applicant’s Mobile Number

18. Applicant’s Address:

   Address Line 1
   Address Line 2
   City/Town
   State
   PIN

19. Applicant’s Contact details:
   Email
   Phone

20. Medium of Examination (Tick the appropriate box): Hindi English

21. Signature of the Candidate

**DECLARATION**

I hereby declare that:

a. Information furnished in the above form is true and correct to the best of my knowledge.

b. I have gone through the Recruitment Rules for AAO in the Department of Posts and Department of Telecommunications published in the Gazette of India Extraordinary Part II – Section 3-Sub section (i) on 2nd April 2018 carefully and I satisfy the eligibility conditions mentioned therein.
c. I understand that my candidature is liable to be cancelled in case I am found ineligible for the post of AAO as per Recruitment Rules dated 2nd April 2018 and also if any information provided above is found incorrect or false at any stage.

d. I have carefully read and understood the instructions mentioned in the AAO Examination Notification No. **3-37/2016-DE/PACE/AAO Examination** dated 19th April 2018 and shall abide by the same.

Signature of the Candidate in Box

Date:.........................

---

For Office Use Only

**ACKNOWLEDGEMENT SLIP**

The Application Form for AAO Examination 2018 has been received from Shri/Ms........................ son/daughter of Shri........................................................

Date:.........................

Sign of Head of Division/Unit

Seal of Head of Division/Unit
Instructions for Filling the Application Form

1. The applicants should submit only **one form** to their Head of Division/Unit for onward submission to State Nodal Officer. Multiple forms from same applicant are liable to be rejected.
2. Applications incomplete in any respect are liable to be rejected at any stage of the examination process without any notice.
3. The print out of the Application Form (including Admit Card portion) must be taken back to back (on both sides of A4 size paper). In this way there will be **only 3 sheets** of paper.
4. The photographs must be pasted (not stapled). The Controlling Officer should attest the photographs in such a manner that the face is completely visible. Application Forms bearing unattested photographs will be summarily rejected without any notice.
5. The Application Form and Admit Card (relevant portions only) are to be filled in **blue ball point pen** only.
6. There should be **no overwriting** anywhere on the form. Use of correction fluids is prohibited.
7. The name and address must be filled in **BLOCK LETTERS** only.
8. **Leave a blank box** between each part of name and address.
9. Dates should be filled in **DD/MM/YYYY** format only.
10. Email/Mobile Number of the applicant should be valid and active as they may be used to communicate with the applicant.
11. The applicant should **retain the Acknowledgement Slip and two copies** of the application form till the process is over.
12. The officials who are on Deputation within DoT or DoP should also mark (d) in item number 13.
13. The item number 20 should be filled in carefully. The applicant will be required to attempt all papers (including language part of Paper 5) in the medium selected in item number 20. **No request for change in medium** will be entertained.
14. The **Admit Card** must be carried by the applicant to the exam hall in the first shift on the first day of the examination. The applicant will hand over the Admit Card to the Invigilator after the first shift on the first day of the examination.
**ADMIT CARD**

Name of Applicant

<table>
<thead>
<tr>
<th>NAME</th>
<th>MIDDLE NAME</th>
<th>SURNAME</th>
</tr>
</thead>
</table>

Signature of the Candidate in Box

For Office Use Only

ROLL NO  

Centre for Paper I to V

Centre for Paper VI  Date & Time for Paper VI

<table>
<thead>
<tr>
<th>Question Paper</th>
<th>Signature of the Candidate with Date (to be done only in the presence of invigilator in the Exam Hall)</th>
<th>Signature of the Invigilator with Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VI</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The Admit Card will be retained by the Invigilator after the first shift on first day of exam.

Signature & Stamp of the Issuing Officer
Applicant's Address (To be filled by the Applicant carefully and legibly in BLOCK LETTERS):

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>City/Town</td>
<td>DISTRICT</td>
</tr>
<tr>
<td>State</td>
<td>PIN</td>
</tr>
</tbody>
</table>

Applicant's Contact Details (To be filled by the Applicant):

<table>
<thead>
<tr>
<th>Email</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

**SCHEDULE OF EXAM**

<table>
<thead>
<tr>
<th>DATE OF EXAM</th>
<th>PAPER</th>
<th>TIMINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>5&lt;sup&gt;th&lt;/sup&gt; July, 2018 (Thursday)</td>
<td>Paper –I (Financial Rules &amp; Procedures &amp; Book-keeping)</td>
<td>09:30 a.m. to 12:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper –II (Service Rules)</td>
<td>2:30 p.m. to 05:30 p.m.</td>
</tr>
<tr>
<td>6&lt;sup&gt;th&lt;/sup&gt; July, 2018 (Friday)</td>
<td>Paper –III (Postal Account)</td>
<td>09:30 a.m. to 12:30 p.m.</td>
</tr>
<tr>
<td></td>
<td>Paper –IV (Telecom Account, USOF &amp; Taxation)</td>
<td>2:30 p.m. to 05:30 p.m.</td>
</tr>
<tr>
<td>7&lt;sup&gt;th&lt;/sup&gt; July, 2018 (Saturday)</td>
<td>Paper –V (Logical, Analytical &amp; Quantitative Abilities &amp; Language Skill)</td>
<td>09:30 a.m. to 12:30 p.m</td>
</tr>
<tr>
<td>8&lt;sup&gt;th&lt;/sup&gt; July, 2018 (Sunday)*</td>
<td>Paper –VI (Information Technology)</td>
<td>09:30 a.m. to 12:30 p.m</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2:30 p.m. to 05:30 p.m (if required)</td>
</tr>
</tbody>
</table>

* if required this paper may be held on additional dates/shifts that shall be informed in due course.
ANNEXURE -B

INSTRUCTIONS TO APPLICANTS

A. Instructions for Filling the Application Form

1. The applicants should submit only one form to their Head of Unit for onward submission to State Nodal Officer. Multiple forms from same applicant are liable to be rejected.

2. Applications incomplete in any respect are liable to be rejected at any stage during the examination process without any notice.

3. The print out of the Application Form (including Admit Card portion) of this form must be taken back to back (on both sides of A4 size paper). In this way there will be only 3 sheets of paper.

4. The photographs must be pasted (not stapled). The Controlling Officer should attest the photographs in such a manner that the face is completely visible. Application Forms bearing unattested photographs will be summarily rejected without any notice.

5. The Application Form and Admit Card (relevant portions only) are to be filled in blue ball point pen only.

6. There should be no overwriting anywhere on the form. Use of correction fluids is prohibited.

7. The name and address must be filled in BLOCK LETTERS only.

8. Leave a blank box between each part of name and address.

9. Dates should be filled in DD/MM/YYYY format only.

10. Email/Mobile Number of the applicant should be valid and active as they may be used to communicate with the applicant.

11. The applicant should retain the Acknowledgement Slip and two copies of the application form till the process is over.

12. The officials on deputation within DoT or DoP should mark (d) in item number 13.

13. The item 20 should be filled in carefully. The applicant will be required to attempt all papers (including language part of Paper 5) in the medium selected in item 20. No request for change in medium will be entertained.
14. The Admit Card must be carried by the applicant to the exam hall in the first shift on the first day of the examination. The applicant will hand over the Admit Card to the Invigilator after the first shift on the first day of the examination.

B. General

1. The applicants are required to follow the time lines given in Table 1 below. The applicants will be denied entry to the Exam Hall if the time lines are not followed. The applicants will not be allowed to exit the Exam Hall before the time indicated and only after the instructions of the Invigilator.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start of Entry to Exam Hall</td>
<td>8.45 am</td>
</tr>
<tr>
<td>End of Entry to Exam Hall</td>
<td>9.00 am</td>
</tr>
<tr>
<td>Distribution of Answer Sheets</td>
<td>9.10 am</td>
</tr>
<tr>
<td>Start of Exam</td>
<td>9.30 am</td>
</tr>
<tr>
<td>End of Exam</td>
<td>12.30 pm</td>
</tr>
<tr>
<td>Exit from Exam Hall*</td>
<td>12.40 pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Shift</td>
</tr>
<tr>
<td>Second Shift</td>
</tr>
</tbody>
</table>

* After instructions of invigilators

2. Applicants are requested to carry their Official Identity cards/Aadhar Card/Driving License during both shifts of the examination. These are to be shown as and when demanded by the Invigilator.

3. Please ensure your eligibility as per the eligibility conditions given in the AAO Recruitment Rules 2018.

4. If there is any discrepancy in the details mentioned in the Admit Card, the applicant is advised to contact the respective State Nodal Officer to get it corrected.

5. The applicants should note that any omission/mistake/discrepancy in filling in details in the answer sheet; especially with regard to Roll Number and Test Booklet Series Code, will render the answer sheet liable for rejection.
6. Immediately after commencement of the examination please check that the Question Paper supplied to you does not have any unprinted or torn or missing pages or items etc. If so, get it replaced by a complete Question Paper of the same series and subject.

7. The applicants are advised to check their emails at regular intervals to get timely information with regard to the said examination.

C. Prohibited Items

1. The following items are prohibited to be carried into the Examination Hall:
   a) Mobile phones, Bluetooth or any other type of electronic or communication devices.
   b) Any written/typed notes on person or any type of paper/cloth/electronic device.
   c) Writing Board, Pencil Box, Pouch, Camera.
   d) Eatables, Water bottles.

2. Any infringement of these instructions shall entail disciplinary action as envisaged in rules and the applicant may be banned from appearing in future examination(s).

3. Applicants are advised in their own interest not to bring any of the prohibited items including mobile phones/Bluetooth or any valuable item to the venue of the examination, as arrangement for their safe-keeping cannot be assured. The department will not be responsible for any loss in this regard.

D. Items Allowed in Exam Hall

1. Applicants will be allowed to carry and use non-programmable type Calculators in Paper I, II, III and IV of the examination. Programmable type calculators will, however, not be allowed and the use of such calculators shall tantamount to resorting to unfair means by the candidates.

2. The applicants should carry and use only blue ball point/gel pens for attempting all the answers.

3. The applicants are allowed to carry the ‘Books Allowed in the Examination’ as mentioned in the DoP Letter No...dated...No other book/notes/reference book/diary is allowed in the Exam Hall.

4. Plastic scale, Pencils and Erasers are allowed to be carried in the Exam Hall.

E. Do’s and Don’ts
<table>
<thead>
<tr>
<th>Do's</th>
<th>Don'ts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow the instructions of the invigilators at all times.</td>
<td>Misbehave in any manner or harass/threaten/bodily harm the staff deployed for the conduct of examination.</td>
</tr>
<tr>
<td>Maintain silence in the Exam Hall.</td>
<td>Talk to any other examinee or create disorderly scene in the Exam Hall.</td>
</tr>
<tr>
<td>Bring your own stationery items, allowed books and calculators inside the Exam Hall.</td>
<td>Loan or exchange stationery items, books or calculators.</td>
</tr>
<tr>
<td>Make any sign or mark anywhere in the answer booklets/supplementary booklets.</td>
<td>Copy from the answer booklets of any other candidates or allow your booklets to be copied.</td>
</tr>
<tr>
<td></td>
<td>Give or attempt to give irregular assistance of any description.</td>
</tr>
<tr>
<td></td>
<td>Obtain or attempt to obtain irregular assistance of any description.</td>
</tr>
<tr>
<td></td>
<td>Carry any prohibited item inside the Exam Hall.</td>
</tr>
</tbody>
</table>

F. Use of Unfair Means

1. Use or attempt to use of any unfair means before/during/after the examination is strictly prohibited. The candidature of the applicant is liable to be rejected in case the applicant uses or attempts to use any unfair means before/during/after the examination.

2. The decision of the Centre Supervisor/State Nodal Officer shall be final in this regard.

3. The candidates found using or attempting to use any unfair means before/during/after the examination are also liable for disciplinary action under CCS Conduct Rules.
<table>
<thead>
<tr>
<th>S. No.</th>
<th>State/UT</th>
<th>Tentative Exam Locations</th>
<th>State Nodal Officer</th>
<th>Postal Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Andhra Pradesh, Telangana</td>
<td>Hyderabad</td>
<td>GM (PAF) Andhra Pradesh</td>
<td>Dak Sadan, Abids, Hyderabad, 500001</td>
</tr>
<tr>
<td>2</td>
<td>Assam</td>
<td>Guwahati</td>
<td>DAP Assam</td>
<td>5th Floor, Meghdoot Bhawan, Panbazar, Guwahati-781001</td>
</tr>
<tr>
<td>3</td>
<td>Bihar</td>
<td>Patna</td>
<td>DAP Bihar</td>
<td>GPO Complex, Patna-800001</td>
</tr>
<tr>
<td>4</td>
<td>Chattisgarh</td>
<td>Raipur</td>
<td>CCA, MP</td>
<td>M P Telecom Circle Doorsanchar Bhawan, Bhopal - 462015</td>
</tr>
<tr>
<td>5</td>
<td>Delhi, NICF, DoT HQ &amp; DoP HQ, TEC</td>
<td>Delhi</td>
<td>CCA, Delhi</td>
<td>DTO Building, Prasad Nagar, New Delhi-110003</td>
</tr>
<tr>
<td>6</td>
<td>Gujarat, Daman &amp; Diu, Dadra &amp; Nagar Haveli</td>
<td>Ahmedabad</td>
<td>GM (PAF) Gujarat</td>
<td>6th Floor, P&amp;T Administrative Building, Kharipur, Gujarat Circle, Ahmedabad-380001</td>
</tr>
<tr>
<td>7</td>
<td>Haryana</td>
<td>Ambala</td>
<td>DAP Haryana</td>
<td>107, Mall Road, Ambala Cantt-133001</td>
</tr>
<tr>
<td>8</td>
<td>Himachal Pradesh</td>
<td>Shimla</td>
<td>CCA, HP</td>
<td>Block No 18 A, SDA Complex, Kasumati, Shimla - 171009</td>
</tr>
<tr>
<td>9</td>
<td>J &amp; K</td>
<td>Jammu</td>
<td>CCA, J &amp; K</td>
<td>HUDCO Bhawan, Rail Head Complex, Jammu (J&amp;K)-180012</td>
</tr>
<tr>
<td>10</td>
<td>Jharkhand</td>
<td>Ranchi</td>
<td>CCA Jharkhand</td>
<td>Telephone Bhawan, 3rd Floor, ARTTC Building, Near Jhumar River Bridge, H.B. H.B. Road, Ranchi - 835217</td>
</tr>
<tr>
<td>11</td>
<td>Karnataka</td>
<td>Bangalore</td>
<td>GM (PAF) Karnataka</td>
<td>3rd Floor, General Post Office, Rajdhawan Road, Bangalore-560001</td>
</tr>
<tr>
<td>12</td>
<td>Kerala &amp; Lakshadweep</td>
<td>Thiruvananthapuram</td>
<td>DAP Kerala</td>
<td>4th Floor, GPO Complex, Trivandrum, 695001</td>
</tr>
<tr>
<td>13</td>
<td>Madhya Pradesh</td>
<td>Bhopal</td>
<td>GM (PAF) M.P</td>
<td>Dak Bhawan, Hoshangabad Road, Bhopal-462012</td>
</tr>
<tr>
<td>14</td>
<td>Maharashtra, Goa, APS</td>
<td>Mumbai, Nagpur</td>
<td>GM (PAF)Maharashtra</td>
<td>O/o CPMG, Maharashtra Circle, Mumbai GPO Old Building, 1st Floor, Mumbai 400001</td>
</tr>
<tr>
<td>15</td>
<td>NE (All states of NE except Assam &amp; Sikim)</td>
<td>Shillong</td>
<td>DAP NE</td>
<td>DAP, O/o CPMG, North East Circle, Shillong - 793001</td>
</tr>
<tr>
<td>16</td>
<td>Odisha</td>
<td>Cuttack</td>
<td>DAP Odisha</td>
<td>Mahanadi Vihar, Justice Chowk, Cuttack-753004</td>
</tr>
<tr>
<td>17</td>
<td>Punjab, Chandigarh</td>
<td>Chandigarh</td>
<td>CCA Punjab</td>
<td>Madihy Marg, Sector -27A, Chandigarh-160019</td>
</tr>
<tr>
<td>18</td>
<td>Rajasthan</td>
<td>Jaipur</td>
<td>CCA, Rajasthan</td>
<td>Sanchar Lekha Bhawan, 4, Mahatma Gandhi Road, Jhalana Boongli, Jaipur - 302004</td>
</tr>
<tr>
<td>19</td>
<td>Tamilnadu &amp; Puducherry</td>
<td>Chennai</td>
<td>GM (PAF) Tamil Nadu</td>
<td>DAP, O/o GM (F), Postal Accounts Office, Tamil Nadu Circle, Chennai-600002</td>
</tr>
<tr>
<td>No.</td>
<td>State</td>
<td>City</td>
<td>Office</td>
<td>Address</td>
</tr>
<tr>
<td>-----</td>
<td>----------------</td>
<td>-----------------------</td>
<td>-----------------------------</td>
<td>----------------------------------------------</td>
</tr>
<tr>
<td>20</td>
<td>Uttar Pradesh &amp; RAKNPA</td>
<td>Meerut, Lucknow</td>
<td>CCA UP (East)</td>
<td>Telephone Exchange Building, Vikas Khand – I, Gorndi Nagar, Lucknow – 226010</td>
</tr>
<tr>
<td>21</td>
<td>Uttarakhand</td>
<td>Dehradun</td>
<td>CCA, Uttarakhand</td>
<td>56, Subhash Road, Dehradun-248001</td>
</tr>
<tr>
<td>22</td>
<td>West Bengal, Sikkim, &amp; N</td>
<td>Kolkata, Port Blair</td>
<td>GM (PAF), West Bengal</td>
<td>P-36, CR Avenue, Yoga Yogh Bhawan, Kolkata-700012</td>
</tr>
</tbody>
</table>

GM (PAF)- General Manager (Postal Accounts and Finance)
CCA - Controller of Communication Accounts
DAP - Director Accounts Postal