

REVISED P.S. GROUP 'B' SYLLABUS
PAPER-I

Acts	1	Consumer Protection Act 2019
	2	Prevention of Money Laundering Act 2002
Inland/ Foreign Post	1	Indian Post Office Rules 1933
	2	Post Office Guide Part I
	3	Post Office Guide Part II
	4	Domestic/ Foreign Post guidelines issued by Directorate
	5	Book of BO Rules
Mail Operations	1	Postal Manual Volume V
	2	Guidelines issued by Directorate from time to time on Mail Network Optimization Project (MNOP)/ PNOP/ Business Development
Money Remittance	1	Guide lines issued by Directorate on eMO, iMO, IMTS, MMTS and IFS MO
Savings Bank Scheme and certificates	1	Post Office Savings Bank General Rules, 1981
	2	Post Savings Account Rules 1981
	3	National Savings Recurring Deposit Rules 1981
	4	National Savings Time Deposit Rules 1981
	5	National Savings MIS Rules 1987
	6	National Savings Certificate Rules 1960
	7	Senior Citizen Savings Scheme Rules 2004
	8	National Savings Certificate (VIII issue) 1989
	9	Kisan Vikas Patra Rules, 2014
	10	Public Provident Fund Scheme, 1968
	11	Sukanya Samridhi Yojana Rules, 2014
	12	Post Office Savings Bank Manual Volume I & II
	13	SB Orders issued by Directorate from 01.01.2007 onwards
	14	Guidelines issued by Directorate from time to time on Core Banking Services
	15	Post Office Savings Bank (CBS) Manual
Postal Life Insurance and Rural PLI	1	Post Office Life Insurance Rules, 2011
	2	Guidelines issued by Directorate from time to time on PLI/RPLI and Core Insurance Solution
Organization of the Department	1	Postal Manual Volume II (Chapter I-Organization)
	2	Citizen Charter of Department of Posts
	3	Guidelines and instructions on complaint grievances handling in Department of Posts

IT Modernization Project	1	Guidelines issued by Directorate from time to time on IT Modernization Project of Department of Posts
Philately	1	Hand Book on Philately
	2	Directorate instructions on Philately
Office Procedure	1	Postal Manual Volume II-Chapter XI-Misc Rules
	2	Manual of Office Procedure
	3	Annual reports and Book of Information of D/o Posts
Material Management	1	Postal Manual Volume II- Chapter VI (Stock), VIII (Printing), IX (Contracts), XII (Budget Estimates and control)
	2	Chapter 6 of General Financial Rules 2017
	3	CVC guidelines on Public Procurement, guidelines and instructions of e-procurement
	4	Manual on policies and procedure for purchase of goods and services available on website of Ministry of Finance
Establishment and Administrative matters	1	Postal Manual Volume IV
	2	Instructions issued by Directorate and DoP&T on maintenance of APAR
	3	Schedule of Financial Powers of Divisional Heads, Head of the Circle etc
	4	Welfare measures available to Departmental Employee and Gramin Dak Sevak of DoP
	5	DoP&T instructions issued from time to time establishment and administration
	6	Brochure on reservation, instructions regarding sports person reservation, compassionate appointment guidelines issued by DoP and DoP&T from time to time
	7	Recruitment Rules relating to various cadres in D/o Posts
	8	Establishment Norms

Departmental 110 MCQ	-	220
Current Affairs 15 questions for 30 marks	-	30
Noting and Drafting for 25 marks each	-	50

REVISED P.S. GROUP 'B' SYLLABUS
PAPER-II

CCS (Conduct) Rules, CCS (CCA) Rules, Accounts, GFR, FRs & SRs and FHBs Acts	1	Central Civil Services (Conduct) Rules 1964
	2	Central Civil Services (Classification, Control and Appeal) Rules 1965
	3	Postal Manual Volume III
	4	Central Civil Services (Temporary Service Rules) 1965
	5	Brochure on Casual Labourer
	6	Central Civil Services (Pension Rules), 1972
	7	New Pension Scheme, 2004
	8	Central Civil Services (Commutation of Pension Rules) 1981
	9	Central Civil Services (Leave Rules) 1972
	10	Central Civil Services (Joining Time Rules) 1979
	11	General Provident Fund (Central Service) Rules 1960
	12	Central Service (Medical Attendance) Rules, 1944
	13	Fundamental and Supplementary Rules
	14	Central Civil Services (Leave Travel Concession Rules) 1988
	15	Central Civil Services (Revised Pay Rules) 2016
	16	Postal Financial Handbook Volume I and II
	17	General Financial Rules 2017 other than public procurement
	18	Rules relating to Children Education Allowance and Reimbursement of Hostel Subsidy
	19	Central Government Employees Group Insurance Scheme, 1980
	20	Gramin Dak Sevak (Conduct and Engagement) Rules, 2011
	21	Central Administrative Tribunal Act, 1985 and its Rules
	22	Right to Information Act 2005 and RTI Rules 2012
	23	Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
	24	Public Accounts Default Act 1850
	25	Revenue Recovery Act 1890
	26	Prevention of Corruption Act 1988 read with its (Amendment) 2018
	27	Central Civil Services (Recognition of Service Association) Rules 1993

	28	Goods and Services Tax (GST) Act, 2017
	29	Postal Manual Volume II Chapter III-Appeals and Petitions Chapter IV- Personal Matters Chapter V-Security Deposits Chapter VII- Forged Counterfeit Stamps and defaced postage stamps, coins and currency notes
	30	Interface with India Post Payment Bank
	31	Preservation and Disposal of Postal Records
	32	Swatchh Bharat
	33	Inspection questionnaires
	34	CSI Operating Manuals

Note: In both the papers, circular/order/guidelines/Rules issued upto 31st December of the year preceding the year of examination will be part of the syllabus except the Annual Report and Book of Information for which latest report and information available in India Post Website will be taken for the purpose.