

# भारतीय डाक विभाग

DEPARTMENT OF POSTS, INDIA

मुख्य पोस्टमास्टर जनरल कार्यालय, केरल परिमंडल, तिरुवनंतपुरम – 695 033

Office of the Chief Postmaster General, Kerala Circle, Thiruvananthapuram – 695 033

## NOTIFICATION

No: Rectt/12-2/2022 Dated at Thiruvananthapuram-33, the

15-07-2022

Sub: Competitive Examination for recruitment to the cadre of Postman, Mail Guard and Multi-Tasking Staff from Gramin Dak Sevaks (GDS) for the vacancy year 2022 (01.01.2022 to 31.12.2022)-reg.

The Competitive Examination limited to Gramin Dak Sevaks (GDS) for recruitment to the posts of Postman, Mail Guard and Multi-Tasking Staff for the vacancy year 2022 (01.01.2022 to 31.12.2022) will be held on 4<sup>th</sup> of September, 2022 (Sunday). Accordingly, applications are invited from the willing and eligible GDS in the format enclosed (Annexure-I). The schedule of activities of the examination is furnished hereunder:

| Sl. No. | Activity   | Proposed Date (Schedule) |
|---------|--|--------------------------|
| 1       | Date of notification   | 15.07.2022-(Friday)      |
| 2       | Last date for receipt of Application form at Divisional Office/ Controlling Unit from eligible candidates                          | 08.08.2022 (Monday)      |
| 3       | Receipt of duly filled in Application forms at the Regional Office to be sent by Divisional Office/ Controlling Unit duly verified | 16.08.2022 (Tuesday)     |
| 4       | Receipt of duly filled in Application forms at the Circle Office (Nodal Officer) to be sent by RO duly verified                    | 23.08.2022 (Tuesday)     |
| 5       | Issue of Admit Card by DO to eligible candidates   | 29.08.2022 (Monday)      |
| 6       | Date of Examination (Date& Time)   | 04.09.2022 (Sunday)*     |

\* Exam will commence exactly at 10:00 AM and Paper-I, II& III will be held in continuity. No candidate shall be allowed to leave hall before the allotted time for all the three papers.

2. **Vacancies:** Number of vacancies available under Recruiting Division/ Unit-wise will be issued separately.

3. **Eligibility Criteria:**

A. **Postman and Mail Guard :-**

As per the Department of Posts Postman and Mail Guard (Group 'C' post) Recruitment Rules, 2018 notified in GSR 899 (E) dated 20.09.2018 read with Postman and Mail Guard (Group 'C' post) Recruitment (Amendment) Rules, 2020 notified in GSR 157 (E) dated 05.03.2020, the following are eligibility conditions to appear in the examination.

- (i) **Educational Qualification:** (a) 10<sup>th</sup> standard pass from a recognized Board, (b) possesses knowledge of local language of Circle/ Division and the candidate should have studied local language up to 10<sup>th</sup> standard, and (c) knowledge of working on Computer.

- (ii) Age: Should be within fifty (50) years of age as on 01.01.2022 (relaxable for different categories as notified by the Government of India from time to time).
- (iii) Service eligibility: Five (05) years regular engagement as Gramin Dak Sevak.
- (iv) The person appointed to the post of Postman shall have/acquire a driving licence to drive two wheeler or three wheeler or light motor vehicle within a period of two years from the date of his appointment. However, persons with disability shall be exempted from the requirement of driving licence. A candidate not having valid driving licence at the time of appointment shall not earn periodical increment in pay till production of such licence or for a period of five years from the date of appointment whichever is earlier and after production of such licence or expiry of such five years period, pay shall be restored prospectively to the level pay would have reached had the periodical increment in pay was not withheld and no arrears of pay shall be paid for the intervening period. [This condition is required for recruitment to the cadre of Postman only]

Note: The crucial date of eligibility for reckoning the eligibility conditions as above shall be 01.01.2022.

**B. Multi-Tasking Staff**

As per the Department of Posts Multi Tasking Staff (Group 'C' post) Recruitment Rules, 2018 notified in GSR 781 (E) dated 16.08.2018, as amended vide the Department of Posts (Multi Tasking Staff) Recruitment Amendment Rules, 2019 notified in GSR 850 (E), Gramin Dak Sevaks with 3 years of regular engagement as GDS on the crucial date of eligibility i.e. 01.01.2022 shall be eligible.

4. **Pattern & Syllabus of Examination**: The examination will be conducted as per the revised pattern and syllabus circulated by Directorate vide letter No. 17-08/2018-SPN-I dated 05.04.2022 enclosed as Annexure-III.

Note:

- (i) Paper-IV i.e. [Data Entry Skill Test (DEST)] for recruitment to the posts of Postman and Mail Guard will be held separately at a later date. GDS candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.
- (ii) The medium for 'Skill Test of Data Entry' will be ENGLISH only.
- (iii) 'Skill Test of Data Entry' will be held on computer for 15 minutes only.
- (iv) Evaluation of 'Skill Test of Data Entry' will be done by the online system.


5. Applicants are required to indicate the order of preference for one/ two/ all three posts (Postman/ Mail Guard/ Multi Tasking Staff) and subsequently indicate preference of all Divisions/ Units where vacancies have been indicated for the preferred post (in a proforma). The proforma is enclosed as Annexure II. Allotment of Post and Division/ Unit will be made on merit-cum-preference basis, subject to availability of vacancy. The preference in Annexure-II may be submitted by the candidates after the vacancies are notified by this office.

6. **Centres of Examination**: The examination will be conducted at the Circle / Regional Headquarters only. The candidates will have to appear from the respective centres of their Circle only and under no circumstances, they be permitted to appear from other Circles' Centres.

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

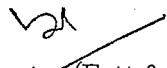
8. The candidates who are willing to apply for the examination should ensure that they fulfill/satisfy all the eligibility criteria/conditions/instructions (mentioned at para 1 to 7) for appearing in the examination.
9. This notification may be given wide publicity amongst all GDS working in Divisions/ Units.
10. This notification is also available on the Department's website [www.indiapost.gov.in](http://www.indiapost.gov.in) / [www.keralapost.gov.in](http://www.keralapost.gov.in)
11. This issues with the approval of the Competent Authority

Encl: - Annexure-I, II&III

  
[Nandakumar. S]  
Asst. Director (Estt.& Rectt.)

Copy to:-

1. The Postmaster General, Central Region/ Northern Region – for information and necessary action.
2. All the SSPOs/ SPOs in Kerala Circle–for information and necessary action.
3. The SSRM TV/ SRM EK/ SRM CT Division–for information and necessary action.
4. The Supdt. PSD Thrissur–for information and necessary action.
5. The Manager, MMS, Ernakulam for information and necessary action.
6. The Officer-in-Charge, P&T Admin Cell, Kamptee- 900746 – for information and necessary action.
7. The Asst. Director (TGY), Circle Office–for uploading the notification in the website of [www.keralapost.gov.in](http://www.keralapost.gov.in).
8. The APMG (Staff), Circle Office - for information and necessary action.

  
Asst. Director (Estt.& Rectt.)

Hall Permit No. ....ANNEXURE-I

**APPLICATION FORM FOR COMPETITIVE  
EXAMINATION FOR RECRUITMENT TO THE CADRE  
OF POSTMAN, MAIL GUARD AND MULTI-TASKING  
STAFF FROM GRAMIN DAK SEVAKS (GDS') FOR THE  
VACANCY YEAR 2022 (01.01.2022 TO 31.12.2022)**

Affix recent  
passport sized  
photograph duly  
attested by  
Divisional/ Unit  
Head

Note: All Particulars shall be filled up in BLOCK letters

| Sl. No. | Particulars   | Details  |
|---------|---|--|
| 1       | Name of the candidate   |  |
| 2       | Gender (Male/ Female/ Transgender)  |  |
| 3       | Designation (BPM/ ABPM/ Dak Sevak)  |  |
| 4       | Office where presently attached with name of Division/ Unit                                     |  |
| 5       | Date of Birth<br>(attach self-attested matriculation certificate/ marks sheet)                  |  |
| 6       | Age as on 01.01.2022  | YY / MM / DD   |
| 7       | Educational qualification<br>(attach self-attested copies of marks sheet)                       |  |
| 8       | Category (SC/ST/OBC/EWS/UR)<br>(attach copy of necessary certificate)                           |  |
| 9       | Date from which continuing in GDS engagement  |  |
| 10      | Length of engagement rendered as GDS as on 01.01.2022   | YY / MM / DD   |
| 11      | Whether person with disability(ies)   | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 11.1    | If yes, nature of disability(ies)<br>(VH/HH/OH/Others)  |  |
|         | Percentage of disability(ies)   |  |
| 12      | Whether working in APS  | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 13      | Whether any penalty is in currency or Disciplinary Proceedings pending? If yes, details thereof |  |

**DECLARATION:**

I hereby declare that the particulars furnished in the application form are true, complete and correct to the best of my knowledge and belief and will be supported by the original documents as and when required. I fully understand that in case of False/ Incorrect information found at any stage, my candidature/ appointment will be summarily rejected/ terminated and appropriate action would be taken against me.

|       |  |
|-------|--|
| Date  |  |
| Place |  |

|                        |
|------------------------|
|                        |
| Signature of Candidate |

I certify that I have verified the particulars of candidate from service record and found correct. The candidature of the applicant is RECOMMENDED for the following posts:-

| Post                | Eligible (Yes/ No) | Recommended* (Yes/ No) |
|---------------------|--------------------|------------------------|
| Postman             |                    |                        |
| Mail Guard          |                    |                        |
| Multi Tasking Staff |                    |                        |

\* If not recommended, reasons thereof.

|      |  |
|------|--|
| Date |  |
|------|--|

|  |
|--|
|  |
| Signature of Divisional/ Unit Head<br>with designation stamp |

**ANNEXURE-II****Option for Post/ Order of preference  
(Postman/ Mail Guard/ MTS)**

GDS candidate shall give option for one, two or all three posts and candidature for selection will be considered, only if a post has been opted for, subject to fulfilling the eligibility conditions. For example, an applicant will be considered for Mail Guard only if option is given for Mail Guard, otherwise his candidature will not be considered while preparing merit list for Mail Guard for the vacancy of 2022 (01.01.2022 to 31.12.2022).

| Name of the candidate | Designation and office | Date of Birth | Category |
|-----------------------|------------------------|---------------|----------|
|                       |                        |               |          |

(a) **Option for Post:**

| Sl. No. | Name of Post                            | To be considered (Yes/ No) |
|---------|---|----------------------------|
| 1       | Postman                                 |                            |
| 2       | Mail Guard                              |                            |
| 3       | MTS (Circe Office and Regional Offices) |                            |
| 4       | MTS (Subordinate Offices)               |                            |

(b) **Order of preference of Divisions/ Units by GDS applicants of Postal Division:** (For Postman/ Mail Guard)

| <b>Order of Preference</b>           |   |
|--------------------------------------|---|
| 1                                    | .....<br>(Name of parent Postal Division) |
| <b>Other Postal Divisions/ Units</b> |   |
| 2                                    |   |
| 3                                    |   |
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| 5                                    |   |
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| <b>RMS Divisions/ Units</b> |  |
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| 2                           |  |
| 3                           |  |

(c) Order of preference of Divisions/ Units by GDS applicants of RMS Division: (For Mail Guard/ Postman)

|                                   |  |
|-----------------------------------|--|
| <b>Order of Preference</b>        |  |
| 1                                 | .....<br>(Name of parent RMS Division/ Unit) |
| <b>Other RMS Divisions/ Units</b> |  |
| 2                                 |  |
| 3                                 |  |
| <b>Postal Divisions</b>           |  |
| 2                                 |  |
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(d) Order of preference by GDS applicants for the post of MTS:

|  |  |
|--|--|
| <b>Order of Preference</b>                           |  |
| 1  | .....<br>(Name of parent Division/ Unit) |
| <b>CO and RO/ Other Postal/ RMS Divisions/ Units</b> |  |
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|-------|--|
| Date  |  |
| Place |  |

|                        |
|------------------------|
|                        |
| Signature of Candidate |



**F.No.17-08/2018-SPN-I**  
**Government of India**  
**Ministry of Communications**  
**Department of Posts**

**Dak Bhawan, Sansad Marg,**  
**New Delhi- 110 001.**  
**Dated 05<sup>th</sup> April, 2022**

To,

1. All Chief Postmasters General / Postmasters General
2. Chief General Manager, BD Directorate / Parcel Directorate / PLI Directorate
3. Director, RAKNPA / GM, CEPT / Directors of all PTCs
4. Addl. Director General, Army Postal Service, New Delhi

**Subject: Revision of Pattern and Syllabus of examinations conducted by Department of Posts for appointment to the posts of MTS, Postman, and Mail Guard.**

Madam / Sir,

I am directed to refer to Directorate's letter No. 17-08/2018-SPB-I dated 10.05.2019, as amended from time to time, communicating therewith Pattern and Syllabus of examinations conducted by Department of Posts for recruitment to the posts of Multi Tasking Staff (MTS), Postman, Mail Guard, Postal Assistant and Sorting Assistant.

2. Competent Authority has approved that henceforth there will be a single common examination for selection of MTS for appointment as Postman / Mail Guard and GDS for appointment as MTS / Postman / Mail Guard. Revised Pattern and Syllabus of the common Examination is given in Annexure-I. The examination will be held without the aid of books.

3. The Syllabus of examination includes a component to test the knowledge of computer and local language. Local language of a Postal Circle / Division for this purpose has been communicated vide aforesaid letter of even number dated 10.05.2019, Annexure E *ibid*, and further modified by letters dated 28.06.2019 and 30.06.2020. Consolidated / updated list of local language of Postal Circle/Division is enclosed as Annexure-II.

4. Circle shall ensure that the process for appointment of candidates selected to the posts of Postman / Mail Guard through the common examination is completed before any candidate selected for the post of MTS is appointed.

5. Revised Pattern and Syllabus mentioned herein shall come into force from the date of issue of this communication and shall be applicable to all examinations to be held thereafter.

6. This may be given wide circulation for information of all stakeholders.

Yours faithfully,



(Satya Narayana Dash)  
Director (SPN)

Encl: As stated

**Copy forwarded to: -**

1. Sr.PPS to Secretary (Posts) / Sr.PPS to Director General Postal Services
2. PPS/ PS to Addl. DG (Co-ordination) / All Members of Postal Services Board
3. Additional Secretary & Financial Adviser
4. Sr. Deputy Director General (Vigilance) & CVO
5. Secretary, Postal Services Board/ All Deputy Directors General
6. Director (DE), Postal Directorate
7. All recognized Service Federations / Associations
8. GM, CEPT for uploading the order on the India Post website.
9. Guard File

**Pattern and Syllabus of the examinations for appointment  
to the posts of MTS, Postman and Mail Guard**

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**I. Pattern of Examination:**

| Sl. No. | Description  | Paper-I<br>(Basic Postal Knowledge and General Awareness)  | Paper-II<br>(Knowledge of Postal Operations) | Paper-III<br>(Knowledge of Local Language)                            | Paper-IV<br>(Data Entry Skill Test)  |
|---------|--|--|--|---|--|
| 1       | Applicable for examination to the posts of                                 | Both MTS and Postman / Mail Guard  | Postman / Mail Guard only                    | Both MTS and Postman / Mail Guard                                     | Postman / Mail Guard only  |
| 2       | Competitive or Qualifying  | Competitive  |  | Qualifying  |  |
| 3       | Type of Question   | MCQ  |  | MCQ and Subjective  | On Computer  |
| 4       | Number of Questions  | As per syllabus  |  |   |  |
| 5       | Maximum Marks  | 100 in 2 Parts   | 50   | 50  | 25   |
| 6       | Duration   | 60 Minutes   | 30 Minutes                                   | 60 Minutes  | 15 Minutes   |
| 7       | Language of Question Paper   | English, Hindi and respective local language, where Hindi is not a local language.   |  | English to Local language and vice versa                              |  |
| 8       | Language of Answer Paper   | Not applicable as MCQ  |  | As per question paper   |  |
| 9       | Minimum Qualifying Marks<br>(Subject to reservation policy of Government.) | <b>For selection as MTS – in Paper-I:</b><br>(a) Unreserved: 40%<br>(b) OBC/EWS: 37%<br>(c) SC/ST/PWD: 33%<br><br><b>For selection as Postman / Mail Guard – Total of Paper-I and Paper-II:</b><br>(a) Unreserved: 40%<br>(b) OBC/EWS: 37%<br>(c) SC/ST/PWD: 33% |  | (a) Unreserved: 40%<br><br>(b) OBC/EWS: 37%<br><br>(c) SC/ST/PWD: 33% | (a) Unreserved: 60%<br><br>(b) OBC/EWS: 60%<br><br>(c) SC/ST: 50%<br><br>(d) PWD (if not exempted for skill test): 50% |

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## II. Criteria for Selection:

(a) Paper-I, Paper-II and Paper-III will be held in one sitting of 2 and ½ hours (150 Minutes) duration. Paper-IV [Data Entry Skill Test (DEST)] will be held separately at a later date. Selection of candidates will be based on their performance in Paper-I and Paper-II provided a candidate has qualified in both Paper-III and Paper-IV (wherever applicable). Paper-III (Knowledge of Local Language) and Paper-IV (DEST) will be 'qualifying' in nature.

(b) While performance in Paper-I only will be considered for selection to the post of MTS, performance in both Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) will be considered for selection to the posts of Postman / Mail Guard.

(c) All those candidates who secure minimum qualifying marks in both Paper-I and Paper-III separately, will be eligible for being considered in merit list for selection as MTS. However, merit list will be prepared only on the basis of marks secured in Paper-I. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.

(d) All those candidates who secure minimum qualifying marks in Paper-I and Paper-II (combined, i.e. total of marks secured in Paper-I and Paper-II) and also secure minimum qualifying marks in Paper-III separately, will be eligible for appearing in Paper-IV (DEST). Number of candidates to be shortlisted for DEST will be 5 times of the total vacancy of Postman and Mail Guard.

(e) All those candidates who secure minimum qualifying standards in DEST, will be eligible for being considered in merit list for selection as Postman / Mail Guard. However, merit list will be prepared only on the basis of total marks secured in Paper-I and Paper-II. After arranging the candidates in order of merit, number of candidates to be declared successful shall be equal to the number of vacancies in each category.

(f) In the event of any vacancy notified for recruitment remaining unfilled only due to non-joining of selected candidate, the next candidate in the merit list in the same category shall be considered for appointment. However, appointment of such candidate shall be only on the ground of refusal of promotion / declining offer of appointment and no wait list or approved panel shall be maintained.

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Contd...

III. Syllabus of Examination:

| <b>PAPER-I: Basic Postal Knowledge and General Awareness</b><br>(Duration: 60 Minutes)<br>(For appointment to the posts of MTS / Postman / Mail Guard) |   |              |
|--|---|--------------|
| <b>Part-A</b><br><br>Maximum Marks – 60<br>[30 questions of 2 marks each]  | <b>Post Office Guide Part I</b><br>a) Organization of the Department<br>b) Type of Post Offices<br>c) Business Hours<br>d) Payment of postage, stamps and stationery<br>e) General rules as to packing, sealing and posting, manner of affixing postage stamps<br>f) Methods of address<br>g) Post boxes and Post bags<br>h) Duties of Letter Box peon<br>i) Official postal articles<br>j) Prohibited postal articles<br>k) Products and Services: Mails, Banking & Remittances, Insurance, Stamps and Business<br>(Reference: India Post website) | 23 questions |
|  | <b>Postal Manual Volume V</b><br>a) Definitions   | 7 questions  |
| <b>Part-B</b><br><br>Maximum Marks – 40<br>[20 questions of 2 marks each]  | <b>General Awareness/Knowledge</b><br>Topics to be covered (1 to 3 questions from each topic):<br>a) Indian Geography<br>b) Civics<br>c) General knowledge<br>d) Indian culture & freedom struggle<br>e) Ethics and morale study  | 10 questions |
|  | <b>Basic Arithmetic</b><br>Topics to be covered (1 to 2 questions from each topic):<br>a) BODMAS (brackets, orders, division, multiplication, addition, subtraction)<br>b) Percentage<br>c) Profit and loss<br>d) Simple interest<br>e) Average<br>f) Time and work<br>g) Time and distance<br>h) Unitary method  | 10 questions |



Contd...

| <b>Paper-II: Knowledge of Postal Operations</b><br><b>(Duration: 30 Minutes)</b><br><b>(For appointment to the posts of Postman / Mail Guard only)</b> |   |              |
|--|---|--------------|
| Maximum Marks<br>– 50<br><br>[25 questions of 2<br>marks each]   | <b><u>Post Office Guide Part I</u></b><br>a) Delivery of mails<br>b) Refusal of article<br>c) Payment of eMoney Order<br>d) Redirection<br>e) Instruction regarding address change<br>f) Articles addressed to deceased person<br>g) Liability to detention to certain mails<br>h) Facilities provided by Postmen in rural areas  | 5 questions  |
|  | <b><u>Postal Manual Volume VI – Part III</u></b><br>a) Head Postman<br>b) Knowledge of Postal Business<br>c) Supply of forms to be carried out<br>d) Sale of stamps<br>e) Postman’s Book<br>f) Address to be noted on Postal Articles<br>g) Damaged articles to be noticed<br>h) Receipts for articles issued for delivery<br>i) Book of receipts for intimations and notices delivery<br>j) Instruction for delivery<br>k) Realization of postage before delivery<br>l) Receipts of addresses for registered<br>m) Delivery to illiterate addressees, Pardanashin women<br>n) Delivery of insured articles addressed to minors<br>o) Payment of e-Money Orders<br>p) e-Money Orders addressed to minors<br>q) Payment of e-MO and delivery of registered letters to lunatics<br>r) Duties of Village Postman | 10 questions |
|  | <b><u>Postal Manual Vol. VII</u></b><br>a) Stamps and Seals<br>b) Portfolio and its contents<br>c) Stationery<br>d) Preparation of daily report<br>e) Mail Abstract<br>f) Exchange of Mails<br>g) Cage TB<br>h) Disposal of Mails addressed to a section or a mail office<br>i) Closing of transit bags<br>j) Duties and responsibilities of Mail Guard/Agent<br>k) Final duties before quitting Van or office<br>l) ‘A’ order and ‘B’ order  | 10 questions |

Contd...



| <b>PAPER-III: Knowledge of local language</b><br>(Duration: 60 Minutes)<br>(For appointment to the posts of MTS / Postman / Mail Guard)<br><i>[For All Circles excluding the Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].</i> |   |                             |
|---|---|-----------------------------|
| Maximum Marks – 50  | Translation of words from English to local language (Multiple choice question)                            | 15 questions of 1 mark each |
|   | Translation of words from local language to English (Multiple choice question)                            | 15 questions of 1 mark each |
|   | Letter writing in local language in 40 to 50 words (1 question to be attempted out of 3 options)          | 10 marks                    |
|   | Paragraph / short essay in local language of 40 to 50 words (1 question to be attempted out of 3 options) | 10 marks                    |

| <b>PAPER-III: Knowledge of local language</b><br>(Duration: 60 Minutes)<br>(For appointment to the posts of MTS / Postman / Mail Guard)<br><i>[For Postal / RMS Divisions covering Arunachal Pradesh, Nagaland and Meghalaya of North-East Circle].</i> |   |                              |
|---|---|------------------------------|
| Maximum Marks – 50  | Comprehension passage in English with Multiple Choice Questions                         | 10 questions of 2 marks each |
|   | Letter writing in English (1 question to be attempted out of 3 options)                 | 15 marks                     |
|   | Paragraph / short essay in local language (1 question to be attempted out of 3 options) | 15 marks                     |

| <b>PAPER-IV: Data Entry Skill Test</b><br>(Duration: 15 Minutes)<br>(For appointment to the posts of Postman / Mail Guard only) |  |
|---|--|
| Maximum Marks – 25  | Skill test of data entry for 15 minutes on computer. [Data entry of 600 key depressions (+5%)] |

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Local Language for Examinations  
conducted in decentralized manner by Postal Circles

| S.No. | Name of Postal Circle | Geographical area of State / UT covered under the Postal Circle | Local Language of Postal Divisions falling under State / UT |
|-------|-----------------------|---|---|
| 1     | Andhra Pradesh        | Andhra Pradesh  | Telugu  |
|       |                       | Yanam District of Puducherry                                    |   |
| 2     | Assam                 | Assam   | Assamese / Bengali / Bodo                                   |
| 3     | Bihar                 | Bihar   | Hindi   |
| 4     | Chhattisgarh          | Chhattisgarh  | Hindi   |
| 5     | Delhi                 | Delhi   | Hindi   |
| 6     | Gujarat               | Gujarat   | Gujarati  |
|       |                       | Dadra and Nagar Haveli  |   |
|       |                       | Daman and Diu   |   |
| 7     | Haryana               | Haryana   | Hindi   |
| 8     | Himachal Pradesh      | Himachal Pradesh  | Hindi   |
| 9     | Jammu and Kashmir     | Jammu and Kashmir   | Urdu  |
| 10    | Jharkhand             | Jharkhand   | Hindi   |
| 11    | Karnataka             | Karnataka   | Kannada   |
| 12    | Kerala                | Kerala  | Malayalam   |
|       |                       | Lakshadweep   |   |
|       |                       | Mahe District of Puducherry                                     |   |
| 13    | Madhya Pradesh        | Madhya Pradesh  | Hindi   |
| 14    | Maharashtra           | Maharashtra   | Marathi   |
|       |                       | Goa   | Marathi / Konkani   |
| 15    | North-East            | Arunachal Pradesh   | Hindi / English   |
|       |                       | Manipur   | Manipuri  |
|       |                       | Meghalaya   | Hindi / English   |
|       |                       | Mizoram   | Mizo  |
|       |                       | Nagaland  | Hindi / English   |
|       |                       | Tripura   | Bengali   |
| 16    | Odisha                | Odisha  | Odia  |
| 17    | Punjab                | Punjab  | Punjabi   |
|       |                       | Chandigarh  | Hindi / English   |

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| S.No. | Name of Postal Circle | Geographical area of State / UT covered under the Postal Circle | Local Language of Postal Divisions falling under State / UT |
|-------|-----------------------|---|---|
| 18    | Rajasthan             | Rajasthan   | Hindi   |
| 19    | Tamil Nadu            | Tamil Nadu  | Tamil   |
|       |                       | Puducherry (excluding Mahe and Yanam district)                  | Tamil   |
| 20    | Telangana             | Telangana   | Telugu  |
| 21    | Uttar Pradesh         | Uttar Pradesh   | Hindi   |
| 22    | Uttarakhand           | Uttarakhand   | Hindi   |
| 23    | West Bengal           | West Bengal   | Bengali   |
|       |                       | Sikkim  | Nepali  |
|       |                       | Andaman and Nicobar Islands                                     | Hindi / English   |

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