

GDS TO MTS NOTES
(INCLUDING POST OFFICE REGULATIONS-2024)

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POST OFFICE GUIDE- PART I

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3. Types of Post Office
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6. General rules regarding packing, sealing, and posting; manner of affixing stamps
7. Methods of Addressing
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POSTAL MANUAL VOLUME V a) Definitions

1. Postmaster-General.
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4. Head Office
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6. ESMO
7. Hybrid Mail Service.
8. General Post Office.
9. Sub-Office.
10. Branch Office
11. Transit Office.
12. Transit Mail Office
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16. Computerized Registration Centre
17. Sorting sub-office
18. Nodal Post Office
19. Central Bagging Unit/ Kendriya Bagging Unit
20. Returned Letter Office
21. Transcription Centre.

61. Parcel bag
62. Insured bag
63. Registered packet bag
64. Packet bag
65. Transit bag
66. Account bag
67. Branch office bag
68. Cash bag
69. Special bag
70. Camp bag
71. Changing station
72. Connecting section
73. Overtime duty
74. Rest house.
75. Cage TB
76. Press packet
77. A Orders
78. B Orders
79. Work-papers
80. Due Mail and Sorting List
81. Due mails and unusual mails.
82. Face and facing
83. Beat
84. Camp correspondence
85. Late letters and too late letters
86. Mis-sent and mis-directed articles
87. Trial cards

PRODUCTS AND SERVICES

Domestic Mail Services

1. Letter
2. Letter Card
3. Post Card
4. Book Post
5. Literature for Blind
6. Periodical Post
7. Registered News paper
8. India Post Parcel (Retail)
9. Gyan Post

Premium Products

7. Profit and Loss
8. Simple Interest
9. Average
10. Time and Work
11. Time and Distance
12. LCM & HCF Method

1.Syllabus

PAPER – I		
Duration: 60 Minutes		
Part – A Maximum Marks: 60 [30 Questions Each question carries 2 marks]	Post Office Guide – Part I a) Organization of the Department b) Types of Post Offices c) Business Hours d) Payment of Postage, Stamps, and Stationery e) General rules regarding packing, sealing, and posting; manner of affixing postage stamps f) Methods of Addressing g) Post Boxes and Post Bags h) Duties of Letter Box Peon i) Official Postal Articles j) Prohibited Postal Articles k) Products and Services: • Mails • Banking & Remittances • Insurance • Stamps • Business <i>(Reference: India Post Website)</i>	23 Questions
	Postal Manual Volume V a) Definitions	7 Questions
Part – B Maximum Marks: 40 [20 Questions Each question carries 2 marks]	General Awareness Topics to be covered (1 to 3 questions from each topic) a) Indian Geography b) Civics c) General Knowledge d) Indian Culture & Freedom Struggle e) Ethics and Moral Study	10 Questions
	Basic Arithmetic Topics to be covered (1 to 2 questions from each topic): a) BODMAS (brackets, orders, division, multiplication, addition, subtraction) b) Percentage c) Profit and Loss	10 Questions

	d) Simple Interest e) Average f) Time and Work g) Time and Distance h) LCM & HCF Method	
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