

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

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General Awareness

1. Indian Geography/Civics
2. General Knowledge
3. Indian Culture & Freedom Struggle
4. Ethics and Moral Study

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5. BODMAS (Brackets, Orders, Division, Multiplication, Addition, Subtraction)
6. Percentage

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

Previous Question Papers

PAPER – II: Knowledge of Postal Operations (For POSTMAN / MAIL GUARD)

POST OFFICE GUIDE – PART 1

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2. Special procedure for delivering registered articles to firms, companies, offices, etc.
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4. Delivery of damaged registered letter and parcel articles
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7. Delivery of V.P. (Value Payable) articles
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59. Important irregularities
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61. Completion of mail abstract

62. Exchange of mails
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64. Disposal of mails addressed to a section or mail office
65. Closing of transit bags
66. Duties and responsibilities of Mail Guard or Mail Agent
67. Preliminary work
68. Receipt and dispatch of mails
69. Disposal of unregistered articles
70. Registration of articles
71. Preparation of mail for dispatch
72. Final duties before quitting van or office
73. B-Orders and T.B. Orders

Previous Question Papers

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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