



DEPARTMENT OF POSTS

From The Chief Postmaster General Tamilnadu Circle, Chennai 600 002.	To The Postmasters General Chennai City Region, Chennai 600 002. Central Region, Trichy 620 001. Southern Region, Madurai 625 002. Western Region, Coimbatore 641 002.
---	--

Notification No. REP / 40 – 2 / 2019 dated at Chennai 600 002 on 21.10.2019

Sub: Aptitude test for grant of savings bank / SC allowance to be held on
30.11.2019 – reg

In accordance with the instructions contained in Directorate letter No. 113-07/2010-SB dated 23.08.2011, the Savings Bank Aptitude test will be held on **30.11.2019(Saturday)** as per the syllabus prescribed in the above letter.

2. Eligibility conditions:

- All Postal Assistants who have completed/will be completing **one year service** as on **31st December 2018**, can apply.
- The candidates should be prepared to work in SB / SC branches.

3. Syllabus:

The revised syllabus for the above test furnished in Directorate letter No. 113-07/2010-SB dated 23.08.2011, which was circulated vide this office letter No. REP/40-1/2005 dated 05.10.2011, will be with the aid of books.

4. Date and time of exam:

The following is the exam schedule.

Sl.no	Subject	Date and day	Time
1.	SB Aptitude Test	Saturday, the 30 th November'2019	10.00 A.M to 12.00 Noon

-Ctd-



5. Schedule of activities for Exam:

Sl. No	Activity	Schedule
1.	Last date of receipt of Application forms at Division/Unit	05.11.2019
2.	Forwarding of Application forms duly verified by DO/Unit to RO	11.11.2019
3.	List of candidates permitted to appear the exam to be furnished by RO to CO	18.11.2019
4.	Issue of Hall permits by RO	22.11.2019

The regions are requested to take immediate action to call for the applications from the eligible officials and take further necessary action. **The information relating to the list of candidates permitted to appear the exam may be submitted in the proforma attached. The information should also be sent through e-mail - rectt.tn@indiapost.gov.in.**

It is reiterated that the above schedule should be strictly adhered to. In case no applications are received a **NIL report may be sent** within a scheduled date.

This may please be brought to the notice of all concerned including those who are on leave.

The receipt of this communication may be acknowledged by next post, positively.

Asst. Director (Rectt)
for Chief Postmaster General
TN Circle, Chennai 600 002.
☎ 2852 0310

Encl: Application form

Copy to :-

1. All AOs / ICO (SB), Tamilnadu Circle.
2. Hindi Cell, Circle Office for providing Hindi Translation.
3. SB section, Circle Office for information.
4. All recognized Service Union concerned.

Asst. Director (Rectt)



DEPARTMENT OF POSTS INDIA

APPLICATION FOR SB APTITUDE TEST FOR GRANT OF
SAVINGS BANK ALLOWANCE

1. Name of the Candidate
2. Present Designation and office
in which working
3. No. of years of continuous service
in clerical cadre.
4. Date of confirmation
5. Community if SC/ST
6. Whether appeared unsuccessfully
in the earlier Examination, if so the
year of examination
7. Name of the Centre
8. Language in which the candidate wants to write
the exam Hindi/English.

DECLARATION

I ----- Declare that the particulars furnished by
Me in this form are true to the best of my knowledge and behalf

Station
Date

Signature/Designation

TO BE FILLED BY THE HEAD OF THE DIVISION
A) Has he/she a good record of service

B) Whether recommended

C) Station:

D) Date:

Signature of Divisional Head

25 AUG 2011

No 113-07/2010-SB
Government of India
Ministry of Communications & IT
Department of Posts

Dak Bhawan, Sansad Marg,
New Delhi-110001, Dated. 23.08.2011

1 1 1

To
All Heads of Circles/Regions
Addl Director General, APS, New Delhi

Subject:- Grant of Savings Bank Allowance to Postal Assistants working in Savings Bank/certificate branches- holding of SB Aptitude Test regarding.

Sir / Madam,

The undersigned is directed to refer to this office SB Order No.26/89 issued vide letter no. 2-3/86-SB dated 27.4.1989, SB Order No.43/89 dated 12.9.1989, SB Order No. 26/90 dated 4.05.1990, SB Order No. 17/2004 dated 8.10.2001, SB Order No. 5/2005 issued vide letter no. 113-1/2003-SB(APT) dated 28.3.2005, D.O.letter of even number dated 26.2.2010 from DDG(FS) to all Heads of circles and SB Order No. 10/2011 dated 21.6.2011 on the subject.

2. Based on the inputs received from the circles, it was observed that out of the staff working in the POSB/SC related branches in the post offices, the percentage of staff passed SB Aptitude test is very low and in some circles the test has either been not held for many years or not regularly held. In view of this, the pattern and syllabus of the aptitude test has been reviewed in this office and it has been decided to revise the whole pattern as well as syllabus of this test which is very important from the operational point of view of the POSB/SC. Min. of Finance is also time and again pointing out the high percentage of irregularities being committed by the postal staff which is resulting in financial loss to the Government as well as in some cases to the customers and increase in court cases/public grievances.

3. Revised Syllabus, pattern, eligibility criteria, procedure for setting up of paper/venue and further reporting to this division are attached as enclosure. Test will be held twice in a calendar year i.e in the month of February and August and candidates who have completed one year service on 30th June or 31st December of the year in which the test is conducted shall be eligible to appear.

4. It is requested that necessary action may be taken immediately to circulate the new syllabus as well as eligibility criteria so that next SB Aptitude may be held in February 2012.

5. This issues with the approval of DDG(FS).

Yours faithfully,

(Signature)

(Kawal Jit Singh)

Assistant Director (SB)

Q
25/8
Asst Dir (SB)
BWA

Enclosure:- New Syllabus/Pattern/Eligibility Criteria etc.

Copy to:-

1. DDG(FS)/DDG(VIG)/JS&FA/DDG(PAF/DDG(RB)/DDG (Estt.)
2. Director (Tech) O/o Pr. CPMG T.N Circle
3. Director (FS)/Director (CBS), Dak Bhawan.
4. Director of Audit (P&T), Delhi.
5. All Directors/Dy. Directors of Accounts, Postal
6. Director, Postal Staff College, Ghaziabad.
7. All Directors, Postal Training Centres.
8. Director PTC Mysore for uploading the SB order on India Post Web Site.
9. A.D (Tech), SDC Chennai O/o CPMG T.N.Circle, Chennai.
10. AD /Inspection/PF/Vigilance
11. All Accounts Officers ICO(SB)
12. All recognized unions.
13. MOF(DEA), NS-II, North Block, New Delhi
14. PS to Member (T)
15. PPS to Secretary Posts

Endorsement no SB/1-1/11/des A 25/8/11

Copy to 1-4) All PMSG, TN Circle

5) AD (Tech), Co. Cl. 2

6) Sr AC, ICO (SB), Co. Cl. 2

7) DA, Acct Sec. (SB Aptitude Exam)

for info & action

K.T.O

(Signature)
25.8.11

501
25.8.

605

Syllabus for Savings Bank Aptitude Test

Paper - I

Marks-100

Time-2 Hours

Total No. of Questions-50

Qualifying Marks:- 50%

Note:- The examination will be held with the aid of books approved by the department. All the questions will be objective type with four options. The candidate has to choose the correct option as per his knowledge and quote the rule from the books approved for the examination to support his/her decision.

Syllabus:-

Acts

- (1) Government Savings Bank Act 1873 (amended from time to time)
- (2) Government Savings Certificates Act 1959 (amended from time to time)
- (3) Public Provident Fund Act 1968 (amended from time to time)

Statutory Rules

- (1) Post Office Savings Bank General Rules 1981 (amended from time to time).
- (2) Post Office Savings Account Rules 1981 (amended from time to time).
- (3) Post Office Recurring Deposit Rules 1981 (amended from time to time).
- (4) Post Office Time Deposit Rules 1981 (amended from time to time).
- (5) Post Office Monthly Income Account Rules 1987(amended from time to time).
- (6) Public Provident Fund Scheme Rules 1968 (amended from time to time)
- (7) National Savings Certificate (VIII Issue) Rules, 1989 (amended from time to time).
- (8) Kisan Vikas Patras Rules, 1986 (amended from time to time).

(1-2)

Procedure

- (1) All procedural rules of POSB Manual Vol-I and II.
- (2) All SB Orders issued from 1.1.2007 onwards.

Approved Books

- (1) POSB Manual Vol-I or Compilation of POSB Manual Vol-I
- (2) POSB Manual Vol-II or Compilation of POSB Manual Vol-II
- (3) POSB Manual Vol-III or Compilation of POSB Manual Vol-III or Handbook on Government Small Savings Schemes

Eligibility Criteria:- All Postal Assistants who have completed one year's service on 30th June or 31st December of the year in which test is conducted shall be eligible to appear. Test will be conducted twice in a calendar year i.e in the month of February and August. Candidates who have completed one year's service as on 31st December shall be eligible for appearing in the test to be held in February and those who have completed one year's service as on 30th June shall be eligible for appearing in the test to be held in August. There will be no restriction on number of times a candidate can appear.