

TO BE PUBLISHED IN PART-II, SECTION – III SUB SECTION (I) TO THE
GAZETTE OF INDIA.

Government of India
Ministry of Communications & IT
Department of Posts
Dak Bhawan, Sansad Mark,
New Delhi – 110001.

DATED: 24-01-2002.

NOTIFICATION

G.S.R. 88(E) ____ In exercise of powers conferred by the proviso to article 309 of the Constitution, the President hereby makes the following rules further to amend the Posts and Telegraphs (Selection Grade Posts) Recruitment Rules, 1976, except as respects things done or omitted to be done before such amendments, namely:-

1. (1) These rules may be called the Department of Posts [(Posts and Telegraphs (Selection Grade Posts)] Recruitment (Amendment) Rules, 2002.
(2) They shall come into force on the dates of their publication in the Official Gazette.
2. In the Schedule to the Posts and Telegraphs (Selection Grade Posts) Recruitment Rules, 1976:-
 - (i) for Sl. No. 4 and 5 and the entries relating thereto, the following Sl. Nos. and entries shall respectively be substituted, namely:-

SCHEDULE

File No. 137-10/96-SPB-II

Sd/-
(A.K. Dash)
Director(staff)

Note: The Principal rules were published in the Official Gazette vide Notification

1	2	3	4	5	6
4	Higher Selection Grade-II in Post Offices including Foreign Post offices other than at Bombay.	705	General Central Services Non-Gazetted Ministerial Group 'C'	5000-150-8000	Not applicable.
5	Higher Selection Grade-II in Railway Mail Services Offices.	209	General Central Services Non-Gazetted Ministerial Group 'C'	5000-150-8000	Not applicable

7	8	9	10	11
Not applicable.	Not applicable	Not applicable.	Two years.	<p>(a) By 100 per cent promotion (for posts in Foreign Post offices other than at Bombay)</p> <p>(b) By promotion (for post in post offices)</p> <p>(i) 33.34% on the basic of selection cum seniority: and</p> <p>(ii) 66.66% by means on aptitude test relating to function needs.</p> <p>Note: The details of the test shall be as per the administrative instruction issued by the Department from time to time.</p>
Not applicable	Not applicable	Not applicable	Two years.	<p>By promotion</p> <p>(i) 33.34% on the basic of selection –cum seniority; and</p> <p>(ii) 66.66% by means on aptitude test relating to function needs.</p> <p>Note: The details of the test shall be as per the administrative instruction issued by the Department from time to time.</p>

12	13	14
<p>For posts in Foreign Post Offices other than at Bombay:</p> <p>Lower Selection Grade (General Line) and Lower Selection Grade Accountants in Post Offices, having completed three years regular services in their respective grades.</p> <p>Note: The Post Office and Railway Mail Service Accountants, who have exercised their option to retain the defunct scale of Rs.380-620 in terms of Posts and Telegraphs Directorate letter No. 31/56/79-PE-I dated 24-02-81 and later on promoted as Lower Selection Grade Accountants shall not be eligible for consideration.</p> <p>For Posts in Post Offices</p> <p>(i) For 33.34% - Promotion from Lower Selection Grade officials in Post Offices who have put in not less than ten years of regular services in the Lower Selection Grade.</p> <p>(ii) For 66.66% - Promotion through an aptitude test from Lower Selection Grade Officials in Post Offices who have put in not less than 8 years of regular services in norm based Lower Selection Grade Posts.</p>	<ol style="list-style-type: none"> 1. A Director of Postal Service to be nominated by the Postmaster General or if there are not such officers the Postmaster General. 2. One group 'a' officer of the Postal/Railway Mail Service side, preferably a Director of Postal Services to be nominated by the Postmaster General. 3. A group 'A' officer of Telecom side 	<p>Not applicable</p>

i) For 33.34% - promotion from Lower Selection Grade officials in Railway Mail Service Offices who have put in not less than ten years of regular service in the Lower Selection Grade.	1. A Director of Postal Service to be nominated by the Postmaster General or if there are no such officers, the Postmaster General.	Not applicable
(ii) For 66.66% - Promotion through an aptitude test from Lower Selection Grade Officials in Railway Mail Service Offices who have put in not less than 8 years of regular services in norm based Lower Selection Grade Posts”.	2. One group ‘A’ officer of the Postal /Railway Mail Service side, preferably a Director of Postal Services to be nominated by the Postmaster General. 3. A Group ‘A’ officer of Telecom side.	

(ii) for S. Nos. 11 and 12 and the entries relating thereto, the following Sl. Nos and entries shall respectively be substituted, namely:-

1	22	3	4	5	6
“11	Lower Selection Grade in Post Offices	12960	General Central Services Non-Gazetted Ministerial Group ‘C’	4500-125-7000	Not applicable
	Lower Selection Grade in Railway Mail Service Offices.	3302	General Central Services Non-Gazetted Ministerial Group ‘C’	4500-125-7000	Not applicable

7	8	9	10	11
Not applicable	Not applicable	Not applicable	Two years.	<p>By Promotion</p> <p>(i) 33.34% on the basis of selection-cum-seniority; and</p> <p>(ii) 66.66% by means of promotion through Departmental merit examination relating to functional needs.</p> <p>Note: The details of the examination will be as per the</p>

				administrative instructions issued by the Department from time to time.
Not applicable	Not applicable	Not applicable	Two years.	<p>By promotion</p> <p>(i) 33.34% on the basis of selection-cum-seniority; and</p> <p>(ii) 66.66% by means of promotion through a Departmental merit examination relating to functional needs.</p> <p>Note: The details of the examination will be as per the administrative instructions issued by the Department from time to time.</p>

12	13	14
<p>(i) for 33.34% _ Promotion from Postal assistants who have put in not less than 16 years of regular service in the grade.</p> <p>(ii) For 66.66% - Promotion through a Limited Departmental merit examination from Postal Assistants who have put in not less than 10 years of regular service in the grade.</p>	<p>1. A Director of Postal Services to be nominated by the Postmaster General or if there are no such officers, the Postmaster General.</p> <p>2. One group 'A' officer of the Postal/Railway Mail Service side, preferably a Director of Postal Services to be nominated by the Postmaster General.</p> <p>3. A Group 'A' officer of Telecommunications side.</p>	Not applicable
<p>(i) For 33.34% - Promotion from Sorting assistants who have put in not less than 16 years of regular service in the grade.</p> <p>(ii) For 66.66% - Promotion through a Limited Departmental merit examination from Sorting Assistants who have put in not less than 10 years of regular service in the</p>	<p>1. A Director of Postal Services to be nominated by the Postmaster General or if there are no such ;officers, the Postmaster General.</p> <p>2. One group 'A' officer of the Postal/Railway Mail Service side, preferably a Director of Postal Services to be nominated by the Postmaster General.</p>	Not applicable

grade.	3. A Group 'A' officer of Telecommunications side.	
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No. 6/26/73-SPB-II dated 30-09-76 (GSR 1643 dated 20-11-76) and subsequently amended by

No. and date of Notification	Particulars of Gazette Notification and date
(i) Notification No. 202-30/78-STN dated 13-03-79	GSR No. 460 Dated 24-03-79
(ii) Notification No. 4-10/79-SPB-II dated 19-06-79	GSR No. 895 Dated 30-06-79
(iii) Notification No. 4-10/79-SPB-II dated 16-01-80	GSR No. 131 dated 26-01-80
(iv) Notification No. 6-61/79-SPB-II/Pt. Dated 11-02-82	GSR No. 213 dated 27-02-82
(v) Notification No. 4-11/80-SPB-II dated 16-12-82	GSR No. 148 dated 06-10-83
(vi) Notification No. 4-10/79-SPB-II dated 03-04-84	GSR No. 498 dated 19-05-84
(vii) Notification No. 4-15/81-SPB-II dated 23-07-84	GSR No. 873 dated 18-08-84
(viii) Notification No. 6-61/79-SPB-II(Pt) dated 17-04-86	GSR No. 477 dated 21-06-84
(ix) Notification No. 6-6/85-SPB-II dated 25-07-86	GSR No. 628 dated 16-08-86
(x) Notification No. 4-3/92-SPB-II dated 15-04-93	GSR No.270 dated 29-05-93

No. 137-1/96-SPB-II

Dated: 11-02-2002

Sub: Introduction of Scheme of Fast Track Promotion for PA(Post Office) / SA to fill up LSG/HSG-II posts in Post Offices and RMS Offices – Amendment to Recruitment Rules for Lower Selection Grade and Higher Selection Grade- II posts in Post Offices and RMS Offices.

Sir/Madam,

I am directed to say that introduction of a scheme of Fast Track Promotion for PA(Post Offices) and SA to man supervisory posts in Post Offices and RMS Offices was under consideration for some time. It has been decided to amend relevant Recruitment Rules to introduce the Scheme of Fast Track Promotion. The formal Gazette Notification amending the Recruitment Rules is under issue. The main features of the scheme and modalities for its operation are as below:-

- (a) Lower Selection Grade and Higher Selection Grade-II posts in Post offices and RMS offices will be filled by promotion in the following manner:-

- (i) 33.34% on the basis of selection – cum-seniority; and
 - (ii) 66.66% by means of promotion through a Departmental merit examination/aptitude Test relating to functional needs.
- (b) Eligibility of length of service for these posts is as below:
 - (i) For LSG-16 years in PA/SA grade for promotion through selection-cum-seniority. (Through the DPC)

10 years in the PA/SA grade for promotion through Departmental merit examination.
 - (ii) For HSG-II – 10 years is LSG for promotion through selection-cum-seniority. (Through the DPC)

8 years in LSG for selection through Aptitude Test.
- (c) The syllabus for Departmental merit examination for promotion to LSG and Aptitude Test for promotion to HSG-II is given at Annex-I and Annex-II.
- (d) The examination / Test will be conducted by under the overall control of the Departmental Examination branch of the Directorate annually. Evaluation of answer scripts, declaration of results and appointments will be the responsibility of each Circle. The vacancies in the LSG/HSG-II grades to be filled up through examination/test will be assessed by the circles on calendar year basis and will be intimated to DE Branch by 28th February each year.
- (e) The DPCs for selection of eligible officials for promotion to LSG/HSG-I will be conducted by the Circles by 30th June every year.
- 2. The officials selected for promotion to LSG/HSG-II through Departmental examination/Test and selection-cum-seniority by DPCs will be posted as Supervisors in Post Offices/RMS Offices.
- 3. It maybe stated that promotion to the Supervisors grade is independent of Pay up-gradation, now available under TBOP and BCR scheme.
- 4. The detailed provisions of the Recruitment Rules may be noted careful as and when the Notification is forwarded by this Department. It is requested that the provisions of the Revised Recruitment Rules and these instruction may be brought to the notice of all concerned.

Yours faithfully,

Sd/-
(R.SRINIVASAN)
ADG(SPN)

LSG-SYLLABUS
HSG-SYLLABUS

Syllabus for Departmental examination for promotion to LSG grade:-

The Syllabus will be as follows:

For Post Offices:

P.O. Guide Vol. III, IV, VI, FHB Vol. I & II

Paper-I – Arithmetic	–	50]
(Class X Standard)		
P.O. Guide	–	50]

Paper-II – 100
(Vol. III & IV)

Paper-III – 100
(Vol. VI, FHB-I & II)

For RMS

Vol. III, V, VII, FHB Vol. I & II

Paper-I – Arithmetic	–	50
(Class X Standard)		
Volume-V	–	50

Paper-II – 100
(Vol. VII)

Paper-III – 100
(vol. III, FHB-I & II)

Syllabus for Departmental examination for promotion to HSG-II grade:-

The Syllabus will be as follows:

POSTAL SIDE

Paper-I (100 marks)	Vol. VI Part –I – II Vol. III	Practical Objective Question
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Paper – II
(100 Marks)

Post Office Guide
Practical on H.O., Cash Book, H.O. Summary, S.O. Summary, Checking of SO/BO daily account, SBCO function, VSAT MO, Hybrid Mail, Premium SB, MPCM, Office upkeep.

1- Record of Service – (50 marks)
(ACR)

RMS SIDE

Paper-I
(100 marks)

Vol. III, V, VIII- Practicals & Objective Questions

Paper- II
(100 marks)

Practicals on preparation of establishment bill, contingent bill, cash book, mail abstracts, due mail & sorting lists.

Record of Service – 50 Marks
(ACR)

Government of India
Ministry of Communications & IT
Department of Posts
Dak Bhawan, Sansad Mark,
New Delhi – 110001.

No. 137-10/96-SPB-II

January 2003

Subject: Introduction of Fast Track Promotion to fill up LSG/HSG-II posts in PO & RMS Offices – Amendment to Recruitment Rules.

Sir/Madam,

I am directed to refer to this Department's letter of even number dated 110-02-2002 on the above subject. A copy of the revised Recruitment Rules for LSG/HSG-II Posts in PO & RMS Office notified in the Gazette of India on 07-02-2002 was forwarded to Heads of all Circles by letter dated 19-02-2002. A number of Circles have sought clarifications relating to the Fast Track Promotion Scheme and other connected issues. The points raised by the various Circles are clarified as under:

Sl. No.	Points raised	Clarification
1.	LSG being a divisional cadre, in the absence of Circle seniority list for the feeder cadre, how to convene the DPC at Circle level for promotion to LSG.	As LSG is a Divisional cadre, there is no need of preparing any Circle seniority list for promotion to LSG. As regards promotion to HSG-II instructions contained in this Department letter No. 6-19/82-SPB-II dated 13-03-86 and 02-06-86 may be followed.
2.	Since LSG/HSG-II posts were filled up by posting according to Divisional/Regional seniority respectively, whether all the posts filled up by posting can now be filled up by promotion by seniority cum fitness basis.	Vacancies in norm-based LSG and HSG-II posts which existed prior to the notification of the revised Recruitment Rules may be filled up notionally in terms of the relevant Recruitment Rules as envisaged in the instructions contained in the Department's letter No. 4-16/2002-SPB-II dated 12-11-2002. Vacancies in LSG and HSG-II posts that arose after the notification of the revised

		Recruitment Rules on 07-02-2002 will be filled up in terms of the provisions of the revised Recruitment Rules.
3.	Whether all the vacancies in LSG/HSG-II available prior to the date of issue of amendment of Recruitment Rules can be filled up now by seniority cum fitness without any apportioning of vacancies as 1/3 or 2/3.	Clarification given against item No.2 above may be referred to.
4.	Service condition has been stipulated for promotion to HSG-II from LSG. Since all the vacancies were filled up by posting only, how the services in LSG is to be reckoned.	Instructions contained in this Department's letter No. 4-16/2002-SPB-II dated 12-11-2002 may be referred to. Clarification given against item No. 2 above is also relevant.
5.	Some of the LSG norm based posts are already manned by earlier LSG 1/3 & 2/3 quota officials. After issue of order No. 137-55/96-SPB-II dated 28-07-1999, the norm based LSG and HSG-II posts were filled up by BCR official who have not been promoted to LSG/HSG-II through DPC. It needs clarification whether the norm based posts which are presently manned by BCR officials are to be treated as filled up or vacant.	Instructions contained in this Department's letter No. 4-16/2002-SPB-II dated 12-11-2002 may be followed.
6.	Whether these amendments to Recruitment Rules will be applicable to SBCO staff	Amendments to Recruitment Rules are not applicable to SBCO staff as Recruitment Rules for LSG and HSG-II posts in Post Offices and RMS offices only have been amended.
7.	In respect of HSG-II the condition of eligibility for promotion through seniority-cum-fitness is shown 10 years service in LSG and for selection through aptitude test 8 years in LSG. It is not clear whether LSG means regular LSG selected against erstwhile 1/3 or 2/3 quota or also those in TBOP/BCR working against norm based LSG/HSG-II posts.	As per the instructions contained in this Department's letter No. 4-16/2002-SPB-II dated 12-11-2002, norm based LSG/HSG-II posts are to be filled up notionally in terms of the relevant Recruitment Rules from the year when the norm based promotions have not been carried out. Notional seniority in LSG may be taken into account for reckoning eligibility for HSG-II.
8.	In the recruitment rules it is laid down that PA/SA having not less than 16 years of	BCR is only a financial up-gradation given whereas LSG is a

	<p>services are eligible for consideration for promotion against 1/3 LSG norm based posts. There is no maximum service limit prescribed in the Recruitment Rules. BCR officials can also claim against these posts. Otherwise, they will have to work as Postal Assistant under the supervision of LSG supervisor drawing less pay scale.</p>	<p>sanctioned cadre. In future only service rendered in LSG including notional service in LSG will be reckoned for promotion to HSG-II. In view of this on official who has been given BCR scale and who has not been formally appointed to LSG may be given the option for being considered for promotion to LSG. If he declines appointment in LSG he will not be considered for promotion to HSG-II and HSG-I when vacancies arise in these grades.</p>
9.	<p>Most of the PA/SA having 16 years of service are promoted to LSG grade under TBOP scheme. Whether selection of such officials against supervisory LSG posts will involve transfer/placement only or involve higher responsibilities warranting fixation of pay and benefit under FR 22(1) (a) (i).</p>	<p>Selection of TBOP/BCR officials for LSG norm based posts is to be treated as placement. Benefit of fixation of pay under FR 22 will not be admissible.</p> <p>The financial benefit allowed under the TBOP/BCR scheme shall be final and no pay fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in LSG.</p>
10.	<p>On introduction of TBOP/BCR schemes the posts of A/Cs line had lost its entity. It is not known as to how the posts of APM (A/Cs) will be filled up on introduction of new Recruitment Rules.</p>	<p>APM (A/Cs) posts are to be treated as norm based LSG posts and are to be filled up strictly from among PAs/SAs who have qualified in PO & RMS Accountant examination.</p>
11.	<p>According to recruitment rules of HSG-I posts, HSG-II officials having three years of regular service are eligible for consideration for promotion to HSG-I. The HSG-II posts are now being manned by HSG-II (BCR) officials in order of seniority. As contained in Recruitment Rules under consideration minimum service condition in LSG has been prescribed for promotion to HSG-II. Therefore, it will take a couple of years for such HSG-II officials posted on regular basis to become eligible for promotion to HSG-I. It needs clarification whether during this transitional period HSG-I posts could continue to be filled up from</p>	<p>Instructions contained in this Department's letter No. 4-16/2002-SPB-II dated 12-11-2002 may be referred to.</p>

	amongst the officials promoted to HSG-II under BCR scheme.	
12.	Whether officials promoted under BCSR will rank en bloc senior to those promoted to HSG-II under new recruitment rules. Position regarding inter-se-seniority of BCR officials working in HSG-II grade since 01-10-1991 and those to be recruited now also needs clarification	Those officials who were promoted to HSG-II against norm based posts by following the provisions of the Recruitment Rules before introduction of BCR scheme will rank en block senior to those who were place in BCR scale. Officials who were given BCR scale and promoted against norm-based HSG-II after the selection process as per the recruitment rules for HSG-II posts as directed in this Department's letter No. 4-16/2002-SPB-II dated 12-11-2002 may be ranked senior to those who are to be promoted in future in terms of the provisions of the revised Recruitment Rules.
13.	There will be two categories of LSG officials, those recruited under recruitment rules and those promoted under TBOP. Whether officials of both these categories would be eligible for promotion under the selection-cum-seniority basis and if so, how the inter-se-seniority is to be fixed and what should be the ratio to be maintained between thee two categories for promotion to HSG-II	This situation will not arise if the instructions contained in letter No. 4-16/2002-SPB-II dated 12-11-2002 are followed.
14.	Hitherto posting to norm based LSG posts was not done by selection by DPC. Since no official was posted to LSG post on regular basis, there will not be eligible officials for both 33.34% and 66.66% for promotion to HSG-II. Hence this condition needs be relaxed for immediate implementation of the scheme.	Instructions contained in this Department's letter No. 4-16/2002-SPB-II dated 12-11-2002 may be referred to.
15.	At present PO & RMS accountants in BCR or TBOP are being posted as APM (A/Cs)/AHRO (A/Cs). Whether same procedure is to be followed or any official who has been promoted under fast track scheme can be posted in these posts irrespective of whether he is a qualified accountant or not. It only qualified	For manning these posts, officials promoted to LSG having Accounts qualifications may be considered.

	accountants are to be posted it maybe intimated whether all such norm-based posts are to be kept out of purview of fast track promotion scheme.	
16.	It is presumed DPC is to be held on Regional basis (since in recruitment rules it is stated that DPC is to be convened by PMG).	Since HSG-II is a circle cadre, it will be necessary to hold DPC meetings at Circle level.
17.	At present no circle/regional seniority of officials in clerical cadre is available. Since selection to 33.34% LSG is on the basis of selection-cum-seniority, it is presumed that the seniority to be followed is the Circle /Regional seniority and as such a circle/regional seniority list of PAs/TBOP PAs is to be maintained. The criteria of fixing inter-se-seniority of TBOP and LSG officials who passed the merit exam need be clarified.	The question of fixation of inter-se-seniority of those to be promoted to LSG under Fast Track scheme and TBOP officials will not arise as TBOP is only a financial up-gradation and does not constitute a separate cadre.
18.	Senior BCR officials who were not promoted to HSG-II against norm-based posts are not eligible for promotion to HSG-I.	Instructions contained in letter No. 4-16/2002-SPB-II dated 12-11-2002 may be referred to.
19.	As per syllabus for promotion to HSG-II grade, 50 marks are allowed for record of service. It is presumed that the DPC constituted has to assess the ACRs of the officials and allot the marks (out of 50), which will be added to the marks secured in paper-I and paper-II to arrive at the aggregate marks.	This is confirmed.
20.	At present 20% of the posts are reserved for Accounts line officials in RMS for promotion to HSG-II. Whether similar reservation also exists under fast track promotion scheme both in LSG and HSG-II and HSG-I posts	There will be no reservation for Accounts line officials in Fast Track Promotion Scheme.
21.	It is presumed that only officials promoted to LSG under seniority cum fitness quota /after qualifying merit exam are eligible for promotion to HSG-II and HSG-I and TBOP/BCR officials cannot be considered for promotion to HSG-II and HSG-I.	Clarification given against items Nos. 4, 5 and 11 may be referred to. The official promoted to LSG/HSG-II by the DPC either substantively or notionally with required length of service will be eligible for consideration for promotion to next higher grade.
22.	It is not mentioned whether departmental	Examination for promotion to LSG

	merit exam and aptitude test for LSG and HSG-II are with the aid of books or without books.	will be with the aid of books (for papers PO guide & Postal Manuals III, IV, V, VI, VII and Financial Hand Book) and the test for promotion to HSG-II will be without aid of books.
23.	The orders do not indicate the level of officers (Group B/Group A/JAG etc.) who are to evaluate the answer scripts.	Answer scripts will be evaluated by group A (JTS/STS) and JAG officers.
24.	For eligibility for promotion to HSG-II posts on selection cum seniority, officials have to put in not less than 10 years of "regular service in the Selection grade" whereas for promotion by means of an aptitude test the eligibility criteria is that the officials have to put in not less than 8 years of "regular service in norm based Lower Selection Grade Post". Thus apart from the length of service, there is difference between the eligibility criteria. It is presumed that the 10 years criteria for promotion on the basis of selection cum seniority is not necessarily in norm based LSG posts but an official who has put in 10 years of service in LSG/TBOP Grade, i.e. TBOP is eligible for consideration for promotion to the grade.	Clarification given against item Nos. 4 and 5 may be referred to. The length of services in the relevant grade including notional service should be considered.
25.	While promoting for the cadre based HSG-II posts, it may not be possible to get officials in LSG having 10 years of service. This is because no DPC for LSG was held or posts of TBOP were considered as good as LSG.	Such instances may not arise in view of clarification given against item Nos. 4 and 5.

Yours faithfully,

Sd/
(R. SRINIVASAN)
ADG(SPN)