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(LDCE) GDS TO MTS / PM / MG COMBINED SYLLABUS WISE TEST SERIES

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POST OFFICE GUIDE PART-1 PAPER 1	
Day 01	Organization of the Department
Day 02	1. Type of Post Offices
	2. Business Hours
Day 03	Payment of Postage, Stamps & Stationery
Day 04	1. General Rules as to Packing, Sealing and posting, manner of affixing postage stamps
	2. Method of Address
Day 05	1. Post Boxes and Post Bags
	2. Duties of Letter Box Peon
	3. Official Postal Articles
	4. Prohibited Postal Articles
Day 06	Day 01 to Day 05 Topics (Revision Test – 01)
PRODUCTS & SERVICES PAPER 1	
Day 07	Mails: Traditional First Class
	1. Letters
	2. Letter Cards
	3. Post Cards
Day 08	Mails: Traditional Second Class
	1. Book Packets
	2. Sample Packets
	3. Blind Literature
	4. Printed Books
5. Periodicals	
Day 09	Mails: Traditional Second Class
	1. Registered News Papers
	2. Parcels
Day 10	Mails: Services
	1. Registration
	2. Value Payable Articles
	3. Insurance
Day 11	Mails: Services
	1. Air Mail Services
2. Business Reply Services	
Day 12	Day 07 to Day 11 Topics (Revision Test – 02)
Day 13	Day 01 to Day 11 Topics (Revision Test – 03)
Day 14	1. Money Orders
	2. IPO
Day 15	Taxation
Day 16	Premium Products
	Speed Post & Business Parcel
Day 17	International Mails

Day 18	Banking
	1.National small Savings Schemes
	2.Post Office Savings Account Schemes
	3.Recurring Deposit Account (RD)
Day 19	4.Time Deposit Account (TD)
	Banking
	1.Monthly Income Account (MIS)
	2.Senior Citizens Savings Scheme (SCSS)
Day 20	3.Public Provident Fund (PPF)
	Banking
	1.Sukanya Samriddhi Account (SSA)
	2.Kisan Vikas Patra (KVP)
Day 21	Day 14 to Day 20 Topics (Revision Test – 04)
Day 22	Day 01 to Day 20 Topics (Revision Test – 05)
Day 23	Insurance
	1.PMSBY
	2.PMMJBY
Day 24	3.APY
	Insurance
	1.PLI
Day 25	2.RPLI
	IPPB
Day 26	National Pension System (NPS)
Day 27	Stamps
	1.Philatelic Bureau
Day 28	2.My Stamps
	Day 29
Day 30	Business
	1.BNPL
	2.BMS
Day 31	3.NBMS
	Business
	1.Direct Post
	2.Media Post
	3.Business Post
	4.Logistics Post
5.Magazine Post	
Day 32	6.e-post & Greetings
	Retail Services
	1.SGB
	2.Passport Seva Kendra
Day 33	3.Gangajal
	4.Aadhar Services
	Retail Services
	1.Mutual Funds
	2.IP PRS – Reservation System
	3.Rakhi Envelopes
4.JPP – Joint Parcel Product	
5.Holy Prasadam	
6.Jeevan Pramaan Centre	

POSTAL MANUL VOLUME-V PAPER 1	
Day 34	Definitions
Day 35	Day 30 to Day 34 Topics (Revision Test – 08)
Day 36	Day 01 to Day 34 Topics (Revision Test – 09)
GENERAL AWARENESS (GK) PAPER 1	
Day 37	Civics - I
	1. Preamble and Constitutional Frameworks 2. Union and Its territory & Citizenship
Day 38	Civics – II
	1. Fundamental Rights 2. Fundamental Duties 3. Directive Principles of State Policy
	Civics – III
Day 39	1. State Government & Union Government 2. Parliament 3. Judiciary
	Civics – IV
	1. Emergency Provisions 2. Panchayati Raj and Municipalities 3. Constitutional Bodies
Day 40	Day 37 to Day 40 Topics (Revision Test – 10)
Day 41	Day 01 to Day 40 Topics (Revision Test – 11)
Day 42	Indian Culture & Freedom Struggle - I
	1. Indus Valley Civilization 2. Vedic Period 3. Maurya and Gupta Empires
	Indian Culture & Freedom Struggle – II
Day 43	1. Delhi Sultanate 2. Mughal & Marathas Empire 3. Vijayanagar and Bahmani Kingdoms
	Indian Culture & Freedom Struggle – III
	1. Early Revolts 2. Moderate Phase 3. Extremist Phase
Day 44	Indian Culture & Freedom Struggle – IV
	1. Gandhian Era 2. Partition and Independence
Day 45	Day 43 to Day 46 Topics (Revision Test – 12)
Day 46	Day 01 to Day 46 Topics (Revision Test – 13)
Day 47	Indian Geography - I
	1.Solar System 2.The Earth
Day 48	Indian Geography – II
	1.Climate, Soil & Vegetation 2.Minarals & Resources
Day 49	Indian Geography – III
	1.Drainage System 2.Transport & Communication
Day 50	General Knowledge
Day 51	Ethics & Morale study
Day 52	Day 49 to Day 53 Topics (Revision Test – 14)
Day 53	Day 01 to Day 53 Topics (Revision Test – 15)
Day 54	
Day 55	

BASIC ARITHMETIC PAPER 1	
Day 56	BODMAS
Day 57	Percentage
Day 58	Profit and Loss
Day 59	Simple Interest
Day 60	Average
Day 61	Time & Work
Day 62	Time & Distance
Day 63	Unitary Method
Day 64	Day 56 to Day 63 Topics (Revision Test – 16)
Day 65	Paper 1 - Full Revision Test – 01
	Paper 1 - Full Revision Test – 02
	Paper 1 - Full Revision Test – 03

POST OFFICE GUIDE PART - 1 PAPER 2	
Day 66	1. Delivery of Mails
	2. Refusal of article
	3. Payment of e-Money order
Day 67	1. Redirection
	2. Instructions regarding address change
	3. Articles addressed to deceased person
	4. Liability to detention to certain mails
	5. Facilities provided by postmen in rural areas
POST OFFICE GUIDE PART - 1 PAPER 2	
Day 68	1. Head Postman
	2. Knowledge of Postal Business
	3. Supply of forms to be carried out
	4. Sale of Stamps
	5. Postman's Book
	6. Address to be noted on Postal Articles
	7. Damaged articles to be noticed
	8. Receipts for articles issued for delivery
	9. Book of receipts for intimation and notices delivery
	10. Instruction for delivery
	11. Realization of Postage before delivery
	12. Receipts of addresses for registered articles
	13. Delivery to Illiterate addresses, Pardhanashin Woman
	14. Delivery of insured articles addressed to minors
	15. Payment of e-Money Orders
	16. Orders addressed to minors
	17. e-Money Payment of e-MO & delivery of registered letters to lunatics
	18. Duties of Village Postman
POSTAL MANUAL VOLUME VII PAPER 2	
Day 69	1. Stamps and Seals
	2. Portfolio and its contents
	3. Stationery
	4. Preparation of Daily Report
	5. Mail Abstract
	6. Disposal of Mails addressed to a section or a mail office
	7. Exchange of Mails
	8. Cage TB
	9. Duties and responsibilities of Mail Guard/Agent
	10. Closing of transit bags
	11. Final duties before quitting Van or office
	12. A' Order and 'B' order
Day 70	Paper 2 - Full Revision Test – 01
	Paper 2 - Full Revision Test – 02
	Paper 2 - Full Revision Test – 03

LDCE EXAM - GDS TO MTS / POST MAN / MAIL GUARD

PAPER 1 SYLLABUS: BASIC POSTAL KNOWLEDGE & GENERAL AWARENESS

PART A [30 Questions of each 2 Marks]	23 Questions	POST OFFICE GUIDE Part-1
		Organization of the Department
		Type of Post Offices
		Business Hours
		Payment of Postage, Stamps & Stationery
		General Rules as to Packing, Sealing & posting, manner of affixing postage
		Method of Address
		Post Boxes and Post Bags
		Duties of Letter Box Peon
		Official Postal Articles
		Prohibited Postal Articles
		PRODUCTS & SERVICES
	Mails, Banking, Remittances, Insurance, Stamps and Business (Ref: Website)	
7 Questions	POSTAL MANUL VOLUME-V	
	Definitions	
PART B [20 Questions of each 2 Marks]	10 Questions	GENERAL AWARENESS
		Civics
		Indian Culture & Freedom Struggle
		Indian Geography
		General Knowledge
	Ethics & Morale study	
	10 Questions	BASIC ARITHMETIC
		BODMAS
		Percentage
		Profit and Loss
		Simple Interest
		Average
		Time & Work
		Time & Distance
	Unitary Method	

LDCE EXAM - GDS TO POST MAN / MAIL GUARD

PAPER 2 SYLLABUS: KNOWLEDGE OF POSTAL OPERATIONS

Maximum Marks 50 [25 Questions of 2 marks each]	5 Questions	POST OFFICE GUIDE: PART I Delivery of Mails Refusal of article Payment of e-Money order Redirection Instructions regarding address change Articles addressed to deceased person Liability to detention to certain mails Facilities provided by postmen in rural areas
	10 Questions	POSTAL MANUL VOLUME - VI: PART III Head Postman Knowledge of Postal Business Supply of forms to be carried out Sale of Stamps Postman's Book Address to be noted on Postal Articles Damaged articles to be noticed Receipts for articles issued for delivery Book of receipts for intimation and notices delivery Instruction for delivery Realization of Postage before delivery Receipts of addresses for registered articles Delivery to Illiterate addresses, Pardhanashin Woman Delivery of insured articles addressed to minors Payment of e-Money Orders Orders addressed to minors e-Money Payment of e-MO & delivery of registered letters to lunatics Duties of Village Postman
	10 Questions	POSTAL MANUL VOLUME-VII Stamps and Seals Portfolio and its contents Stationery Preparation of Daily Report Mail Abstract Disposal of Mails addressed to a section or a mail office Exchange of Mails Cage TB Duties and responsibilities of Mail Guard/Agent Closing of transit bags Final duties before quitting Van or office 'A' Order and 'B' order