



Government of India
Ministry of Communications
Department of Telecommunications
Office of Controller General of Communication Accounts
NICF Campus, Ghitorni, New Delhi - 110047.

No. 19-1/2021-22/AAO LDCE 2022/

dated 23.02.2022

To,

The State Nodal Officers (SNOs),
AAO LDCE 2022

Subject: Guidelines to SNOs along with Annexure's for AAO LDCE-2022-
regarding

The guidelines in respect of AAO LDCE 2022, to be followed by State Nodal Officers (SNOs) along with Annexure's C, I & J (in excel format) are forwarded herewith for further necessary action.

This issues with the approval of the Competent Authority.

Encl: As Above

(V.S .Arvind)
Dy. CGCA

Convenor- Examination
Committee of AAO LDCE 2022

Copy to:

- 1- The Convenor, Apex Committee, AAO LDCE-2022
- 2- The Director (T&C), Nodal Officer, PAF Wing for AAO LDCE-2022

Guidelines to State Nodal Officers for AAO LDCE 2022

1. Adherence to Time Lines: The State Nodal Officers are requested to strictly adhere to the following time lines for each activity/event mentioned in Table 1 below:

Table 1

SL	Activity/Event	By	Date
1	Last Date for Receipt of Applications for Applicants (Other Than Army Postal Service & On Deputation Out of DoT/DoP)	Head of Postal Divisions/Head of Units (in cases other than Postal Divisions)	8.3.2022
2	Dispatch of compiled list of applicants (Annexure A) to State Nodal Officer by fax/email (Nil report to be sent if no applicant from the Division/Unit)	Head of Postal Divisions/Head of Units (in cases other than Postal Divisions)	10.3.2022
3	Last Date for Receipt of Applications for Applicants of Army Postal Service & On Deputation Out of DoT/DoP	State Nodal Officer (in case of applicants on Deputation out of DoT/DoP or to APS)	15.3.2022
4	Dispatch of Application Forms by Head of Postal Divisions/Head of Units (in cases other than Postal Divisions) to State Nodal Officers.	Head of Postal Divisions/Head of Units (in cases other than Postal Divisions)	17.3.2022
5	Dispatch of compiled list (Annexure B) of applicants to Convenor Examination Committee (CEC) by email followed by hard copy by post	State Nodal Officer	24.3.2022

6	Assessment of number of answer sheets required and their printing thereof	State Nodal Officer	24.3.2022
7	Dispatch of Provisional Eligibility List (vacancy year-wise) (Annexure C) of applicants to CEC by email followed by hard copy duly signed by members of Circle Level Coordination Committee (CLCC)	State Nodal Officer	8.4.2022
8	Preparation of Annexure J	State Nodal Officer	13.4.2022
9	Display of vacancy year wise Provisional Eligibility List	Convenor, Examination Committee	13.4.2022
10	Last date of receiving representations against Provisional Eligibility List	State Nodal Officer	20.4.2022
11	Appointment of Centre Supervisor(s)	State Nodal Officer	21.4.2022
12	Communication of decision of CLCC on representations to CEC in revised Annexure C. In case of no representation, 'No Change' certificate needs to be sent.	State Nodal Officer	27.4.2022
13	Display of vacancy year wise Revised Provisional Eligibility List	Convenor, Examination Committee	5.5.2022
14	Communicating number of applicants at each location (in case of multiple locations in a state) to CEC (Annexure D)	State Nodal Officer	5.5.2022
15	Intimation of Roll Numbers to State Nodal Officers by email	Convenor, Examination Committee	6.5.2022
16	Dispatch of Admit Cards to Applicants	State Nodal Officer	11.5.2022

17	Finalizing panel of invigilators and forwarding it to PAO/CCA/Centre Supervisors	State Nodal Officers	18.5.2022
18	Collection of Question Papers	State Nodal Officers	23.5.2022 & 24.5.2022
19	Examination (6 papers)	State Nodal Officers	26.5.2022 to 29.5.2022
20	Dispatch of answer scripts by Insured Post	State Nodal Officers	Immediately after each shift
21	Submission of Report of Examination (Annexure G)	State Nodal Officers	3.6.2022
22	Submission of compilation of Choices of Circle/Posting by email/hard copy to Convenor Examination Committee (Annexure I)	State Nodal Officers	10.6.2022

- 2. Publicity:** The State Nodal Officers should give wide publicity to the Examination Notification published on CGCA/DoP website in all offices of DoP/DoT within geographical limits of their respective states/UTs. For this purpose, a copy of RR of AAOs as published in Gazette of India dated 02.04.2018 and AAO LDCE Notification dated 15.2.2022 may be circulated to all the Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions). The last date(s) of dispatch of **Annexure A (10.3.2022)** and Application Forms (**17.3.2022**) by Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions) to State Nodal Officers, should be clearly specified.
- 3. Formation of Examination Cell:** The State Nodal Officers will be responsible for many activities in conducting this examination. They should create Examination Cells in their respective offices for handling all the activities. These cells should be staffed with suitable staff bearing in mind the necessity of maintaining secrecy and

security. It may be ensured that the employees posted in the Examination Cell are not applicants for the examination and none of their relatives are applying for the examination.

- 4. Formation of Circle Level Coordination Committee:** A Circle Level Coordination Committee (CLCC) shall be formed in each circle/state. The CLCC shall comprise heads of both offices viz. CCA/Jt. CCA & PAO. The heads may decide the exact composition of CLCC as per local circumstances ensuring that there are minimum 4 members in the committee. The CLCC shall be chaired by the senior-most officer of the CLCC.

The CLCC shall be primarily responsible for assessing the eligibility of applicants for each vacancy year. However, additional tasks may be assigned by the Apex Committee. The CLCC may refer to RR of AAOs and **Annexure K (FAQ)** while assessing the vacancy year-wise eligibility of applicants.

5. Coordination:

- a) The State Nodal Officers should co-ordinate with CPMG/GM (PAF)/DAP/CCA of the Postal and Telecom Circles for necessary support for successful conduct of the examination.
- b) The State Nodal Officers should also co-ordinate with Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions) to receive compiled lists of the names & details of the applicants as per **Annexure A** on 10.3.2022.
- c) The SNOs should coordinate with Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions) to ensure that all the entries in Application Forms have been duly verified by DDOs/other sections. SNOs may hold video conferences (if feasible) to sensitize Divisional Heads about this task.
- d) Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions) may also be asked to arrange preliminary checking of Application Forms vis-à-vis items mentioned at para 8. In case any shortcomings are observed, they may be advised to get them

corrected by the applicant. However, it should be ensured that no corrections are allowed after the last date of submission of Application Forms by the applicant. They may also be advised to send all Application Forms to SNOs by 17.3.2022.

- e) In case no applications have been received by Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions), the State Nodal Officers should coordinate to receive NIL reports from them.
- f) Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions) may be asked to send Application Forms, after verification of entries by DDOs/other officers and tallied with **Annexure A** sent by them earlier; to State Nodal Officers by insured post positively by 17.3.2022.
- g) Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions) may be advised to get the Application Forms verified by DDOs/other Officers as and when Application Forms are received, and not to keep them pending till the last date of dispatch.
- h) Applications from applicants working within DoP/DoT, if received directly in office of State Nodal Officer without routing through Heads of Postal Divisions/Heads of Units (in cases other than Postal Divisions) should be rejected under intimation to the applicants.

6. The State Nodal Officers should make arrangements to directly receive application forms from officials who are on Deputation outside DOT/DOP. After scrutiny of application as detailed in Para 8, they should send acknowledgement slips of receipt of applications to respective addresses of the applicants by post (or email, if feasible). Any application form received after last date of submission of applications (for such applicants) i.e., 15.3.2022 may be summarily rejected.

7. In case of DoP, officials on deputation to APS, **CCA Maharashtra & Goa** is State Nodal Officer. Accordingly, he/she will be responsible for directly receiving application forms and sending acknowledgement slips to the respective applicants by post (or email, if feasible). Any

application form received after due date of submission of applications (for such applicants) i.e., 15.3.2022 may be summarily rejected. **CCA Maharashtra & Goa shall be responsible for getting the entries verified from service book/other records maintained in the office of DAP, Nagpur.**

- 8. Scrutiny of Application Forms:** The State Nodal Officers will make arrangement for thorough scrutiny of Application Forms in respect of following items:
- a) All items have been filled.
 - b) The photographs are as specified in the Application Form.
 - c) Both the photographs have been attested by the Controlling Authority. In case, one photo is attested and other is not, but is identical, the application form may be accepted. Unattested photo may be attested by a STS or higher-level officer of the office of SNO and suitable record may be kept.
 - d) Applicant has signed in the assigned places (5 places).
 - e) Verification from service book/other records is done by respective DDO/Head of Office and countersigned by Head of Postal Division/Head of Unit.
- 9. Rejection of Application Forms:** The application forms may be summarily rejected if they are received after last date of submission at respective designated office(s) and also if they do not fulfill conditions mentioned in para 8 above. The State Nodal Officer should retain such forms for future reference. The rejected application forms should not be included in the **Annexure B & Annexure C**. The applicants may be intimated about rejection of his/her application along with copy of his/her application and the reason for rejection. Original copy of the application may be retained by State Nodal Officer for future reference.
- 10. Preparation of Annexure J:** The State Nodal Officers should arrange to enter all details of applicants whose forms have been accepted after preliminary scrutiny (as mentioned in para 8) in excel format as at

Annexure J. While preparing the **Annexure J**, special care may be taken to ensure that all entries are made in the following format(s):

- a) All dates should be filled in **DD/MM/YYYY** format with column selected as Date data type.
- b) All other columns are required to be filled up in the given format.
- c) While preparing excel sheet, all the fields may be kept in same excel worksheet.
- d) **Annexure J** has to be prepared (complete in all respects) and preserved by the SNOs.

11. Selection of Examination Location(s): The tentative list of locations for the examination is attached as **Annexure E**. If the State Nodal Officer feels that conducting examination at any of these locations is not feasible or he feels that depending on their convenience/logistic support available to them, more locations are required, then he/she should approach Examination Committee with proper justification and alternative locations.

12. Selection of Examination Centre(s):

- a) The State Nodal Officers should select the Examination Centers keeping in view the factors like total number of applicants, availability of space at a Centre to accommodate the applicants, security issues, availability of parking space, etc. It is advised to keep Examination Centre, as far as possible, at one place only. However, if suitable space is not available at one place, more than one Centre may be set up at a given location. The local conditions may be kept in mind while deciding the Examination Centre. The COVID related guidelines issued by different authorities may also be kept in mind. Question Papers shall be in bundles of 20 per packet. Hence, room/sitting arrangement may be planned accordingly.
- b) For Paper VI, the examination Centre needs to have sufficient computer nodes with **MS Office (with both English & Hindi fonts), printer(s) on LAN/network printers/stand-alone printers and power back up. None of the devices should have internet**

connectivity. In case of stand-alone printers, sufficient numbers of pen drives should be arranged so that applicants may copy their work on pen drives and take it to the printer to take print out of their responses. As far as possible, all the papers (I to VI) may be conducted at the same Centre. In case this is not feasible, Paper VI may be held at a separate Centre having above mentioned facilities.

c) The expenditure for the conduct of examination (like Hiring of Examination Halls, procurement of blank answer sheets, etc.) shall be incurred by the respective State Nodal Officer from the Office Expenditure head. In case of any shortage of funds for this purpose, the DoP/DoT HQ may be requested for release of funds.

d) It may be tried that Paper VI is completed for all examinees in one shift only. However, in case there is high number of applicants, they may be spread over two shifts.

e) Location wise details as per **Annexure D** should be sent to CEC by due date.

13. Issue of Admit Cards: After receipt of Roll Numbers from the CEC, the State Nodal Officers shall arrange to issue Admit Cards within the prescribed time line. The Admit Cards will bear following at designated places:

a) Roll Number (as allotted by Examination Committee)

b) Venue of Examination (for Paper I-V as well as Paper VI separately)

c) For Paper VI, time of the examination may be indicated explicitly.

14. Dispatch of Admit Cards: The State Nodal Officers shall arrange to dispatch the Admit Cards by Speed Post to the applicant at the address mentioned by him/her in the application form. While dispatching the Admit Cards, one copy may be retained by State Nodal Officers. This copy may be used in case the applicant does not receive the admit Card. The photocopy of the admit card retained by the State Nodal Officer can be authenticated by the State Nodal Officer and stamped as 'DUPLICATE ADMIT CARD' while issuing it to the

applicant.

- 15. Allocation of Examination Centre:** The applicants do not have the option to select any particular examination location. In this regard, the decision of State Nodal Officer will be final and binding on the applicants. No enquiry/correspondence may be entertained in this regard. However, while allocating examination centers in Postal Circles which are not contiguous with Pr. CCA/CCA jurisdiction, and if number of centers are more than one, then the examination centers may be allotted as per jurisdiction of Pr. CCA/CCA as far as possible.
- 16. Handling of Complaints:** The State Nodal Officers will handle and address the complaints (if any) received from applicants, Head of Divisions or Units regarding any discrepancies and errors, like wrong details mentioned on the Admit Card, non-receipt of Admit Card, non-production of Admit Card by the applicant at the time of examination, loss of Admit Card, etc.
- 17.** In Examination Notification, applicants have been advised to contact State Nodal Officers, if they do not receive their admit cards 10 days prior to commencement of examination. Duplicate Admit Card may be issued to such applicants.
- 18. Arrangement of Blank Answer Sheets:** The State Nodal Officers shall arrange suitable number of blank answer sheets (main and supplementary) in sufficient numbers depending on number of applications for Paper I to V. Format of the same shall be communicated by the CEC in due course of time. For paper VI, good quality white A4 sheets may be arranged in sufficient number for taking printout of answers.
- 19. Appointment of Centre Supervisors:** The State Nodal Officers shall appoint Centre Supervisor(s) for each center of examination, who will be responsible for the conduct of examination at respective center. As far as possible, Centre Supervisor should be a Group A officer.
- 20. Duties of Centre Supervisor:** The Centre Supervisors are expected to

play an important role in conduct of examination. The Centre Supervisors shall be specifically responsible for:

- a) Adherence to all time lines.
- b) Making seating plan/arrangement in the examination halls. Seating arrangement should be such that each applicant should be at least six (6) feet apart from other applicant.
- c) Prepare Attendance Sheets in format as prescribe in **Annexure H**.
- d) Coordinating with State Nodal officer and Invigilators for smooth conduct of the examination.
- e) Receive Declaration from invigilators and the same should be forwarded to the State Nodal Officer at the end of examination/shift.
- f) Making arrangement for providing drinking water to examinees.
- g) Making arrangement of materials like packing material like polythene bags, cloth bags, sealing wax, stapler, white tags etc.
- h) Opening of packets of blank answer sheets and handing them over to Invigilators in the prescribed manner.
- i) Opening of packets of question papers and handing them over to Invigilators in the prescribed manner.
- j) Handing over attendance sheet for the applicants in the hall & their respective Admit Card to the invigilator(s). Invigilators may be briefed that Admit Cards of all the applicants are to collected during Paper I after getting it signed at designated place. If any applicant appears in any other Paper without appearing in Paper I, his Admit Card may be collected subsequently duly marking him absent in earlier papers in the Admit Card.
- k) Receiving and accounting following items from the Invigilators after each shift:
 - i. Answer sheets
 - ii. Unused answer sheets
 - iii. Unused (extra) question papers
 - iv. Admit cards

- l) Prior to packing the Centre Supervisor has to check whether:
 - i. All answer scripts have been signed by the Invigilator and applicant at designated places.
 - ii. Number of answer scripts from one room matches the number of applicants who took the examination from that room.
 - iii. The applicant has signed in the relevant portion of the admit card.
- m) Packing and dispatching answer sheets in the prescribed manner.
- n) Submit report as in **Annexure F** to State Nodal Officer after completion of each shift of examination.

21. Appointment of Invigilators: The State Nodal Officers shall appoint the Invigilators for the examination. While appointing the Invigilators, the State Nodal Officers may seek support of Pr. CCA/CCA or PAO office (as the case may be). It should be ensured that:

- a) The Center Supervisor(s)/Invigilators submit a Declaration that no near relative is appearing in the examination.
- b) There is a minimum of one invigilator for every 20 examinees.
- c) There are minimum 2 invigilators assigned for each hall so that in no case the examination hall remains unattended. At least one invigilator should remain in the hall at all times.

22. Duties of Invigilators: The Invigilators should read and understand all the rules and procedures of this examination. They will ensure that:

- a) All time lines are strictly adhered to.
- b) The examination is conducted in accordance with prescribed rules and procedures.
- c) The details of the examinee mentioned in the Admit Card matches with details in Aadhar Card/Driving license/Official Identity Card of the examinee.
- d) The examinees do not carry or use any prohibited material inside the examination hall.

- e) The invigilator should check that the applicant has not written his/her name, name of his/her office/circle or anything else on the answer sheet that discloses his/her identity.
- f) The examinees conduct themselves all times in the prescribed manner.
- g) No copying is allowed in any manner.
- h) Admit cards of all the applicants are collected during Paper I after getting it signed at designated place. If any applicant appears in any other Paper without appearing in Paper I, his/her Admit Card may be collected subsequently duly marking him/her absent in earlier papers in the Admit Card.
- i) Admit Cards are collected by them during the Paper I and are not returned to the applicants.
- j) Examinees put their signatures on Admit Card in the given box ONLY in the presence of Invigilator during each Paper in the examination hall.
- k) The Admit Cards (after taking signature of the examinee) are handed over to the Centre Supervisor after each shift. The Centre Supervisor shall handover the Admit Cards to the next set of Invigilators.
- l) Signatures of examinees have been taken on the Attendance Sheet (**Annexure H**) and same has been signed by the Invigilator and countersigned by the Center Supervisor.
- m) They announce at the commencement of examination in each shift that, "The examinees may choose to write answer in any language viz. English/Hindi as per his/her choice and the applicants are expected to write answers in one language (English or Hindi) only".
- n) The examinees have properly filled in all the details in answer sheet/supplementary sheets.
- o) Invigilators have signed on all main and supplementary answer sheets used by the examinees.
- p) Invigilators have signed on Cover page & all answer sheets of Paper VI

- q) Invigilators should ensure that the Roll Number is typed/written on each sheet of Paper VI as shown on cover page of Paper VI.
- r) In case the examinee has used supplementary sheets, the same has been carefully attached with the main sheet using **white tags** only.
- s) The answer sheet is handed over by the examinee at the end of each paper and no examinee is allowed to leave the examination hall before handing over the answer sheets and before the scheduled closing time of paper.
- t) Assistance is given to Centre Supervisor in packing the answer sheets.
- u) All instructions of Centre Supervisor are followed.

23. Training of Centre Supervisors and Invigilators: A training session may be organized for Centre Supervisor(s) and Invigilators 2 or 3 days before the commencement of examination. In this session, they may be briefed about their duties and their doubts may be cleared, if any, to avoid confusion. Appendix 37 of Postal Manual V (available at www.indiapost.gov.in) may be referred to for the purpose.

24. Collection of Question Papers: The State Nodal Officers may themselves collect or depute an officer (not below the rank of STS level) to collect question papers personally from designated place and on specified time and date in New Delhi. This place will be communicated in due course of time. It is extremely important that secrecy and security is maintained at all stages.

25. Safe keeping of Question Papers: As all question papers (for Paper I to VI) will be handed over at same time, the State Nodal Officers shall arrange for safekeeping of question papers. The question papers may be kept in a secure safe available in DoT or DoP office or nationalized bank. The State Nodal Officers shall decide the same based on local conditions. Security of Examination Question Papers at various stages may be ensured by SNOs.

26. The State Nodal Officers may hire vehicles as per requirement for delivery & collection of the examination related material at examination venues. An officer should be appointed by the State Nodal Officer with each vehicle, who will be responsible for carrying the material safely. He/She will hand over the examination material to Centre Supervisor on the day of examination. Further, after each shift of the examination, he/she will also collect the same from examination venues from the Centre Supervisor.
27. **Time schedule for Examination:** The exam should be conducted strictly as per the time schedule given in the notification. The following time lines shall be adhered to:

Activity	Time	
	First Shift	Second Shift
Opening of Answer Sheet Packets and Handing over to Invigilator 1	8.45 am	1.45 pm
Start of Entry of Applicants to Exam Hall	8.45 am	1.45 pm
End of Entry of Applicants to Exam Hall	9.00 am	2.00 pm
Opening of Question Paper Packet by Committee and Handing over to Invigilator 2	9.10 am	2.10 pm
Distribution of Answer Sheets by Invigilator 1	9.10 am	2.10 pm
Opening of Question Paper Packets by Invigilator 2 in Exam Hall	9.25 am	2.25 pm
Start of Exam	9.30 am	2.30 pm
End of Exam	12.30 pm	5.30 pm
Exit from Exam Hall*	12.40 pm	5.40 pm

* After instructions of Invigilators

Examinees should not be permitted to enter/exit the examination hall after/before time indicated in above table. Instructions given on question papers, answer sheets and Admit Card may be followed

scrupulously.

28. Opening of Answer Sheet Packets:

The Centre Supervisors will open sealed packet of Answer Sheets 45 minutes before the start of each Paper. The sealed packets shall be opened in front of a Committee comprising (i) Centre Supervisor (ii) One Invigilator and (iii) One Examinee chosen at random. All the members of the said Committee should sign and affix date and time below the caption 'Sealed packet opened in front of me' on the cover. All these covers should be preserved with State Nodal Officer. If any packet contains more or less than stipulated number of answer sheets, then the Centre Supervisor must bring it to the notice of State Nodal Officer immediately. The fact should be reported by Centre Supervisor & State Nodal Officer in their reports.

29. Opening of Sealed Question Paper Packet:

- a) The Centre Supervisors will open sealed packet of Question Papers, 20 minutes before the start of each Paper. The sealed packets shall be opened in front of a Committee comprising (i) Centre Supervisor (ii) One Invigilator and (iii) One Examinee chosen at random. All the members of the said Committee should sign and affix date and time below the caption 'Sealed packet opened in front of me' on the cover. All these covers should be preserved with the State Nodal Officer.
- b) Inside outer packet, the Question papers will be in sealed packets of 20 question papers each. These packets may be distributed to invigilators depending on number of examinees in respective halls. These sealed packets should be opened by respective invigilator(s) only after showing the sealed packets to one examinee chosen at random and obtaining his/her signature with date and time on the cover. All these covers should be preserved with State Nodal Officer.
- c) If any packet contains more or less than stipulated packets/number of question papers, then the Invigilator/Centre Supervisor must bring it to the notice of Centre Supervisor/State Nodal Officer immediately. The fact should be reported by Centre Supervisor &

State Nodal Officer in their reports as well.

30. Packing of Answer Sheets: The procedure for submission of answer sheets after the conduct of examination is as under: -

- a) All answer sheets of a particular examination hall/room should be sealed in a single polythene bag. Each bundle of the answer sheets must accompany a copy of the attendance sheet (**Annexure H**) of that particular hall.
- b) This bag should be put into inner cloth lined paper bag duly marking paper number and subject on it. These bags should be kept inside a thick cloth bag. This cloth bag should be sealed and dispatched. Outer Cloth bag should only bear Recipient's address & Sender's address.
- c) Unused answer sheets (if any) should be packed in a separate sealed cover.
- d) Unused question papers (if any) should be packed in a separate sealed cover.

31. Dispatch of Answer Sheets:

- a) After each Paper, the sealed bundles of the answer sheets along with a copy of attendance sheets should be dispatched to designated address (to be informed in due course of time) by insured post.
- b) The State Nodal Officer/Centre Supervisor should arrange to dispatch answer sheets immediately after conclusion of every shift. Liaison may be maintained with respective Regional/Divisional Heads of Department of Posts for booking of these articles on all examination days. The CPMG/PMG of the concerned circle/region should be requested to ear-mark one Post Office at each location for dispatch of answer scripts. The CPMG/PMG should also be requested to issue instructions for keeping the Post Office open for extended period on days of examination. The Centre Supervisor should share time table of examination with the concerned post office well in advance. Answer scripts may be dispatched through

the designated post office only.

c) On conclusion of examinations, the sealed packets of the unused answer sheets/question papers/signed covers will be kept by the State Nodal Officer in his/her personal custody.

32. Central Observers: The State Nodal Officers shall extend all cooperation to Central observers (if appointed).

33. Examination Report: After the conclusion of examination (i.e., after paper VI), the State Nodal Officer will submit a report in enclosed **Annexure- G** about the conduct of the examination to the Control Room on the designated e-mail ID of the Control Room. Hard copy should also be sent subsequently.

34. Appendix 37: Besides these guidelines, the instructions prescribed in the Appendix 37 of Postal Manual Vol. IV should also be followed mutatis mutandis. However, in case of any conflict in Appendix 37 with guidelines contained in this communication, guidelines as in this communication shall prevail.

35. The State Nodal Officers may note that these guidelines have been issued in order to help them in conduct of this examination. There may be circumstances where a decision may have to be taken quickly. In such circumstances they may use their discretion/in accordance with Appendix 37 of Postal Manual Vol. IV, while ensuring that secrecy and security of the process is maintained at all times.

AAO Limited Departmental Competitive Examination- 2022

Annexure A

Name of Division/Unit: _____

S. No.	Name of the Applicant	Father's Name	e-Mail ID	Mobile No.	Whether indicated 'Yes' at Sl.NO. 10 (a) of Application Form

Total Number of Applications: _____

Acknowledgement of receipt of Application Form has been given to all applicants and all the Application Forms received up to **8.3.2022** have been included.

Date:

Signature of Divisional Head/Unit Head

Mobile Number:

AAO Limited Departmental Competitive Examination - 2022

Annexure B

State Nodal Officer: _____

S.No.	Name of Division / Unit/Office	Number of Applications (Other than APS & On Deputation out of DoT/DoP)
Total Number of Applications		
Applications received directly by post (in case of APS & Deputation out of DoT/DoP)		
Grand Total		

Email id of State Nodal Officer: _____

Phone no. of State Nodal Officer: (O)_____

(M)_____

Date:

Signature of State Nodal Officer

AAO Limited Departmental Competitive Examination - 2022

Annexure - D

(To be submitted separately for each Location by the State Nodal Officer)

Location: _____

Total no. of Applicants: _____

No. of Examination Centers for Paper I - V: _____

Examination Centers:

S. No.	Name & Address of Examination Center	No. of Hall

Hall wise distribution of Applicants:

Name of Examination Center	Hall No.	No. of Applicants
Total no. of Applicants		

No. of Examination Centers for Paper VI: _____

Total no. of Applicants: _____

No. of Shifts proposed (not more than 2): _____

Name of Examination Center	Hall No.	Shift No.	No. of Applicants
Total No. of Applicants			

Date: _____

Signature of the State Nodal Officer
With Name & Designation

ANNEXURE – E

S. NO.	STATE/UT	TENTATIVE EXAM LOCATIONS	STATE NODAL OFFICER	POSTAL ADDRESS
1	Andhra Pradesh	Vijayawada	CCA Vijayawada	O/o CCA Andhra Pradesh Telecom Circle, 2nd Floor, Microwave Building, P&T Gandhi Colony, M.G.Road, Vijaywada- 520010
2	Assam	Guwahati	CCA Assam	O/o CCA Assam Telecom Circle, 5th & 6th Floor, BSNL Bhawan, Panbazar, Guwahati-781001
3	Bihar	Patna	CCA Bihar	O/o CCA Bihar Telecom Circle, Sanchar Parisar, Budh Marg, Near GPO, Patna-800001
4	Chattisgarh	Raipur	CCA, Chhatisgarh	O/o CCA Chattisgarh Telecom Circle, 3rd Floor, Door Sanchar Bhawan, GE Road, Adjacent to Lal Ganga Shopping Mall, Raipur-492001
5	Delhi, NICF, DoT HQ & DoP HQ, TEC	Delhi	GM PAF	O/o GM(F) Postal Accounts, Shamnath Road, Civil Lines, Delhi, 110054
6	Gujarat, Daman & Diu, Dadra & Nagar Haveli	Ahmedabad	GM (PAF) Gujarat	O/o GM(F) Postal Accounts Office , 6th Floor, P&T Administrative Building, Khanpur, Gujarat Circle, Ahmedabad-380001
7	Haryana	Ambala	CCA Haryana	O/o CCA Haryana Telecom Circle, Door Sanchar Bhawan, Lawrence Road, near GPO Ambala- 133001
8	Himachal Pradesh	Shimla	CCA, HP	O/o CCA Himachal Pradesh Telecom Circle, Block No 18 A, SDA Complex, Kasumpti, Shimla – 171009
9	Jammu, Kashmir & Ladakh	Jammu	CCA, J & K	O/o CCA Jammu & Kashmir Telecom Circle, HUDCO Bhawan, Rail Head Complex, Jammu – 180012
10	Jharkhand	Ranchi	CCA Jharkhand	O/o CCA Jharkhand Telecom Circle, 3rd Floor, ARTTC Building, Near Jhumar River Bridge, H.B. Road, Ranchi – 835217
11	Karnataka	Bangalore	GM (PAF) Karnataka	O/o GM(F) Postal Accounts Office, 3 rd Floor, General Post Office Building, Rajbhawan Road, Ambedkar Veedhi, Bangalore- 560001
12	Kerala & Lakshadweep	Thiruvananthapuram	CCA Kerala	O/o CCA Kerala Telecom Circle, Door Sanchar Bhawan, PMG Junction, Trivandrum - 695033
13	Madhya Pradesh	Bhopal	GM (PAF) M.P	O/o GM(F) Postal Accounts Office, 4th Floor, Dak Bhawan, Hoshangabad Road, Bhopal - 462027
14	Maharashtra, Goa, APS	Mumbai, Nagpur	CCA Maharashtra & Goa	O/o CCA Maharashtra & Goa, 3 rd floor, C – Wing, BSNL Administrative Building Juhu Danda, Santacruz West Mumbai - 400054
15	NE (All states of NE except Assam & Sikkim)	Shillong	CCA NE I	O/o CCA North East Circle-I, 2nd Floor, CTO Building, Shillong- 793001
16	Odisha	Cuttack	CCA Odisha	O/o CCA Odisha Telecom Circle, 4th Floor, CPMG Building, Bhubaneshwar- 751001
17	Punjab, Chandigarh	Chandigarh	CCA Punjab	O/o CCA Punjab Telecom Circle, Plot No. C, Madhya Marg, Sector -27A, Chandigarh-160019

18	Rajasthan	Jaipur	GM (PAF), Rajasthan	O/o GM (F) Postal Accounts Office, D1, Jhalana Institutional Area, Jhalana Doongri, Jaipur-302014
19	Telangana	Hyderabad	DAP, Hyderabad	O/o Director of Accounts (Postal), Telangana Circle, Dak Sadan, Abids, Hyderabad - 500001
20	Tamilnadu & Puducherry	Chennai	GM (PAF) Tamil Nadu	O/o GM (F), Postal Accounts Office, No 5/7, Ethiraj Salai, Chennai - 600008, Tamil Nadu
21	Uttar Pradesh & RAKNPA	Lucknow	GM(F), UP	O/o GM(F) Postal Accounts Office, Sector D, Aliganj, Lucknow- 226024
22	Uttarakhand	Dehradun	Jt CCA, Uttarakhand	O/o Jt.CCA Uttarakhand Telecom Circle, Cross Road, BSNL Exchange Building, Dehradun - 248001
23	West Bengal, Sikkim, A&N	Kolkata, Port Blair	CCA, West Bengal	O/o CCA West Bengal Telecom Circle, 10th Floor, 2nd MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata-700020

GM (PAF)- General Manager (Postal Accounts and Finance)

CCA - Controller of Communication Accounts

DAP - Director Accounts Postal

AAO Limited Departmental Competitive Examination - 2022

Annexure - F

(To be submitted by Center Supervisor to SNO)

Date of Examination: _____

Time of Examination: _____

CENTER SUPERVISOR CERTIFICATE

I hereby certify that:

1. I personally opened the covers containing the cover sets of question papers Twenty minutes before the commencement of the AAO Limited Departmental Competitive Examination 2022, held at_Centre on _____;
2. I supervised the examination actively and that the instructions laid down for the Center Supervisors were duly observed;
3. The examinees were not given or allowed to find any assistance in answering the question papers;
4. The examinees were not permitted to select their own seats or to communicate with one another or with any outsider during the examination;
5. The examinees were not allowed the use of any books/material/gadgets;
6. The answer sheets were collected immediately on the expiry of the schedule time for each paper;
7. The answer sheets were at once packed and sealed with a confidential seal, and were in my personal custody, until they were handed over to the designated person;
8. That none of my relative appeared in the examination.

Date:

Name & Signature of Center Supervisor

Countersignature of State Nodal Officer

Annexure – F (Continued)

To be submitted by Center Supervisor

Date of Examination: _____

Time of Examination: _____ Name of City:

Name of Centre/Venue:

Sl. No.	Points to be checked	Comments/Observation
1	Examine the condition of the sealed Question Paper and Answer Sheets Packets received at the center (to ensure the Answer Sheets/Question Paper Packets duly sealed by using approved seal).	
2	Examine the condition and soundness of the packets containing the used Answer Sheets and ensure that the Bags/Packets are duly sealed with seal before handing over to designated officer.	
3	Seating Arrangement made at the Centre/ Venue.	
4	Quality and effectiveness of the invigilation by Invigilators.	
5	Ensure that no applicant is permitted to use mobile phone/ Calculator, supporting gadgets, books etc. in the examination hall.	
6	Ensure that all the applicants are having valid admit cards and original ID proof.	
7	Availability of basic facilities like ventilation, supply of drinking water, fans, tube lights etc.	
8	Conduct of Examination:- Timely start – No applicant was permitted to enter the examination hall after scheduled time i.e., 30 minutes before starting of examination. Timely completion of the examination should be ensured. No applicant was allowed to exit the examination hall before the schedule time of completion.	
9	Whether the examination material like Answer Sheets and unused materials were dispatched immediately after completion of examination.	
10	Pen Picture and remarks of the Supervisor regarding overall conduct of the examination.	

Date:

Name & Signature of Center Supervisor

Countersignature of State Nodal Officer

Annexure - F (Continued)

(To be submitted by Center Supervisor)

Sl	Points to be checked	Room No.	Room No.	Room No.	Room No.	Room No.	Room No.
1	Detail of Room allotted to observer						
2	Total No. of Applicants allotted						
3	Total No. of Applicants appeared						
4	Total no. of Applicants absent						
5	Total no. of Answer Sheets received						
6	Total no. of Answer sheets used						
7	Total no. of Supplementary Answer sheets received						
8	Total no. of Supplementary Answer sheets used						
9	Total no. of Question Papers received						
10	Total no. of Question Papers used						
11	Total no. of unused Answer sheets returned						
12	Total no. of unused Supplementary sheets returned						
13	Total no. of unused question papers returned						
14	Total no. of unused Answer sheets returned						
15	Total no. of unused Supplementary sheets returned						
16	Total no. of unused question papers returned						

Name & Signature of Center Supervisor

Counter signature of State Nodal Officer

AAO Limited Departmental Competitive Examination 2022

Annexure - G

(To be submitted by the State Nodal Officer)

Dates of Examination: 26.05.2022 to 29.05.2022

Name of City _____ :

S1	Points to be Checked	Paper I	Paper II	Paper III	Paper IV	Paper V	Paper VI
1	Total No. of Applicants issued Admit Cards						
2	Total No. of Applicants appeared						
3	Total No. of Applicants absent						

It is certified that:

1. The AAO Limited Departmental Competitive Examination 2022 was conducted adhering to all procedures on the subject and guidelines received from time to time.
2. All the answer sheets have been dispatched in due time to the designated address by Insured Post after completion of each shift of the examination.
3. All the unused examination material (unused answer sheets/ supplementary sheets/question papers) has been accounted for and has been kept in safe custody.
4. All other material viz. Admit Cards, seating plan etc. has been preserved and kept in safe custody.
5. The supervision certificate as prescribed in **Annexure - F** to Guidelines to SNOs has been obtained from respective center supervisor(s) and has been preserved and kept in safe custody.

Pen Picture and any other remarks regarding overall conduct of the examination:

Date:

Signature of the State Nodal Officer

With Name & Designation

AAO Limited Departmental Competitive Examination - 2022

Annexure - H

Attendance Sheet

Date of Examination: _____

Paper No: _____

Name of City:

Name of Venue:

Hall No.:

SL	Name of Applicant	Roll Number	Signature of Applicant

Signature of Invigilator

Name of Invigilator

Countersignature of Center Supervisor

AAO Limited Departmental Competitive Examination -2022

Annexure K

Frequently Asked Questions (FAQs) on Eligibility Criteria for AAO LDCE 2022

Q1. *How the service period to be calculated for eligibility condition?*

Ans: The RR prescribes eligibility in terms of years of service rendered in a pay scale. As per the promotion policies of the department and granting of financial upgradations under MACPs etc., it is likely that officials will serve in lower scales for some years and subsequently would be promoted/ granted MACP and move to higher pay scales. In view of the fact that the eligibility condition is prescribed in terms of number of years of service in a particular pay scale, the period served in higher pay scale will therefore imply satisfaction of service in lower pay scale. As such, the combined service in the eligible pay scales (one or more) is to be reckoned to determine eligibility of an individual. However, in such cases (i.e. in cases where the combined service in lower and higher pay scales is to be considered for determining eligibility) the eligibility criteria applicable to the lowest eligible pay scale in which an official has served will be applied to determine eligibility for appearing in the examination. However, as the RR specifies/ prescribes a distinct residency period and no minimum educational qualification for the JAs/SAs working in DOP and DOT, therefore while deciding their cases (similar to ones specified above), the combined period of service rendered in JA and SA level should be considered applying the minimum qualifying service in the lower level of JA because JA is the feeder cadre for the SA.

Q2. *What is the crucial date for calculation of eligibility criteria?*

Ans. Cut-off date(s) for determining vacancy year-wise eligibility has been communicated through Examination Notification dated 15.02.2022. Eligibility is to be assessed year wise as on respective crucial date. It may so happen that a candidate is eligible in a particular year but not eligible for other years.

Q3. *A person in level 1 for 10 years will be taken to level 2 under MACP automatically, so what is the meaning of level 1 with 14 years of service?*

Ans. In case of financial upgradations under MACP, regular service in substantive cadre will be counted which means in the above case, even though the individual may be in level 2 but he would be considered as in level 1 for counting the period of service.

Q4. *Whether the candidates who got absorbed in 2010 as SA and have cleared section officer grade exam conducted by AGS office in 2005 & 2006 are exempted from similar papers for LDCE for AAO?*

Ans. No, As per RR for AAOs, only those departmental employees are eligible who have passed Subordinate Account Service Examination or equivalent examination conducted by DOP/DOT or Competent Authority specified by the department.

Q5. *How would residency period for regular service be calculated?*

Ans. Regular service would be calculated from the date of first appointment of service in L1 and above.

Q6. *How the eligibility of SAs'/JAs' seniority should be decided?*

Ans. The SAs/JAs are circle cadres. Therefore, their seniority should be decided based on the respective circle gradation list.

Q7. *If an applicant/candidate (other than JA/SA) is in level 6 but in Group 'B' cadre, whether he/she would be eligible or not?*

Ans. Point 2 under column 11 of RRs of AAO dated 02.04.2018, clearly stipulates inter-alia that all other officials of DoP/DoT in Group C with following qualifying service are eligible. Therefore, officials in Group B cadre are not eligible.

Q8. *How the comparison of Seniors vs Juniors to be made?*

Ans. As per note below point 2 of column 11, it is clarified that the comparison of Seniors vs Juniors should be made based on the Circle/Division gradation list of a substantive cadre and keeping in view the clarifications issued at Point 1 above.

Q9. *How the eligibility of operative side staff determined in case of any dispute of senior and junior?*

Ans. In the event of any official including those from the operative side raising claim that he/she is eligible as per the note below point 2 of column 11 vis-à-vis any junior of the same circle/division who is eligible, then the decision on eligibility issue should be taken only after thorough checking of service records and related documents following the clarifications given to question no 8 above. All related documents referred to in the cases must be attested by the appropriate authority and held with the Chairperson, Circle Level Coordination Committee till further orders.

Q10. *Whether a candidate other than JA/SA having the regular years of service as per para 2 of column 11 but not possessing a bachelor degree is eligible or not?*

Ans. Not eligible.

Q11. *Whether a candidate who originally joined as LDC (other than JA/SA without a bachelor's degree and subsequently was promoted to JA/SA would be eligible or not?*

Ans. If the said individual satisfied the qualifying period of Service under JA/SA he would be eligible, otherwise not eligible.

Q12. *Any official of DoP/DoT applying under point 2 of column 11, can he apply in any of the levels or only in his present level?*

Ans. Clarified at Point no 1 above.

Q13. *If the individual/official has put in requisite number of years of service in another Government Department but not in DoP/DoT, whether the candidate is eligible or not?*

Ans. The regular service in DoT/DoP only will be counted for the purpose of eligibility criteria. However, in event of employee of DOP/DOT on deputation to another Government Department, his period of deputation shall be counted for the purpose of ascertaining eligibility.

Q14. *How to calculate regular service of a candidate transferred under Rule-38 for eligibility criteria?*

Ans. The regular service would be counted from the date of entry/joining in the Department. As per Rule 38 of Postal Manual Volume-IV, an official on transfer from one circle/division to another, on his own request under rule 38 although forfeits his claim of seniority in the previous circle/division and enters in the gradation list of the new circle/division but retains his length of service for calculation of pensions etc. Accordingly, in such cases the candidates would be allowed by considering their whole length of service. However, as regards application of note below rule 2 col 11 of RR, the same may be applied to only those candidates in the specific circle/division gradation list of the specific cadre, who are senior to the said Rule 38 transferee.

Q15. *If an applicant claims that he/she is eligible with compared to candidates appearing in another circle, how the same is to be decided?*

Ans. No inter-circle/division comparison would be allowed as the Group C' Cadres are Circle/Division based Cadres in both DoP & DoT. Therefore, inter-circle/division comparisons would not be entertained.

Q16. *If an applicant has served in both JA and SA Cadre then how to calculate residency period for eligibility?*

Ans. As clarified at point no. 1.

Q17. *Whether an official who is under suspension or any disciplinary/Vigilance case pending against him is eligible for appearing in the examination?*

Ans. As per CCS(CCA) Rules 1965, an official may be allowed to take an examination even though he is under suspension, provided he satisfied all other conditions prescribed for admission to such examination. However, declaration of his result etc. would be subject to extant rules and guidelines issued from time to time.

Q18. *Whether the Postal Assistant Cadre and the Accountant cadre in Post Offices can be treated as the same cadre, the pay level of both being level 4 and whether the seniority of the officials as shown in two separate gradation list, Accounts and Postal Assistants, can be compared for determining the eligibility?*

Ans. As PO & RMS Accountants are borne on the gradation list of PA /SA cadre. Hence, their seniority may be considered for the purpose of their eligibility as per RR.

Q19. *How is the eligibility of officials who are presently in JA/SA cadre but have rendered past service as LDC to be determined?*

Ans. LDC is the feeder cadre for JAs as per Recruitment Rules of JAs. Therefore past service rendered as LDC can be counted towards combined length of service for determining the eligibility of candidates. In such cases, the combined length of service as LDC plus JA plus SA should not be less than 13 years as on the cut-off date. Further, as for such candidates, the past service rendered as LDC is being considered, they must hold a bachelor's degree from a recognized University, in order to be eligible.

Q20. *There are certain officials who joined DoT/DoP after rendering service in other departments/organizations. Their past service has been considered for the purpose of Seniority and Pensionary benefits. Can we consider past service rendered in other departments while calculating the combined length of service?*

Ans. The FAQ 13 clearly states that regular service in DoT/DoP only will be counted for the purpose of eligibility criteria. However, in specific cases, where past service in other departments/organizations has been considered for fixing Seniority in DoT/DoP and for Pensionary benefits in terms of the applicable rules for absorption/reemployment/redeployment, the past service can be considered towards fulfillment of combined length of regular service criteria.

Q21. *There is a provision of three months institutional training before formal appointment as Postal Assistant / Sorting Assistant. A doubt has arisen whether this training period is to be counted as duty towards service limit for the LDCE-AAO-2022 examination?*

Ans. The period of institutional training before formal appointment as Postal Assistant/Sorting Assistant is counted towards qualifying service for Pension and Increment. Therefore, such training period can be counted towards fulfillment of combined length of regular service criteria if the said training is immediately followed by an appointment or the interruption (if any) is condoned by the competent authority.

Q22. *A Postal Assistant does not hold Bachelor's degree from a recognized University but possesses a Diploma in Computer Applications & Business Management. As per Govt. of Kerala G.O dated 22.09.2012 such Diploma is accepted as an alternative qualification for technical posts in Govt/Public Sector wherein the qualifications are fixed as BBA/BCom./Graduation. Is the candidate eligible?*

Ans. No. The Recruitment Rules for AAOs require all other employees (other than JA/SA) of DoT/DoP to hold Bachelor's degree from a recognized University.