

F. No. A-34012/03/2022-DE  
Government of India  
Ministry of Communications  
Department of Posts

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001  
Dated: 21<sup>st</sup> September, 2022

NOTIFICATION

Subject: Notification for Limited Departmental Competitive Examination (LDCE) for promotion to the cadre of P.S. Group 'B' for the vacancies of the year 2021 (01.01.2021 to 31.12.2021) and 2022 (01.01.2022 to 31.12.2022).

Department of Posts has decided to conduct the LDCE (19% for IP Line and 06% for Clerical Line) for promotion to the cadre of Postal Service Group 'B' (PS Group 'B') for the vacancy year 2021 and 2022 as per the following schedule:

Date of Exam	Paper Nos.	Time
6th November, 2022 (Sunday)	Paper-I	10:00 a.m. to 01:00 p.m.
	Paper-II	02:00 p.m. to 05:00 p.m.

2. Applications are invited in online mode from the willing and eligible candidates for which link will be available at [ccc.cept.gov.in/GroupBapplication](http://ccc.cept.gov.in/GroupBapplication). Hard copy of the application, duly signed by the applicant, is required to be sent to parent office by the applicants. For APS candidates, hard copy of the application, duly verified by the Competent Authority is required to be sent to the concerned parent Circle Office. The schedule of activities for the examination is as under:

Sl No.	Activity	Schedule
1.	Online application process starts from	23.09.2022 from 9:00AM
2.	Last date to apply for online application	13.10.2022 upto 5:30PM
3.	Verification of details of online applications by Controlling Officer and forward to Nodal Officer duly recommended/ Not-recommended/ Provisionally recommended (on day to day basis so that not a single application is left out for verification)	To be completed by 17.10.2022
4.	Correction in application form, if any, by the candidate	To be done from 9:00AM on 18.10.2022 till 5:30PM on 20.10.2022
5.	Verification of resubmitted application by the Controlling Officer (on day to day basis)	To be completed by 21.10.2022
6.	Approval/finalization of online applications and allotment of Centre etc. by the Nodal Officer	To be completed by 27.10.2022
7.	Admit cards available for downloading by candidates from	28.10.2022
8.	Date of Exam	6 <sup>th</sup> November, 2022 (Sunday)

*R. V. Singh*

3. Eligibility Criteria: - As per Department of Posts, Postal Service Group 'B' Recruitment (Amendment), Rules, 1993 dated 29.06.1994 (copy enclosed), the following categories of officer (s)/official (s) are eligible to appear in the above examination.

(1) For IP line quota (19%): Inspector Posts and Assistant Superintendents having put in 5 years regular services from the date of joining in IP cadre as on the crucial date of eligibility for the examination of the particular year;

(2) For Clerical line officials quota (6%): Clerical line officials working in Post Offices/Divisional Offices with 5 years' regular service in the Lower Selection Grade and above;

Note: Postal Assistants placed in the TBOP/BCR and MACP scales, which are only Financial Upgradations, are not entitled to appear for the examination.

The provisions contained in the Memorandum No. 9-36/2019-SPG-II dated 26.12.2019 followed by clarification issued on 18.11.2020 are applicable on the examination which provides that *where junior Inspectors of Post who have completed qualifying/eligibility service, are considered eligible for appearing in the LDCE PS Gr 'B', the senior should also be allowed to appear in the LDCE PS Gr 'B', provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or two years, whichever is less, and have completed Probation period for promotion to the next higher grade along-with their juniors, who have already completed such qualifying/eligibility service.*

4. Crucial date for calculation of length of service in terms of eligibility criteria: -

Sr. No.	Exam year/ period of vacancies	Crucial date of eligibility.
1.	2021 (01.01.2021 to 31.12.2021)	01.01.2021
2.	2022 (01.01.2022 to 31.12.2022)	01.01.2022

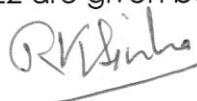
5. Service eligibility conditions for APS candidates: -

Service eligibility conditions mentioned above are also applicable to the candidates on deputation to APS.

6. Pattern & Syllabus of Examination: - The pattern and syllabus applicable for the said LDCE for P.S. Group 'B' cadre has already been circulated by SPG-II Section vide letter No. 9-04/2018-SPG-II dated 05.09.2019, followed by letter No. 9-04/2018-SPG-II dated 30.12.2019 which is available in the Employee Corner in the Department of Posts' official website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in). A copy of pattern & syllabus of the examination is also enclosed herewith.

Note: In both the papers, circulars/orders/guidelines/Rules issued upto 31st December of the year preceding the year of examination will be part of the syllabus except the Annual Report and Book of information for which latest report and information available on IndiaPost Website will be taken into account for the purpose.

7. Vacancies: - The category-wise break-up of tentative vacancies to be filled through the PS Gr. 'B' Examination scheduled to be held on 6<sup>th</sup> November, 2022 for the vacancies of the year 2021 and 2022 are given below:



Examination for	Vacancy Year	Category wise break up of vacancies			
		UR	SC	ST	Total
Inspector Posts line quota (19%)	2021	26	4	2	32
	2022#				
Clerical line officials quota (6%)	2021	7	3	0	10
	2022#				

#The vacancy position for the year 2022 will be intimated shortly.

Note: The vacancy position in the above table is subject to change.

8. Venue of the Examination: The Examination will be conducted at all the Circle Headquarters only. The candidates shall have to appear from the respective centre of their Circle only and under no circumstances, they may be permitted to appear from exam centres of other Circles.

Applicants, serving on deputation in APS, shall also appear from the examination centre of their parent Civil Circles. APS authorities will send the Applications of the Applicants, working in APS, to the concerned Nodal Officer of the Circle by furnishing the eligibility details.

9. Mode of the examination will be OMR based, and descriptive wherever applicable.

10. The Guidelines issued vide letter F. No. 29-6/2019-DD-III dated 10.08.2022 by Department of Empowerment of Persons with Disabilities (Divyangjan) and the guidelines for Persons with Benchmarks Disabilities, circulated vide letter No. SC-12-6/2022-SCT-DOP dated 31.03.2022 shall be followed in letter and spirit.

11. The Standard Operating Procedure (SOP) issued vide letter No. A-34012/02/2022 dated 11.08.2022 to be followed in the conduct of the examination at every stage.

12. The Competent Authority reserves the right to cancel the Notification/examination or re-schedule the examination.

13. This notification may be given wide publicity amongst all eligible candidates working in Divisions/Units.

Enclosures: - As above.

  
(Ranjeet Kumar Sinha)  
Director (DE)

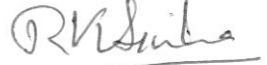
*dt. 21.09.2022*

To,

1. All Heads of Circles.
2. General Manager, CEPT Mysore-570010 with a request to display this Notification on India Post website.

Copy to:-

1. PPS to Secretary (Posts)/ DG (Postal Services)
2. PPS to Addl. DG (Coord)/ PPS to all Members.
3. All DDsG in Directorate.
4. All Directors in Directorate.
5. Officer Commanding, P & T Admn. Cell, Kamptee.
6. All Sections of the Postal Directorate/ Notice Board
7. Hindi Section for translation of this circular.
8. All recognized Associations/Service Federations/ Unions.
9. Guard File.



(Ranjeet Kumar Sinha)  
Director (DE)

dt. 21.09.2022

संचार मंत्रालय

(डाक विभाग)

नई दिल्ली, 29 जून, 1994

सांकांनि० 329.—राष्ट्रपति, संविधान के अनुच्छेद 309 के परन्तुक द्वारा प्रदत्त शक्तियों का प्रयोग करते हुए डाक विभाग, डाक अधीक्षक, पोस्ट मास्टर समूह "ख" भर्ती नियम, 1987 का संशोधन करने के लिए निम्नलिखित नियम बनाते हैं, अर्थात् :—

1. (1) इन नियमों का संक्षिप्त नाम डाक विभाग, डाक सेवा समूह "ख" भर्ती (संशोधन) नियम, 1993 है।
- (2) ये राजपत्र में प्रकाशन की तारीख को प्रवृत्त होंगे।
2. डाक विभाग, डाक सेवा समूह 'ख' भर्ती नियम, 1987 (जिसे इसमें इसके पश्चात् उक्त नियम कहा गया है) की उद्देशिका में, "डाक अधीक्षक, पोस्टमास्टर समूह 'ख'" शब्दों और अक्षर के स्थान पर, "डाक सेवा समूह 'ख'" शब्द और अक्षर रखे जाएंगे।
3. उक्त नियमों के नियम 1 में, खण्ड 1 में "डाक अधीक्षक, पोस्टमास्टर समूह 'ख'" शब्द और अक्षर के स्थान पर, "डाक सेवा समूह 'ख'" शब्द और अक्षर रखे जाएंगे।
4. उक्त नियमों की अनुसूची में, स्तम्भ 12 में विद्यमान प्रविष्टियों के स्थान पर, निम्नलिखित प्रविष्टियां रखी जाएंगी, अर्थात् :—

प्रोन्नति द्वारा :

कुल पदों के 75 प्रतिशत पद डाक कार्यालयों के ऐसे निरीक्षकों और रेल मेल सेवा निरीक्षकों (1400—2300 रु० के वेतनमान) में से प्रोन्नति द्वारा भरे जाएंगे जिन्होंने उस श्रेणी में आठ वर्ष नियमित सेवा की है।

परीक्षा द्वारा प्रोन्नति :

- (i) कुल पदों के 19 प्रतिशत पद डाक कार्यालयों के ऐसे निरीक्षकों और रेल मेल सेवा निरीक्षकों (1400—2300 रु० के वेतनमान) में से विभागीय प्रतियोगिता परीक्षा के आधार पर भरे जाएंगे जिन्होंने उस श्रेणी में पांच वर्ष नियमित सेवा की है।
- (ii) कुल पदों के छह प्रतिशत पद, डाक कार्यालयों, प्रभागीय कार्यालयों में कार्य कर रहे ऐसे लिपिकीय पंक्ति के पदधारियों में से उसी विभागीय परीक्षा के आधार पर भरे जाएंगे, जिन्होंने निम्नतर चयन श्रेणी (1400—2300 रु०) और उससे ऊपर की श्रेणी में पांच वर्ष नियमित सेवा की है।

[सं० 9-36/92-एस पी जी]

तपती नियोगी, निदेशक (संचारीकृत्)

पार टिप्पणी :—मूल नियम भारत के राजपत्र भाग II—खंड 3(i) में अधिसूचना सं० सांकांनि० 280 दिनांक 9 अप्रैल, 1988 में प्रकाशित।

## MINISTRY OF COMMUNICATIONS

(Department of Posts)

New Delhi, the 29th June, 1994

G.S.R. 329.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the President hereby makes the following rules to amend the Department of Posts, Postal Superintendent/Postmasters Group 'B' Recruitment Rules, 1987 namely :—

1. (i) These Rules may be called the Department of Posts, Postal Service Group 'B' Recruitment (Amendment) Rules, 1993.

(ii) They shall come into force on the date of their publication in the Official Gazette.

2. In the Department of Posts, Postal Service Group 'B' Recruitment Rules, 1987 (hereinafter referred to as the said Rules), in the preamble, for the words and letter "Postal Superintendent/Postmasters Group 'B'" the words and letter postal Service Group 'B' shall be substituted.

3. In rule 1 of the said rules, in clause 1 for the words and letter "Postal Superintendent/Postmasters Group 'B'", the words and letter "Postal Superintendent/Postmasters Group 'B'" shall be substituted.

4. In the schedule of the said rules in column 12 for the existing entries the following entries shall be substituted namely:—

By Promotion

75% of the total posts shall be filled by promotion from amongst Inspectors of Post Offices and Inspectors of Railway Mail Service (Pay scale Rs. 1400-2300) with 8 years' regular service in the grade

Promotion by examination

(i) 19% of the total posts shall be filled on the basis of a departmental competitive examination from amongst Inspectors of Post Offices and Inspectors of Railway Mail Service (Pay Scale Rs. 1400-2300) with five years' regular service in the grade.

(ii) 6% of the total posts shall be filled on the basis of the same departmental examination from amongst clerical line officials working in Post Offices/Divisional Offices with 5 years' regular service in the Lower Selection Grade and above.

[No. 9-36/93-SPG]

TAPATI NEOGI, Director (Staff)

Foot Note : The Principal rules were published vide notification number GSR-280 dated 9th April 1988 in Gazette of India, Part-II, Section 3, Sub-section (i).

No. 9-04/2018-SPG-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001.

Dated : 5<sup>th</sup> Sep, 2019.

To

All Chief Postmasters General

**Sub : Revision of syllabus for promotion to PS Group 'B' cadre – Regarding.**

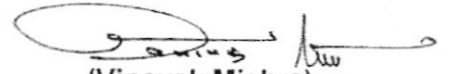
Sir/Madam,

I am directed to say that the syllabus for Limited Departmental Competitive Examination (LDCE) for promotion to Postal Services Group 'B' cadre has been revised with the approval of the Competent Authority and the same is enclosed herewith.

2. The date for holding the Examination will be communicated separately by the DE Branch from time to time.

Yours faithfully,

Encl : as above.



(Vinayak Mishra)

Assistant Director General (SPG)

Copy to :-

1. Sr. PPS to Secretary (Posts)/ Sr. PPS to Director General Postal Services
2. PPS/PS to Addl. DG (Co-ordination) & all Members of Postal Services Board.
3. Chief General Manager, BD Directorate/ Parcel Directorate/ PLI Directorate
4. Sr. Deputy Director General (Vigilance) & CVO
5. Director, RAKNPA/ GM (CEPT)/ Directors of all PTCs
6. Addl. Director General, Army Postal Services, New Delhi
7. All Deputy Directors General
- ✓ 8. GM, CEPT, Mysore with request for uploading the order on the India Post website
9. SPG-I/ SPN-I/ SPN-II/ PE-I/ PE-II /SCT/Vigilance Petition/Vigilance Section/DE
10. All recognized Service Union/Association/Federations
11. Spare copies.
12. Guard File.



(Vinayak Mishra)

Assistant Director General (SPG)

Revised syllabus for promotion to PS Group 'B' cadre.

Paper – I

<b>Acts</b> <ol style="list-style-type: none"><li>1) Consumer Protection Act, 1986</li><li>2) Prevention of Money Laundering Act, 2002</li></ol>
<b>Inland/ Foreign Post</b> <ol style="list-style-type: none"><li>1) Indian Post Office Rules, 1933</li><li>2) Post Office Guide Part I</li><li>3) Post Office Guide Part II</li><li>4) Domestic/ Foreign Post guidelines issued by Directorate</li><li>5) Book of BO Rules</li></ol>
<b>Mail Operations –</b> <ol style="list-style-type: none"><li>1) Postal Manual Volume V</li><li>2) Guidelines issued by Directorate from time to time on Mail Network optimization Project / PNOP / Business Development</li></ol>
<b>Money Remittance –</b> <p style="text-align: center;">Guidelines issued by Directorate on eMO, iMO, IMTS and IFS MO</p>
<b>Saving Bank Scheme and Certificates</b> <ol style="list-style-type: none"><li>1) Post Office Saving Bank General Rules, 1981.</li><li>2) Post Office Saving Account Rules, 1981</li><li>3) National Savings Recurring Deposit Rules, 1981.</li><li>4) National Savings Time Deposit rules, 1981.</li><li>5) National Savings MIS Rules, 1987.</li><li>6) National Savings Certificates Rules, 1960.</li><li>7) Senior Citizen Savings Scheme Rules, 2004.</li><li>8) National Savings Certificates (VIII Issue), 1989</li><li>9) Kisan Vikas Patra Rules, 2014</li><li>10) Public Provident Fund Scheme, 1968</li><li>11) Sukanya Samridhi Yojana Rules, 2014</li><li>12) Post Office Saving Bank Manual Volume I &amp; II</li><li>13) SB orders issued by Directorate from 01.01.2007 onwards.</li><li>14) Guidelines issued by Directorate from time to time on Core Banking Services</li><li>15) Post Office Saving Bank (CBS) Manual</li></ol>
<b>Postal Life Insurance and Rural PLI –</b> <ol style="list-style-type: none"><li>1) Post Office Life Insurance Rules, 2011</li><li>2) Guidelines issued by Directorate from time to time on PLI/ RPLI and Core Insurance solution</li></ol>
<b>Organization of the Department–</b> <ol style="list-style-type: none"><li>1) Postal Manual Volume II (Chapter – I– organization).</li><li>2) Citizen Charter of Department of Posts.</li><li>3) Guidelines and instructions on complaint grievances handling in Department of Posts.</li></ol>

Guidelines issued by Directorate from time to time on IT modernization Project of Department of Posts

1. Handbook on Philately
2. Directorate instructions on Philately

**Office Procedure –**

- 1) Postal Manual Volume II – Chapter XI – Misc. Rules
- 2) Manual of Office Procedure
- 3) Annual Reports and Book of Information of D/o Posts

**Material Management -**

- 1) Postal Manual Volume II – Chapter VI (Stock), VIII(Printing), IX(Contracts), XII (Budget Estimates and control)
- 2) Chapter 6 of General Financial Rules,2017
- 3) CVC guidelines on Public procurement, guide-lines and instructions on e-procurement.
- 4) Manual on policies and procedure for purchase of goods and services available on website of Ministry of Finance.

**Establishment and Administrative matters-**

- 1) Postal Manual Volume IV.
- 2) Instructions issued by Directorate and DoP&T on maintenance of APAR.
- 3) Schedule of Financial Powers of Divisional Heads, Head of the Circle, etc.
- 4) Welfare measures available to Departmental Employees and Gramin Dak Sevak of DoP.
- 5) DoP&T instructions issued from time to time on Establishment and administration.
- 6) Brochure on reservation, instructions regarding sports person reservation, compassionate appointment guidelines issued by DoP and DoP&T from time to time.
- 7) Recruitment Rules relating to various cadres in D/o Posts
- 8) Establishment Norms

Current Affairs 15 questions for 30 marks

Noting and Drafting for 25 marks each



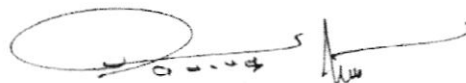


**Paper – II**

<b>Subjects</b>
1. Central Civil Services (Conduct) Rules, 1964
2. Central Civil Services (Classification, Control and Appeal) Rules, 1965 3. Postal Manual Volume III
4. Central Civil Services (Temporary Service Rules), 1965 5. Brochure on Casual labourer
6. Central Civil Services (Pension) Rules, 1972 7. New Pension Scheme, 2004 8. Central Civil Services (Commutation of Pension) Rules, 1981
9. Central Civil Services (Leave) Rules, 1972 10. Central Civil Services (Joining Time) Rules, 1979
11. General Provident Fund (Central Service) Rules, 1960 12. Central Services (Medical Attendance) Rules, 1944
13. Fundamental and Supplementary Rules 14. Central Civil Services (Leave Travel Concession) Rules, 1988 15. Central Civil Services (Revised Pay) Rules, 2016
16. Postal Financial Handbook Volume I and II
17. General Financial Rules 2017 other than public procurement 18. Rules relating to Children Education allowance and reimbursement of Hostel Subsidy 19. Central Government Employees Group Insurance Scheme, 1980
20. Gramin Dak Sevak (Conduct and Engagement) Rules, 2011.
21. Central Administrative Tribunal Act, 1985 and its Rules 22. Right to Information Act 2005 and RTI Rules 2012
23. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 24. Public Accountants Default Act, 1850 25. Revenue Recovery Act, 1890 26. Prevention of corruption Act, 1890 27. Central Civil Services (Recognition of Service Association) Rules, 1993 28. Goods and Services Tax (GST) Act, 2017

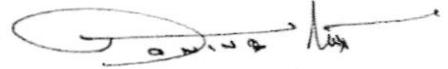
29. Postal Manual Volume II <ul style="list-style-type: none"><li>• Chapter III – Appeals and Petitions,</li><li>• Chapter IV – Personal matters,</li><li>• Chapter V – Security Deposits,</li><li>• Chapter VII – Forged counterfeit stamps and defaced postage stamps, coins and currency notes.</li></ul>
30. Interface with India Post Payment Bank
31. Preservation and Disposal of Postal Records 32. Swatchh Bharat
33. Inspection questionnaires. 34. CSI Operating Manuals.

**Note :** In both the papers, circular/ order/ guidelines/ Rules issued upto 31<sup>st</sup> December of the year preceding the year of examination will be part of the syllabus except the Annual Report and Book of Information for which latest report and information available in India Post Website will be taken for the purpose.



Revised Pattern for the promotion to PS Group "B" cadre

S. No.	Heading	<u>Revised pattern</u>
1.	Marks	Each paper will carry 300 marks
2.	Duration	Duration for each paper is 3 hours
3.	No. of Questions	125 Questions of MCQ type in Paper I and Noting & Drafting for 25 marks each. 150 Questions of MCQ type in Paper II.
4.	Qualifying Marks	40% marks in each paper subject to an overall average of 45% for General category and 33% marks in each paper subject to overall average of 38% for SC/ST categories.
5.	Whether books allowed or not	Both the papers of the examination will be conducted without books.



No. 9-04/2018-SPG-II  
Government of India  
Ministry of Communications  
Department of Posts  
(Personnel Division)

Centre for Excellence in Postal  
Technology, Mysore-570 010

9 JAN 2020

Staff  
To  
AS (A)  
AS (T)  
AS (D)

Dak Bhawan, Sansad Marg,  
New Delhi – 110 001.  
Dated : 30<sup>th</sup> Dec, 2019.

**CORRIGENDUM**

All Chief Postmasters General.

**Sub : Revision of syllabus for promotion to PS Group 'B' cadre – Regarding.**


Sir/Madam,

I am directed to say that the syllabus circulated vide this Directorate letter of even number dated 05.09.2019 for Limited Departmental Competitive Examination (LDCE) for promotion to Postal Services Group 'B' cadre is hereby modified to the extent given below :

- I. "S.No.1 of Paper-I "Consumer Protection Act, 1986" may be read as "Consumer Protection Act, 2019".
  - II. "S. No. 26 of Paper-II "Prevention of Corruption Act 1890" may be read as "Prevention of Corruption Act 1988 read with its (Amendment) 2018".
2. Other contents of the syllabus circulated vide letter of even number dated 05.09.2019 remain unchanged.
  3. This issues with the approval of the Competent Authority.

Yours faithfully,

Encl : as above.

  
(Vinayak Mishra)

**Assistant Director General (SPG)**

Copy to :-

1. Sr. PPS to Secretary (Posts)/ Sr. PPS to Director General Postal Services
2. PPS/PS to Addl. DG (Co-ordination) & all Members of Postal Services Board.
3. Chief General Manager, BD Directorate/ Parcel Directorate/ PLI Directorate
4. Sr. Deputy Director General (Vigilance) & CVO
5. Director, RAKNPA/ GM (CEPT)/ Directors of all PTCs
6. Addl. Director General, Army Postal Services, New Delhi
7. All Deputy Directors General
8. GM, CEPT, Mysore with request for uploading the corrigendum on the India Post website.
9. SPG-II/ SPN-II/ SPN-III/ PE-I/ PE-II /SCT/Vigilance Petition/Vigilance Section.
10. ADG (DE) – with a request to update the same for LDCE 2018 & 2019 and onwards.
11. All recognized Service Union/Association/Federations
12. Spare copies/ Guard file.

  
(Vinayak Mishra)

**Assistant Director General (SPG)**

**Instructions to the candidates applying for LDCE PS Group 'B', scheduled to be held on 6<sup>th</sup> November, 2022.**

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**General Instructions:**

1. Please refer to the Notification issued vide letter No. A-34012/03/2022-DE dated 21.09.2022.
2. As per Para 2 of the Notification, applications are invited from Willing and Eligible applicants through Online in the link mentioned below:  
<http://ccc.cept.gov.in/GroupBapplication>
3. It was also mentioned in the notification that hard copy of the application duly signed by the applicant has to be sent to parent office. For APS candidates, hard copy of the application duly verified by the authority is required to be sent to the concerned Circle Office.

**Procedure for applying through Online PS Group 'B' application website:**

1. Registration is compulsory through the web site mentioned below for the candidates applying for the LDCE PS Group 'B' Examination.  
<http://ccc.cept.gov.in/GroupBapplication>
2. Preferred browser is Google Chrome in Desktop Computer for the Website.
3. Candidate has to click on **Register** Button for proceeding to Registration. In the Registration form, candidate has to furnish the details of Name, Valid email ID, Mobile Number, Password of his/her choice for login and a security Question with Answer for the purpose of Forgot Password option etc.
4. Once Registration is successful, message will be displayed to the user with the needful instructions.
5. For the purpose of Login, user has to check their mail box and Click on the Link sent to their registered mail ID.
6. On successful validation, user is able to Login to the Website through the above url for applying to the LDCE PS Group 'B' Examination.
7. For Log In, user has to enter their eMail ID as user name and the password mentioned at the time of registration.
8. After Log In, user can submit his application for LDCE PS Group 'B' Examination.
9. All the fields which are marked with (\*) are mandatory fields.
10. Before filling up of the application, user has to keep his/her Photo and Signature ready in JPEG format for uploading. Size of photo and Signature should be below 100 KB.
11. While entering the details in the form, form will reload multiple times to fetch the required fields. Please wait for the process to complete while filing the form.
12. After filling up of the form, uploading the photo, Signature, entering of Captcha etc., user has to click on **SAVE** button to cross check the data entered with photo, Signature uploaded.

13. After cross checking the data, User has to click on "**Final Submit**" button to submit the application. No modifications can be done after final submission.
14. If any correction is required to the data, user can click on "Cancel" button and do the changes to the fields. After correcting the details user has to click on SAVE button and **Final Submit** button to submit the application successfully.
15. User has been provided with option to print the application immediately after "Final Submission". User has to print the application and sign it before sending the same to their parent office/controlling Unit.
16. Options have been provided to the user to Change Password, Download/Print the application submitted etc., at any point of time.

**Procedure for making online correction to the application form.**

1. As per Notification dated 21.09.2022, Correction in the application form, if necessary, by the candidate to be done between 9.00 AM on 18.10.2022 to 5.30PM on 20.10.2022.
2. The candidates whose applications are marked as "Allow-resubmission" should ONLY be allowed to make correction online on the scheduled dates.
3. Therefore, the candidates who wish to make correction in the application formsubmitted through online website can take up the requirement with their controlling authority to mark the application as "Allow-resubmission".
4. Further, if the controlling authority feels that the data entered by the candidate requires correction (or) the images of photo/Signature uploaded by the candidates are not visible properly, in such cases the application of the candidate can be marked as "allow-resubmission".
5. **In all such cases of applications which are marked as "allow-resubmission"**, a mail notification and SMS on registered mobile number will be sent to the candidate with instruction to follow.
6. **The candidate has to re-submit his application afresh with correct details.** There will not be any change in the application number allotted to the candidate previously.
7. After re-submission of the application [**Final Submit** is done], singed copy of the printout may be sent to the controlling authority immediately, for further processing the application by the controlling authority in their login.
8. Mail notification and SMS on registered mobile number to the candidate is in place for all cases of application status ie; Eligible, Not Eligible for attending the Examination marked by the controlling authority.

\*\*\*END\*\*\*