



Maharashtra Postal Circle MTS, PM & MG Syllabus

Paper I - (90 Minutes) (Maximum Marks - 100)

- A. **General Awareness / Knowledge** - 30 questions Topics to be covered (4 to 8 questions from each topic)
- Indian Geography
 - Civics
 - General Knowledge
 - Indian Culture and Freedom struggle
 - Ethics and Moral study
- B. **Basic Arithmetic** - 40 questions Topics to be covered (4 to 8 questions from each topic)
- BODMAS (Brackets, orders, division, multiplication, addition, subtraction)
 - Percentage
 - Profit and loss
 - Simple interest/ compound interest
 - Average
 - Time and Work
 - Time and Distance
 - Unitary Method
- C. **Reasoning and Analytical Ability** - 30 questions (Both verbal and non-verbal types) (Non-verbal/ Pictorial reasoning and analytical ability testing is preferred as Question Paper has to be bilingual)

Paper II - (45 Minutes) (Maximum Marks - 60)

Translation of words from English to local language (Multiple Choice Question)	15 Questions of 1 mark each
Translation of words from local language to English (Multiple Choice Question)	15 Questions of 1 mark each
Letter writing in local language in 80 to 100 words (1 question to be attempted out of 3 options)	15 Marks
Paragraph / short essay in local language in 80 to 100 words (1 question to be attempted out of 3 options)	15 Marks

Paper III - (20 Minutes) (Maximum Marks - 40)

Skill Test of data entry for 20 minutes on computer [Data entry of 2000 key depressions (+/- 5%)]

Note: - Paper - I shall be conducted for the post of (A) Postman-Mail Guard and (B) Multi-Tasking Staff separately on different dates for all eligible candidates. Both Paper- II and Paper- III shall be conducted for the post of (A) Postman-Mail Guard and (B) Multi-Tasking Staff separately on different dates only for the shortlisted candidates' there will be a minimum time gap of one hour between Paper- II and Paper - III.