

**MINISTRY OF TRANSPORT, COMMUNICATIONS AND LABOUR.**

**POSTAL BRANCH.**

**( RULES FOR THE EXAMINATION FOR THE PROMOTION OF FIRST GRADE CLERKS IN POST OFFICES  
TO THE LOWER SELECTION GRADE IN THE GENERAL LINE.)**

**No.202**

**Rangoon, the 1st December 1950.**

**[ Amendment : 18.06.1989 ]**

No.202.- The President of the Union of Myanmar makes the following rules for the examination for the promotion of 1st Grade Clerks in Post Offices to the Lower Selection Grade in the General Line in the Postal Department of the Union of Myanmar:-

**RULES FOR THE EXAMINATION FOR THE PROMOTION OF FIRST GRADE CLERKS IN POST OFFICES TO THE  
LOWER SELECTION GRADE IN THE GENERAL LINE.**

Promotion of 1st Grade Clerks in Post Offices to the Lower Selection Grade in the General Line will in future be through an examination which will be a qualifying one and open to all 1st Grade Clerks in the Post Offices (including 1st Grade Clerks in the offices of the Superintendents of Post Offices) who have put in a continuous service of at least ten years in the Clerical Cadre.

2. The subjects of the examination and the full marks allotted to each will be as follows:-

**I. – First Paper.**

Time- Three hours. Essay writing and writing of a report on any Departmental case:-

(a)	English	...	50	marks.
(b)	Burmese	...	50	marks.

**II-Second Paper.**

Without the aid of books.

Time- Three hours.

(Full Marks 100.)

- (i) Post Office Guide, Volume I (Whole).
- (ii) Posts and Telegraphs Manual, Volume VI-India Issue-Second Edition (Chapters 1, 2, 3, 4, 5 and 13).

III. –Third Paper.

With the aid of books.

Time- Three hours.

(Full Marks 100.)

- (i) Post and Telegraphs Manual, Volume II- India Issue-Second Edition (Chapters 1 to 7 and 11).
- (ii) Posts and Telegraphs Manual, Volume IV-India Issue-Second Edition (Except chapters relating to Telegraph Traffic, Telegraph Engineering and Wireless).
- (iii) Posts and Telegraphs Manual, Volume V-India Issue (Whole).
- (iv) Posts and Telegraphs Manual, Volume VI-India Issue-Second Edition (Chapters 6, 7, 8, 9 and 12).

IV. –Fourth Paper.

With the aid of books.

Time- Three hours.

(Full Marks 100.)

- (i) Fundamental Rules and Supplementary Rules of Government of Myanmar Compilation (Section II- Chapters 1 to 6 and 8 to 11- Appendices Nos. 17, 18, 19, 21 and 23).
- (ii) Posts and Telegraphs Initial Account Code, Volume I (First Edition-Reprint) Except Chapters 3, 17, 18, 21, 22 and 23).
- (iii) Posts and Telegraphs Manual, Volume VI-India Issue-Second Edition (Chapters 10 and 11).
- (iv) Civil Service Regulations (Pension Chapters).

Candidates must obtain 40 per cent of the marks in each paper and 45 per cent in the aggregate to qualify.

<Amendment 18.06.1989>

3. For papers with the aid of books, candidates must make their own arrangements to procure the required books and bring them to the Examination Rooms.
4. The examination will be conducted by the Public Service Commission and will be held at the Headquarters of Commissioners of Divisions, and according to the programme prescribed by the Public Service Commission.
5. The date with respect to the examination will be notified in the Director of Posts' Circular six months ahead.
6. The examination is not competitive and merits will not count for seniority. Accordingly the relative seniority of passed officials for purposes of their promotion to the Lower Selection Grade in the General Line will be the same as that shown in the Gradation List of the 1st Grade in the Clerical Cadre. Officials who qualified in one examinations will rank senior to those who qualify in subsequent examinations. In the Gradation List against the names of officials who have passed the examination will appear the letters "Lower Selection Grade".
7. Successful candidates, i.e. those who get 40 per cent of the marks in each paper and 45 per cent in the aggregate will be paid travelling allowance under Rule 78 of the Myanmar Travelling Allowance Rules for the journey to and from their station to the examination centre.  
<Amendment 18.06.1989>
8. The first examination for promotion to the Lower Selection Grade will be held beginning from the first Monday in August 1951 and thereafter the examination will also be held once a year, if necessary, beginning from the first Monday in August each year.
9. A candidate who fulfils the required conditions shall submit his application in the prescribed form to the Director of Posts through the Head of Office.  
NOTE.-(1) For the purpose of this rule, the Head of the Office shall be, -
  - (a) in the case of Postal Divisions-Superintendents of Post Offices.
  - (b) in the case of Post Offices under the control of Postmasters, Rangoon and Mandalay- Postmasters, Rangoon and Mandalay.

(2) Lady clerks who fulfil the required conditions shall also be allowed to appear for the examination.
10. On the occurrence of a permanent vacancy, a qualified candidate, in order of seniority, will, if his work has in the meantime been satisfactory, be appointed to the post in the Lower Selection Grade in the Post

Offices in the General Line on probation for one year. At the end of this period the candidate will be confirmed if found suitable in every respect. If, during the period of probation, his work and conduct are not satisfactory, he will be liable to reversion to his substantive post.

**APPLICATION FORM.**

Application form for admission to the examination for the promotion of 1st Grade Clerks in Post Offices to the Lower Selection Grade in the General Line.

(1) Name in Full-

(2) Father's name-

(3) Permanent appointment held-

(4) Office-

(5) Date of appointment to Government service-

(6) Date of birth (as recorded in service book)-

(7) Have you passed the Myanmar Language examination by the Lower Standard? (In the case of Non-Myanmar candidates only)-

(8) Are you appearing at the examination for the first time? If not, state the years in which you appeared before-

(9) Name of Station of the nearest Headquarters of the Commissioners of Divisions

I -----hereby declare that the particulars furnished by me in this form are true.

STATION:

Date Signature.

**Recommendation of the Head of the Office.**

(a) Has he/she a good record? Send his/her character sheet.

(b) Have you verified the correctness of the entries against items (6) and (7).

(c) Is he/she appearing for the 1st, 2nd or 3rd time?

STATION:

Date Head of Office.

( RULES FOR THE EXAMINATION FOR THE PROMOTION OF FIRST GRADE CLERKS IN POST OFFICES TO THE LOWER SELECTION GRADE  
IN THE GENERAL LINE.)

By order,  
SHWE MRA,  
Secretary to the Govt, of the Union of Burma,  
Ministry of Transport, Communications and Labour

Myanmar Law Information System (MLIS)