

[IPO Exam Syllabus for Inspector Posts \(IP Exam\): A Complete Guide](#)

Hello friends, if you're preparing for the Limited Departmental Competitive Examination (LDCE) for the post of Inspector Posts (IPO Exam), understanding the exam pattern and syllabus is crucial for success. In this blog post, we'll provide you with a detailed overview of the IPO Exam syllabus and break it down into easy-to-understand sections. This guide will help you navigate through the various subjects and give you an organized approach to your preparation.

IPO Exam Pattern Overview

The IPO Exam consists of 4 papers, each carrying 300 marks. Here is an overview of the exam pattern:

Paper	Number of Questions	Type of Questions	Marks	Duration
Paper I	150 questions	Multiple Choice Questions (MCQs)	300 marks	3 hours
Paper II	150 questions	Multiple Choice Questions (MCQs)	300 marks	3 hours
Paper III	150 questions	Multiple Choice Questions (MCQs)	300 marks	3 hours
Paper IV	125 questions	Multiple Choice Questions (MCQs) + Noting & Drafting	300 marks	3 hours

- **Qualifying Marks:** To qualify, candidates need to score a minimum of 40% in each paper for the General category and 33% for SC/ST categories, with an overall average of 45% and 38% respectively.
- **No Books Allowed:** The examination is conducted without the aid of books.

IPO Exam Syllabus Breakdown

Let's break down the syllabus of each paper to make it easier for you to understand what to expect.

Paper I: Laws, Rules, and Guidelines

This paper covers various Acts, Rules, and Guidelines related to the postal and financial systems. Key topics include:

1. **Acts**

- Indian Post Office Act, 1898
 - Government Savings Promotion Act, 1873
 - Consumer Protection Act, 2019
 - Prevention of Money Laundering Act, 2002
 - Information Technology Act, 2000
- 2. Rules**
- Indian Post Office Rules, 1933
 - Government Savings Promotional General Rules, 2018
 - Post Office Savings Account Scheme, 2019
 - National Savings Recurring Deposit Scheme 2019
 - National Savings Time Deposit Scheme, 2019
 - National Savings (Monthly Income Account) Scheme, 2019
 - Senior Citizen's Savings Scheme, 2019
 - National Savings Certificate (VIII Issue) Scheme 2019
 - Kisan Vikas Patra Scheme 2019
 - Public Provident Fund (PPF) Scheme, 2019
 - Sukanya Samriddhi Account Scheme
 - Post Office Life Insurance Rules 2011 & It's Amendments.
 - Book of BO Rules
 - Pradhan Mantri Jan Suraksha Schemes and its Rules
 - PMSBY
 - PMJJBY
 - APY
- 3. Guidelines / Instruction relating to Inland /Foreign Post.**
- Post Office Guide Part I
 - Post Office Guide Part II, except Section VII & VIII
 - Domestic/Foreign Post guidelines issued by Directorate
- 4. Mail Oerations and Money Remittances.**
- Postal Manual Volume V, except Appendix-I
 - Postal Manual Volume VI, Part-I, Chapter-I
 - Postal Manual Volume VI, Part-II, except Telegraphic Money orders, British & Irish Postal Orders
 - Postal Manual Volume VI, Part-III, except Appendices
 - Postal Manual Volume VII
 - Guidelines issued by Directorate on Mail Network optimization Project and Parcel Network Optimization Project.
 - Guidelines issued by Directorate on eMO, iMO, IMTS, MMTS AND IFS MO
- 5. Saving Bank and Savings Certificates.**

- Post Office Savings Bank Manual Volume I, II and III read with SB orders issued by Directorate from time to time
- Guidelines issued by Directorate from time to time on core Banking Services
- 6. Postal Life Insurance and Rural Postal Life Insurance.
 - Guidelines Issued by Directorate from time to time on PLI/RPLI and Core Insurance Solution
 - Annual Reports and Book of Information of Department of Posts.
- 7. Information Technology
 - IT Modernisation Project 2012 and It's update
 - Working Knowledge on Core Banking Solution, PLI-CIS, CSI and DARPAN
 - India Post Payment Bank
 - Preservation and disposal of Postal records
 - Swachha Bharat

Paper II: Financial Rules and Service Regulations

This paper focuses on financial rules, procurement policies, welfare measures, and service-related guidelines. The important topics are:

1. General Financial Rules, 2017
2. CVC guidelines on Public procurement, guidelines and instructions on e-Procurement in Government of India.
3. Manual of policies and procedures for purchase of goods and services available on website of Ministry of Finance
4. Schedule of Financial Power of Divisional Head, Heads of Circle, etc.
5. Welfare measures available to Departmental Employees and Gramin Dak Sevak of DoP
6. RTI Act, 2005 and RTI Rules, 2012
7. Fundamental Rules (FR) and Supplementary Rules (SR)
8. P&T FHB Volume I and Postal FHB Volume II
9. Rules relating Children Education allowance and reimbursement of Tuition fees
10. CGEGIS Rules 1980
11. CCS(GPF) Rules, 1961
12. Central Services (Medical Attendance) Rules, 1944 and CGHS Guidelines issued by Directorate.
13. New Pension Scheme, 2004 and Its amendments.
14. CCS Pension Rules, 1972 and It's amendments.

15. CCS Commutation of Pension Rules, 1981
16. Postal Manual Volume II, except,
 - Chapter III- Appeals and Petitions.
 - Chapter IV- Personal Matters,
 - Chapter V- Security Deposits Chapter
 - Chapter VII- Forged Counterfeit stamps, defaced postage stamps, coins and currency notes.
17. Postal Manual Volume IV- Leave, Pension, Gratuities, Dealings on Examination, Recruitment rules of all Cadres and Establishment norms.
18. Service Discharge Benefit Scheme, 2010

Paper III: Administrative and Legal Knowledge

This paper is designed to test your knowledge of administrative rules, legal procedures, and governance. Key subjects include:

1. **Postal Manual Volume II**
 - Chapter III- Appeals and Petition
 - Chapter IV- Personal Matters
 - Chapter VI- Forged counterfeit stamps, defaced postage stamp, coins and currency notes
2. Postal Manual Volume III
3. Postal Manual Volume VIII
4. CCS (Conduct Rules) 1964
5. CCS (CCA) Rules, 1965
6. CCS (Temporary Service) Rules, 1965
7. GDS (Conduct and Engagement) Rules, 2011
8. Brochure on Casual Laborers and instructions on Casual Laborer issued by DoP&T from time to time.
9. Constitution of India
10. Code of Civil Procedure 1908
 - Sec 1- Short title, extent, commencement
 - Sec 2- Definition
11. The Code of Criminal Procedure 1973
 - Section 1- Short title, extent and commencement
 - Section 2- Definitions
 - Section 82 - Proclamation of person absconding
 - Section 83 - Attachment of property of person absconding
 - Section 84 - Claims and objections to attachments.
 - Section 85 - Release, sale and restoration of attached property.

12. The Indian Evidence Act, 1872
 - Section 1 - Short title, extent and commencement
 - Section 5- Evidence may be given of facts in issue and relevant facts
 - Section 6- Relevancy of fact forming part of same transaction
 - Section 7 - Facts which are the occasion, cause or effect of facts in issue
 - Section 8- Motive, preparation and previous or subsequent conduct.
 - Chapter III (Section 56 to 58) - Fact which need not be proved.
 - Chapter IV- (Section 59 to 60)- of oral evidence
 - Chapter V (Sections 61 to 73A) - of documentary evidence.
13. The Indian Penal Code, 1860
 - Chapter II- General Explanation
 - Chapter III- of Punishments
 - Chapter IX- of Offences by or relating to Public Servant
 - Chapter X- Of Contempt of the Lawful Authority of Public Servant
 - Chapter XIX- Of the Criminal Breach of Contracts of Service
14. Instructions issued by Directorate and DoP&T on maintenance of APAR
15. Central Administrative Tribunal Act, 1985
16. Revenue Recovery Act, 1890
17. Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013
18. Prevention of Corruption Act, 1988

Paper IV: General Knowledge, Language, and Writing Skills

This paper tests your general knowledge, language proficiency, and writing skills. It consists of:

1. **English Language** (25 Questions)
 - Vocabulary, Grammar, and Sentence Correction
 2. **Current Affairs** (50 Questions)
 - Questions related to Indian Economy, Polity, Sports, Culture, and Science
 3. **Reasoning & Aptitude** (50 Questions)
 - Mental Aptitude, Logical Reasoning, and Intelligence tests
 4. **Noting and Drafting** (50 Marks)
 - Writing a short note (approx. 200 words) on a given topic
 - Drafting official letters and documents (approx. 200 words)
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Preparation Tips

- **Understand the syllabus:** Go through the **IPO Exam syllabus** thoroughly. Focus on both the theoretical knowledge and practical application.
- **Use previous year papers:** Solve past papers to get a better understanding of the types of questions that appear in the exam.
- **Practice MCQs:** Since most of the exam is MCQs, practice answering questions quickly and accurately. [Get Practice MCQs](#) for IP Exam based on IPO Exam syllabus
- **Time Management:** Allocate sufficient time for each paper and practice writing skills for Paper IV.

Conclusion

The IPO Exam syllabus is vast, covering a range of subjects including laws, rules, financial regulations, administrative procedures, and general knowledge. A structured approach to studying each section and thorough practice will help you crack the exam with confidence.

Good luck with your preparation for the **IPO Exam!**