IPO Exam Syllabus & Pattern 2026 – Complete Updated 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 the first and most important step toward success. We'll walk you through the updated IPO Exam Syllabus & Pattern for 2026, break it down into easy-to-understand sections, and share a detailed set of preparation tips to help you plan your study schedule with confidence.

(Updated as per DoP letter No. 7-14/2011-SPN-II dated 22.08.2025)

Exam Pattern 2026

Paper	Content	Marks	Duration
Paper I	125 MCQs × 2 marks each	250 Marks	2 hrs 30 mins
Paper II	Noting, Drafting & Draft Charge Sheet	50 Marks	1 hr
Paper III	150 MCQs × 2 marks each	300 Marks	3 hrs

Qualifying Marks:

- General: 40% in each paper + 45% aggregate
- SC/ST/PwBD: 33% in each paper + 38% aggregate

Books: Not allowed (same as before).

Cut-off date for syllabus updates: Circulars/orders issued **till 31st Dec of preceding year** will be part of syllabus.

Detailed IPO Exam Syllabus

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

IPO Exam Syllabus 2026 – Detailed Syllabus

Paper I (250 Marks)

S.No.	Topic Area	Description
1	Acts	• The Post Office Act, 2023 (Act No. 43 of 2023) • Government Savings Promotion Act, 1873 • Prevention of Money Laundering Act, 2002 (and AML/CFT Amendments) • Consumer Protection Act, 2019 • Information Technology Act, 2000
2	Rules	• The Post Office Rules, 2024 & The Post Office

		Regulations, 2024 • Government Savings Promotion 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 Citizens' Savings Scheme, 2019 • National Savings Certificate (VIII Issue) Scheme, 2019 • Kisan Vikas Patra Scheme, 2019 • Public Provident Fund Scheme, 2019 • Sukanya Samriddhi Account Scheme, 2019
3	PLI / RPLI	• Post Office Life Insurance Rules, 2011 and amendments compiled as SANKALAN (including subsequent instructions/guidelines, if any)
4	Postal Manuals / Rules	• Book of BO Rules • Postal Manual Vol. II • Postal Manual Vol. III • Postal Manual Vol. IV (Leave, Pension, Gratuities, Examinations, Recruitment Rules, Establishment Norms) • Postal Manual Vol. VIII • Mail Operations and Money Remittances • Postal Manual Vol. V (except Appendix-I) • Postal Manual Vol. VI, Part-I, Chapter-I • Postal Manual Vol. VI, Part-II (except Telegraphic MOs, British & Irish Postal Orders) • Postal Manual Vol. VI, Part-III (except Appendices) • Postal Manual Vol. VII
5	Jansuraksha Schemes	• Coverage of Government insurance/social security schemes
6	Inland / Foreign Post Guidelines	• Post Office Guide Part I • Post Office Guide Part II (except Section VII & VIII) • Domestic/Foreign Post Guidelines issued by Directorate
7	Mail & Delivery Optimization	• Digital Personal Identification Number (DIGIPIN) • Mail Network Optimization Project & Parcel Network Optimization Project guidelines • Policy Guidelines on Centralized Delivery of Postal Articles by Delivery Staff • Dak Ghar Niryat Kendras (DNKs)
8	Product Consolidation	• Guidelines issued by Directorate on consolidation of products
9	Savings Bank & Certificates	• POSB Manual Vol. I, II & III (with latest SB Orders) • POSB CBS Manual (corrected up to 31.12.2021 and subsequent SB Orders)
10	Departmental Publications	• Annual Reports and Book of Information of the Department of Posts

11	Information Technology	• APT Knowledge (IT 2.0) • Working knowledge of Core Banking Solutions, PLI-CIS
12	India Post Payments Bank (IPPB)	• Basics of IPPB functioning
13	Records	• Preservation and disposal of Postal Records
14	Service Rules	• CCS (Conduct) Rules, 1964 • CCS (CCA) Rules, 1965 • CCS (Temporary Service) Rules, 1965
15	GDS Rules	• GDS (Conduct & Engagement) Rules, 2020 and Directorate's related orders/guidelines

Paper II (50 Marks)

S.No.	Component	Description	Marks
1	Noting	Writing a note in approximately 200 words on a given topic	15
2	Drafting	Drafting a communication in approximately 200 words on a given topic	15
3	Charge Sheet	Preparing a Draft Major Penalty Charge Sheet	20

Paper III (300 Marks)

S.No.	Topic
1	Constitution of India – Preamble, Fundamental Rights, Directive Principles of State Policy, Fundamental Duties, Articles 124–147, 214–232, 311, 338, 338(a), 338(b)
2	Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023 – Section 1 (Short Title, Extent & Commencement), Section 2 (Definitions), Section 84 (Proclamation for person absconding)
3	Central Administrative Tribunal Act, 1985
4	Revenue Recovery Act, 1890
5	Prevention of Corruption Act, 1988 (as amended)
6	Right to Information (RTI) Act, 2005 and RTI Rules, 2012
7	Procurement Manuals – Manual on Procurement of Goods, Works, and Consultancy & Other Services
8	CCS (GPF) Rules, 1961
9	CCS (Pension) Rules, 2021 and amendments
10	CCS (Commutation of Pension) Rules, 1981
11	Sexual Harassment of Women at Workplace (Prevention, Prohibition & Redressal) Act, 2013 and related DoPT instructions
12	National Pension System (NPS) – CCS (Implementation of NPS) Rules, 2021 (as

	amended); CCS (Payment of Gratuity under NPS) Rules, 2021 (as amended)
13	General Financial Rules (GFR) 2017 – Chapter 2 and Chapter 6 (with amendments)
14	Fundamental Rules (FR) & Supplementary Rules (SR)
15	Brochure on Casual Labourers and DoP&T instructions on Casual Labourers
16	Instructions issued by Directorate & DoP&T on maintenance of APAR
17	Service Discharge Benefit Scheme, 2010
18	Schedule of Financial Powers of Divisional Heads & Heads of Circle
19	Welfare measures available to Departmental Employees & Gramin Dak Sevaks (GDS)
20	P&T Financial Handbook (FHB) Volume I and Postal FHB Volume II
21	Questions on English Language
22	Questions on General Knowledge & Current Affairs – Indian Economy, Polity, Sports, Culture & Science
23	Questions on Reasoning, Interpersonal Skills, Mental Aptitude, Quantitative Aptitude, Intelligence & Ethics

Preparation Tips for IPO Exam 2026

Cracking the IPO Exam isn't just about reading — it's about studying smart, staying consistent, and practising the right way.

1. Understand the syllabus thoroughly before you start Don't jump straight into books. Spend your first few days simply going through this syllabus line by line, noting down which Acts, Rules, and Manuals carry the most weight. This mental map will help you allocate your time wisely instead of studying everything with equal intensity.

2. Build a realistic study timetable With three papers covering dozens of Acts, Rules, and Manuals, a structured timetable is non-negotiable. Break your syllabus into weekly targets — for example, dedicate one week each to Savings Schemes, PLI/RPLI, Postal Manuals, and Service Rules — and always leave the last phase of your preparation purely for revision and mock tests.

3. Prioritise high-weightage areas first Paper I and Paper III together carry 550 of the 600 total marks, and both are MCQ-based. Focus early preparation time on the Postal Manuals, Savings Schemes, PLI/RPLI, and the Constitution/Service Rules sections, since these areas typically generate the highest number of questions.

4. Master Noting, Drafting, and Charge Sheet writing early Paper II is often underestimated because it carries "only" 50 marks, but it tests a completely different skill — written communication under time pressure. Practice writing notes and drafts in exactly 200 words, and study a few sample Major Penalty Charge Sheets so the format feels familiar on exam day.

5. Solve previous year papers Going through past IPO exam papers helps you understand the actual difficulty level, the way questions are framed from Rules and Manuals, and which topics repeat most often. Try to solve at least the last 3–5 years of papers under timed conditions.

6. Practice MCQs daily, not just before the exam Since 550 out of 600 marks come from objective questions, daily MCQ practice should be a core part of your routine from day one — not something you cram in the final month. Get topic-wise Practice MCQs for the IPO Exam based on the updated syllabus, and track your accuracy over time. Get Practice MCQs

7. Take regular full-length mock tests Once you've covered most of the syllabus, start taking full-length mock tests that replicate the actual exam duration and marking scheme. This builds exam-day stamina, helps you identify weak areas early, and trains you to manage the negative-marking-free but time-pressured MCQ format confidently.

8. Revise Acts and Rules on a cycle, not just once Legal and rule-based content is easy to forget if you read it only once. Set up a revision cycle — revisit each Act or Rule at least 3–4 times before the exam using short notes, flashcards, or bullet-point summaries instead of re-reading full manuals every time.

9. Stay updated with the latest circulars and SB Orders Remember, only circulars and orders issued up to 31st December of the preceding year are included in the syllabus. Make it a habit to check for updates regularly so you don't miss any recent amendments to Savings Schemes, PLI/RPLI rules, or service conditions.

10. Don't neglect General Knowledge and Current Affairs Paper III includes a meaningful chunk of GK, current affairs, reasoning, and quantitative aptitude. Dedicate at least 20–30 minutes daily to newspapers, monthly current affairs digests, and basic reasoning/aptitude practice so this section doesn't catch you off guard.

11. Manage your time strategically during the exam With 125 MCQs in 2.5 hours for Paper I and 150 MCQs in 3 hours for Paper III, you have roughly 1 to 1.2 minutes per question. Attempt questions you're confident about first, mark the tricky ones for review, and avoid getting stuck on any single question for too long.

12. Prepare short notes for quick revision As you study each topic, condense the important facts into short, crisp notes — things like qualifying percentages for each category, key section numbers, scheme interest rates, deposit limits, maturity periods, and important dates or amendment years. These bite-sized notes become invaluable in the final weeks before the exam, when there simply isn't time to re-read entire manuals, and a quick glance is often all you need to refresh your memory.

13. Take care of your health and avoid burnout Long study hours are only effective if you're well-rested and focused. Prioritise adequate sleep, regular short breaks, and light physical activity — a tired mind retains far less information than a well-rested one, no matter how many hours you put in.

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 (Visit Postaladda.com for IPO study material and MCQs practice.**

With Best Wishes,

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