

**39<sup>th</sup> UPU Letter Writing Competition for Young People, 2010.**

**RULES FOR PARTICIPANTS**

(a) The 39<sup>th</sup> Universal Postal Union (UPU) Letter Writing competition shall be open to school going children up to 15 years of as on 31.03.2010.

(b) The age of participants is to be certified by the school authorities where the participant is studying.

(c) Date by which participants should declare their Intention to participation the competition (last date) to CPMG/PMG / School Principal 20.12.2009

(d) Date and time of the 'on the spot competition'. 03.01.2010  
10.00 to 11.00hrs.

(e) The participants will make their own arrangements to reach the venue of the competition. The Department / schools will provide the answer books for the competition to the children but they will bring their own pen/ pencil etc.

(f) All the candidates shall be required to apply in person to the Chief Postmaster General / Postmaster General/ School Principal in duplicate. Both copies must have a passport size photograph of the candidate affixed on them.

(g) The participants will apply for participation in the competition along with three passport size photographs in the following format on plain paper.

I. Name of the competition 39<sup>th</sup> UPU Letter Writing  
Competition for young people 2010.

II. Full Name of the participant

III. Father's /Guardian's Name.

IV. Full Address for correspondence.

V. Name of the School/ Institution where studying with full details.

VI. Age with exact date of birth to be Certified by the Head of the Educational Institution.

VII Sex (Male /Female)

VIII Centre.

(h) Entry in the examination Hall will be by Hall permits to be issued by the Chief Postmasters General / Postmaster General/School Principal concerned. Each participant will be allotted a Roll No. by the concerned Chief Postmaster General / Postmaster General/ School Principal.

**IMPORTANT:-***All the particulars as mentioned above including the full name and address of the participant should appear on the first page of the Answer Book also. Entries, which do not furnish all relevant details, would not be considered valid.*

**DEPARTMENTAL INSTRUCTIONS**

- (1) The evaluation of all entries including entries in regional language will be done at the Circle level by the examiners selected by the Circle Heads from amongst the officers of the Department.
- (2) In case, a circle is receiving entries in regional languages other than the regional language of the circle and it is not a position to get them evaluated /translated such entries may be sent to the appropriate Circle with the request that the same may be got evaluated/ translated, under intimation to the Directorate.
- (3) After evaluation, best three (3) entries from each circle may be forwarded to the Directorate. In case there are any regional entries amongst the best three (3) entries, such entries may be got translated into English and such regional entries along with its English translation may be sent to the Directorate. Rest of the entries may be kept in the circle.
- (4) The examiners may be instructed to give weightage while evaluating the entries to:
  - a) Correctness of language
  - b) Coherence –logical development
  - c) Originality of the ideas
  - d) Style of writing
  - e) Theme; and
  - f) Format of the letter
- (5) It is to be specifically ensured that no invigilator is posted at a Centre where his /her son/ daughter near relative etc., is appearing. This is very important.
- (6) The duration of the competition will be one hour and the maximum marks allotted are 100 (One hundred).
- (7) To give publicity to the Letter Writing Competition, an advertisement on All India level is being issued from Directorate. The Circles may also release advertisements in local newspapers through DAVP. The

Circles may also print suitable posters and take other publicity measures in the light of their experience in the past. The copies of the advertisements can also be sent to the local State level educational institutions for better response.

8. The 39<sup>th</sup> UPU Letter Writing Competition, 2010 will be held strictly in accordance with the following time schedule:

1	Date by which the participants should declare their intention to participate in the competition (Last date) to CPMG / PMG School Principal	Immediately but not later than by 20.12.2009
2	Date and time of the 'on the spot competition'.	03.01.2010 10.00 to 11.00 hours
3	Date by which evaluation work is to be completed by the Circle and three (3) best entries required to be sent to the Directorate.	As soon as possible but not later than by 15.02.2010
4	Date by which the Selection Committee should meet to select the prize-winning entries for 38 <sup>th</sup> UPU Letter Writing Competition.	26.03.2010

9. All the candidates shall be required to apply in person to the Chief Postmaster General/ Postmaster General/ School Principal in duplicate. While one copy of the application form may be retained for office records, the second copy duly receipted shall function as the Hall permit. Both copies must have a passport size photograph of the candidate affixed on them.

*All the applications and hall permits received from the participants are to be preserved in the offices of CPMG / PMG School Principal till the process of selection of the prize-winning entries and distribution of awards is completed.*

## **DETAILS OF THE 39<sup>th</sup> UPU LETTER WRITING COMPETITION, 2010**

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|----|-----------------------------------|--|
| 1. | Subject                           | <b>“Write a letter to someone to explain why it is important to talk about AIDS and to protect yourself against the disease ”.</b> |
| 2. | Participants eligibility          | Children up to 15 years of age as on 31.03.2010  |
| 3. | Content and form                  | Composition must be presented in the form of letter <b>about 500 to 800 words</b> length on the given subject.                     |
| 4. | Date & Time                       | Sunday, 3 <sup>rd</sup> January, 2010, 10.00 am. to 11.00 am.  |
| 5. | Language                          | English or any language listed in the 8 <sup>th</sup> schedule of the Constitution of India.                                       |
| 6. | Last date for submission of forms | 20.12.2009   |
| 7. | Prizes (At national level)        |  |
|    | a) One First Prize                | Rs. 2000/- and a certificate.  |
|    | b) One Second Prize               | Rs. 1500/- and a certificate.  |
|    | c) One third prize                | Rs. 1000/- and a certificate.  |
|    | d) Consolation Prizes             | Rs. 250/- to the best entry from each Postal Circle and certificate.   |

### ***The best entry at the national level shall qualify as the Official Indian Entry for the International level Competition***

The Universal Postal Union shall select the award winning entries. The top three entries will be awarded Gold, Silver and Bronz Medal respectively along with Certificate and album of UPU official postage stamps from UPU.

### **8. It may be ensured that each and every entry must have the following details on its first page in respect of the candidates.**

1. Candidate's name.
2. Date of Birth
3. Male / Female.
4. Father's / Guardian's name.
5. Name of the School / Institution
6. Full Postal Address.

For further details, please contact the Chief Postmasters General / Postmasters General / Director Postal Services of your Circle / Region. Information will also be available on the Department's Website: <http://www.indiapost.gov.in>

## VENUES

### Address List of Chief Postmaster General (CPMG) / Postmaster General (PMG)/ DPS

S.NO.	Circle	Address and Phone No. of CPMG	Address and Phone No. of PMG and DPS
1.	Assam	CPMG, Assam Circle, Guwahati-781001 Phone: 0361-2603636	PMG, Dibrugarh-786001 Phone: 0373-2329131
2.	Andhra Pradesh	CPMG, Andhra Pradesh Circle, Hyderabad-500001 Phone: 040-24744555	1. PMG, Visakhapatnam Region, CBM Compound, Visakhapatnam-530013 Phone: 0891-2544934  2. PMG, Vijaywada Region, Vijaywada-520010 Phone: 0866-2496324  3. PMG, Kurnool Region, Ashok Nagar, Kurnool- 518005 Phone: 08518-250210
3.	Bihar	CPMG, Bihar Circle, Patna- 800001 Phone: 0612-2225051	PMG(N), Muzaffarpur Region, Muzaffarpur-812001 Phone: 0621-2282593
4.	Chattisgarh	CPMG, Chattisgarh Circle, Raipur-492001 Phone: 0771-2233400	-----
5.	Delhi	CPMG, Delhi Circle, New Delhi-110001 Phone: 011-23620144	-----
6.	Gujarat	CPMG, Gujarat Circle, Ahmedabad-380001 Phone: 079-25505424	1. PMG, Rajkot-360001 Phone: 0281-2233200  2. PMG, Vadodara-390002 Phone: 0265-2791890
7.	Haryana	CPMG, Haryana Circle, Ambala-133001 Phone: 0171-2603100	-----
8.	Himachal Pradesh	CPMG, Himachal Pradesh Circle, Shimla-171009 Phone: 0177-2629000	-----
9.	J & K	CPMG, J & K Circle, Srinagar-190001 Phone: 0194-2452528 Jammu Tawi-180001 Phone: 0191-2561738	-----
10.	Jharkhand	CPMG, Jharkhand Circle, Ranchi-834002 Phone: 0651-2482345	-----
11.	Kerala	CPMG, Kerala Circle,	PMG, Kochi-682016

		Tirivanathapuram-695033 Phone: 0471-2308300	Phone: 0484-2391800  PMG, Kozhikode-673011 Phone: 0495-2767900
12.	Karnataka	CPMG, Karnataka Circle, Bangalore-560001 Phone: 080-22258832	PMG, SK Region, Bangalore- 560001 Phone: 080-22255293  PMG, NK Region, Dharwad- 580001 Phone: 0836-2742001
13.	M.P.	CPMG, M.P. Circle, Bhopal- 462012 Phone: 0755-2550838	PMG, Indore Region, Indore-452001 Phone: 0731-2702723
14.	Maharashtra	CPMG, Maharashtra Circle, Mumbai-400001 Phone: 022-22620049	PMG, Aurangabad-431002 Phone: 0240-2370822  PMG, Goa Region, Panaji- 403001 Phone: 0832-2225225  PMG, Nagpur Region, Nagpur-440010 Phone: 0712-2560517  PMG, Pune-411001 Phone: 020-26126157
15.	North East	CPMG, N.E. Circle, Shillong- 793001 Phone: 0364-2220579	DPS, Tripura Dn., Agartala- 791001 Phone: 0381-2323800  DPS, Mijoram Dn., Aizawal- 795001 Phone: 0389-2328024  DPS, Nagaland Dn., Kohima-797001 Phone: 0370-2290597  DPS, Manipur Dn., Imphal- 795001 Phone: 0385-2220264  DPS, Arunachal Pradesh Dn., Itanagar-791111 Phone: 0360-2214937
16.	Punjab	CPMG, Punjab Circle, Chandigarh-160017 Phone: 0172-2706700	
17.	Orissa	CPMG, Orissa Circle, Bhubaneswar-751001	DPS, Sambhalpur, Orissa Phone: 0663-2401009

		Phone: 0674-2392000	PMG, Berhampur (GM), Berhampur-760001 Phone: 0680-2221555
18.	Rajasthan	CPMG, Rajasthan Circle, Jaipur-302007 Phone: 0141-2372020	PMG, Southern Region, Ajmer-305006 Phone: 0145-2433602  PMG, Western Region, Jodhpur-342001 Phone:0291-2432800
19.	Tamil Nadu	CPMG, Tamil Nadu Circle, Chennai-600002 Phone: 044-28520367	PMG, Southern Region, Madurai-625002 Phone: 0452-1532244, 2532244  PMG, Western Region, Coimbatore-641002 Phone: 0422-2554100  PMG, Central Region, Tiruchirapalli-620001 Phone: 0431-2463600
20.	Uttar Pradesh	CPMG, U.P. Circle, Lucknow- 226001 Phone: 0522-2622000	PMG, Agra Region, Agra- 282001 Phone: 0562-2363310  PMG, Kanpur Region, Kanpur-208001 Phone: 0512-2306614, 0512-2306022  PMG, Gorakhpur Region, Gorakhpur-273008 Phone:0551-2200844  PMG, Bareilly Region, Bareilly-243001 Phone: 0581-2427005  PMG, Allahabad Region, Allahabad-211001 Phone: 0532-2624887
21.	Uttaranchal	CPMG, Uttaranchal Circle, Dehradun-248001 Phone: 0135-2658396	-----
22.	West Bengal	CPMG, West Bengal Circle, Kolkata-700012 Phone:033-22120070	PMG South Bengal Region, Kolkata-711112 Phone: 033-22121080  PMG, North Bengal & Sikkim Region, Siliguri-734411 Phone: 0353-2436550

			DPS, A & N Island Dn., Port Blair Phone: 03592-230485  DPS, Sikkim State, Gangtok Phone: 03592-222610
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For further details, please contact the Chief Postmasters General / Postmasters General / Director Postal Services of your Circle / Region.

**Department of Posts  
Government of India**