

RK970A11308IN.

भारतीय डाक India Post
निदेशक कार्यालय, डाक प्रशिक्षण केंद्र, मैसूरु 570010
Office of the Director, Postal Training Centre, Mysuru 570010

Notification

संख्या : STA/2-27/III/2016-17 मैसूरु 570010 दिनांक
Memo.No : STA/2-27/III/2016-17 dated at Mysuru 570010 the 16.12.2016

Subject:- Calling for application of volunteers from Postal Assistant cadre to work in PTC- Mysuru as office Assistant regarding.

Applications are invited from the volunteers among Postal Assistants of Mysuru division to work as Office Assistant in PTC Mysuru on tenure basis. Office Assistants in PTC are required to work on computer. Therefore, computer knowing persons and having more than five years of service with an excellent record / experience of work in administrative office will be preferred. Participation in extracurricular activities will also be given preference.

2. Working in PTC gives an opportunity to learn more, better exposure and more interaction with the employees of the Department. The resource of PTC helps the individual in development of the career and personality. Environment inside the PTC is very cordial.

3. The willing officials may submit their application through the SSPO's Mysuru division in the enclosed proforma latest by 26.12.2016. The SSPO's Mysuru division in turn will forward all those applications along with 03 years APAR of the officials, personal recommendation & vigilance clearance certificate so as to reach this office latest by 30.12.2016.

4. An advance copy may be sent to Director, PTC, Mysuru or on email at dptc_mysore@indiapost.gov.in.

5. The period of tenure is normally four years, which may be extendable for another two years based on the performance of the individual. The officials who are on verge of retirement / promotion & who intends to take VR need not apply.

DA: Proforma of application.


Assistant Director (Admin)
Postal Training Centre
Mysuru-570 010

Copy to:

1. The Director CEPT, Mysuru - 570 010 : requested to upload this notification in the Indiapost website for wide publicity.
2. The Postmaster General, SK Region, Bengaluru - 560 001 for information.
3. The Chief Postmaster General, Karnataka circle, Bengaluru - 560 001.
4. The SSPO's , Mysuru Division, Mysuru - 570 020 for necessary action.

Centre for Excellence in Postal Technology, Mysore-570010	
20 DEC 2016	
Director	A.D.(Admin)

PROFORMA

Application for the post of Office Assistant at PTC, Mysuru – 570 010

Sl. No.	Particulars			
14.	Name of the official			
15.	Designation			
16.	Name of the office where working			
17.	c. Date of entry in the department d. Date of retirement			
18.	Educational qualification			
19.	Date of birth			
20.	Knowledge of computer			
21.	Knowledge of computer typing			
22.	Knowledge of language d. English e. Hindi f. Other Indian languages			
23.	Interest in extra curricular activities Eg: Sports / Music / Dance etc			
24.	Administrative office work experience if any	Name of the office	Branch :	Period
25.	Whether due for promotion ? if so details			
26.	Any other information			

Place:

Date :

Signature of applicant

Recommendation of the Unit / Divisional Heads / Controlling Officer

Signature of the
Unit/ Divisional Head
with designation Stamp.