

030 - By Hand
(29)

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



संख्या

मैसूरु 570010

दिन

No : STA/2-27/III/2016

dated at Mysuru 570010

the 04.01.2017

Notification

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

1. Applications are invited from volunteers amongst Postal / Sorting Assistant to work as office assistant in PTC, Mysuru on temporary transfer / deputation 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 / fluency in south Indian languages 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 his career and personality. Environment inside the PTC is very cordial. Selected officials will be allotted quarters inside PTC campus to the extent of availability.
3. Mysuru is well connected to all important places by train and road. Recognized universities, Technical institutions, Medical colleges are also available. For young children numerous government & private institutions including Kendriya Vidyalaya & Navodaya Vidyalaya & Government schools are available.
4. Application from willing officials in the enclosed proforma may be forwarded by the unit / divisional head along with their personal recommendation and vigilance clearance report so as to reach the office latest by 13.01.2017.
5. The officials who are due for LSG or higher promotions need not apply.

It is requested to give wide publicity

DA: Application proforma.

Centre for Excellence in Postal Technology, Mysore-570010	
06 JAN 2017	
Director	A.D. (Admin)

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

291

Copy to:

1. The Chief Postmaster General, Karnataka Circle - Bengaluru - 560001: For information.
2. The Postmaster General SK region, Bengaluru - 570 001: For information.
3. The Postmaster General NK region, Dharwad - 580 001: For information.
4. The Director CEPT, Mysuru - 570 010 : Requested to upload this notification on the Indiapost website for wide publicity please.
5. All the SSPO's/ SPO's in the Karnataka Circle : For information & n/a please.

29-2

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.	E-mail id & Mobile No.			
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.