

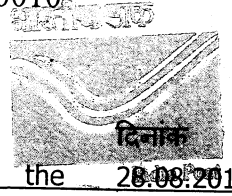
Notification

संख्या

मैसूरु 570010

Memo.No : STA/2-27/2017

dated at Mysuru 570010



the 28.08.2017

Subject:- Calling for application of volunteers from Postal Assistant having accounts qualification to work in PTC- Mysuru against the post of Junior Accountant regarding.

Applications are invited from the volunteers among Postal Assistants having the Accounts qualification / qualified accountants to work against the post of Junior Accountant in PTC Mysuru on tenure basis.

1. Officials having the Accounts qualification and through knowledge in accounts branch / accounts packages and having work experience for a minimum period of four years and more than five years of service in the Department may apply for the said post. Experience of work in administrative office will be preferred. Participation in extracurricular activities / fluency in English, Hindi in addition to any south Indian languages will also be given preference.
2. Accountants who work against the said post are not eligible for any special pay / allowance.
3. 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.
4. 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.
3. Application from willing officials in the enclosed proforma may be forwarded by the unit / divisional head along with their personal recommendation / vigilance clearance and APAR of the past 5 years so as to reach the office latest by 15.09.2017.
4. Advance copy of the application can be mailed to staffptc.mysore@indiapost.gov.in
5. In case of unsatisfactory service tenure of the official will be terminated without issuing any notice.

The officials who are due for LSG or higher promotions need not apply.

It is requested to give wide publicity

DA: Application proforma.


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

Copy to:

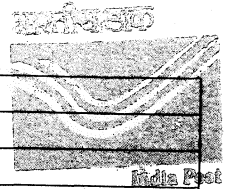
1. All CPMG's :For information
2. All PMG's : For information and wide publicity may please be given among all the divisions please.
3. The Director CEPT, Mysuru – 570 010 : Requested to upload this notification in the India Post website for wide publicity please.

Postal upload


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

PROFORMA

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



Sl. No.	Particulars			
1.	Name of the official			
2.	Designation			
3.	Name of the office where working			
4.	a. Date of entry in the department b. Date of retirement			
5.	Educational qualification			
6.	Date of birth			
7.	Knowledge of computer			
8.	Knowledge of computer typing			
9.	Knowledge of language a. English b. Hindi c. Other Indian languages			
10.	Experience as accountant Administrative office work experience if any	Name of the office	Branch :	Period
11.	Interest in extra curricular activities Eg: Sports / Music / Dance etc			
12.	Whether due for promotion ? if so details			
13.	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.

