

भारत सरकार Government of India  
संचार मंत्रालय Ministry of Communications  
डाक विभाग Department of Posts  
डाक प्रौद्योगिकी उत्कृष्टता केन्द्र CENTRE FOR EXCELLENCE IN POSTAL TECHNOLOGY  
मैसूर Mysore 570 010

To

All Heads of Postal Circles

No.CEPT-1/Admin /staff dated at Mysore-10, the 04.09.2017

Sub: Applications from willing officials from the cadre of PA to work as Office assistant at Centre for Excellence in Postal Technology (CEPT), Mysore

General Manager, CEPT, Mysore invites applications from the willing officials of PA cadre to work as Office Assistant in Administrative Branch of CEPT, Mysore on tenure basis.

2. The officials who are willing to work at CEPT, Mysore may apply. Tenure of the post will be 4 years. Extension of tenure subject to approval of the competent authority.
3. Once shortlisted, requests for withdrawal of candidature will not be entertained. The selection is subject to the clearance by the screening committee.
4. Essential skill set required:
  - a. Minimum 5 years of service to be completed and should have knowledge of MS(office) operations
  - b. Preference will be given for PAs who worked in Division office and Head office and having good communication /Drafting skill in Hindi/English.
  - c. Good knowledge in Departmental rulings and ability to cope up with work pressure is desirable
5. Applications with bio-data in the prescribed format enclosed may please be forwarded through their concerned Heads of Units so as to reach this office on or before 22/09/2017
6. Advance copy of the application to General Manager, CEPT, Mysore may be sent through mail to admin.cept@indiapost.gov.in
7. A copy of this letter is being published at <http://cept.gov.in> (CEPT website) and in India Post Website for information of the staff.
8. It is requested to give wide publicity.

  
General Manager  
CEPT  
Mysore 570010

Copy to:

1. CPMsG for information.
2. PMGs for information and requested to give wide publicity among all the staff.
3. Director PTC Mysuru for information and requested to give wide publicity among all the staff.

**Application to work as Office Assistant at  
Centre for Excellence in Postal Technology (CEPT), Mysore-10**



- 1 Name (in block Letters) :
- 2 Date of Birth :
- 3 Designation :
- 4 Office of Working with full details  
(Along with Pincode) :
- 5 Date of joining as PA/SA :
- 6 Completed years of Service in Department :
- 7 Qualification & experience :  
(Any work experience in DO/HO and MS Office)
  - A) Academic :
  - B) Work experience :
- 8 Mobile Number :
- 9 email ID :

Place:  
Date:

Signature