

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

संख्या

मैसूरु 570010

दिनांक

No : STA/2-27/III/2016

dated at Mysuru 570010

the

13.09.2017

Notification

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

2. Applications are invited from volunteers amongst Postal / Sorting Assistant to work as office assistant / System Admin in PTC, Mysuru on temporary transfer / deputation basis.

For the post of Office Assistant following requirements are preferred :

- ✦ Experience of working in word, Excel etc.
- ✦ Experience of work in administrative office / CSI or CBS migrated office.
- ✦ Who prefer to stay in campus.
- ✦ Having capacity to handle the class.
- ✦ Fluency in English and any other South Indian languages.

For the post of System Admin following requirements are preferred :

- ✦ Having through knowledge in the latest Departmental Packages like Finacle, Mc camish, CSI, RICT etc.
- ✦ Who are working as System Administrator.
- ✦ Who prefer to stay in the campus.
- ✦ Having capacity to handle the class.
- ✦ Fluency in English and any other South Indian languages.

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.

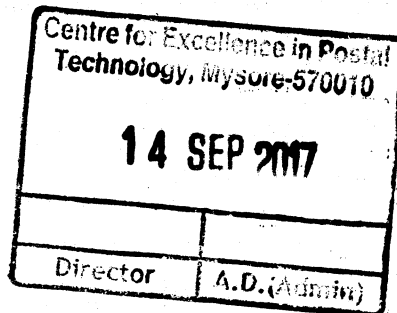
3. Mysuru is well connected to all important places by train and road. Recognized universities, Technical institutions, Medical colleges are also available. For young children numerous government & private institutions including Kendriya Vidyalaya & Navodaya Vidyalaya & Government schools are available.

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 28.09.2017.

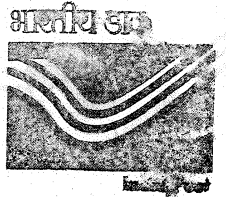
5. The officials who are due for LSG or higher promotions need not apply.

It is requested to give wide publicity

DA: Application proforma.



(Signature)
Dy Director
Postal Training Centre
Mysuru-570 010



Copy to:

1. The Chief Postmaster General :Karnataka Circle / Kerala Circle / Andra Pradesh Circle /
Telangana Circle :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 Postmaster General North Region, Kozhikode – 673 011 : For information.
5. The Postmaster General Central Region, Kochi – 682 020 : For information.
6. The Postmaster General Hyderabad Region, Hyderabad- 500 001 : For information.
7. The Postmaster General Kurnool Region, Kurnool – 518 005 : For information.
8. The Postmaster General Vijayawada Region, Vijayawada – 520 003 : For information.
9. The Postmaster General Visakhapatnam Region, Visakhapatnam - 500017 : For
information.
10. The Director CEPT, Mysuru – 570 010 : Requested to upload this notification in the India
Post website for wide publicity please.

PROFORMA

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Application for the Post of System Administrator 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 about Departmental Packages			
8.	Knowledge of language D. English E. Hindi F. Other Indian languages			
9.	Interest in extra curricular activities Eg: Sports / Music / Dance etc			
10.	Administrative office work experience if any	Name of the office	Branch :	Period
11.	E-mail id & Mobile No.			
12.	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.