



भारत सरकार

GOVERNMENT OF INDIA

डाक विभाग DEPARTMENT OF POSTS

कार्यालय: निदेशक, डाक प्रशिक्षण केन्द्र, सहारनपुर – 247002

Office of the Director, Postal Training Centre, Saharanpur – 247002

To,

1. The Chief PMG, U.P. Circle/ Delhi Circle/ Rajasthan Circle/ Haryana Circle/ Punjab Circle/ Jammu & Kashmir Circle/ Himachal Pradesh Circle/ Uttarakhand Circle.
2. The PMG Agra/ Allahabad/ Bareilly/ Gorakhpur/ Kanpur/ Varanasi (U.P.)
3. The PMG Southern Region, Ajmer/ Western Region, Jodhpur (Rajasthan)
4. The PMG Western Region Chandigarh (Punjab)

No : CP-19/XVII

Dated at PTC Saharanpur the 18-09-2017

Sub: Regarding deputation for the post of Office Assistant at Postal Training Centre, Saharanpur.

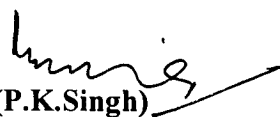
Respected Madam/Sir,

Director, Postal Training Centre, Saharanpur invites applications from the eligible officials (PAs/SAs) having typing knowledge and able to work on computer, to work as Office Assistant in Postal Training Centre, Saharanpur on deputation basis. Other conditions for applying for the above post are as under;

1. No vigilance and disciplinary case should be pending against the applicant.
2. Duration of deputation in PTC will usually be four years. In the special circumstances and in the interest of the service this period can be extended for further two years and this period can be reduced.
3. Deputation allowance is also given to the Office Assistants working in this center according to the rules.
4. This center is having good facilities of accommodation, medical, entertainment and sports.

It is, therefore, requested to circulate it in your circle/region and cause to forward application from the willing candidates in the prescribed format (enclosed herewith) with recommendations of concerned unit in charge in such a way as to reach in this PTC up to 25.10.2017. A copy of the letter circulating this letter amongst the units under your administrative control may also kindly be sent to this office.

Enclosure: Format of application form.


(P.K.Singh)

Assistant Director (Admin)
Postal Training Centre
Saharanpur-247002

Application for deputation for post of Office Assistant in Post Training Center, Saharanpur

1. Applicant's name :
2. Designation and Name of the Office :
3. Date of Birth :
4. Date of appointment in the Department :
5. Date of appointment in postal assistant / sorting assistant cadre:

Sl.no	Cadre	Date of appointment

6. Details of Posts on which the work is done by Postal/ Sorting Assistant.

Sl.no	Posts on which the work is done	Period
1.		
2.		
3.		
4.		

7. Educational Qualification :
8. Knowledge of typing (Hindi / English):
9. Computer Knowledge:
10. Interest/Hobbies:
11. Any other related information:

Date:

Signature of applicant

Personal Recommendations/ Non-recommendations of the Competent Authority:

Date:

Signature:

Name:

Designation: