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Government of India
Ministry Of Communications
Department of Post

O/o-The Director, Postal Training Centre, Darbhanga-846005 (Bihar)
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Website: www.ptcdarbhanga.in

To,
The CPMGs Bihar/Jharkhand/Odisha/West Bengal Circle

No: H-4/Trg/Trg.Calendar/Plan/17-18 Dated at PTC Darbhanga the 10.10.2017

Sub: Regarding Revised Additional Training Calendar for the 3rd Quarter (October 2017 to December 2017) of 2017-2018 at PTC Darbhanga in Bihar.

Sir,

Incontinuation of this office letter of even no. dtd-09.10.17 the revised training programme of Induction and Inservice training programmes are scheduled as per annexure-1 (enclosed). It is requested kindly to utilize 100% allotted seats. If any candidate produces unfit medical certificate or unable to attend training for any reason another candidate may be directed promptly so as seats allotted can be utilized.

General instruction for trainees are also enclosed herewith Annexure-2 which may be given to all the trainees deputed for training along with training order.

Enclosed: As above

[Signature]
Dy Director
Postal Training Centre
Darbhanga-846005

Copy to:-

1. The DDG (Training) Dak Bhawan, New Delhi for information.
2. The Director RAKNPA, Ghaziabad for information.
3. All Directors Postal Training Centre
- ✓ 4. The Director CEPT Mysore Kindly upload the calendar on India Post Website.
5. AD (Admin.), AD (Training-1&2), Sr. Instructor & All Instructors PTC Darbhanga for information.
6. Notice Board, PTC Darbhanga.
7. PA to Director, PTC Darbhanga for information.
8. Care Taker, PTC Darbhanga for information and necessary action.
9. Office Copy

Centre for Excellence in Technology, Mysore-570011	
20 OCT 2017	
Director	A.D. (Admin)

[Signature]
Dy Director
Postal Training Centre
Darbhanga-846005

10.10.2017

Annexure-1

1. Course Name: Sr. Supervisor Development Programme (SSDP) for Postal Assistants.
Duration 2 Weeks

SL No	Period	Circle				Total
		Bihar	Jharkhand	Orissa	W.Bengal	
1	30.10.2017 to 10.11.2017	25	15	20	20	80
2	13.11.2017 to 25.11.2017	25	15	20	20	80
	Total	50	30	40	40	160

Eligibility Criteria: PAs who have completed 24 years of service in PA cadre.

2. Course Name: Assistant Development Programme (ADP) for Postal Assistants.
Duration 2 Weeks

SL No	Period	Circle				Total
		Bihar	Jharkhand	Orissa	W.Bengal	
1	27.11.2017 to 08.12.2017	25	15	20	20	80
2	11.12.2017 to 23.12.2017	25	15	20	20	80
	Total	50	30	40	40	160

Eligibility Criteria: PAs who have completed 7 years of service in PA cadre.

Annexure-2

Postal Training Centre (PTC) Darbhanga

We have great pleasure in welcoming trainees to PTC Darbhanga for Induction/Inservice courses. We have made all out efforts to make their stay comfortable here. At the same time, we have set out certain conditions to be observed while residing in the centre. We hope that they will strictly follow the instructions and enjoy their stay here.

General Information about PTC, Darbhanga

- ❑ How to reach: Postal Training Centre, Darbhanga is situated at Bela Palace in Darbhanga, 2.5 km from Darbhanga Railway Junction [Station code DBG], 950 metre from Darbhanga Bus Stand & 45 km from Samastipur Railway Junction [Station code SPJ].
- ❑ Accommodation : Postal Training Centre, Darbhanga has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate block are available for men and women trainees. Accommodation for the families of the participants is not available. Family members will not be allowed to stay in PTC Campus.
- ❑ Mess Facility: Vegetarian mess facility is provided in PTC mess.
- ❑ Physical Training: Physical training activities are made compulsory for trainees. It is through Physical Training Instructor (PTI). Facilities for playing outdoor games and indoor games are available.

General Instructions.

- ❑ All courses are residential ones. Therefore, all trainees will have to stay compulsorily in the PTC hostels.
- ❑ Following officials should not be deputed for training in pursuance of Directorate memo No 4-3/2009-Trg. Dtd-11.11.2013
- ❑ Lady candidates who are in the family way and at advance stage of pregnancy (5 months & above), should not be deputed for training
- ❑ Lady candidates having very young babies, should not be deputed for training
- ❑ Any official who is not in a fit condition or suffering from any serious disease, should not be deputed for training
- ❑ Any Official suffering from chronic illness who are above 55 years of age, should not be deputed for training
- ❑ Family member will not be allowed to stay in PTC campus on the day of reporting.

Admission [Apply Online] www.ptcdarbhangain.in

- ❑ Applicants can apply online only and no other mode of application will be accepted.
- ❑ Applicants to visit PTC Darbhanga's website www.ptcdarbhangain.in and open the link for filling the Online Application Form, click on the option "APPLY ONLINE" which will open a new screen.
- ❑ Important Points to be noted before Online admission.
- ❑ [1] Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given under Guideline for photograph & signature scan and upload.

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- ☑ [2] Have a valid personal email ID and mobile number, which should be kept active till the completion of this admission Process. PTC may send confirmation letters regarding admission through the email ID.

Payment of Fee through e-payment

- ☑ Course details for payment of course fee through e-payment only. [MPCM Counter]
- ☑ Name of the biller: PTC DARBHANGA
- ☑ Biller ID: 7921
- ☑ Biller description: Collection of training fees.

1	PA (ADP/SDP/SSDP)	2 Weeks	☑ Rs.3060/-
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Note: It is compulsory to bring the training fee receipt at the time of registration without fail therefore all trainees all trainees should be directed accordingly. This rates are subject to revision.

- ☑ Trainees will be debarred from training and sent back if any act of indiscipline is proved against him/her.
- ☑ Trainees will not be allowed to leave the campus except permitted hours.
- ☑ No leave will be granted during training period in normal course.

Important Instruction for trainees

1. All trainees should attend PTC Auditorium at 10:00 AM for registration work without fail on one day before of training.
2. The candidate are required to bring following items compulsorily with them.
Recent Passport/Stamp size coloured Photographs-04
3. Male candidate should bring white trousers, Black half sleeve shirt, white socks and White canvas shoes.
4. Female candidate should bring white salvar, white kameez white socks and white Canvas shoes.
5. One lock and keys.
6. Copy of training order. (One set Original and One set Photocopy)
7. Copy of Appointment order. (One set Original and One set Photocopy)
8. e-payment receipt [Original]

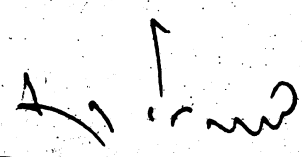
For any query mail us on dptc_darbhanga@indiapost.gov.in

Or

Call us 06272-246194, 246193

Or

visit www.ptcdarbhanga.in


Deputy Director
Postal Training Centre
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