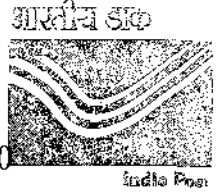


भारतीय डाक IndiaPost

निदेशक कार्यालय, डाक प्रशिक्षण केंद्र, मैसूरु 570010

Office of the Director, Postal Training Centre, Mysuru 570010



संख्या मैसूरु - 570010 दिनांक
✓ No : STA/2-27/IV/Inst/Dlgs/2017-18 Mysuru-570010 Date :30-01-2018

Subject: Filling up of posts of Instructors at Postal Training Centre, Mysuru-570010.

Director, PTC, Mysuru invites application from volunteers to work as Instructor at PTC, Mysuru. It is requested to circulate this notification to all eligible officers/ officials in your Circle/ Region/ Centre.

1. Eligibility criteria for the post of Instructor, PTC, Mysuru :

- ✓ Those who are working as ASP's / Inspector Posts.
- ✓ LSG officials.
- ✓ Postal Assistants/Sorting Assistants with minimum of 8 years of service. Preferably officials working in the field.
- ✓ Applicant should be below 52 years of age as on the date of notification.
- ✓ Those who are not due for promotion within short span of time.

2. Applicants possessing the following proficiencies will be considered on preference:

- ✓ Graduates with fluency in English, Hindi and southern languages.
- ✓ Knowledge of departmental applications.
- ✓ Knowledge of departmental volumes, rulings and current trends.
- ✓ Those who have completed DTS training and other trainings like DOT, EOT, ELT.
- ✓ Officials having work experience in CSI/FSI/RICT applications.

3. Selection criteria:

- ✓ The selection will be made through :
 1. Interview:
 2. Screening: Applicants are required to give a demo class on any of the user application packages in CSI/FSI/RICT in PO /RMS office in training environment. Applicants are expected to have a fair knowledge of handling of CSI / FSI/ RICT applications.

4. Amenities available:

- ✓ Officials selected are required to stay in the campus.
- ✓ The officials selected will be entitled to training allowance @ 12% of basic pay according to DOPT rulings as amended from time to time.

- ✓ The tenure of the Post of Instructor is for (4) years subject to satisfactory performance.

5. The incumbent of the post is required to undertake full time teaching of the subjects related to Postal/RMS Operations, conduct practical oriented teaching, preparation of training material and such other duties entrusted to faculty members.

6. Willing officials should submit their willingness in the prescribed format to their controlling authorities. The controlling authorities will in turn forward the applications along with APARs for the last five years & vigilance clearance so as to reach this office **on or before 22.02.2018**. An advance copy of the application may also be submitted by the willing officials to this office directly on e mail **dptc_mysore@indiapost.gov.in**.

7. All the regional/ Divisional Heads are requested to give wide publicity among all eligible staff.

Dy. Director

Postal Training centre
Mysuru- 570010

Copy issued to :

1. Director General(SPB)Department of Posts, Dak Bhavan, New Delhi -1
2. Chief Postmaster General, Karnataka Circle , Bengaluru- 560 001
3. Director, CEPT , Mysuru - 570 010 with a request to upload the circular in the Website.
4. All Heads of Postal Circles.
5. Regional PMGs concerned.
6. Directors of all Postal Training Centres.
7. File/ Office copy.

Control for Extension of Postal Technology (CETP) 2018	
3/2/2018	
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Director	

Portal/plans

**APPLICATION FOR THE POST OF INSTRUCTOR
AT POSTAL TRAINING CENTRE, MYSURU - 570 010**



1.	Name (In Block letters)	
2.	Designation / Place of work	
3.	Date of birth	
4.	Date of entry in ASP/IP /PA/SA cadre	
5.	Work experience in the Department	
6.	Educational Qualification Academic Technical	
7.	Knowledge of computers with details	
8.	Languages known	
9.	Training Courses attended	
10.	Area of Specialization	
11.	Teaching experience if any	
12.	Extra- curricular activities	

13.	Post held for the past five years	
14.	Any other relevant information	
15.	A short write up why you prefer the post of Instructor	

Place:

Signature of applicant

Date:

For Office use only

1. Column 1 to 6 are verified & found correct :

2. Recommended / Not recommended :

Signature of Head of Division