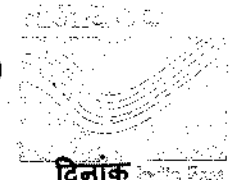


भारतीय डाक India Post  
निदेशक कार्यालय, डाक प्रशिक्षण केंद्र, मैसूरु 570010  
Office of the Director, Postal Training Centre, Mysuru 570010

CEPT

12



दिनांक

संख्या

मैसूरु 570010

No : STA/2-27/2018

dated at Mysuru 570010

the

09.02.2018

Notification

Subject: Calling for application of volunteers from Postal / Sorting Assistant cadre to work as office Assistant / System Admin in PTC- Mysuru and qualified Accountant's to work as Junior Accountant, PTC, Mysuru regarding.

1. Applications are invited from volunteers amongst Postal / Sorting Assistant to work as office assistant / System Admin in PTC, Mysuru and qualified Accountant's to work as Junior Accountant, 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.

**For the post of Junior Accountant following requirements are preferred :**

- ✚ Postal Assistants who have qualified as Accountant.
- ✚ Officials having the Accounts qualification and thorough knowledge in accounts branch / accounts packages and having work experience for a minimum period of four years and more than five years of service in the Department may apply for the said post. Experience of work in administrative office will be preferred. Participation in extracurricular activities / fluency in English, Hindi in addition to any south Indian languages will also be given preference.
- ✚ Accountants who work against the said post are not eligible for any special pay / allowance.

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.

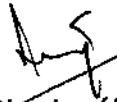
3. Mysuru is well connected to all important places by train and road. Recognized universities, Technical institutions, Medical colleges are also available. For young children numerous government & private institutions including Kendriya Vidyalaya & Navodaya Vidyalaya & Government schools are available.

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 10.03.2018.

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

**It is requested to give wide publicity**

DA: Application proforma.

  
12.2.18  
Asst. Director (Admin)  
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

**Application for the Post of Office Assistant 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 of computer			
8.	Knowledge of computer typing			
9.	Knowledge of language A. English B. Hindi C. Other Indian languages			
10.	Interest in extra curricular activities Eg: Sports / Music / Dance etc			
11.	Administrative office work experience if any	Name of the office	Branch :	Period
12.	E-mail id & Mobile No.			
13.	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.

## PROFORMA

**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.

**PROFORMA**

SRP/312

**Application for the post of Junior Accountant at PTC, Mysuru – 570 010**

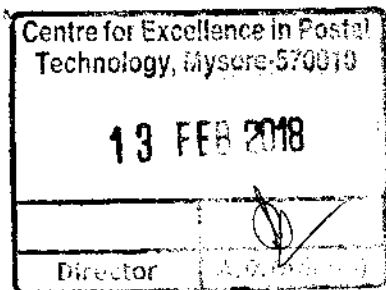
Sl. No.	Particulars			
1.	Name of the official			
2.	Designation			
3.	Name of the office where working			
4.	a. Date of entry in the department b. Date of retirement			
5.	Educational qualification			
6.	Date of birth			
7.	Knowledge of computer			
8.	Knowledge of computer typing			
9.	Knowledge of language a. English b. Hindi c. Other Indian languages			
10.	Experience as accountant  Administrative office work experience if any	Name of the office	Branch :	Period
11.	Interest in extra curricular activities Eg: Sports / Music / Dance etc			
12.	Whether due for promotion ? if so details			
13.	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.

*Staff*  
*Postal plant*