

DEPARTMENT OF POSTS: INDIA

O/O The Director Postal Training Centre, Vadodara 390 022.

Notification

No: Staff A2/29-XII/2017-18 dated at PTC Vadodara-390 022, the 15.02.2018.

Sub: Filling up of the Post of three Instructors (two Postal and one RMS side) at Postal training Centre, Vadodara - 390 022: regarding.

Director, Postal training Centre, Vadodara invites applications from Volunteers to work as Instructor at PTC Vadodara. It is requested to circulate this notice to all eligible officials in your Circle/Region/ Divisions/Centre. This office has issued notification for Instructors in Dec-2017 but due to poor response from Circles, this is issued again. It is requested to circulate amongst all eligible candidate so that this centre can impart quality service/training to the trainees through selected candidates.

1. Minimum Eligibility criteria for the Post of Instructor is:-

- A] Inspector of Posts (Regular) OR
- B] PA / SA with 08 (Eight) or more years of service.
- C] Officers / Officials due for retirement / promotion within short period need not to apply.

2. Officer/Officials with following proficiencies will be considered on preference:-

- A] Experience of working in similar capacities at WCTC / DTC / PTC.
- B] Thorough knowledge of application packages used in Department of Posts.
- C] Those who have undergone training on DTS.
- D] Fluency in English, Hindi and Regional Languages of area (Gujarati/Marathi).
- E] He/ She should not be more than 52 years for age on the last date prescribed for the receipt of application.

3. Service conditions:-

- A] The incumbent of the post is required to undertake full time teaching of the subjects related to postal operations.
- B] The selected candidates is expected to undergo training programs as required at PTC or any other training institution in India or abroad.
- C] He/ She is expected to develop training modules as directed by Director PTC or any other competent authority, from time to time.

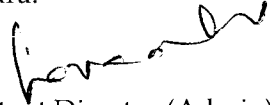
- D] He /She is expected to prepare training material, manual question papers, evaluation of answer scripts as part of his job.
- E] Dedicate himself/ herself to training activities at all times inside or outside the classroom.
- F] Any role as assigned by administration.
- G] Willingness once submitted cannot be withdrawn.

4. Entitlements:-

- A] The tenure of the post of Instructor is for 04 (four years) unless they are repatriated to their parent unit for administrative reasons and in the interest of service. This period may be extended for a further period of 02 (Two years) beyond the initial four years.
- B] The official will be eligible for a training allowance of 12 % of his basic pay.
- C] Rent free Departmental Quarters will be provided subject to availability.
- D] Standard license fee will not be recovered for Departmental Quarter.
- E] On completion of the tenure as the training centre, the said officer/ official is eligible to be posted at his place at choice, subject to administrative exigencies in accordance with Para (viii) of DOPT No. 12017/2/86 – Trg (TNP) dated 31st March 1987.

All the Circle Heads are requested to forward the applications received from the eligible officials through proper channel in one lot with recommendation. The applications of the officials along with copies of APARs for the past 5 years shall be forwarded to this office on or before **10th March - 2018**. An advance copy of the application may be directly sent to this office, immediately for initiating pre- selection formalities.

This issues with the approval of the Director, PTC Vadodara.


Assistant Director (Admin)
Postal Training Centre
Vadodara-390 022.

Copy for information and necessary action to:

1. The DDG (Training), Directorate, Dak Bhavan, Sansad Marg, New Delhi-110001.
2. All Heads of Postal Circles.
3. All Regional PMGs
4. All Directors, PTCs.
5. The General Manager, CEPT, PTC, Mysore Campus, Mysore-570010, Karnataka with the request to upload the Circular in India Post Website.

PROFORMA

01. Name in full :
Telephone/mobile No. :
E mail Id :
02. Education Qualification :
03. Date of birth :
04. Post held and basic Pay :
05. Date of entry in Deptt. as PA/SA :
06. Date of entry in LSG/ BCR cadre :
07. Date of completion of 8 years of service :
08. Capacity / Position held since appointment LSG/ BCR Cadre :
09. Teaching experience, if any :
10. Knowledge of Hindi :
11. Interest in extracurricular activities e.g. Games, Cultural etc. :
12. Whether any publication articles Prepared and released? If so state Details with copies. :
13. Whether he/ she would like to stay In PTC quarters or not :
14. Knowledge of Computer :
15. A short paragraph on "why" I desired to be an Instructor :
16. Whether recommended by controlling Authority or not :
Place :
Date :

Signature and designation of

Controlling authority