



प्रेषक / From:

सेवा में / To,

By Regd./ Email

The Director
Postal Training Centre
Vadodara-390 022

The Chief Postmasters General
Chhatisgarh/ Gujarat/ Madhya-
Pradesh/Maharashtra Circles
Raipur/Ahmedabad/Bhopal/Mumbai

क्रम संख्या / No. S/Trg III/06/QCIV/2017-18

दिनांक / date 22.02.2018

विषय / Subject :- Quarterly Calendar for the 4th Quarter of 2017-18.

Induction training Programmes are scheduled as under. 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 Instructions for the trainees are also enclosed herewith (Annexure) which may be given to all the trainees deputed for training along with training order.

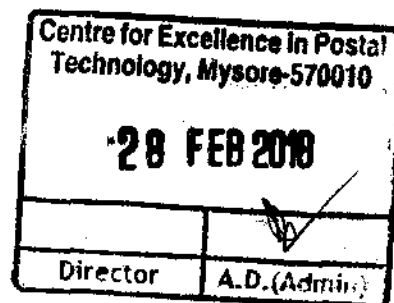
1. Induction Training to Postal Assistant CO/RO (Duration : 02 Weeks)

Period	Name of Circle									
	Chhatisgarh		Gujarat		Madhya Pradesh		Maharashtra		Total	
	M	F	M	F	M	F	M	F	M	F
12.03.2018 to 24.03.2018	00	00	03	04	00	00	18	03	21	07

Eligibility Criteria : Only those PA COs who have been given 3 weeks institutional training before deputing them to PTC Vadodara.

2. Induction Training to Postal Assistant (Direct) (Duration : 08 Weeks)

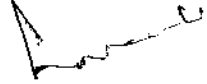
Period	Name of Circle									
	Chhatisgarh		Gujarat		Madhya Pradesh		Maharashtra		Total	
	M	F	M	F	M	F	M	F	M	F
12.03.2018 to 05.05.2018	00	00	00	00	00	00	58	20	58	20



3. Induction Training to Sorting Assistant (Direct) (Duration : 08 Weeks)

Period	Name of Circle									
	Chhatis garh		Gujarat		Madhya Pradesh		Maharashtra		Total	
	M	F	M	F	M	F	M	F	M	F
12.03.2018 to 05.05.2018	00	00	00	00	00	00	35	15	35	15

Encl : As above


Dy. Director
Postal Training Centre,
Vadodara-390022.

Copy to:

1. The Dy. Director General (Trg.), Postal Directorate, New Delhi 110 001.
2. The Director, PTC, Mysore/Guwahati/Madurai/Saharanpur/Darbhanga.
3. The Asst. Director (Admin), Postal Training Centre, Vadodara for necessary action.
4. The Director, CEPT Mysore to upload the calendar on India Post Website.

(Annexure)
Postal Training Centre
Opp. Harni Airport, Harni Road,
Vadodara-390022

We have great pleasure in welcoming trainees to PTC 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 ,Vadodara

1. How to reach : Postal Training Centre, Vadodara is situated in front of Harni Aerodrome, 8 Kms from Railway Station or Central Bus Stand. Approximate rickshaw fare is Rs.70/- to Rs.80/-. City bus service is also available from Central Bus Stop to Harni (Amit Nagar or P & T Colony).
2. Accommodation : Postal Training Centre has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate -blocks 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 during training period.**
3. Mess Facility : Vegetarian mess facility is provided in PTC mess by Het Chint hospitalities.
4. Physical Training : Physical training activities are made *compulsory for trainees*. It is through Physical Training Instructor. Facilities for playing outdoor games and indoor games are available.
5. PTC Vadodara Website : www.ptcvadodara.org

GENERAL INSTRUCTIONS

6. All courses are residential ones. Therefore, *all trainees will have to stay compulsorily in the PTC hostels.*
7. **Following officials should not be deputed for training in pursuance of Directorate memo No. 4-3/2009-Trg dtd 11.11.2013.**
 - (i) Lady candidates who are in the family way and at advance stage of pregnancy (5 months & above)
 - (ii) Lady candidates having very young babies.
 - (iii) Any official who is not in a fit condition or suffering from any serious disease.
 - (iv) Any official suffering from chronic illness who is above 55 years of age.
8. **Family member will not be allowed to stay in PTC campus on the day of reporting.**
9. Details for payment of mess charges through e-payment are as under.
E-payment detail :
 - a. Name of the biller : PTC Vadodara
 - b. Biller ID : 2924
 - c. Biller description : Collection of mess charges.

Sl no	Name of Course	Period	Amount of mess charges
1	Induction Training to Postal Assistant CO/RO	12.03.2018 to 24.03.2018	1989/-
2 & 3	Induction Training to Postal & Sorting Assistant (Direct)	12.03.2018 to 05.05.2018	8415/-

Note : It is compulsory to bring the receipt at the time of registration without fail therefore all trainees should be directed accordingly. This rates are subject to revision.

10. Dress code for male and female candidates are as under.

(a) Male- a formal shirt , formal trousers with a belt and formal leather shoes.

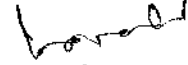
(b) Female – Sarees/ Salwar-Kameez

Wearing of jeans/ T-shirt and casual wear are strictly prohibited.

(C) PT uniform for Induction trainees i.e male/female candidates will be available at PTC Vadodara. Cost of PT Uniform will be borne by trainees.

11. Possession and /or drinking of alcohol, keeping and/or smoking of Bidi/Cigarettes. Chewing tobacco/Gutkha is strictly prohibited in the campus. Strict disciplinary action will be taken against the erring trainees.
12. Trainees will be debarred from training and sent back if any act of indiscipline is proved against him/her.
13. Mobile phones are not permitted in the academic block and talking on mobile during study hours in hostel is also prohibited.
14. Physical Training is compulsory for all the trainees.
15. Trainees will not be allowed to leave the campus except permitted hours.
16. Attendance in all the periods is compulsory. Attendance in PT, Soft skill class are also compulsory. Action will be taken against absentees & late comers.
17. Laundry & Barber shop are made available in the campus itself.
18. Trainees should utilize the library only after class hours.
19. Trainees have to observe compulsory study hours from 9:00 PM to 11:00 PM.
20. No leave will be granted during training period in normal course.
21. Trainee should bring their medical history and medicines if any with them.
22. For any query contact us on dptc_vadodara@indiapost.gov.in.

23. Training hours : 09.30 AM to 04.25 PM .
24. No trainees will be allowed / relieved before 15.30 hours on last day of training.
25. **All trainees should attend PTC Auditorium at 09.00 AM for registration work without fail on first day of training. Leave will be deducted for late attendance.**

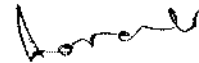


Dy. Director
Postal Training Centre
Vadodara -390 022

Special Instruction for Induction Trainees

1. There will be progressive and monthly test during the training period.
2. The candidate/trainee are required to bring following items **compulsorily** with them.
 - I. Recent Passport/stamp size colored Photographs- 04
 - II. One Lock with key.
 - III. A copy of Training Order .
 - IV . A copy of Appointment Order.

Note : No leave will be granted for any reason or celebration of festival during training .



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