



भारत सरकार

GOVERNMENT OF INDIA

डाक विभाग DEPARTMENT OF POSTS

कार्यालय: निदेशक, डाक प्रशिक्षण केन्द्र, सहारनपुर – 247002

Office of the Director, Postal Training Centre, Saharanpur – 247002

Notification

No: B-2/69/XXVII

dated at PTC Saharanpur

19-02-2018

Sub: Filling up of the posts of Instructor on Deputation at PTC Saharanpur.

Director, Postal Training Centre, Saharanpur invites the applications from the volunteers to work as Instructor at PTC Saharanpur on deputation basis. It is requested to circulate this notice to all eligible officials in your Circle/Region/Division. This office has issued notification for Instructors on 06-05-2017 but due to poor response from the circles, this is issued again. **It is requested to circulate it amongst all eligible candidates** so that this centre can impart quality of service/training to the trainees through selected candidates.

1. Minimum eligibility criteria for the post of instructor is:

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

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

- Experience of working in similar capacities at WCTC/DTS/PTC.
- Thorough knowledge of application packages used in the department of posts.
- Those who have undergone training on DTS.
- Fluency in English & Hindi.
- He/She should not be more that 52 years of age on the last date prescribed for the receipt of application.

3. Service conditions:

- The incumbent of the post is required to undertake full time teaching of the subjects related to the postal operations.
- The selected candidate is expected to undergo training programs as required at PTC or any other training institutions in India or abroad.
- He/ She is expected to develop training modules as directed by the Director PTC or any other competent authority, from time to time.
- He/ She is expected to prepare training material, manual question papers, evaluation of answer scripts as part of his job.
- He/She is expected to dedicate himself/herself to training activities at all times inside or outside the class room.

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- f. He/She is expected to perform any role as assigned by the PTC Administration
- g. No disciplinary proceeding should be pending/contemplated against the candidate.
- h. Willingness once submitted, cannot be withdrawn.

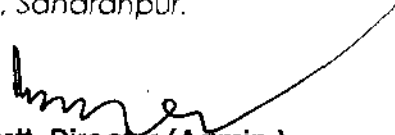
4. Entitlements:

- a. The tenure of the post of Instructors is for four (04) years unless they are repatriated to their parent unit for administrative reasons and in the interest. This period may be extended for a further period of two (02) years beyond the initial for years in special circumstances and in the interest of the PTC.
- b. The officials will be eligible for training allowance at the rate 12% of his basic pay.
- c. Departmental quarters will be provided subject to availability.

All the Circle Heads are requested to forward the applications received from the eligible officials through proper channel in one lot with recommendations. The applications of the officials along with copies of APARs for the past 5 years shall be forwarded to this office in such a way that it should reach in this office on or before 22-03-2018. An advance copy of the application may be directly sent to this office immediately for initiating the pre-selection formalities. The proforma of the application is attached.

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

DA: Specimen of Application form.


Asst. Director (Admin.)
Postal Training Centre
Saharanpur - 247002

Copy for information & necessary action to:

1. The DDG(Training), Dak Bhawan, Sansad Marg, New Delhi-110001
2. **The Chief Postmaster General**, U.P Circle, Lucknow/ Delhi Circle, New Delhi/ Rajasthan Circle, Jaipur/ Haryana Circle, Ambala/ Punjab Circle, Chandigarh/ Jammu & Kashmir Circle, Jammu/ Himachal Pradesh Circle, Shimla/ Uttarakhand Circle, Dehradun.
3. **The Postmaster General**, Agra Region / Allahabad Region / Bareilly Region/ Gorakhpur Region/ Gorakhpur/ Kanpur Region (UP). *Veteran*
4. **The Postmaster General**, Rajasthan South Region, Ajmer/ Rajasthan Western Region, Jodhpur(UP)
5. All Director PTCs.
- ✓ 6. **The GM, CEPT, PTC Mysore Campus, Mysore-570010** with the request to upload the circular on the indiapost website.

Application for the post of Instructor at Postal Training Centre, Saharanpur

1. Name in full (Mob. no/e-mail ID) :
2. Educational qualifications :
3. Date of Birth :
4. Post held and basic Pay :
5. Designation /Place of work :
6. Date of entry in Deptt. as PA/SA :
7. Date of entry in LSG/BCR Cadre :
8. Date of completion of 8 years of service. :
9. Date of entry in IP Cadre :
10. Teaching experience, if any :
11. Detail of posts held for past 10 years

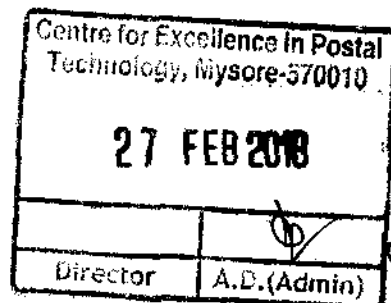
Sl. No.	Duration	post

12. Typing knowledge (English/Hindi) :
13. Knowledge of Computer Software :
14. Knowledge of departmental software :
15. Languages known :
16. Extracurricular activities :
17. Whether he/she would like to stay in PTC Quarter or not :
18. A short paragraph as "Why" desired to be an Instructor:
19. Whether recommended by controlling authority or not. :

Place:

Date:

Signature of applicant



Signature and designation of Controlling Authority

P. Anand