



भारत सरकार Government of India  
संचार प्रौद्योगिकी मंत्रालय Ministry of Communications  
डाक विभाग Department of Posts  
डाक प्रौद्योगिकी उत्कृष्टता केन्द्र CENTRE FOR EXCELLENCE IN POSTAL TECHNOLOGY  
मैसूर Mysuru 570 010

To

The Chief Postmaster General  
Andhra Pradesh/Karnataka/Kerala  
Maharashtra/Tamill Nadu/Telangana Circles

No. CEPT-1/Admin/Staff dated at CEPT, Mysuru - 570010 the 12<sup>th</sup> June 2018


Subject: Volunteers to work as OA, Accounts Section, CEPT Mysuru.

Two posts of Office Assistants, CEPT Mysuru have fallen vacant and one post of Office Assistant (Accounts Section) is falling vacant shortly. Applications from the willing officials are called for filling up the vacant posts.

1. The willing official should have put in atleast 5 years of service in PA Cadre.
2. Only the officials who are willing to work at CEPT, Mysuru for a minimum period of two years may apply.
3. Essential skill set required.
  - a. Good knowledge in English and skills in noting/drafting.
  - b. Working knowledge for having worked in the Accounts Branch of H.O. and Divisional Office.
  - b. Able to work in a time bound situation.
  - c. Knowledge of MS office.
  - d. Knowledge in Hindi will be preferred.
4. Official having good knowledge in departmental rules and work experience in the Accounts Branch of Head Post Offices and administrative offices is preferred for the post of OA, Accounts Section.

The applications from the willing officials should be forwarded through the controlling authorities. However, the willing officials can send an advance copy to CEPT, Mysuru directly. Selection would be based on the recommendations received from the controlling authorities. The format of application is enclosed.

The last date of receipt of applications at this office from the controlling authorities is 30.06.2018. It is requested to cause wide publicity in this regard. A copy of this letter is being published in CEPT website, for the information of the staff. The contents of this letter are also being sent by e Mail to the DOP employees registered on cept.gov.in.

  
General Manager  
CEPT, Mysuru - 570010

**Application to work at OA (Administrative Staff) at the Centre for Excellence in Postal  
Technology, Mysuru – 570010**

Please affix recent photograph



1. Name (in block letters) :
  
2. Designation, Office/Division with PIN :
  
3. Date of birth :
  
4. Date of joining as PA/SA :
  
5. Work experience in the Department :
  
6. Educational Qualification& experience :
  - a) Academic and Technical :
  - b) Work experience(in administrative office):
  
7. Whether willing to work in CEPT  
Mysur for atleast two years (Yes/No) :
  
8. Contact number :
  - a) Cell Phone
  - b) Landline
  
9. e Mail ID for communication :

Place :

Signature

Date :