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GOVERNMENT OF INDIA

Ministry of Communication & Information Technology

Department of Posts

O/o the Director, Postal Training Centre, Darbhanga-846005

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To,

The Chief Postmaster General

Bihar Circle, Patna/Jharkhand Circle, Ranchi/West Bengal Circle, Kolkata/Orissa Circle,
Bhubaneswar.

The Postmaster General

Northern Region, Muzaffarpur/Berhampur Region, Berhampur/Sambalpur Region,
Sambalpur/Kolkata City Region, Kolkata/North Bengal & Sikkim Region, Siliguri.

No: A-1/Selection/Instructor/Ch VI

Dated at PTC Darbhanga the 15/06/2018.

Sub: Regarding filling up of the posts of Instructor on deputation at PTC Darbhanga in Bihar.

1. The Director Postal Training Centre, Darbhanga invites the applications from the volunteers to work as Instructor at PTC Darbhanga as per DGs letter no- 15/2/851-SPB II dated 21/10/1981 and 13-15/96- ED&TRG dated 22/24.11.1999. It is requested to circulate this notice to all eligible officials in your Circle/Region/Centre.
2. The Eligibility condition for deputation on above post is as under:
 - (i) The applicant should be of IPOs cadre.

Or

The applicant should be PA/SA with 08 (Eight) or more years of service.

 - (ii) The Applicant must have fluency in English and Hindi languages.
 - (iii) The Applicant must have knowledge of Departmental rules and procedures.
 - (iv) No disciplinary actions or proceedings should be pending against the official.
 - (v) The applicant should not be more than 52 years for age on the last date Prescribed for the receipt of application.
 - (vi) The incumbent of the post is required to undertake full time teaching of the subjects related to postal/RMS operations.
 - (vii) The selected candidates are expected to undergo training programs as required at PTC or any other training institution in India or abroad.
 - (viii) He/She is expected to prepare training modules as directed by Director PTC or any other competent authority from time to time.
 - (ix) He/ She is expected to prepare training materials, manual question papers, evaluation of answer scripts as part of his job.

Centre for Excellence in Postal Technology, Mysore-570010	
25 JUN 2018	
Director	A.D. (Admin)

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- (x) He/ She should dedicate himself/herself to training activities as all times inside or outside the classroom.
3. The tenure of the post of Instructor will be four years at PTC. The applicant may be repatriated to his parent unit at any time without specifying any reasons thereof.
4. The official on deputation will be eligible for Training Allowance of 12% on basic pay. Departmental Quarters will be provided subject to availability. Standard license fee will be recovered for Departmental Quarter. On completion of the tenure as the training centre, the said officer/ Official is eligible to be posted at his place of choice, subject to administrative exigencies in accordance with para (viii) of DOPT No-12017/2/86-Trg (TNP) dated 31/03/1987.
5. Following facilities are available for all Instructor at PTC Darbhanga :
- (i) A Postal Dispensary with an experienced doctor within the campus.
 - (ii) There is a Recreation club with facility for various indoor games (Carom board, Table tennis, Chess, Badminton) and outdoor games (Basket ball, Football, Tennis, Volleyball, Cricket) is available.
 - (iii) A children park with swings and slides for children is available.
 - (iv) A Gymnasium and an experienced Physical training Instructor for Yoga practice.
 - (v) A well stocked library which can help increase knowledge base.
 - (vi) Pick and drop bus facility from/to school for children.
 - (vii) This campus is spread over 65 acres of land with full of greenery all around. The atmosphere is peaceful which will be beneficial for all round mental and physical growth.
 - (viii) The facility of mess also available.
6. This vacancy notice may be circulated in your circle/region and received applications with bio-data in the prescribed proforma along with copies of APARs for the last 5 years may please be forwarded through their concerned heads of units, so as to reach this office on or before **15/07/2018**.
7. The applicants are advised to submit their applications through proper channel.
8. The candidates will have to undergo interview before the selection for which a suitable date will be intimated later on.

This issue with the approval of the Director, PTC Darbhanga.

DA: Specimen of Application form

Assistant Director (Admin.)

Postal Training Centre

Darbhanga-846005

Copy to:

1. GM, CEPT, Mysore-570010 with a request to upload the circular in the india post website i.e. www.indiapost.gov.in

PROFORMA

01. Name in full. :
02. Education Qualification. :
03. Date of birth. :
04. Post held and basic Pay :
05. Date of entry in Deptt. :
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. Knowlwdge of Computer :
15. Any other information :

2. All Directors of Postal Training Centres.
3. Notice Board, PTC Darbhanga.
4. Office Copy.

mpd 15-6-2018
Assistant Director (Admin.)
Postal Training Centre
Darbhanga-846005