



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,

1. The Chief Postmaster General  
Bihar Circle, Patna/Jharkhand Circle, Ranchi/  
West Bengal Circle, Kolkata/ Orissa Circle, Bhubaneswar.
2. The Postmaster General  
Northern Region, Muzaffarpur/Eastern region, Bhagalpur at Patna,  
Berhampur Region, Berhampur/ Sambalpur Region, Sambalpur/  
Kolkata City Region, Kolkata/North Bengal & Sikkim Region, Siliguri.

No: B2/ General/ Ch. IV/98

Dated at PTC, Darbhanga the 16.08.2018

**Sub: Calling for application of volunteers from Postal/ Sorting Assistant cadre to work in PTC, Darbhanga as Office Assistant.**

1. Applications are invited from volunteers amongst Postal/ Sorting Assistant to work as Office Assistant in PTC, Darbhanga on deputation basis. The PTC, Darbhanga caters the training needs of Bihar, Odisha, West Bengal and Jharkhand Circles and therefore Office Assistants come on deputation from these feeder circles to work as office assistant in this centre. Office Assistants in PTC are required to work in computer. Therefore, computer knowing persons and having more than five years of service with an excellent record/ experience of work in administrative office will be preferred. Participation in extracurricular activities will also be given preference.
2. Working in PTC gives an opportunity to learn more, better exposure and more interaction with the employees of the Department. The resource of PTC helps the individual in development of his career and personality. Environment inside the PTC is very cordial. The campus is full of natural resource and greenery. Selected candidate will be allotted quarters inside PTC Campus and will get deputation allowance.

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3. Darbhanga is well connected to all important places by train and road. There are two University apart from Medical, Engineering, Dental, Polytechnic and other colleges and technical institutions. For small children also, mission schools and other private English medium schools, Kendriya Vidyalaya, Navodaya Vidyalaya and Govt. schools are available.
4. Application from willing officials in prescribed Performa given in annexure may be forwarded by the Unit/divisional Head along with their personal recommendation and vigilance clearance report so as to reach the office latest by 17.09.2018.
5. The period of deputation is normally three years, but may be terminated before completion of tenure on administrative ground. The officials who are on verge of retirement/ promotion need not apply.

**It is requested to give wide publicity.**

DA: As stated

np.D 16-8-2018  
Assistant Director (Admin.)  
Postal Training Centre  
Darbhanga-846005

Copy to:-

CM [CEPT], Mysore with a request to upload the  
order in india post website.

**PROFORMA**

***Application for deputation for Office Assistant at P.T.C, Darbhanga***

01. Name of the official :
02. Designation :
03. Date of birth. :
04. Name of the office where working :
05. Date of entry in the Department :
06. Education Qualification :
07. Knowledge of Computer :
08. Knowledge of Computer Typing :
09. Knowledge of language  
(a)English :  
(b)Hindi :  
(c)Other Indian languages :
10. Interest in extracurricular activities  
e.g, games, music etc. :
11. Administrative office work experience  
If any :
12. Any other information :

**Place:**

**Date:**

**Signature of Applicant**

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**Recommendation of the Unit/Divisional Heads/Controlling Officer**

**Signature of the Unit/ Divisional Head  
With Designation Stamp**