

ಭಾರತೀಯ ಅಂಚೆ ಭಾರತೀಯ ಡಾಕ India Post

ನಿರ್ದೇಶಕರ ಕಛೇರಿ, ಅಂಚೆ ಪ್ರಶಿಕ್ಷಣ ಕೇಂದ್ರ, ಮೈಸೂರು ನಿರ್ದೇಶಕ ಕಾರ್ಯಾಲಯ, ಡಾಕ ಪ್ರಶಿಕ್ಷಣ ಕೇಂದ್ರ, ಮೈಸೂರು 570010
Office of the Director, Postal Training Centre, Mysuru 570010

To

The Chief Postmasters General
Karnataka/Andhra Pradesh/Telangana/Kerala Circles
Bengaluru/Vijayawada/Hyderabad/Thiruvananthapuram
560001/520022/500001/695033

No.Trg-1/2-1/ Ind.PA-225/SA-26/2018-19 dated at Mysuru-570010 the 10.12.2018

Sub: Induction Training for **PA/SAs** (Direct recruits)

PTC, Mysuru will be conducting Induction Training for Postal Assistants & Sorting Assistants as follows:

- 1) **Postal Assistants (Direct Recruits)** for a period of 8 weeks from 07.01.2019 to 02.03.2019
- 2) **Sorting Assistants (Direct Recruits)** for a period of 7 weeks from 14.01.2019 to 02.03.2019

Circles are requested to cause full utilization of seats and depute the officials as per the eligibility criteria. Any variation in the seat allotment may kindly be intimated in advance by phone for taking necessary action at this end.

The details of Seats allotted to the Circles based on the information received from them are as under:

SLNo.	Name of the Circle	PA (DR) (8 weeks) (07.01.19 to 02.03.19)			SA (DR) (7 weeks) (14.01.19 to 02.03.19)		
		Male	Female	Total	Male	Female	Total
1	Karnataka	36	02	38	12	-	12
2	Andhra Pradesh	26	07	33	03	-	03
3	Telangana	11	02	13	13	02	15
4	Kerala	42	11	53	21	01	22
	TOTAL	115	22	137	49	03	52

(NOTE: Candidates appointed under Compassionate grounds & promotees from GDS to PA cadre need not be deputed along with PA/SA(DR) candidates.)

It is requested kindly to confirm the details of trainees deputed in the proforma appended below for Direct Recruits, Gender wise.

Name of the trainee with designation S/Shri	PA(DR) (present place of working)	Gender		Name of the Division to which attached	Region/Circle
		Male	Female		

The annexure containing instructions to trainees and general information about Postal Training Centre, Mysuru are enclosed. **PA (DR)** trainees are required to report on the previous day of the commencement of training i.e., 06.01.2019 between 03.30 PM to 07.30 PM at the Auditorium of PTC for registration. **SA(DR)** candidates to report at Room.11 of PTC on 14.01.2019 @ 09.00 am.


The trainees may kindly be advised to make payment of the training fees at any Post Offices & the fee structure is furnished in the enclosed annexure. **Payment of training fees through e-payment is compulsory.**

It is also to be brought to the notice of all trainees that the mess fee is collected only from the day of commencing the training. Hence, the mess charges for the day of reporting has to be paid by the trainee to the mess contractor at the time of taking the meal/ coffee/ snacks etc.

All **PA/SA** Induction trainees will be accommodated in PTC, Mysuru. Trainees reporting on the afternoon of **date of commencement of training** will not be admitted for the training. Circles are requested to furnish the information latest before **31.12.2018**.

This issues with the approval of Director.

Encl: As above


 S. Rajashekara
 Deputy Director
 Postal Training Centre
 Mysuru - 570010
 उप निदेशक / Dy. Director
 डाक प्रशिक्षण केन्द्र / Postal Training Centre
 मैसूरु / MYSURU-570 010

Copy to:

1. The Dy. Director General (Trg), Department of Posts, Dak Bhavan, New Delhi for kind information.
2. The Directors, Postal Training Centre, Darbanga/Madurai/ Saharanpur /Vadodara/ Guwahati for information
3. The Postmasters General, Hyderabad/Kurnool/Vijayawada/Vishakhapatnam/ S K Region Bangalore/N K Region Dharwad/ Central Region, Kochi/Northern Region Calicut/BG Region, B'lore.
- ✓ 4. The GM, CEPT, Mysuru-570010 for uploading in the official website.

Instructions to Induction Trainees.

- 1) The PA (DR) Candidates should report on 06.01.2019 at **0330 PM at the Auditorium** and SA(DR) candidates should report on 14.01.2019 @ 09.00 am at Room No.11 to complete the registration formalities. Stay at PTC hostel is compulsory for all trainees.
- 2) The Induction training program is 8 weeks for **PA (DR)** candidates and 7 weeks for SA(DR) candidates.
- 3) No leave will be granted to the trainees during the training period.
- 4) Fees structure for **PA/SA** induction trainees towards food/mess charges.

PA(DR) induction Trainees (8 weeks)	Rs.12650/-
SA(DR) induction trainees (7 weeks)	Rs.11040/-

5) **Details for payment of Course fee through e-payment:**

Name of the biller: PTC, Mysuru

Biller ID: 2905

Biller description: Collection of Training Fee

- 6) The dress code to be followed.

The Dress code to be followed: A copy of the Directorate letter No.;1-04/2015-Trg(Pt), dated 04.07.2017 is enclosed for circulation which is to be adhered to by the trainees inside PTC campus

Uniform consisting of a track pant (Black) & T-shirt (White colour) with neck and white shoe for PT Classes & sports activities.

The dress code during the program is Pant/shirts for men & Chudidar/Salwar Kameez/Sarees for women. **Other outfits like jeans, T - Shirts etc are not allowed. Lungis/Nighties are not allowed in the Mess also.** (All Divisions to please give suitable instructions to the selected trainees in this regard)

- 7) Mobile phones are not permitted in the academic block class rooms and during study hours in the hostel.
- 8) The candidates are required to bring the following.
 - a. Three recent passport / stamp size photographs (colour)
 - b. A copy of Provisional appointment letter of the candidate
 - c. Fees paid receipt.
 - d. Adhaar card/Election ID copies.
- 9) Pregnant Lady Candidates in the advanced stage should not be deputed for training.
- 10) No accommodation for the family members of trainees available at PTC Mysuru. **Ladies having lap-fed babies/Post-natal patients & candidates suffering from serious illness of epidemic diseases are strictly not to be deputed by the Divisions.**
- 11) Consuming alcoholic drinks, smoking and chewing tobacco/Ghutka is strictly prohibited in the campus. Suitable action will be taken against those who do not follow the Instructions of this Institution during their stay at PTC, Mysuru.
- 12) General information about PTC, Mysuru is enclosed, a copy of which may be circulated to all trainees for their convenience.

Deputy Director

Dr. [Signature] / Deputy Director

PTC Mysuru / PTC Mysuru

PTC Mysuru / PTC Mysuru

General information about PTC,Mysore

Welcome to Heritage city Mysuru in general and Palatial PTC Mysuru in particular.

Location

Mysuru is located at a distance of 137 kms from Bangalore, the capital city of the State of Karnataka. Mysuru is connected to Bangalore by both rail and road. The drive from Bangalore takes about three hours.

Postal Training Centre at Mysuru is housed in a Palace, which formerly belonged to the royal family of Mysuru. The campus is spread over an area of 32 acres with hostels, play grounds and other amenities for trainees.

How to reach

Postal Training Centre Mysuru is situated in Nazarbad Area - diagonally opposite to Nazarbad Police Station. Mysuru Railway station is about 4-5 kms. Mysore main bus stand is about 2 kms. KSRTC local buses ply from railway station/bus stand to a bus stop situated near the PTC Mysore main gate. Auto charges from railway station would be around Rs. 60/- and from main bus stand, it would be around Rs. 40/-.

Climate

Mysuru enjoys a moderate and pleasant climate throughout the year with temperature ranging from 17° C - 36° C.

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 trainees is not available.

Mess facility

Vegetarian mess facility is provided.

Physical Training/Yoga

Physical training & Yoga activities are provided to the trainees through Physical Training Instructor. Facilities for playing outdoor games are available.

Library/Reading room

All important daily newspapers, weekly, fortnightly, monthly magazines of English, Hindi, Telugu, Malayalam, and Kannada are made available to the trainees in the reading room. In Library, Southern regional languages books, books on management, computer, English fiction, non-fiction etc., in various languages are available.

Dispensary

A dispensary is available for providing medical facility to the trainees from 03.30 pm to 06.30 PM.

Recreation

Each floor of the hostel block is provided with a TV. A music room is available in the campus with some important musical instruments.

Other facilities

A departmental post office is available at the left side of the entrance of the campus with telephone No.0821-2417365.

<u>Contact telephone nos.</u>	<u>Office</u>	<u>Residence</u>
S.Rajashekar Deputy Director	9449849390	0821-2442600
D.R.Narasimha Murthy Assistant Director (Admn)	0821-2521633	944987211
Office fax	0821-2522023	e Mail ID: mysore.ptc@gmail.com
Sri Shukamuni Aradhya.T Warden for Gents' hostel	0821-2521600(214)	9449849398
Smt. Shraddha Gokarn Warden for Ladies' hostel	0821-2521600(203)	9480835409

Contact Numbers of hostel attendants: 1. Mr. Sagar - 9902312117
2. Mr. Mahesh - 9071084553

Mess timings	Coffee	0600 hours
	Breakfast	0730 hours to 0900 hours
	Tea break	1100 hours to 1115 hours & 1500 hours to 1515 hours
	Lunch	1230 hours to 1400 hours
	Coffee/Snacks	1700 hours to 1730 hours
	Dinner	1930 hours to 2030 hours

Annexure showing the Course details for payment of course fee through e-Payment

1. Name of the biller: PTC, Mysuru
2. **Biller ID: 2905**
3. Biller description: Collection of Training Fee

Serial Number	Name of the Course
1	PA/SA INDUCTION TRAINING

PT

Government of India
Ministry of Communications
Department of Posts
Training Division
Dak Bhawan, Sansad Marg, New Delhi-110011

No. 1-04/2015-Trg(Pt)

MEMORANDUM



Sub: Introduction of uniform for trainees undergoing Induction Training in Postal Training Centres and Rafi Ahmed Kidwai National Postal Academy, Ghaziabad

This is regarding Introduction of uniform for trainees undergoing induction and in-service training in PTCs and RAKNPA, Ghaziabad

2. The issue was discussed vide Para 4 (xi) of the Minutes of review meeting with Heads of Training Institutes chaired by Secretary (Posts) on 16.01.2017. In the meeting, it was advised that a committee of Heads of Training Institutes should be constituted to examine the feasibility of introducing a uniform for trainees undergoing induction and in-service training. Therefore, with the approval of the competent authority, a committee was constituted to examine the feasibility of introducing a uniform for trainees undergoing induction and in-service training.


3. Now, keeping in view the recommendations of the Committee, the competent authority has approved the following:

(i) Uniform consisting of a track pant (Black) and T-Shirt (White colour) for all the induction trainees undergoing training at all the Postal training Centres and the Rafi Ahmed Kidwai National Postal Academy, Ghaziabad, which will be mandatory only for the purpose of PT/Yoga, the cost of uniform will be borne by the trainees themselves.

(ii) The dress code during office hours in all PTCs and RAKNPA, Ghaziabad for all the trainees/officials/officers of the Department will be as under:

- (a) **Male**- a formal shirt, formal trousers with a belt and formal leather shoes.
- (b) **Female** -Sarees/Salwar-Kameez.

This issues with the approval of the competent authority.


(Anula Kumar)
DDG (Training & Welfare)

To: -

- 1. Director, RAKNPA, Ghaziabad
- 2. Director, All PTCs

Copy for information: -

- 1. Sr. PPS to Secretary (Posts)
- 2. PPS to Addl DG (Posts)
- 3. PPS/PS to All Members of Postal Service Board
- 4. Sr. DDG (Vig) &CVO/Sr. DDG (PBI)
- 5. All Heads of Circles
- 6. CGM (PLI)/BD&MD
- 7. JS&FA
- 8. All DDGs/Secretary (PSB)
- 9. GM (CEPT)- with a request to upload the order in India Post Website.
- 10. Guard file

