

DEPARTMENT OF POSTS: INDIA

O/O The Director Postal Training Centre, Vadodara 390 022.

Notification

No: Staff A2/2-XI/2016-17 dated at PTC Vadodara-390 022, the 02.05.2019.

Sub: Filling up of the Post of Office Assistants at Postal training Centre, Vadodara - 390 022: regarding.

Director, Postal Training Centre, Vadodara invites applications from Volunteers to work as Office Assistant at PTC Vadodara on deputation basis. It is requested to circulate this notice to all eligible officials in your Circle/Region/Divisions.

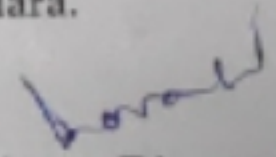
1. Minimum Eligibility criteria for the Post :-

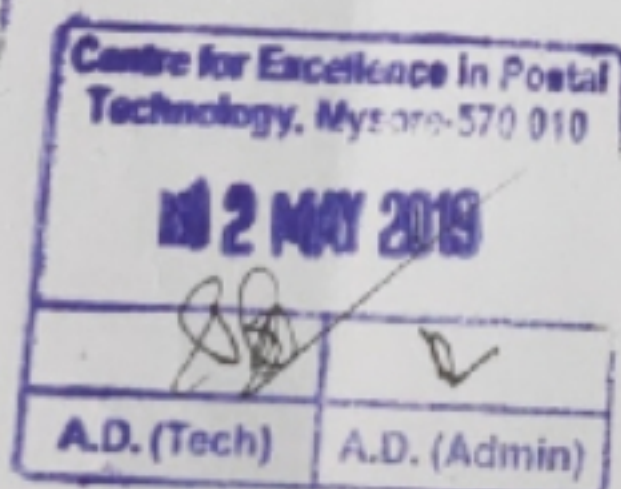
- A] Experience of working in word, Excel etc.
- B] Experience of work in administrative office.
- C1 Officials due for retirement / promotion within short period need not to apply.
- D] Who prefer to stay in campus.
- E] Fluency in Hindi, English and local language.
- F] Candidate have to appear in such test as decided by the Director, PTC Vadodara.
- G1 The tenure of the post is for 3 years may be extended by a year subject to satisfactory performance.

2. Willing officials may submit their applications in the enclosed format to their Controlling Authority latest by 03.06.2019. An advance copy of the application may be sent to this office directly through e mail to dptc_vadodara@indiapost.gov.in

3. Divisional Heads are requested to forward the applications received at their office to this office with their personal recommendation and vigilance clearance report so as to reach this office latest by 07.06.2019.

4. This issue with the approval of the Director, PTC Vadodara.

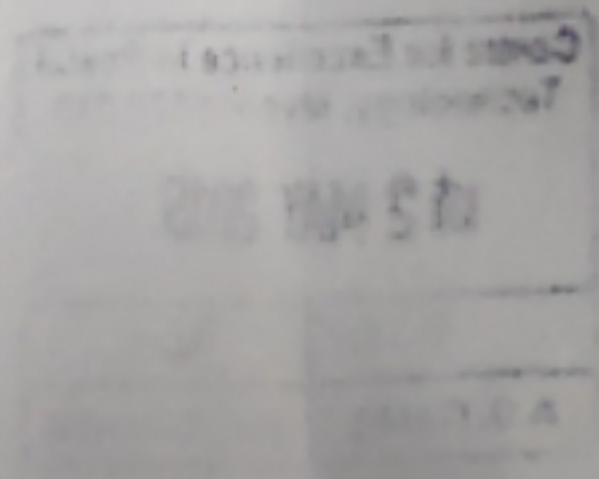

Assistant Director (Admin)
Postal Training Centre
Vadodara-390 022.



Copy for information and necessary action to:

1. Chief Postmaster General, Gujarat Circle, Ahmedabad for information.
2. The Postmaster General, HQ, Region, Ahmedabad.
3. The Postmaster General, Rajkot Region, Rajkot.
4. The Postmaster General, Vadodara Region, Vadodara.
5. All Divisional Heads in Gujarat Circle with request to give wide publicity.
6. The General Manager, CEPT, Mysuu-570010 . For kind information .It is requested to upload this notification in the India Post website for wide publicity.

Handwritten signature
Assistant Director (Admin)
Postal Training Centre
Vadodara-390 022.



PROFORMA

Application for the Post of Office Assistant at PTC , Vadodara-390022.

	Particulars	
01	Name of the official	
02	E-mail id & Mobile No.	
03	Present Designation with name of the office at which working.	
04	Address	
05	Date of Birth	
06	Date of Entry in the Department Date of retirement	
07	Date of appointment in the present cadre.	
08	Educational Qualification	
09	Knowledge of Computer	
10	Knowledge of language English Hindi Gujarati	
11	Interest in extracurricular activities i.e. Sports/Music etc.	
12	Any other information	

Place:-

Date:-

Signature of the Applicant

CERTIFICATE

Certified that the above information furnished by the official has been verified and found correct .No Disc/Vig. Case is pending /contemplated against the official.

The case is recommended/not recommended.

Date:-

Place:-

Signature of Divisional Head
with seal.