

भारतीय डाक विभाग/ Department of Posts

निदेशक का कार्यालय, डाक प्रशिक्षण केंद्र/ Office of the Director, Postal Training Centre  
मदुरै / Madurai 625 022.



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By Entry

Memo No.PTC/STA/Instructor Selection/2024/dlgs dated at Madurai 625022 the  
06.09.2024.

Sub: - Selection for the post of Instructor (IP Cadre) at PTC, Madurai – reg.

The Director, Postal Training Centre, Madurai invites applications from volunteers for filling up of 1 (One) posts of Instructor (IP Cadre) at PTC Madurai.

As per DG letter No.15/2/81-SPB II dated 21.10.1981, the official eligible for appointment as Instructor (IP Cadre) should possess the following qualifications: -

- i. He/She should preferably be a graduate and if possible with some teaching experience. Knowledge of Hindi may be considered as an additional qualification.
- ii. Consideration Zone for selection of Instructor shall cover Inspector Posts
- iii. He/She should not be more than 52 years of age.
- iv. He/She should have good knowledge of Departmental Rules, procedures, Departmental Software and other software being used in Post Offices/ Mail Offices etc.
- v. He/She should be fluent in English and Tamil/Hindi.
- vi. No disciplinary proceedings should be pending against the official.
- vii. He/She should have aptitude for training

Instructors are required to undertake full time teaching of the subjects related to Postal/RMS operations. He/She should dedicate himself/herself to training activities inside/outside the class room at all times with keen interest in updating himself/herself of latest rulings & instructions.

The post of Instructor carries Training allowance of 12% of basic pay. Computer literacy and knowledge of typing will be additional qualifications. The selected official is expected to take additional activities like mess management, library work, trainee's welfare, etc as and when required. The official is also required to prepare training materials, apart from the class room assignments. He/She is also expected to set question papers and evaluate the trainee's performance regularly. He/She will be provided with Rent-free Quarters either Type II or Type III subject to availability. The selected official should compulsorily occupy the Quarters and reside inside the PTC campus.

Officials who are likely to retire or due for promotion within four years need not apply. The tenure of Instructor will be normally for a period of 4 years and is extendable up to for a period of two years vide DoPT No.9-18/2012-SPG dtd 24.8.2012, subject to satisfactory performance. The selected official should be ready to join the institution within a reasonable time on short notice. Withdrawal of candidature after selection or during the period of tenure will not be considered on any account.

On completion of the tenure in the Training Centre, the said official is eligible to be posted at his/her place of choice, subject to administrative exigencies in accordance with Para (viii) of DOPT No.12017/2/86-Trg (TNP) dated 31<sup>st</sup> March 1987

The applicants should be informed that there would be a Screening Test to test the knowledge of the applicants on Departmental Rules and software/ applications and on their ability to present the subjects, among others.

It is requested to give wide publicity among all eligible Staff including those who are on leave & training etc.

The application with bio-data in the proforma furnished overleaf received from the volunteers may please be sent to this office through proper channel with specific recommendation or otherwise and updated confidential Reports/APARs by 05/10/2024.

  
06/09/2024  
(सहायक निदेशक (प्रशासन)/Assistant Director (Admin)

डाक प्रशिक्षण केंद्र/Postal Training Centre

मदुरै/Madurai 625 022

Copy to: -

1. The Chief Postmaster General, Tamil Nadu Circle, Chennai 600 002
2. All Heads of Postal Circles.
3. The Director, RAKNPA, Ghaziabad – 201 002.
4. The Postmasters General, Mails & BD, Circle Office, Chennai/ Chennai City Region /Central Region/ Southern Region and Western Region for favour of kind information please.
5. The Directors, All Postal Training Centres
6. The Chief Postmasters, Chennai GPO 600 001/Anna Road HO 600 002.
7. All SSPOs/SSRMs/SRMs/SPOs in Tamil Nadu Circle.
8. The General Manager, CEPT, PTC, Mysore Campus, Mysore- 570 010, Karnataka with the request to upload this circular in India Post Website.

  
06/09/2024  
(सहायक निदेशक (प्रशासन)/Assistant Director (Admin)

डाक प्रशिक्षण केंद्र/Postal Training Centre

मदुरै/Madurai 625 022

Application for the post of Instructor (IP Cadre), PTC, Madurai 625022

- 1) Name :
- 2) Designation & Place of work :
- 3) Date of Birth & Age :
- 4) Service Details :
  - a) Date of entry in the Department :
  - b) Date from which working as  
Inspector Posts on regular basis :
- 5) Educational Qualification :
- 6) Knowledge of computers with details :  
(Departmental software/other software  
Being used in Post Offices/ Mail Offices)
- 7) Teaching experience, if any :
- 8) Area of specialization, if any :
- 9) Languages known :
  - a. Read :
  - b. Write :
  - c. Speak :

10) Interest in extracurricular activities  
Like Games and cultural events :

11) Any other related information :

12) Posts held for the past 10 years  
(With duration) :

Date

Signature of the applicant

For Office use only

01. Column 1 to 6 are verified and found correct :

02. Recommended/Not recommended :

Date

Signature  
of the Head of Division/Region