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भारतीय डाक विभाग

DEPARTMENT OF POSTS: INDIA

कार्यालय: निर्देशक, डाक प्रशिक्षण केंद्र गुवाहाटी, गुवाहाटी-781040

OFFICE OF THE DIRECTOR, POSTAL TRAINING CENTRE, GUWAHATI-781040

No:-9(F)/PTC/Instructor/2016

Dated at Guwahati 09.09.2024

**Subject:** Calling for applications from volunteers for filling up of one post of Instructor (IP/PA/SA Cadre) at PTC, Guwahati, Assam.

The Director PTC Guwahati invites applications from the volunteers to work as Instructor at PTC Guwahati.

2. The Eligibility criteria for Instructor are as under:

- i. The applicant should be of IP/PA/SA Cadre for Instructor.
- ii. The applicant for the Instructor should be either Inspector Post (IP) or an official with 08(eight) years of regular service in the department as Postal Assistant (PA)/Sorting Assistant (SA).
- iii. The applicant having training experience or Direct Training Skill (DTS) course may be given preference.
- iv. The applicant must have fluency in English and Hindi languages.
- v. The applicant must have knowledge of Departmental rules and procedures.
- vi. The applicant must have a thorough knowledge of all departmental software i.e. Finacle, SAP, McCamish, CRM Portal, HRM etc.
- vii. The applicant should not be more than 52 years of age on the last prescribed date of receipt of the applicant.
- viii. The incumbent of the post is required to undertake full time teaching of the subjects related to Postal/RMS operations.
- ix. The selected candidate is expected to undergo training programs as required at PTC or any other training institution in India or abroad.
- x. The selected candidate is expected to prepare/update Standard Training Packages of all cadres up to Group B (IP/ASP) cadre as directed by Director PTC or any other competent authority from time to time.
- xi. The selected candidate is expected to prepare e-learning contents, videos on various departmental topics under iGOT/Mission Karmayogi, training materials, manual/online question papers, evaluation of answer scripts as part of his job.
- xii. The selected candidate 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 for a period of four years at PTC. The applicant may be repatriated to his/her parent unit at any time before tenure without specifying any reason thereof.

4. The selected candidate will be eligible for getting Training Allowance as admissible during the tenure in PTC, Guwahati. Departmental Staff Quarters will be provided subject to availability.

*mac*  
09/09/2024

5. Application from willing officers in prescribed proforma given in annexure may be forwarded by the appointing authority along with his/her personal recommendation, APAR grading of the applicant for last five years so as to reach this office latest by **10.10.2024**.

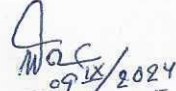
6. The applicants are advised to submit their applications through proper channel in enclosed format. An advance copy may be submitted to this office.

7. The candidates will have to undergo interview/test before the selection committee for which a suitable date will be intimated later on.

8. The Post of Instructor will not bear any deputation allowance.

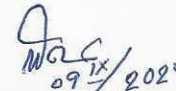
It is requested to circulate this notice to all eligible Officials in your Circle/Region/Division/Training Centre for wide publicity.

Encl- As above.

  
09/10/2024  
सहायक निदेशक /Assistant Director  
डाक प्रशिक्षण केंद्र/Postal Training Centre  
गुवाहाटी-781040/Guwahati-781040

**Copy to:**

1. The Chief Postmaster General of all Circles.
2. The GM, CEPT, Mysore-570010 with a request to upload the circular on Indiapost Website  
i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in)
3. All the Directors of Postal Training Centres, Mysuru, Madurai, Saharanpur, Vadodara and Darbhanga.
4. In-Charge, RTC, Nashik, Bhubaneswar, Delhi and Hubballi.
5. The AD (Training), Dak Bhawan, Sansad Marg, New Delhi-110001.
6. Notice Board, PTC Guwahati.
7. Office copy

  
09/10/2024  
सहायक निदेशक /Assistant Director  
डाक प्रशिक्षण केंद्र/Postal Training Centre  
गुवाहाटी-781040/Guwahati-781040

PROFORMA

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Application for deputation for Instructor at P.T.C Guwahati

1. Name of the official:
2. Designation:
- 3 Date of birth:
- 4 Date of entry in the department
5. Education Qualification
6. Date of entry in IP cadre
7. Teaching experience, if any
8. Knowledge of Computer/ Dept. Software :
9. Knowledge of language:
  - (a) English
  - (b)Hindi
  - (c)Other Indian languages
10. Interest in extracurricular activities:  
Eg. games, music etc.
11. Any other information :

Place:

Signature of Applicant

Date:

Recommendation of the Controlling Officer / Appointing Authority:

Signature of the Controlling Officer/ Appointing Authority