

**DEPARTMENT OF POSTS: INDIA**  
**O/O The Director Postal Training Centre, Vadodara 390 022.**

**Notification**

**No:** Staff A2/MTS/2022-23 **dated at Vadodara** **the** 21.09.2024.

**Sub:** **Filling up of the Post of Multi-Tasking Staff (MTS) at Postal training Centre, Vadodara - 390022: regarding.**

In pursuance of Directorate Comm No. 04-05/2015-Trg dated 30.05.2024/03.06.2024, Director, Postal Training Centre, Vadodara invites applications from Volunteers to work as **Multi-Tasking Staff (MTS)** at PTC Vadodara on deputation basis. It is requested to circulate this notice to all eligible officials in your Division. The willing candidate should note that he/she will continue to draw his/her existing pay scale from parent unit and not to be paid any extra remuneration /allowances while on deputation at PTC Vadodara.

**1. Instructions for the applicant for the post of Multi-Tasking Staff at PTC Vadodara :-**

1. Postal Training Centre, Vadodara is a training institution. The norms of work and duty of working staff of this unit is different from that of Operative and other administrative offices. Multi-Tasking Staff, applying for the deputation at PTC Vadodara, will have to perform duties as mentioned below in addition to DOPT OM no. AB-14017/6/2009-Estt (RR) dated 30.04.2010.
  2. To keep vigilant watch on the entrance gate round the clock and the entire campus as the institute imparts residential training to trainees, the MTS working at PTC Vadodara should be able to work as Gateman in shifts.
  3. To maintain and clean the campus.
  4. To perform the duty of Hostel Care Taker and IQ (Inspection Quarter) Care taker.
  5. The work of gardening and maintenance of plants/lawns at PTC campus.
  6. Officials due for retirement / promotion within short period need not to apply.
  7. The official selected to work as MTS, PTC Vadodara will not be entitled for TA/DA/Deputation allowance/ transit etc. and their pay and allowance will be drawn by their parent unit.
  8. The tenure of the post is for 3 years may be extended by a year subject to satisfactory performance.
  9. Willing officials may submit their applications in the enclosed format to their Controlling Authority latest by **10.10.2024**. An advance copy of the application may be sent to this office directly through e mail to [dptc\\_vadodara@indiapost.gov.in](mailto:dptc_vadodara@indiapost.gov.in).
2. Divisional Head is 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 **15.10.2024**.

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. All Heads of Postal Circles.
  2. The Postmaster General, Vadodara Region, Vadodara-390002.
  3. All Directors, PTCs.
  4. In charge, RTCs.
  5. The General Manager, CEPT, PTC, Mysore Campus, Mysore-570010, Karnataka with the request to upload the notification in India Post Website.
  6. File/Office Copy.
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PROFORMA

Application for the Post of Multi Tasking Staff at PTC, Vadodara-390022.

Sr. No.	Particulars	
01	Name of the official	
02	E mail ID & Mobiles 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	Ready to work in shifts (Yes/No)	
10	Information, if any	

Place:-

Signature of Applicant.

Date:-

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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/non recommended.**

Date:-

Signature of Divisional Head

Place:-

with seal.