

भारत सरकार Government Of India
भारतीय डाक विभाग Department Of Posts, India
O/o the Director, Postal Training Centre, Darbhanga-846005
कार्यालय निदेशक, डाक प्रशिक्षण केंद्र, दरभंगा-846 005
E- mail:dptc_darbhanga@indiapost.gov.in

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No: - A-1/ Selection/ Instructor/ Ch/VIII

Dated at PTC/DBN the 15.05.2025

Sub: Calling for application of volunteers for filling up of post of Instructor on deputation at PTC Darbhanga, Bihar.

The Director Postal Training Centre, Darbhanga invites the applications from the volunteers to work as Instructor at PTC Darbhanga on deputation.

2. The Eligibility condition for deputation on above post is as under:

(i) The applicant should be of ASPOs/Inspector Posts cadre.

Or

The applicant should be PA/SA/LSG with 08 (Eight) or more years of service which is to be counted from PA/SA cadre. (Selection from ASPOs cadre is subject to proposed upgradation of post of Sr. Instructor which is under process).

(ii) The Applicant must have fluency in English and Hindi languages.

(iii) The Applicant must have knowledge of Departmental rules and procedures.

(iv) The Applicant must have a thorough knowledge of all departmental software i.e. Finacle, SAP, McCamish, CRM Portal, HRM, etc.

(v) No disciplinary actions or proceedings should be pending against the applicant.

(vi) The applicant should not be more than 52 years of age on the last prescribed date of receipt of the application.

(vii) The incumbent of the post is required to undertake fulltime teaching of the subjects related to Postal/RMS operations.

(viii) The selected candidate is expected to undergo training programs as required at PTC or any other training institution in India or abroad.


(ix) 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.

(x) The selected candidate is expected to **prepare e-learning content, small videos on various departmental topics under IGot/Mission Dak Karmyogi**, training materials, manual/online question papers, evaluation of answer scripts as part of his job.

(xi) The selected candidate should dedicate himself/herself to training activities as all times inside or outside the classroom.


2. The tenure of the post of Instructor will be four years at PTC. The applicant may be repatriated to his parent unit at any time before tenure without specifying any reasons thereof.
 3. The selected candidate will be eligible for getting Training Allowance of 12% on basic pay every month till deputation to PTC Darbhanga. Departmental Staff Quarters will be provided subject to availability.
 4. 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 and vigilance clearance certificate so as to reach this office latest by 20.05.2025 (Last date of receipt of application at PTC, Darbhanga).
 5. The applicants are advised to submit their applications through proper channel in enclosed format.
 6. The candidates will have to undergo interview/ test before the selection for which a suitable date will be intimated later on.
 7. The recommended candidates may also be relieved to attend selection process going to be held on 22.05.2025 at PTC, Darbhanga.
- It is requested to circulate this notice to all eligible Officials/Officers in your Circle/Region/Division/Training Centre for wide publicity.

Encl. – As above.


Assistant Director (Admin.)
Postal Training Centre
Darbhanga-846005

Copy to:

1. The DDG, Dak Bhawan, Sansad Marg, New Delhi – 110001.
2. The Chief Postmaster General, all Circle Heads.
3. The Postmaster General, Northern Region Muzaffarpur
4. All the Directors of Postal Training Centres, Mysuru/Madurai/ Saharanpur/ Vadodara/Guwahati.
5. In charge RTC Nasik/Bhubaneswar/Delhi/Hubali.
6. 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)
7. Notice Board, PTC Darbhanga.
8. Office Copy.


Assistant Director (Admin.)
Postal Training Centre
Darbhanga-846005

Annexure – A

PROFORMA

Application for deputation for Instructor at PTC Darbhanga

01. Name of the Officer/Official :
02. Designation :
03. Date of birth :
04. Name of the office where working :
05. Name & Designation of Controlling Officer :
06. Date of entry in the Department :
07. Education Qualification :
08. Knowledge of Computer :
09. Knowledge of Computer Typing
(English/Hindi/ Any other language) :
10. Knowledge of language
(a) English :
(b) Hindi :
(c) Other Indian Language :
11. Interest in extracurricular activities
e.g. games, music etc.. :
12. Contact No. :
13. E-mail ID :
14. APAR Grading for last five years
2023-2024 :
2022-2023 :
2021-2022 :
2021-2020 :
2019-2020 :
15. Whether Vigilance Case is pending/ Contemplated:
16. Whether any punishment is under currency :

Place:

Date:

Signature of Applicant

Recommendation of the Unit/Divisional Head/Controlling Officer

Signature of the Unit/Divisional Head
With Designation Stamp