

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

**No: Staff A2/29-XVIII/2025**                      **Dated at Vadodara the**                      **20.05.2025.**

**Sub: Filling up of the Post of Instructor at Postal training Centre, Vadodara - regarding.**

Director, Postal training Centre, Vadodara invites applications from volunteers to work as **Instructor** at PTC Vadodara. It is requested to circulate this notice to all eligible officials in your Circle /Region /Division / Training Centres.

**1. Minimum Eligibility criteria for the Post of Instructor is :-**

- A] The candidate should have at least 08 years of service in the Department.
- B] The candidate may be either from IP Cadre/ PA or SA(upto LSG) cadre for the post of Instructor.
- C] Preferably officials working in the field.
- D] Candidate should not be more than 52 years of age on the last date prescribed for the receipt of application.
- E] Officers / Officials due for retirement / promotion within short period need not to apply.
- F] The candidates should have completed cooling off period on the post of Instructor as per DoPT OM No. 6/8/2009-Estt.(Pay II) dated 17.06.2010.

**2. Officer/Officials with following proficiencies will be considered on preference: -**

- A] Candidates should preferably be Graduate.
- B] Candidates with training experience and/or having done DTS course.
- C] Experience of working in similar capacities at WCTC / DTC / PTC / RTC.
- D] Thorough knowledge of Departmental Rules/software.
- E] Fluency in English, Hindi and Regional Languages of area (Gujarati/Marathi).
- F] Candidate should be smart and tidy with unblemished record of service.
- G] Candidate should be methodical in work and aptitude for job.
- H] In the wake of launch of Dak Karmayogi Portal, aptitude and flair for development of e-learning content which includes scripting, enrichment of scripts written by other faculty, video recording, preparation of question banks for tests etc. for the portal on the frame work of i-GoT Karmayogi will be advantageous for the candidate.

### 3. Service conditions: -

- A] The incumbent of the post is required to undertake full time teaching of the subjects related to Postal/RMS operations and other departmental products and services.
- B] The selected candidate is expected to undergo training programs as required at PTC or any other training institution in India or abroad.
- C] He/ She is expected to develop training modules, e-learning contents as directed by the competent authority, from time to time.
- D] He/She is expected to prepare training material, manual, question papers, evaluation of answer scripts as part of his job.
- E] Dedicate himself/ herself to training activities at all times inside or outside the classroom/lab.
- F] Any role as assigned by administration.
- G] Willingness once submitted cannot be withdrawn. The candidate, once appointed, will not ordinarily be repatriated on any personal ground until the completion of tenure.

### 4. Entitlements:-

- A] The tenure of the post is for 04 (Four years) subject to satisfactory performance and unless they are repatriated to their parent unit for administrative reasons and in the interest of service. This period may be extended for a further period of 02 (Two years) on year to year basis beyond the initial four years as per Directorate Letter No. 12-2/2017-SPN-II dated 19.06.2019.
- B] On completion of the tenure, the said candidate is eligible to be posted at his choice place, subject to administrative exigencies in accordance with para (viii) of DoPT No.12017/2/86-Trg(TNP) dated 31<sup>st</sup> March 1987.
- C] The selected candidate will be eligible for a training allowance of 12 % of his/her basic pay according to DOPT rulings as amended from time to time.
- D] Rent free Departmental Quarters will be provided subject to availability.

5. Willing candidate may submit his/her application in the enclosed format to the concerned Controlling Authority latest by **13.06.2025**. The willing candidate who has submitted application earlier, needs to apply a fresh again. Earlier applications will not be considered. An advance copy of the application may also be sent to this office directly. However, candidate should note that personal recommendation of controlling authority with vigilance clearance certificate is must for selection.

6. The Controlling Authorities are requested to verify the candidate's capabilities to become a trainer and forward the application with personal recommendation to this office. The Controlling Authorities will forward all the applications received at their end along with mentioning APAR Grading in the format of application of the applicant for last five years and vigilance clearance certificate so as to reach this office latest by 18.06.2025.

7. All the Circle/Regional/ Divisional Heads are requested to give wide publicity to this notification among the staff under their control.

Encl: Format of application.



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

**Copy for information and necessary action to:**

1. The DDG (SPB/Training/Mission Karmayogi), Department of Posts, Dak Bhawan, New Delhi -110001.
2. All Heads of Postal Circles.
3. The Postmaster General, South Gujarat Region, Vadodara-390002.
4. All Directors, PTCs.
5. In charge, RTCs.
6. The General Manager, CEPT, PTC, Mysore Campus, Mysore-570010, Karnataka with the request to upload the notification in India Post Website.
7. File/Office Copy.

APPLICATION FOR THE POST OF INSTRUCTOR AT  
POSTAL TRAINING CENTRE, VADODARA – 390 022.

1.	Name (in block letters)  CSI ID	
2.	Designation  Place of work  Basic Pay	
3.	Date of Birth  Age as on last date prescribed for application	
4.	Educational Qualification:  Academic  Technical	
5.	Knowledge of computers with details	
6.	Date of entry in Deptt.	
7.	Positions held since joining in Dept.	
8.	Training courses attended	

9.	Teaching experience, if any.	
10.	Language known	
11.	Extra-curricular activities	
12.	Whether like to stay in PTC quarters or not?	
13.	Any other relevant information	
14.	A short write up why you prefer the post of Sr. Instructor/ Instructor.	
15	Email id and contact no.	

Place :

Date :

Signature of applicant.

#### For Office use only

1. Column 1 to 8 are verified and found correct.
2. Vigilance clearance certificate attached.
3. Last 5 years' APAR Grading of the official. Please mention in the below format.

2020-21	2021-22	2022-23	2023-24	2024-25

4. Recommended/Not recommended :

Place :

Date:

Signature and designation of  
Controlling authority