

भारत सरकार Government Of India

भारतीय डाक विभाग Department Of Posts, India

कार्यालय निदेशक, डाक प्रशिक्षण केंद्र, दरभंगा-846 005

O/O-The Director, Postal Training Centre, Darbhanga-846005

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Memo No:- B2/General/Ch VI/2025

Dated at PTC Darbhanga

the

17.07.2025

Sub: Calling for application of volunteers from PO/RMS qualified Accountant/ PA with 03 years of service/ PA cadre/ MTS cadre to work in PTC, Darbhanga from Darbhanga Division only- reg.

The competent authority is pleased to invite applications from volunteers amongst PO/RMS Accountant/ Jr. Accountant / PA / MTS from entire Darbhanga Division to work in PTC, Darbhanga.

The details of the posts to be filled up are as furnished below:-

Sl No.	Name of the Post	Vacant	Eligibility
1.	Junior Accountant	01	PO/RMS qualified Accountant or PA completed 03 years of service
2.	Care Taker	01	PA cadre
3.	MTS	03	MTS

Application from willing officials in prescribed proforma given in annexure A may be forwarded by the Unit/Divisional Head along with his recommendation and APAR Grading of the applicant for last three years and vigilance clearance certificate so as to reach this office latest by 02.08.2025.

The period of posting is normally three years, but may be terminated before completion of tenure according to the performance of the officials.

No any other allowances to be paid to the officials who will work in PTC, Darbhanga.

DA: As stated

It is requested to give wide publicity.

- 801 -
Assistant Director (Admin)
Postal Training Centre,
Darbhanga 846005

Copy to:

1. The SPOs, Darbhanga Division, Darbhanga- 846005
2. The GM, CEPT, Mysore-570010 with a request to upload the circular in the India Post website i.e. www.indiapost.gov.in.

17/7/25
Assistant Director (Admin)
Postal Training Centre,
Darbhanga 846005

Annexure – A

PROFORMA

Application for deputation for Office Assistant/Junior Accountant at PTC Darbhanga

01. Name of the official :
02. Designation :
03. Date of birth :
04. PO/RMS qualified (Yes/No) :
05. Post for which applied :
06. Name of the office where working :
07. Name & Designation of Controlling Officer :
08. Date of entry in the Department :
09. Education Qualification :
10. Knowledge of Computer :
11. Knowledge of Computer Typing
(English/Hindi/ Any other language) :
12. Knowledge of language
- (a) English :
- (b) Hindi :
- (c) Other Indian Language :
13. Interest in extracurricular activities
e.g. games, music etc.. :
14. Administrative office work experience, if any :
15. Contact No. :
16. E-mail ID :
17. APAR Grading for last five years
- 2024-2025 :
- 2023-2024 :
- 2022-2023 :
18. Whether Vigilance Case is pending/ Contemplated:
19. 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