

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

Ph. No. 06272 246191 Fax No. 06272 246147

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

Dated at PTC Darbhanga the 01.01.2026

Sub: Calling for application of volunteers from Postal Assistant / Sorting Assistant cadre to work in PTC, Darbhanga as Care Taker on deputation basis- reg.

The competent authority is pleased to invite applications from volunteers amongst PO/RMS Postal Assistant/ Sorting Assistant cadre from entire Postal circles to work in PTC, Darbhanga on deputation basis.

The details of the posts to be filled up on deputation basis are furnished below:-

Sl No.	Name of the Post	Vacant	Eligibility
1.	Care Taker	01	PA/SA cadre

PO/RMS Postal Assistant/ Sorting Assistant having good record of service will be eligible for the post of Care Taker.


Application from willing officials in prescribed proforma given in annexure A may be forwarded by the Unit/Divisional Head along with their personal recommendation and APAR Grading of the applicant for last five years (if available) and vigilance clearance certificate so as to reach this office latest by 31.01.2026.

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

No deputation allowance /any other allowances to be paid to the officials who will work in PTC, Darbhanga on deputation. On selection, the official will have to reside in Govt. accommodation available at PTC Darbhanga campus if available.

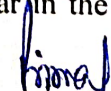
DA: As stated

It is requested to give wide publicity.

  
Assistant Director (Admin)  
Postal Training Centre,  
Darbhanga 846005

Copy to:

1. All the Head of Circles.
2. All the GM (PA & F) of circles.
3. The Postmaster General, Northern Region, Muzaffarpur.
4. The DAP, Patna.
5. The GM, CEPT, Mysore-570010 with a request to upload the circular in the India Post website i.e. [www.indiapost.gov.in](http://www.indiapost.gov.in).

  
Assistant Director (Admin)  
Postal Training Centre,  
Darbhanga 846005

## Annexure – A

**PROFORMA**Application for deputation for Care Taker at PTC Darbhanga

1.	Name (in block letters) CSI ID	
2.	Designation Pace of work Baisc 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.	Language Known	
9.	Extra- curricular activities	
10.	Email id and contact no.	

Place:

Date:

Signature of Applicant

## For Office use only

1. Column 1 to 7 are verified and found correct.
2. Vigilance clearance certificate attached.
3. Last 5 years' APAR Grading of the Official. Please mention in the format below:

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

4. Recommended/ Not Recommended

Place:

Date:

Signature and Designation  
of Controlling Authority