

DEPARTMENT OF POSTS: INDIA

O/O The Director Postal Training Centre, Vadodara 390 022.

CEPT

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13 APR 2026

the 06.04.2026.

Notification

No: Staff A2/2-XIV/2025

dated at Vadodara

the

06.04.2026.

Sub: Filling up of the Post of Office Assistant at Postal training Centre, Vadodara - 390 022: regarding.

BENGALURU

In pursuance of Directorate Memo No. 04-05/2015-Trg, dated 30.05.2024/03.06.2024, Director, Postal Training Centre, Vadodara invites applications from Volunteers to work as Office Assistant at PTC Vadodara on deputation basis without any deputation allowance. It is requested to circulate this notice to all eligible officials in your Division.

1. Minimum Eligibility criteria for the Post:-

- A. Experience of working in word, Excel etc.
 - B. Experience of work in administrative office.
 - C. Officials due for retirement / promotion within short period need not to apply.
 - D. Who prefers to stay in campus.
 - E. Fluency in Hindi, English and local language.
 - F. Candidate has to appear in such test as decided by the Director, PTC Vadodara.
 - G. The tenure of the post is for 3 years may be extended by a year subject to satisfactory performance.
 - H. The officials selected to work as OA, PTC Vadodara will not be entitled for TA/DA /Deputation allowance/Transit etc and their pay and allowances will be drawn by their parent unit.
2. Applications of willing and eligible officials (below LSG), duly approved by their controlling authority, along with vigilance clearance certificate should reach this office on or before 27.04.2026 in prescribed format.
 3. An advance copy of the application may be sent to this office directly through e mail to dptc_vadodara@indiapost.gov.in.
 4. If anybody is not willing, "Nil" report may also be sent.
 5. This issues with the approval of the competent authority of PTC Vadodara.

Digitally signed by
Mehulkumar Narendrakumar Pandya
Date: 07-04-2026 10:23:52

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

Copy to:

1. All Head of Circles for onward circulation among all units within the circle
2. The GM, CEPT, Bengaluru. It is requested to publish on India Post website for wide publicity.
3. O/o Postmaster General, Vadodara

PROFORMA

Application for the Post of Office Assistant 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	Knowledge of Computer	
10	Knowledge of language English/Hindi/Gujarati	
11	Experience in Administrative work	
12	Interest in Extracurricular activities i.e. Sports / music etc.	
13	Any other information.	

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
with seal.

Place:-