

भारतीयडाकविभाग/ Department of Posts, India  
निदेशककाकार्यालय, डाकप्रशिक्षणकेंद्र/ Office of the Director, Postal Training Centre  
मद्रै 625022 / Madurai 625 022.  
Phone no.: 0452 2690654 Email ID: [ptcmadurai@indiapost.gov.in](mailto:ptcmadurai@indiapost.gov.in)

**No.PTC/STA/Instructor Selection/2025-26/dlgdated @ Madurai-625022 the 08 .05.2026.**

**Sub: -Selection for the post of Instructor at PTC, Madurai – Reg.**

The Director, Postal Training Centre, Madurai invites the applications from volunteers for filling up 1(One) post of Instructor (IP Cadre) at PTC, Madurai.

- 2) As per DG letter No.15/2/81-SPB II dated 21.10.1981 and 13-15/96-ED&TRG dated 22/24.11.1999, the applicant eligible for appointment as Instructor (IP Cadre) should possess the following qualifications: -
  - i. The applicant should be from the IP cadre, preferably a graduate with some teaching experience. Knowledge of Hindi will be considered an additional qualification.
  - ii. He/She should not be more than 52 years of age on the last prescribed date for receipt of the application.
  - iii. He/She should have good knowledge of Departmental Rules, procedures, Departmental software and other software being used in Post Offices/ Mail Offices etc.
  - iv. He/She should be fluent in English and Tamil/Hindi.
  - v. No disciplinary proceedings should be pending against the applicant.
  - vi. He/She should have aptitude for training.
- 3) He/She 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.
- 4) Instructors are required to undertake full-time teaching of subjects related to Postal/RMS operations. He/She should dedicate himself/herself to training activities inside/outside the class room at all times, with keen interest in updating himself/herself with the latest rulings & instructions.
- 5) The post of Instructor carries Training allowance of 12% of basic pay. Computer literacy and knowledge of typing will be additional qualifications. The selected candidate is expected to take additional activities like mess management, library work, trainee's welfare, etc as and when required. The selected candidate is also required to prepare training materials, e-contents apart from the class room assignments. He/She is also expected to set question papers and evaluate the trainee's performance regularly. He/She will be provided with rent-free quarters either Type II or Type III subject to availability. The selected candidate should compulsorily occupy the quarters and reside inside the PTC campus.
- 6) The officials who are likely to retire or due for promotion within four years need not apply. The tenure of Instructor will be normally for a period of 4 years and is extendable up to for a period of two years vide DoPT No.9-18/2012-SPG dtd 24.8.2012, subject to satisfactory performance. The selected candidate should be ready

to join the institution within a reasonable time on short notice. Withdrawal of candidature after selection or during the period of tenure will not be considered on any account.

- 7) On completion of the tenure in the training centre, the official is eligible to be posted at his/her place of choice, subject to administrative exigencies in accordance with Para (viii) of DOPT No.12017/2/86-Trg (TNP) dated 31<sup>st</sup> March 1987
- 8) The applicants will be informed that there will be a Screening Test to test the knowledge of the applicants on Departmental Rules and software/ applications and their ability to present the subjects.
- 9) It is requested to give wide publicity among all eligible Staff including those who are on leave, deputation & training etc.
- 10) The application with bio-data in the proforma furnished overleaf, received from the volunteers may please be sent to this office through proper channel with specific recommendation or otherwise, along with updated confidential Reports/APARs as per the following timelines.

Si.no.	Activity	Timeline
1	Last date for submission of applications to Division/Unit	29.05.2026
2	Last date for submission of applications by Division/Unit to RO/CO	10.06.2026
3	Last date for receipt of application at PTC, Madurai	19.06.2026

बी. हुसैनअहमद/B. Hussain Ahmed

(सहायक निदेशक (प्रशासन)/Assistant Director (Admin)  
डाक प्रशिक्षण केंद्र/Postal Training Centre, मदुरै/Madurai 625 022

Copy to: -

1. The Chief Postmaster General, Tamil Nadu Circle, Chennai 600002
2. All Heads of Postal Circles.
3. The Director, RAKNPA, Ghaziabad – 201 002.
4. The Postmasters General, Mails & BD, Circle Office, Chennai/Chennai City Region /Central Region/ Southern Region and Western Region for favour of kind information please.
5. The Directors, All Postal Training Centres.
6. The Chief Postmasters, Chennai GPO 600001/Anna Road HO 600002.
7. All SSPOs/SSRMs/SRMs/SPOs in Tamil Nadu Circle.
8. The General Manager, CEPT, PTC, Mysore Campus, Mysore- 570 010, Karnataka with the request to upload this circular in India Post Website.

(सहायकनिदेशक (प्रशासन)/Assistant Director (Admin)

डाक प्रशिक्षण केंद्र/Postal Training Centre, मदुरै/Madurai 625 022

**PROFORMA**

Application for the post of Instructor (IP cadre) at PTC, Madurai-625 022

Sl.no	Particulars		
1	Name of the Official (in block letters)		
2	Designation		
3	Office of working & Name of the Division/Unit		
4	Date of birth		
5	Date of entry in the department		
6	Date of entry in the IP cadre on regular basis		
7	Educational qualification		
8	Computer Knowledge (Departmental software/other software Being used in Post Offices/ Mail Offices)		
9	Teaching experience if any		
10	Area of specialization if any		
11	Post held for the past ten years	Name of the Post & Division	Period
12	Knowledge of language A. Read B. Write C. Speak		
13	Any other related information if any		
14	E-mail id & Mobile No.		
15	Interest in extra curricular activities		

Place:

Date:

Signature of the applicant

<b>For Office use only</b>	
<b>1</b>	<b>Column 1 to 8&amp; 11 are verified and found correct :</b>
<b>2</b>	<b>Recommended /Not Recommended</b>

Place :

Date :

Signature of the Divisional Head with stamp