



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
26.05.2026

Sub: Calling for application of volunteers from Postal Assistant cadre to work in PTC, Darbhanga from Darbhanga Division only- reg.

The competent authority is pleased to invite applications from volunteers amongst Postal Assistant cadre 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.	Office Assistant	01	PA cadre

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 05.06.2026.

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.

Digitally signed by
Bimal Kumar Jha
Date: 26-05-2026
17:36:22

Assistant Director (Admin)
Postal Training Centre,
Darbhanga 846005

Copy to:

1. The SPOs, Darbhanga Division, Darbhanga- 846005
2. All Sub Divisional Heads under Darbhanga Division.
3. All Sub Post offices, Darbhanga Division, Darbhanga
4. The GM, CEPT, Mysore-570010 with a request to upload the circular in the India Post website i.e. www.indiapost.gov.in.

Annexure – A
PROFORMA

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

1. Name of the official:
2. Designation :
3. Date of birth
:
4. Name of the office where working :
5. Name & Designation of Controlling Officer :
6. Date of entry in the Department :
7. Education Qualification :
8. Knowledge of Computer
:
9. Knowledge of Computer Typing
(English/Hindi/ Any other language) :
10. Knowledge of language
 - a. English :
 - b. Hindi :
 - c. Other Indian Language :
11. Interest in extracurricular activities
e.g. games, music etc.. :
12. Administrative office work experience, if any :
13. Contact No. :
14. E-mail ID :
15. APAR Grading for last three years
2024-2025 :

2023-2024

:

2022-2023

:

16. Whether Vigilance Case is pending/ Contemplated :

17. 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


Following information is furnished along with the document (attachment) to be uploaded in Indiapost website as per the prescribed template.

Sl. No	Subject	Document/ Order No. with date	Display Start Date	Display End Date	Document Category	Sub Category	Content Author
1.	Calling for application of volunteers from Postal Assistant cadre to work in PTC, Darbhanga from Darbhanga Division only.	Memo No:- B2/General/ Ch VI/2025 Dated at PTC Darbhanga the 25.05.2026	27.05.2026	05.06.2026	Circular	Staff	Assistant (Admin), Darbhanga. Contact no. 06272-246191 Director PTC

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- The documents sent for uploading should be in bilingual (English and Hindi).

Note: If any document received incomplete/ insufficient details in the above prescribed template will not be considered for uploading.


Assistant Director (Admin)
Postal Training Centre,
Darbhanga 846005