

भारत सरकार Government Of India

भारतीय डाक विभाग Department Of Posts, India
O/o the Director, Postal Training Centre, Darbhanga-846005

कार्यालय निदेशक, डाक प्रशिक्षण केंद्र, दरभंगा-846 005
 E- mail:dptc_darbhanga@indiapost.gov.in

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No: - A-1/ Selection/ Instructor/ Ch/IX Dated at PTC/DBN the 24.08.2026

Sub:Calling for application of volunteers for filling up of two posts of Instructor on deputation at PTC Darbhanga, Bihar.

The Director Postal Training Centre, Darbhanga invites the applications from the volunteers to work as Instructor at PTC Darbhanga on deputation basis.

2. The Eligibility condition for deputation on above post is as under:

i. The applicant should be of IPOs cadre.

Or

The applicant should be PA/SA/LSG with 08 (Eight) or more years of service which is to be counted from PA/SA cadre.

ii. The Applicant must have fluency in English and Hindi languages.

iii. The Applicant must have knowledge of Departmental rules, procedures and all departmental software i.e. Finacle, IT 2.0, etc.

iv. No disciplinary actions or proceedings should be pending against the applicant.

v. The applicant should not be more than 52 years of age on the last prescribed date of receipt of the application.

vi. The incumbent of the post is required to undertake fulltime teaching of the subjects related to Postal/RMS operations.

vii. The selected candidate is expected to undergo training programs as required at PTC or any other training institution in India or abroad.

viii. The selected candidate is expected to prepare/update Standard Training Packages of all cadres from MTS cadre to Group B (IP/ASP) cadre as directed by Director PTC or any other competent authority from time to time.

ix. The selected candidate is expected to prepare training materials for iGOT and Dak Karmyogi Portal, manual/online question papers, evaluation of answer scripts as part of his job. They have to contribute in video editing, script writing, course designing for iGOT and DAK Karmyogi courses.

x. The selected candidate should dedicate himself/herself to training activities as all times inside or outside the classroom.

xi. The candidates 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.

3. **The tenure of the post of Instructor will be 04 years at PTC.** The selected

official 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. The applicant may be repatriated to his parent unit at any time before tenure without specifying any reasons thereof. The tenure may be extended up to 6 yrs on satisfactory performance and pleasure of the Director PTC Darbhanga.

4. The selected candidate will be eligible for getting Training Allowance of 12% on basic pay. Departmental Staff Quarters will be provided subject to availability. Standard license fee will be recovered for Departmental Quarter.
5. The selected candidate has to go through an orientation programme and has to complete DTS, DOT and FDP course on iGOT within a week from the date of joining at PTC. Their performance will also be evaluated at the end of quarter.
6. On completion of the tenure in the Training Centre, the said 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 31st March 1987.
7. Application from willing officers in prescribed proforma given in annexure may be forwarded by the controlling authority along with his/her personal recommendation, APAR Grading of the applicant for last five years and vigilance clearance certificate so as to reach this office latest by 23.09.2026 (Last date of receipt of application at PTC, Darbhanga).
8. The applicants are advised to submit their applications through proper channel in enclosed format.
9. The candidates will have to undergo interview/ test before the selection for which a suitable date will be intimated later on.

It is requested to circulate this notice to all eligible Officers/ Officials in your Circle/Region/Division/Training Centre for wide publicity.

Encl. – As above.

Digitally signed by
Bimal Kumar Jha
Date: 25-08-2026
13:54:27

Assistant Director (Admin.)
Postal Training

Centre

Darbhanga-846005

Copy to:

1. The Chief Postmaster General, all Circle Heads.
2. The Postmaster General, Northern Region Muzaffarpur.
3. The GM, CEPT, Mysore-570010 with a request to upload the circular on Indiapost website i.e. www.indiapost.gov.in
4. All the Directors of Postal Training Centres, Mysuru/Madurai/ Saharanpur/ Vadodara/Guwahati.

5. The ADG (Trg), Dak Bhawan, Sansad Marg, New Delhi – 110001.
6. In charge RTC Nasik/Bhubaneswar/Delhi/Hubali.
7. Notice Board, PTC Darbhanga.
8. Office Copy.

Annexure – A

PROFORMA

Application for deputation for Instructor 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 Department	
7.	Positions held since joining in Dept.	
8.	Posting Profile as per Service Book since joining of Department	
9.	Training Courses Attended	
10.	Teaching Experience, if any, attach relevant document	
11.	Language Known	
12.	Extra-curricular activities	
13.	Any other relevant information	
14.	Whether having of knowledge of video editing, script writing and use of AI or not?	

15.	A short write up why you prefer the post of Sr. Instructor/ Instructor	
16.	Email id and contact no.	

Place:

Date:

Signature of Applicant

For Office use only

1. Column 1 to 8 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:

2021-22	2022-23	2023-24	2024-25	2025-26

4. Recommended/ Not Recommended

Place:

Date:

Signature and Designation
of Controlling Authority