

Department of Posts; India
Office of the Director, Postal Training Centre, Darbhanga

To,

1. The Chief Postmaster General :

Bihar Circle- Patna,
West Bengal Circle- Kolkata,
Odisha Circle- Bhubaneswar
Jharkhand Circle- Ranchi

2. The Postmaster General

Northern Region, Muzaffarpur/ PMG Kolkata Region/PMG MM Region / South Bengal Region, Kolkata/ N. Bengal & Sikkim Region, Siliguri/ Berhampur Region, Berhampur/ Sambalpur Region, Sambalpur.

3. The Director, Kolkata GPO.

No. : B2/General/Ch. IV/98

Dated at PTC/DBN the 15.06.2016

Sub: Calling for application of volunteers from Postal/Sorting Assistant cadre to work in PTC, Darbhanga as Office Assistant.

1. Applications are invited from volunteers amongst Postal/Sorting Assistant to work as Office Assistant in PTC, Darbhanga on deputation basis. The PTC, Darbhanga caters the training needs of Bihar, Odisha, West Bengal and Jharkhand Circles and therefore Office Assistants come on deputation from these feeder circles to work as office assistant in this centre. Office Assistants in PTC are required to work on computer. **Therefore, computer knowing persons and having more than five years of service with an excellent record/experience of work in administrative office will be preferred. Participation in extracurricular activities will also be given preference.**
2. Working in PTC gives an opportunity to learn more, better exposure and more interaction with the employees of the Department. The resource of PTC helps the individual in development of his career and personality. Environment inside the PTC is very cordial. The campus is full of natural resource and greenery. Selected candidates will be allotted quarters inside PTC Campus and will get deputation allowance.
3. Darbhanga is well connected to all important places by train and road. There are two University apart from Medical, Engineering, Dental, Polytechnic and other colleges and technical institutions. For small children also, mission schools other private English medium schools, Kendriya Vidyalaya, Navodaya Vidyalaya and Govt. Schools are available.

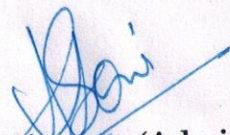
Contd...

4. Application from willing officials in prescribed Performa given in annexure may be forwarded by the Unit/divisional Head along with their personal recommendation and vigilance clear report so as to reach the office latest by **16-07-2016**.

5. The period of deputation is normally three years, but may be terminated before completion of tenure on administrative ground. The officials who are on verge of retirement/promotion need not apply.

It is requested to give wide publicity.

DA: As stated


Assistant Director (Admin)
Postal Training Centre
Darbhanga-846005

Recommendation of the Unit/Divisional Head/Controlling Officer

Signature of the
Unit/Divisional Head
With Designation Stamp

PROFORMA

Application for deputation for Office Assistant at P.T.C. Darbhanga.

- 1) Name of the official :
- 2) Designation :
- 3) Name of the office where working :
- 4) Date of entry in the Department :
- 5) Educational qualification :
- 6) Date of Birth :
- 7) Knowledge of Computer :
- 8) Knowledge of Computer Typing :
- 9) Knowledge of language :
 - (a) English :
 - (b) Hindi :
 - (c) Other Indian languages :
- 10) Interest in extracurricular activities :
e.g. games, music :
- 11) Administrative office work experience :
If any :
- 12) Any other information :

Place:

Date:

Signature of applicant

Recommendation of the Unit/Divisional Heads/Controlling Officer
.....

Signature of the
Unit/ Divisional Head
With Designation Stamp