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TO:

All Heads of Circles
All Postmaster Generals
All Directors, PTCs

No.STA/2-26/2- IV dtd at Mysuru -570 010 the 30.07.2016

Sub: Selection for the post of Assistant Director (Training)
at Postal Training Centre, Mysuru-reg

One post of Assistant Director (Training), in the grade of PS Group-B will fall vacant shortly at PTC, Mysuru.

Applications are invited from the willing Officers to work as Assistant Director (Training) at PTC, Mysuru.

As per the existing rules, the Trainers will get 15% of their basic pay as Training Allowance.

From the applications received, names of shortlisted officers will be sent to Directorate for posting. Hence, it is requested to circulate this notice to all eligible Group-B Officers in your Circle/ Region/ Centre. Following are the criteria:

(1) He/ She should be capable to undertake fulltime teaching of the subjects related to Postal Operations, Conduct practical oriented teaching in computers and should take responsibility of preparation of training guide/ course modules, updating the resource materials for training and other work entrusted by the authorities from time to time.

(2) The applicants should possess thorough knowledge of all Departmental packages and proficiency in latest Information Technology trends of the Department.

(3) The incumbent of the post should be proficient in computerized operations with computer related subjects.

(3) a) Incumbent should have very good communication skills (written /oral). Proficiency in English is minimum expectation.

4. Preference will be given to those who have undergone DTS Training.

Selected officers will be provided with rent free residential accommodation (Type IV & Type III) and they have to compulsorily stay in the campus.

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The Officers who are likely to retire or due for promotion within next three years need not be sponsored. Applications from senior most ASPOs who are due for promotion to Gr-B may also be forwarded. The selection is subject to approval by Directorate.

The applications with the 'resume' in the proforma appended, along with copies of ACRs for last five years may please be sent so as to reach this office on or **before 25-08-2016**


Director
Postal Training Centre,
Mysuru-570 010

Copy to:

The Director General (SPB) Postal Directorate, Dak Bhavan, New Delhi-1 for Information.

**APPLICATION FOR THE POST OF ASSISTANT DIRECTOR P S S Group-B (Gaz) AT
POSTAL TRAINING CENTRE, MYSURU- 570 010**

1. NAME (IN BLOCK LETTERS) :
2. DESIGNATION/ PLACE OF WORK :
3. DATE OF BIRTH :
4. DATE OF ENTRY IN
IP/ASP/SP :
5. WORK EXPERIENCE IN THE DEPTT :
6. **EDUCATIONAL QUALIFICATION**
 - a) ACADEMIC :
 - b) TECHNICAL :
7. KNOWLEDGE OF COMPUTERS
WITH DETAILS :
8. LANGUAGES KNOWN :
9. TRAINING COURSES ATTENDED :
10. AREA OF SPECIALIZATION :
11. TEACHING EXPERIENCE IF ANY :
12. EXTRA-CURRICULAR ACTIVITIES :
13. POST HELD FOR THE PAST 5 YEARS :
14. A SHORT WRITE UP WHY YOU PREFER
TO BE AN ASSTT. DIRECTOR , AT PTC,
MYSURU :
15. ANY OTHER RELEVANT INFORMATION :

PLACE :

SIGNATURE

DATE: