

No. X-7/3/2018-SPB-II(2)
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001

Dated: 18th May, 2018

OFFICE MEMORANDUM

Subject: Calling for willingness to work in Directorate on deputation/attachment basis.

This is regarding posting of officials from Postal Circles upto the level of Assistant Superintendent of Posts in the Department on deputation and attachment basis. Guidelines in this regard have been issued vide letter no. 7-12/2017-SPB-II dated 04th April, 2018.

2. Willingness from eligible officials in the cadre of **Assistant Superintendent of Posts, Inspector Posts and Postal Assistants** is hereby called for to prepare a panel of officials to be posted in Directorate on deputation/attachment basis as and when need arises. This panel of officials shall be valid upto 31.03.2019.
3. All the willing officials are advised to go through Deputation/attachment guidelines and ensure their eligibility before submitting their willingness. Further, terms and conditions of deputation or attachment is also available in the said guidelines, which is available on India Post website under 'Right to Information → Deputation/attachment guidelines'.
4. Willing officials are requested to submit their application for willingness alongwith the enclosed filled-in proforma. An advance copy of application should be sent to DDG(Personnel), Dak Bhawan, Sansad Marg, New Delhi. Applicants shall ensure that advance copy of their willingness should reach Directorate latest by 15.06.2018, failing which their candidature will not be considered. Advance copy of willingness may also be sent through email at sospb2dakbhawan@gmail.com.

Encl: proforma application



(Satya Narayana Dash)
Assistant Director General (SPN)

Copy to:

- 1) All Chief Postmasters General for information and necessary action. It is requested to circulate this O.M. among all officials in Circle.
- 2) General Manager, CEPT, Mysore with request to place the O.M. on India Post website.

PROFORMA TO BE ATTACHED WITH APPLICATION

1.	Name of the official	
2.	Date of Birth	
3.	Date of entry in Department	
4.	Cadre in which initially appointed	
5.	Cadre in which presently working alongwith date of joining	
6.	Educational qualification	
7.	Technical/Professional qualification, if any	
8.	Proficiency in working on computer	
9.	Designation and place of posting since appointment	
10.	Details of any specific project handled within Department	
12.	APAR grading for last five years	
13.	Details of achievements in service career	
14.	Details of trainings undertaken	
15.	Field of interest for working in Directorate	
16.	Any other information	

I _____ working as _____ hereby declares
that information provided above by me is true to the best of my knowledge.

(Signature of applicant)

Date:

Place: