

DEPARTMENT OF POSTS: INDIA

POSTAL TRAINING CENTRE, VADODARA-390022.

Memo No.Staff A-2/29-XIII/2018 dated at PTC Vadodara -22 the 21.05.2018.

Sub: Selection for the post of Senior Instructor, PTC, Vadodara-reg.

Director, Postal Training Centre, Vadodara invites application in the enclosed proforma from Volunteers to work as Sr. Instructor .The officer eligible for appointment as Senior Instructor should posses the following qualifications.

1. He/ She should preferably be graduate and if possible some teaching experience.
2. Consideration Zone for selection of Senior Instructor shall cover ASP/ASRM.
3. He/ She should not be more than 52 years.
4. He/ She should have good knowledge of Departmental Rules and procedures, Departmental Software and other software being used in Post Offices.
5. He/ She should be fluent in speaking English and Hindi Languages.
6. He /She should have aptitude for the job.
7. Those who have undergone DTS Training will be given preference.

The post of Sr. Instructor carries a Training Allowance of 12% of basic pay. The volunteers must have good command over English. Computer literacy and knowledge of typing will be additional qualification.

The incumbent is expected to take additional activities like mess management, library work and trainee's welfare. They are also required to prepare training materials apart from the class room assignments. The selected candidate is expected to undergo training programmes as required at PTC or any other training institution in India or abroad or any role as assigned by the Administration. They will be provided with Rent Free Quarter, if available vacant.

On completion of the tenure, the said Officer is eligible to be posted at his choice place, subject to administrative exigencies in accordance with para (viii) of DOPT No.12017/2/86 -Trg (TNP) dated 31st March 1987.

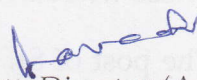
Officers who are likely to retire or due for promotion within four years need not apply. The tenure of Senior Instructor will be normally a period of 4 years unless he/she is repatriated to his/her parent unit for administrative reasons and in the interest of service. The period may be extended for further two years. The selected Officer should ready to join the institution within a reasonable time or short notice. Withdrawal of candidature after selection or during the period of tenure will not be considered on any account.

There would be a screening test of the applicant to test his/her knowledge on Departmental Rules and software /applications and on their ability to present the subject etc.

All Divisional Heads may be requested to give wide publicity among all eligible Staff including those who are on leave.

The applications received from the eligible candidates may please be forwarded to this office through proper channel –i.e. Divisional Head will forward to concern R.O. with recommendation/not recommendation and R.O. in turn will submit it to C.O. in one lot along with copies of APAR for the last 5 years. The applications should reach to this office on or before 21.06.2018 from respective Head of Circles. However, an advance copy of the application may be directly sent to this office immediately for initiating pre selection formalities.

This issue with the approval of the Director, PTC Vadodara.


Asstt. Director (Admin)
Postal Training Center,
Vadodara-390022.

Copy to:-

1. The Chief Postmaster General, Gujarat Circle, Ahmedabad for kind information please.
2. All Heads of Postal Circles.
3. Director, RAKNPA, Gazhiabad-201002.
4. Director, All Postal Training Centers.
5. The Postmaster General, Ahmedabad HQ Region, Rajkot Region and Vadodara Region for favour of information please.
6. The Chief Postmaster Ahmedabad GPO, Ahmedabad.
7. All SSPO's /SPO,s in Gujarat Circle.

APPLICATION FOR THE POST OF SENIOR INSTRUCTOR, PTC, VADODARA-390022.

1	Name	
2	Designation and place of working	
3	Date of Birth	
4	Service details- a) Date of Entry in the Department b) Date from which working on regular basis	
5	Educational Qualification	
6	Knowledge of Computer with details (Departmental software /other software being used in Post Office)	
7	Teaching Experience, if any	
8	Area of specialization, if any	
9	Language known a. Read b. Write c. Speak	
10	Interest in extracurricular activities Like Games and cultural events.	
11	Any other useful information	
12	Post held for the last 10 years.	

Date:-

Signature of the Applicant

For office use only

01. Column No. 1 to 6 are verified and found correct:-

02. Recommended/Not Recommended:-

Signature of the Head of Division.