



संख्या

मैसूरु - 570010

दिनांक

No : STA/2-27/VI/Inst/Dlgs/2019-20

Mysuru-570010

Date : 18-03-2019

Subject: Filling up of posts of Instructors at Postal Training Centre, Mysuru-570010.

Director, PTC, Mysuru invites application from volunteers to work as Instructor at PTC, Mysuru. It is requested to circulate this notification to all eligible officials in your Circle/ Region/ Centre. Notified for the below mentioned posts.

| Sl.No | Cadre                              | No. of posts |
|-------|------------------------------------|--------------|
| 1.    | Assistant Superintendents of Posts | 02           |
| 2.    | PA/SA                              | 03           |
| 3.    | PA/SA (VI/HI)                      | 01           |
|       | <b>Total</b>                       | <b>06</b>    |

### 1. Eligibility criteria for the post of Instructor, PTC, Mysuru :

- ✓ Assistant Superintendant of Posts.
- ✓ Postal Assistants / Sorting Assistants with minimum of 8 years of service. Preferably officials working in the field.
- ✓ Applicant should be below 52 years of age as on the date of notification.
- ✓ Applicants who are VI / HI / PH with minimum 08 years of service as Postal Assistants / Sorting Assistants.
- ✓ Those who are not due for promotion within short span of time.

### 2. Applicants possessing the following proficiencies will be considered on preference:

- ✓ Graduates with fluency in English, Hindi and southern languages.
- ✓ Knowledge of departmental applications [Finacle, McCamish, CSI, RICT]
- ✓ Knowledge of departmental volumes, rulings and current trends.
- ✓ Experience of working at WTC/ZTC/DTC.

### 3. Selection criteria :

The applicants have to undergo a selection procedure :

1. Assistant Superintendent of Posts should give a demo and hands-on on the given subject before attending the interview.
2. Interview
3. Screening: Written test followed by a presentation on the given subject. Applicants have to prepare and present 10 minutes duration power point presentation on the subject given to them.
4. Once shortlisted, withdrawal of candidature will not be entertained.

|             |              |
|-------------|--------------|
| 18 MAR 2019 |              |
| A.D. (Tech) | A.D. (Admin) |

Patel  
upload

The selection is subject to the clearance by the screening committee.



**4. Amenities available:**


- ✓ Officials selected have to stay in the campus [subject to the availability of quarters].
- ✓ The officials selected will be entitled to training allowance @ 12% of basic pay according to DOPT rulings as amended from time to time.
- ✓ The tenure of the Post of Instructor is for 4 (3+1) years subject to satisfactory performance.

5. The incumbent of the post is required to undertake full time teaching of the subjects related to Postal/RMS Operations, conduct practical oriented teaching, preparation of training material and such other duties entrusted to faculty members.

6. Willing officials may submit their applications in the enclosed format to their Controlling Authorities latest by **31.03.2019**. An advance copy of the application may also be sent to this office directly through e-mail to **dptc\_mysore@indiapost.gov.in**.

7. The Controlling Authority will forward all the applications received at their end along with APAR of the applicant for last five years and vigilance clearance certificate so as to reach this office latest by **10.04.2019**.

8. All the Circle /Regional / Divisional Heads are requested to give wide publicity to this notification among the staff under their control.

  
उप निदेशक Dy Director  
डाक प्रशिक्षण केंद्र, Postal Training centre  
मैसूरु Mysuru 570010

Copy issued to :

1. The Director General( SPB )Department of Posts, Dak Bhavan, New Delhi -1
2. The Chief Postmaster General, Karnataka Circle , Bengaluru- 560 001
3. The GM, CEPT , Mysuru - 570 010 with a request to upload the circular in the Website.
4. All Heads of Postal Circles.
5. Directors of all Postal Training Centres.
6. File/ Office copy.



**APPLICATION FOR THE POST OF INSTRUCTOR  
AT POSTAL TRAINING CENTRE, MYSURU – 570 010**

|     |  |  |
|-----|--|--|
| 1.  | Name (in Block letters)                                    |  |
| 2.  | Designation and Place of work                              |  |
| 3.  | Date of birth  |  |
| 4.  | Date of entry in ASP/PA/SA cadre                           |  |
| 5.  | Work experience in the Department                          |  |
| 6.  | Educational Qualification<br><br>Academic<br><br>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 five years                      |  |
| 14. | Any other relevant information                         |  |
| 15. | A short write up why you prefer the Post of Instructor |  |

Place:

Signature of applicant

Date:

**For Office use only**

1.Column 1 to 6 are verified & found correct :

2. Recommended / Not recommended :

Signature of Head of Division