

ಭಾರತೀಯ ಅಂಚೆ ಭಾರತೀಯ डाक India Post

ನಿರ್ದೇಶಕರ ಕಛೇರಿ, ಅಂಚೆ ಪ್ರಶಿಕ್ಷಣ ಕೇಂದ್ರ, ಮೈಸೂರು निदेशक कार्यालय, डाक प्रशिक्षण केंद्र, मैसूर 570010

Office of the Director, Postal Training Centre, Mysuru 570010

To

The Chief Postmasters General,  
Karnataka/Andhra Pradesh/Telangana/Kerala,  
Bengaluru/Vijayawada/Hyderabad/Trivandrum,  
560001/520022/500001/695033.

Postal  
upload



**No.Trg-1/2-1/ Ind.PA-230/2020 dated at Mysuru-570010 the 14.01.2020**

**Subject:** Induction Training for candidates selected as PAs- DP-LGOs.  
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PTC, Mysuru will be conducting 230<sup>th</sup> batch Induction Training for Postal Assistants (DP-LGO) for a period of **9 weeks** starting from **10.02.2020 to 09.04.2020**. It is requested to cause full utilization of seats and depute the officials as per the eligibility criteria. Any variation in the seat allotment may kindly be intimated in advance by phone for taking necessary action at this end.

2. The details of Seats allotted to the Circles based on the information received over phone from circles are as under:

Sl No.	Name of the Circle	Seats allotted PA-DP-LGO	
		Male	Female
1.	Karnataka	91	13
2.	Andhra Pradesh	05	Nil
3.	Telangana	28	01
4.	Kerala	10	12
	<b>Total</b>	<b>134</b>	<b>26</b>

3. It is requested kindly to confirm the details of trainees deputed in the below mentioned proforma latest by **31.01.2020 in the Excel format**. Soft copy may be sent to email id: [trainingptc.mysore@indiapost.gov.in](mailto:trainingptc.mysore@indiapost.gov.in).

Name of the trainee S/Shri	Designation	Office at which working	Gender		Name of the Division	Region/Circle
			Male	Female		

4. The annexure containing instructions to trainees and general information about Postal Training Centre, Mysore are enclosed. PA (DP) LGO trainees are required to report on the previous day [ i.e on 09.02.2020 ] of the commencement of training between 03.30 PM to 06.00 PM at the Auditorium of PTC for registration. Registration form is enclosed with the notification.



It is requested to cause supply of the forms to the participants with instructions to attend the registration with duly filled in forms on 09-02-2020.

5. The trainees may kindly be advised to make payment of the training fees at any Post Offices & the fee structure is furnished in the enclosed annexure. **Payment of training fees through e-payment is mandatory.**

6. It is also to be brought to the notice of all trainees that the mess fee is collected only from the day of commencing the training. Hence, the mess charges for the day of reporting has to be paid by the trainee to the mess contractor at the time of availing the meal/ coffee/ snacks etc.

7. All PA Induction trainees will be accommodated in PTC, Mysore. Stay in PTC Hostel is compulsory Trainees reporting on the afternoon of **date of commencement of training** will not be admitted for the training.

8. Fees structure for PA induction trainees towards mess charges.

PA (DP) induction trainees ( 9 weeks)	Rs. 12,000/-
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**Details for payment of Course fee through e-payment:**

Name of the biller: PTC, Mysuru

Biller ID: 2905

Biller description: Collection of Training Fee

9. **The candidates are required to bring the following.**

- Three recent passport / stamp size photographs (colour)
- A copy of Appointment letter of the candidate & deputation order
- Fees paid receipt.
- Adhaar card/Election ID copies or Departmental ID card.

10. **The Dress code to be followed: Uniform consisting of a track Pant without stripes (Black) & T-shirt (Bleach white colour no design) with collar and white shoe for PT Classes & sports activities.** A copy of the Directorate letter No.;1-04/2015-Trg(Pt), dated 04.07.2017 is enclosed for circulation which is to be adhered to by the trainees inside PTC campus.

11. PA (DP) candidates should report in their respective classes as notified on the notice board, before 9.00 am on the date of commencement of their training for on Line registration formalities.

12. The Induction training program is 9 weeks for PA (DP). **No leave will be granted to the Trainees during the training period.**

13. Mobile phones are not permitted in the academic block and during study hours in hostel.

14. No accommodation for the family members of trainees available at PTC Mysuru.

**15. Pregnant Lady Candidates in the advanced stage should not be deputed for training. Ladies having lap-fed babies/Post-natal patients & candidates suffering from serious illness of epidemic diseases are strictly not to be deputed by the Divisions.**

16. Consuming alcoholic drinks, smoking and chewing tobacco/Ghutka is strictly prohibited in the campus. Suitable action will be taken against those who do not follow the Instructions of this Institution during their stay at PTC, Mysuru.

17. General information about PTC, Mysore is enclosed (Annexure-I) a copy of which may be circulated to all trainees for their convenience.

  
Deputy Director

**Copy to:**

1. The Dy. Director General (Trg), Department of Posts, Dak Bhavan, New Delhi for kind information.
2. The Directors, Postal Training Centre, Darbanga/Madurai/ Saharanpur /Vadodara/ Guwahati for information
3. The Postmasters General, Hyderabad city Region, Hyderabad / Kurnool / Vijayawada/ Vishakhapatnam / S K Region Bangalore / N K Region Dharwad/ Bengaluru HQ Region / Central Region, Kochi / Northern Region Kozhikode.
4. Smt. D Jayageetha, Assistant Director (Trg) and course coordinator for information and necessary action please.
5. The GM, CEPT, Mysore-570010 for uploading in the official website.



## **ANNEXURE-I**

### **General information about PTC,Mysore**

Welcome to Heritage city Mysore in general PTC Mysuru in particular.

#### **Location**

Mysore is located at a distance of 137 kms from Bangalore, the capital city of the State of Karnataka. Mysore is connected to Bangalore by both rail and road. The drive from Bangalore takes about three hours.

Postal Training Centre at Mysore is housed in a Palace, called Karanji Mansion which formerly belonged to the royal family of Mysore. The campus is spread over an area of 32 acres with hostels, play grounds and other amenities for trainees.

#### **How to reach**

Postal Training Centre Mysore is situated in Nazarbad Area - diagonally opposite to Nazarbad Police Station. Mysore Railway station is about 3.5 kms. Mysore main bus stand is about 2 kms. KSRTC local buses ply from railway station/bus stand to a bus stop situated near the PTC Mysore main gate. Auto charges from railway station would be around Rs. 60/- and from main bus stand, it would be around Rs. 40/-.

#### **Climate**

Mysore enjoys a moderate and pleasant climate throughout the year with temperature ranging from 17° C - 36° C.

#### **Accommodation**

Postal Training Centre has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate blocks are available for men and women trainees. Accommodation for the families of the participants is not available.

#### **Mess facility**

Vegetarian mess facility is provided.

#### **Physical Training/Yoga**

Physical training & Yoga activities are provided to the trainees through Physical Training Instructor. Facilities for playing outdoor games are available.

#### **Library/Reading room**

All important daily newspapers, weekly, fortnightly, monthly magazines of English, Hindi, Telugu, Malayalam, Kannada are made available to the trainees in the reading room. In Library, Southern regional languages books, books on management, computer, English fiction, nonfiction etc., in various languages are available.

### Dispensary

A dispensary is available for providing medical facility to the trainees from 03.30 pm to 06.30 PM.

### Recreation

Each floor of the hostel block is provided with a TV. A music room is available in the campus with some important musical instruments.

### Other facilities

A departmental post office is available at the left side of the entrance with telephone No.2417365.

<u>Contact telephone nos.</u>	<u>Office</u>	<u>Residence</u>
S.Rajashekar Deputy Director	9449849390	0821-2442600
T.Ramasudhakar Rao Assistant Director (Admn)	0821-2521633	9502443569
Office fax e Mail ID: dptc_mysore@indiapost.gov.in	0821-252202	
Shri Shukamuni Aradhya Warden for Men's hostel	-----	9916370977
Smt Shraddha Gokarn Warden for Ladies' hostel	0821-2521600(214)	9480835409
<b>Contact Numbers of hostel attendants : Mr. Vivek</b>		8971741496

### Mess timings

Coffee	05.30 hours
Breakfast	07.30 hours to 09.00 hours
Tea break	11.00 hours to 11.15 hours & 15.00 hours to 15.15 hours
<b>Lunch</b>	<b>12.30 hours to 14.00 hours</b>
Coffee/Snacks	17.00 hours to 17.30 hours
Dinner	19.30 hours to 20.30 hours

Study hours                      21.00 hours to 22.00 hours



Government of India  
Ministry of Communications  
Department of Posts  
Training Division  
Dak Bhawan, Sansad Marg, New Delhi-110011

No. I-04/2015-Trg(Pt)

Dated: 04.07.2017

**MEMORANDUM**

**Sub: Introduction of uniform for trainees undergoing Induction Training in Postal Training Centres and Rafi Ahmed Kidwai National Postal Academy, Ghaziabad**

This is regarding Introduction of uniform for trainees undergoing induction and in-service training in PTCs and RAKNPA, Ghaziabad

2. The issue was discussed vide Para 4 (xi) of the Minutes of review meeting with Heads of Training Institutes chaired by Secretary (Posts) on 16.01.2017. In the meeting, it was advised that a committee of Heads of Training Institutes should be constituted to examine the feasibility of introducing a uniform for trainees undergoing induction and in-service training. Therefore, with the approval of the competent authority, a committee was constituted to examine the feasibility of introducing a uniform for trainees undergoing induction and in-service training.

3. Now, keeping in view the recommendations of the Committee, the competent authority has approved the following:

(i) Uniform consisting of a track pant (Black) and T-Shirt (White colour) for all the induction trainees undergoing training at all the Postal training Centres and the Rafi Ahmed Kidwai National Postal Academy, Ghaziabad, which will be mandatory only for the purpose of PT/Yoga, the cost of uniform will be borne by the trainees themselves.

(ii) The dress code during office hours in all PTCs and RAKNPA, Ghaziabad for all the trainees/officials/officers of the Department will be as under:

- (a) Male- a formal shirt, formal trousers with a belt and formal leather shoes.  
(b) Female -Sarees/Salwar-Kameez.

This issues with the approval of the competent authority.

(Anita Kumar)  
DDG (Training & Welfare)

To: -

1. Director, RAKNPA, Ghaziabad
2. Director, All PTCs

Copy for information: -

1. Sr. PPS to Secretary (Posts)
2. PPS to Addl DG (Posts)
3. PPS/PS to All Members of Postal Service Board
4. Sr. DDG (Vig) & CVO/Sr. DDG (PBI)
5. All Heads of Circles
6. CGM (PLI)/BD&MD
7. JS&FA
8. All DDGs/Secretary (PSB)
9. GM (CEPT)- with a request to upload the order in India Post Web
10. Guard file





**POSTAL TRAINING CENTRE**  
**MYSURU 570010**  
**INFORMATION FORM**  
Induction Training for PA (LGO) 230<sup>th</sup> Batch  
**10-02-2020 to 09-04-2020**

Section:  
Roll No.  
Room No.

PASSPORT  
SIZE PHOTO

Sl No.	Information Required.	Information to be furnished by the trainee
01	Name of the Trainee	
02	Date of Birth	
03	CSI Employee ID	
04	Adhaar No.	
05	Gender and marital status	
06	Name of the Father/Husband	
07	Category	
08	Educational Qualification	
09	Date of entry in the Department and in which cadre.(GDS/MTS/Postman)	
10	Date of Direct Recruitment as MTS/Postman	
11	Date of joining as PA	
12	Promotee from MTS/Postman.	
13	Present office of working	
14	Division/ Region/ Circle	
15	Contact Number (Self mobile No.)	
16	Name of the Relative & Relationship with the trainee	
17	Contact number of your relative for emergency contact purpose.	
18	E-mail ID.	
19	Permanent residential address	

20	Present address for communication	
21	Are you suffering from any major ailment? If so details thereof.	
22	Have you undergone any surgery? If so details thereof.	
23	Are you under medication for any ailment? If so details of medicines taking/consuming.	
24	Details of training fees paid: Amount Paid :Rs 12000 Date of payment: Receipt Number: Office at which credited:	
25	Languages Known: To read To speak To write	
26	Any special achievement by trainee: Official OR Personal.	
27	Hobbies, if any. Cultural activities, Sports etc.	
Date 10-02-2020 <div style="text-align: right;">Signature of the Trainee</div>		

**Enclosures to be attached:**

1. PA Appointment Order
2. Order on Deputation to PTC
3. Photocopy of the Adhaar Card/Departmental ID Card.
4. Mess fee paid receipt.