

Government of India
Ministry of Communications
Department of Posts
(Personnel Division)

Dak Bhawan, Sansad Marg
New Delhi - 110 001

Dated: 30th June, 2020

OFFICE MEMORANDUM


Subject: Filling up of post of Deputy Manager, Assistant Manager and Technical Supervisor in Centre for Excellence in Postal Technology under Department of Posts.

The undersigned is directed to say that 41 posts of Deputy Manager, Assistant Manager and Technical Supervisor in Centre for Excellence in Postal Technology (CEPT), Department of Posts are proposed to be filled up on deputation basis. Appointment to these posts shall be regulated in terms of Department of Personnel and Training's O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010 as amended from time to time.

2. Detailed notification is enclosed herewith. Willing officers are required to apply online at <http://ccc.cept.gov.in/ceptposts> w.e.f. 01.07.2020 and submit duly signed printed copy of application through their Cadre Controlling Authority which should reach to General Manager, Centre for Excellence in Postal Technology, Mysore - 570010 on or before 14.08.2020.

3. Department of Personnel and Training is requested to upload this O.M. alongwith detailed notification on its website for wide publicity amongst Central Government employees.

Encl.: Detailed Notification


30/06/2020
(Muthuraman C)
Assistant Director General (SPN)

To,
Department of Personnel & Training,
[Kind Attn:- Director (CS.I)],
Lok Nayak Bhawan, New Delhi - 110003.

Application for the Technical Posts in Centre for Excellence In Postal Technology (CEPT)
Deputy Manager/Assistant Manager/Technical Supervisor

1. Name and Address (In Block Letters)

2. Date of Birth

(in Christian Era)

DD

MM

YYYY

Affix recent
Passport Size
Photograph

3. Date of retirement:

DD

MM

YYYY

4. Educational qualification: (Must attach self-attested copies of all certificates)

Type	Main Subject	Ancillary Subjects	University/College Name	Grade/Marks
Matriculation				
Hr. Secondary				
Degree				
Post-Graduation				

5. Additional technical/professional qualifications (Must attach self-attested copies of all certificates)

Qualification	Main Subject	Ancillary	University/College Name	Grade/Marks

6. Additional details about present Employment

☐
☐
☐
☐

Central Government (DoP)

State Government

Government Undertaking

Others

☐
☐
☐

Central Government (Others)

Autonomous organization

Universities

7. Details of Employment from joining in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Position Held	Office/Controlling authority	Pay scale	From	To

8. Nature of present employment ☐ Ad HoC ☐ Temporary
☐ Quasi Permanent ☐ Permanent

9. In case the present employment is held on deputation/contract basis Please state

- (i) The date of initial appointment :
(ii) Period of appointment on Deputation/contract :
(iii) Name of the parent office/ Organization to which you belong :

10. Whether belongs to SC/ST/OBC/PH:

11. Preferred Choice of CEPT Location for Posting: 1) 2) 3)

12. Additional information if any which you would like to mention in support of your suitability of the post. Enclose a separate sheet, if the space is insufficient)

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the candidate

Address:

Mobile:

e Mail:

Date

To be filled by the Cadre Controlling Authority

Note: The cadre controlling authority should forward all the applications received along with ACRs/APARs for the last five years to the GM CEPT Mysore immediately without any delay.)

CERTIFICATE

It is certified that the above information furnished by Shri/Ms..... is correct as per record. It is further certified that he/she is clear/not clear from vigilance angle. His/her attested photocopies of ACRs/ APARs for the last five years are enclosed/not enclosed. This Department has no objection to relieve him/her in case of his/her selection to the posts applied for.

Date:

Signature

Seal

Name

Designation

F.No. CEPT-1/STA-FTP/2020
Government of India
Ministry of Communications: Department of Posts
O/o General Manager, Centre for Excellence in Postal Technology,

Mysuru - 570010,
Dated: 23.06.2020.

NOTIFICATION

FILLING UP OF VACANCIES IN VARIOUS CATEGORIES OF TECHNICAL POSTS IN CENTRE FOR EXCELLENCE IN POSTAL TECHNOLOGY [CEPT]

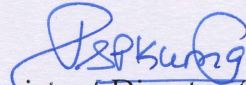
1. Applications in the prescribed format are invited from eligible Central Government Employees to fill up the following posts **ON DEPUTATION BASIS** in Centre for Excellence in Postal Technology (CEPT), under Department of Posts. The place of Posting shall be in any of the CEPT Units situated across the country i.e., Mysuru/Chennai/Bengaluru/Hyderabad/Mumbai/Delhi/Patna.

Sl No	Name of the Post	Pay Band	Number of Posts
1	Deputy Manager	Level-8 in the Pay Matrix (Pre-revised Pay band of PB-2 Rs.9300-34800 with Grade Pay Rs.4,800/-)	07
2	Assistant Manager	Level-7 in the Pay Matrix (Pre-revised Pay band of PB-2 Rs.9300-34800 with Grade Pay Rs.4,600/-)	19
3	Technical Supervisor	Level-6 in the Pay Matrix (Pre-revised Pay band of PB-2 Rs.9300-34800 with Grade Pay Rs.4,200/-)	15

2. This Notification with details of required Service criteria, Educational Qualification and Experience for the notified posts [Annexure A] is available for download from **INDIA POST WEBSITE** <http://www.indiapost.gov.in> and also through DoPT Website.
3. The willing and eligible Central Government Employees have to submit the prescribed application form **Online** through the Website link available at <http://ccc.cept.gov.in/ceptposts> upon Registration, with effect from 01.07.2020.
4. After submission of the application online, copy of the same has to be printed, signed by the applicant and to be submitted to their Cadre Controlling Authority along with all the supporting documents. Details of the application form only have to be filled in through the online process. All the documents required to be

submitted are to be sent to the Cadre Controlling Authority only along with the signed copy of the form submitted online.

5. The Cadre Controlling Authorities, after scrutiny of the application details, have to forward the same through Registered Post/ Speed Post, to CEPT-Mysuru, along with the APAR dossiers, specific Recommendations. The applications, full in all respects, should reach **The General Manager, Centre for Excellence in Postal Technology, Mysuru-570 010 on or before 14.08.2020.**
6. Complete details on the Eligibility Criteria for each Post are furnished in the Annexure-A. Similarly, the instructions to be kept in view while applying for the above mentioned Posts are furnished in Annexure-B to this Notification.
7. Any application received after 14.08.2020 (OR) received through any mode other than Registered Post/ Speed Post (OR) without applying through online shall not be entertained and no correspondence will be made in this regard.



Assistant Director (Technology)
Centre for Excellence in Postal Technology
Mysuru - 570010

Annexure A

Eligibility Criteria for Service, Educational Qualification and Experience

1. Name of the Post: Deputy Manager

A. Service Criteria:

- (I) Holding analogous posts on regular basis in their parent cadre or Department;
OR
- (II) With two (2) years of service in the Grade rendered after appointment thereto on regular Basis in Leve-7 in the Pay Matrix (Pre-revised PB-2 of Rs.9300-34800 with Grade Pay of Rs.4,600/-) or equivalent in the parent cadre or Department;
OR
- (III) With Six (6) years of service in the grade rendered after appointment thereto on regular basis in Leve-6 in the Pay Matrix (Pre-revised PB-2 of Rs.9300-34800 with Grade Pay of Rs.4,200/-) or equivalent in the parent cadre/department;

B. Educational Qualification and Experience:

- (a) Bachelor Degree with Computer Science as a subject from a recognized University (OR) Bachelor Degree from a recognized University and one (1) year Diploma in Computer Science;
AND
- (b) Three (3) years' experience in the field of Computer Software Development, Computer Software Testing or System Administrator in Central Government Offices or their attached and subordinate offices.

2. Name of the Post: Assistant Manager

A. Service Criteria:

- (I) Holding analogous posts on regular basis in their parent cadre or Department;
OR
- (II) With Five (5) years of service in the Grade rendered after appointment thereto on regular Basis in Leve-6 in the Pay Matrix (Pre-revised PB-2 of Rs.9300-34800 with Grade Pay of Rs.4,200/-) or equivalent in the parent cadre or Department;

B. Educational Qualification and Experience:

- (a) Bachelor Degree with Computer Science as a subject from a recognized University (OR) Bachelor Degree from a recognized University and one (1) year Diploma in Computer Science;

AND

- (b) Two (2) years' experience in the field of Computer Software Development, Computer Software Testing or System Administrator in Central Government Offices or their attached and subordinate offices.

3. Name of the Post: **Technical Supervisor**

A. Service Criteria:

- (I) Holding analogous posts on regular basis in their parent cadre or Department;
(OR)
(II) With Six (6) years of service in the Grade rendered after appointment thereto on regular Basis in Leve-5 in the Pay Matrix (Pre-revised PB-1 of Rs.5200-20200 with Grade Pay of Rs.2,800/-) or equivalent in the parent cadre or Department;
(OR)
(III) With Ten (10) years of service in the grade rendered after appointment thereto on regular basis in Leve-4 in the Pay Matrix (Pre-revised PB -1 of Rs.5200-20200 with Grade Pay of Rs.2,400/-) or equivalent in the parent cadre/department;

B. Educational Qualification and Experience:

- (a) Bachelor Degree with Computer Science as a subject from a recognized University; (OR) Bachelor Degree from a recognized University and one (1) year Diploma in Computer Science;

AND

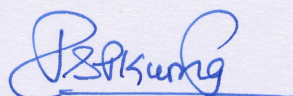
- (b) One (1) year experience in the field of Computer Software Development, Computer Software Testing or System Administrator in Central Government Offices or their attached and subordinate offices.

Assistant Director (Technology)
Centre for Excellence in Postal Technology
Mysuru - 570010

Annexure B

General Instructions for application to the Posts of Deputy Manager/Assistant Manager/ Technical Supervisor of Centre for Excellence in Postal Technology

1. If any officer is willing and eligible to apply for more than one post, separate applications to be submitted for each post.
2. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or other organization/Department of the Central Government shall ordinarily not exceed five years.
3. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.
4. For the purpose of appointment on deputation basis, the service rendered on a regular basis by an officer prior to 1st January 2016, the date from which the revised pay structure based on the 7th Central Pay Commission recommendations has been extended, shall be deemed to be service rendered in the corresponding pay matrix level or pay scale extended based on the recommendations of the Pay Commission except where there has been merger of more than one pre-revised scale of pay into one grade with a common grade pay or pay scale, and where this benefit will extend only for the post(s) for which that grade pay or pay scale is the normal replacement grade without any up gradation.
5. Pay, Deputation(Duty) allowance, tenure of deputation etc., to the above Ex-Cadre posts will be regulated in accordance with the instructions issued by Department of Personnel & Training in OM No.6/8/2009-Estt. (Pay II) dated 17th June, 2010 as amended from time to time.
6. The applicant has to attach the Self-attested copy/copies of certificate(s) in support of educational and technical qualifications.
7. The Cadre Controlling Authority should attach copies of last five years APARs duly attested along with Cadre Clearance/Vigilance Clearance certificate.



Assistant Director (Technology)
Centre for Excellence in Postal Technology
Mysuru - 570010