

संख्या

मैसूरु - 570010

दिनांक

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

Mysuru-570010

Date :18.12.2021

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 Officers/officials in your Circle/ Region/ Unit for the below mentioned posts.

Sl.No	Cadre	No. of posts
1.	ASP Instructor	02
2.	PA/SA Instructor	03
	Total	05

1. Eligibility criteria for the post of ASP/ PA/ SA Instructor, PTC, Mysuru :

- ✓ Assistant Superintendant of Posts. (for the post of ASP Instructor only)
- ✓ Postal Assistants / Sorting Assistants with minimum of 8 years of service. Preferably officials worked/ working as System Administrator.
- ✓ Who prefers to stay in the PTC campus.
- ✓ Applicant should below 52 years of age as on the date of notification.
- ✓ Those who are not due for promotion within a short span of time.

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

- ✓ Graduate with fluency in English, Hindi and southern languages.
- ✓ Knowledge of departmental applications like Finacle, McCamish, CSI, DARPAN, etc.
- ✓ Knowledge of departmental Volumes, Rulings and current trends.
- ✓ Experience of working at WCTC/ZTC/DTC.

3. Selection Process :

The applicants have to undergo a selection process as follows:

- a. Applicants should give a demo and hands-on on the given subject by the screening committee before attending the interview.
- b. Interview
- c. 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.
- d. The selection is subject to the clearance by the screening committee.

Note:

- (i) The selected Officers/officials will be under watch for a period of 3 months from the date of joining. If their performance is not up to the mark, he/she will be relieved from the PTC.
- (ii) Once shortlisted, withdrawal of candidature shall not be entertained.

4. Amenities available:

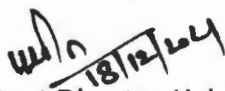
- ✓ Officers/officials selected have to stay in the campus [subject to the availability of quarters].
- ✓ The Officers/officials selected will be entitled for training allowance @ 12% of basic pay according to DOPT rulings as amended from time to time.
- ✓ The tenure of the Post of Instructor is for 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 by the competent authority.

6. Willing officials may submit their applications in the enclosed format to their Controlling Authorities latest by 15.01.2022. 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 in prescribed format 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 31.01.2022. An interview will be conducted in the month of February 2022. Date for the interview will be fixed and intimated later.

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


Assistant Director (Admin)
Postal Training centre
Mysuru - 570010

Copy issued to :

1. The Director General (SPB-II), Department of Posts, Dak Bhavan, New Delhi -110001
2. The Chief Postmasters General of all Circles.
3. The GM, CEPT, Mysuru - 570 010 with a request to upload the circular in the website.
4. The Directors of all Postal Training Centres.
5. 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 Academic 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 Controlling Officer

Designation:

Office Stamp:

Proforma

(to be submitted by Controlling Authority)

Selection for the post of ASP/ PA / SA Instructor PTC, Mysuru

Sl. No.	Name of Applicant	Designation	Age & Years of Service	Educational Qualification	Teaching Experience if Any	Computer Knowledge	Language Read, Write, Speak	Extra Curricular Activities	Post held for the past 05 years	Name of Circle/ Region/ Division/ Unit	Whether the application is received within prescribed date?	Actual date of receipt of application	Specific Remarks of Recommended / Not Recommended and the control Authority Recommendation	APARs for the last five years attached Yes/ No	APAR Numerical Grading for the past 05 years	Remarks

Signature of Controlling Officer

Designation :

Seal :