New Delhi – 15th May, 2024

OFFICE MEMORANDUM

Subject: Filling up of the posts of Assistant Director (Training) and Assistant Director (Admn.) in various PTCs/ RAKNPA.

This is regarding drawing of a panel of willing and suitable Postal Service Group 'B' officers who are willing to work as Assistant Directors in training institutes of the Department of Posts across the country.

2.   Therefore, applications from the willing officers to work as Assistant Directors at PTCs/RAKNPA are invited.

3.   The prescribed qualification/ experience for the post of Assistant Director are as under:
   i.   The applicant must be a regular Postal Service Group 'B' officer.
   ii.   The applicant should be able to impart training of Departmental Software.
   iii. The applicant must have thorough knowledge of application packages used in the Department and have Computer knowledge.
   iv.   The applicant must have fluency in English and Hindi languages
   v.   The applicant should be smart, proactive and should be able to work in a systematic way.
   vi.   The applicant must have knowledge of Departmental rules and procedures.
   vii. The applicant must have aptitude in imparting training and must be willing to learn.
   viii. No disciplinary proceeding should be pending against the applicant.

4.   Service Conditions:
   a.   The incumbent of the post is required to impart full time training on the subjects related to postal operations, etc.
   b.   The selected candidates are expected to undergo training programs as required at PTC or any other training institution in India or abroad.
   c.   The applicant is expected to develop training modules as directed by Director, PTC or any other competent authority from time to time.
   d.   The applicant is expected to prepare training material, question papers, evaluation of answer scripts as part of his job.
   e.   The applicant should dedicate himself/herself to training activities at all times inside or outside the classroom.
   f.   The applicant should be able to perform any role as assigned by administration.
   g.   Willingness once submitted cannot be withdrawn.

5.   The tenure of the post will normally be of three years. It may be extended for further two years in special circumstances and in the interest of the PTC/RAKNPA. The applicant may be repatriated to his parent unit at any time without specifying any reason thereof.

6. The faculty of the RAKNPA/ PTC are eligible for Training Allowance as admissible.

7. **Basic minimum facilities are available in the PTCs like** Accommodation, Recreation club, library, the facility of mess etc. and stay in the campus is mandatory

8. All willing and eligible officers are requested to submit its application with bio-data in the prescribed proforma (copy attached) to Head of Circle concerned up to **27.05.2024**. The Head of circle will forward the applications along with copies of APARs for the last 5 years & Vigilance clearance report to the Directorate up to **07.06.2024**.

9. The above panel will be valid for one year for posting in PTCs/RAKNPA.

10. This issues with the approval of the competent authority.

15/5/2024

(Rajpal)
Assistant Director General (SPG)

Encl. Specimen of Application form.

1. PSO to Secretary (P)/Sr. PPS to DGPS
2. PPS/PS to Members (PSB)/Addl. DG (Co-ordination)
3. All CPMsG
4. Director, RAKNPA/ Director, all PTCs
5. Sr.DDG (Vigilance) & CVO
6. Addl. DG, APS, Delhi
7. Secretary(PSB)/All DDGs/GMs of Postal/Parcel/PLI Directorate (through e-office notice board).
8. GM(CEPT), Mysore with a request to upload the order on the India Post Website.
9. Deputy Director (OL) with request to provide Hindi translation of this Order.
10. All sections, D/o Posts, Dak Bhawan, New Delhi (through e-office notice board).
11. Guard File

Application for the post of Assistant Directors at Postal Training Centres

1. Name (in Block letters):
2. Designation /Place of work:
3. Date of Birth:
4. Date of entry in IP cadre:
5. Educational qualifications:
   (a) Academic:
   (b) Technical:
6. Teaching experience, if any:
7. Detail of Posts held for past 10 years

Sl. No.	Duration	Post

8. Typing knowledge (English/Hindi):
9. Knowledge of Basic Computer Applications:
10. Knowledge of departmental software:
11. Languages known:
12. Extracurricular activities:
13. Any other relevant information:
14. Choice of PTCs/RAKNPA:

   Place:
   Date:

Signature of applicant

Signature and designation of
Controlling Authority