



भारत सरकार Government Of India

भारतीय डाक विभाग Department Of Posts, India

कार्यालय निदेशक, डाक प्रशिक्षण केंद्र, दरभंगा-846 005

O/O-The Director, Postal Training Centre, Darbhanga-846005

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Memo No:- B2/General/Ch V/2022

Dated at PTC Darbhanga the 22.02.2024

Sub: Calling for application of volunteers from Postal PA/SA and PO/RMS qualified Accountant/ Jr. Accountant cadre to work in PTC, Darbhanga as Office Assistant and Junior Accountant respectively on deputation basis.

The Competent Authority is pleased to invite applications from volunteers amongst PA/SA/ Qualified PO/RMS Accountant/ Jr. Accountant from entire Postal Circles / DAP to work in PTC, Darbhanga on deputation basis.

The details of the Posts to be filled up on deputation basis are furnished below-

Sl. No.	Name of the Post	Vacant
1.	Office Assistant	2
2.	Junior Accountant	1

The computer knowing officials and having more than five years of service with good record of service in administrative office will be preferred for the post of Office Assistant. The service period can be relaxed, if needed. Similarly, only PO/RMS qualified Accountant/Jr. Accountant from DOP or DAP having good record of service will be eligible for the post of Junior Accountant.

Application from willing officials in prescribed proforma given in Annexure A may be forwarded by the Unit/Divisional Head along with their personal recommendation and APAR Grading of the applicant for last five years and vigilance clearance certificate to be reached this office latest by 18.03.2024.

The period of deputation is normally three years, but may be terminated before completion of tenure according to performance of the officials.

No deputation allowance /any other allowances to be paid to the officials who will work in PTC, Darbhanga on deputation. On selection, the official will have to reside in Govt. accommodation available at PTC Darbhanga campus itself.

DA: As stated

It is requested to give wide publicity.


Assistant Director (Admin.)
Postal Training Centre,
Darbhanga 846005

Copy to:

- 1.All the Head of Circles.
- 2.All the GM(PA & F) of Circles.
- 3.The Postmaster General, Central Region, Patna //Northern Region, Muzaffarpur//Eastern Region, Bhagalpur// Berhampur Region, Berhampur// Sambalpur Region, Sambalpur// Head quarter Region, Bhubaneswar // Kolkata Region, Kolkata//North Bengal Region, Siliguri// South Bengal region, Kolkata// Sikkim Region, Gangtok// Andaman & Nicobar Island Region, Port Blair.
- 4.The GM, CEPT, Mysore-570010 with a request to upload the circular in the India Post website i.e. www.indiapost.gov.in.


Assistant Director (Admin.)
Postal Training Centre,
Darbhanga 846005

Annexure – A
PROFORMA

Application for deputation for Office Assistant/Junior Accountant at PTC Darbhanga

1. Name of the official :
2. Designation :
3. Date of birth :
4. Application for the post of :
5. PO/RMS qualified :
6. Name of the office where working :
7. Date of entry in the Department :
8. Education Qualification :
9. Knowledge of Computer :
10. Knowledge of Computer Typing :
11. Knowledge of language
12. English :
13. Hindi :
14. Other Indian Language :
15. Interest in extracurricular activities
e.g. games, music etc.. :
16. Administrative office work experience, if any :
17. Any other information :

Place:

Date:

Signature of Applicant

Recommendation of the Unit/Divisional Head/Controlling Officer

Signature of the Unit/Divisional Head
With Designation Stamp