

No. X-7/5/2019-SPN-II
Government of India
Ministry of Communications
Department of Posts

Dak Bhawan, Sansad Marg
New Delhi – 110 001

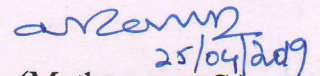
Dated: 25th April, 2019

OFFICE MEMORANDUM

Subject: Calling for willingness to work in Directorate on deputation/attachment basis.

This is regarding posting of officials from Postal Circles upto the level of Assistant Superintendent of Posts in the Department on deputation and attachment basis. Guidelines in this regard have been issued vide letter no. 7-12/2017-SPB-II dated 04th April, 2018.

2. Willingness from eligible officials in the cadre of **Assistant Superintendent of Posts and Inspector Posts** is hereby called for to prepare a panel of officials to be posted in Directorate on deputation/attachment basis as and when need arises. This panel of officials shall be valid upto 31.03.2020.
3. All the willing officials are advised to go through Deputation/attachment guidelines and ensure their eligibility before submitting their willingness. Further, terms and conditions of deputation or attachment are also available in the said guidelines, which is available on India Post website under 'Right to Information → Deputation/attachment guidelines'.
4. Willing officials shall submit their willingness addressed to DDG(Personnel), Dak Bhawan, Sansad Marg New Delhi alongwith filled-in proforma enclosed herewith. Willingness should be sent only through eMail (scanned copy) latest by 10.05.2019 and hard copy of application need not be sent to Directorate. Consideration of willingness received after 10.05.2019 will be at sole discretion of Directorate. Applying for deputation / attachment shall not entail any right for posting in Directorate. Willingness should be sent through email at adgspn@indiapost.gov.in.


(Muthuraman C.)

Assistant Director General (SPN)

Encl: proforma application

Copy to:

- 1) All Chief Postmasters General for information and necessary action (through eMail). It is requested to circulate this O.M. among all officials in Circle.
- 2) General Manager, CEPT, Mysore with request to place the O.M. on India Post website.

PROFORMA TO BE ATTACHED WITH APPLICATION

1.	Name of the official	
2.	Date of Birth	
3.	Date of entry in Department	
4.	Cadre in which initially appointed	
5.	Cadre in which presently working alongwith date of joining	
6.	Educational qualification	
7.	Technical/Professional qualification, if any	
8.	Proficiency in working on computer	
9.	Designation and place of posting since appointment	
10.	Details of any specific project handled within Department	
12.	APAR grading for last five years	
13.	Details of achievements in service career	
14.	Details of trainings undertaken	
15.	Field of interest for working in Directorate	
16.	Any other information	

I _____ working as _____ have gone through deputation / attachment guidelines issued by Directorate vide letter no. 7-12/2017-SPB-II dated 04th April, 2018 available on India Post website and hereby declares that information provided above by me is true to the best of my knowledge.

Date:
Place:

(Signature of applicant)