F.No. CEPT-1/STA-FTP/Dlgs/2021

Government of India
Ministry of Communications: Department of Posts
O/o General Manager,
Centre for Excellence in Postal Technology, Mysuru -570 010

Dated: 11.10.2021

NOTIFICATION

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

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1. Applications in the prescribed format are invited Online 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.

Sl No	Name of the Post	Pay Band	Number of Posts
1	Assistant Manager	Level-7 in the Pay Matrix (Pre-revised Pay band of PB-2 Rs.9300-34800 with Grade Pay Rs.4,600/-)	23
2	Technical Supervisor	Level-6 in the Pay Matrix (Pre-revised Pay band of PB-2 Rs.9300-34800 with Grade Pay Rs.4,200/-)	06

2. This Notification along with details of the required Service criteria, Educational Qualifications and Experience for the notified posts [**Annexure A**], is available at https://ccc.cept.gov.in/technicalposts/
3. The willing and eligible Central Government Employees can register themselves and apply for the said Posts Online at https://ccc.cept.gov.in/technicalposts/ with effect from **10.00 hrs on 16.10.2021. The last date and time for submission is 17.00 hrs 05.12.2021.**
4. Instructions for the online submission of applications and other details are furnished in **Annexure-B** to this Notification. The applicant must upload Self-attested copy/copies of certificate(s) in support of their educational and technical qualifications and other necessary documents.

5. After submission of the application online, a copy of the same has to be printed, signed by the applicant and is to be submitted to the respective Cadre Controlling Authority along with all the supporting documents.
6. **Candidates are not required to send any physical copy directly to CEPT. All certificates/documents submitted in the application should be produced in original at the time of final selection / appointment.**
7. Any application received manually shall not be entertained and no correspondence will be made in this regard.
8. The Cadre Controlling Authorities, after scrutiny of the application details, are required to upload the Certificate at the following link **https://ccc.cept.gov.in/technicalposts** with specific Recommendations [Cadre Clearance/Vigilance Clearance certificate] on or before **15.12.2021.**
9. **Login credentials will be shared to Cadre Controlling Authorities as per the details provided by the applicant in the online application form.**

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

Annexure A

Eligibility Criteria for Service, Educational Qualifications and Experience

1. **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 Level-6 in the Pay Matrix (Pre-revised PB-2 of Rs.9300-34800 with Grade Pay of Rs.4,200/- on regular basis) or equivalent in the parent cadre or Department; **AND**

B. **Educational Qualification and Experience:**

a. (i) Bachelor Degree with Computer Science as a subject from a recognized University OR

(ii) Bachelors 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.

Note 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed 3(Three) years.

2. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.

2. **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 Level-5 in the Pay Matrix (Pre-revised PB-1 of Rs.5200-20200 with Grade Pay of Rs.2,800/- on regular basis) 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 Level-4 in the Pay Matrix (Pre-revised PB -1 of Rs.5200-20200 with Grade Pay of Rs.2,400/- on regular basis) or equivalent in the parent cadre/department; **AND**

B. **Educational Qualification and Experience:**

a. (i) Bachelor Degree with Computer Science as a subject from a recognized University; OR

(ii) Bachelors 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.

Note 1. Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or Department of the Central Government shall ordinarily not to exceed 3 (Three) years.

2. The maximum age limit for appointment on deputation shall be not exceeding 56 years as on the closing date of receipt of application.

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Annexure B

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

A. General Instructions:

1. Please refer to the instructions issued in the Notification released by General Manager, CEPT, Mysuru dtd 11.10.2021
2. Applications from willing and eligible applicants can be submitted through Online mode at https://ccc.cept.gov.in/technicalposts as indicated in Para 3 of the Notification.
3. The hard copy of the application duly signed by the applicant has to be sent to their respective Cadre Controlling Authority along with all the supporting documents as mentioned in the Notification.

B. Procedure for applying Online:

1. Registration is compulsory through the web site https://ccc.cept.gov.in/technicalposts for the candidates applying for the Technical Posts in CEPT.
2. Preferred browser is **Google Chrome** in Desktop Computer for the Website.
3. Candidate has to click on **"Register"** Button for proceeding to Registration. In the Registration form, candidate has to furnish the details of Name, Valid email ID, Mobile Number, Password of his choice for login and a security Question with Answer for the purpose of Forgot Password option etc.
4. Once Registration is successful, message will be displayed to the user with the needful instructions.
5. For the purpose of Login, user has to check their mail box and Click on the Verification Link sent to their registered mail ID.
6. On successful validation, user will be able to Login to the Website through the above URL & submit the application for the Technical Posts in CEPT.
7. For Log In, the user has to enter their eMail ID as user name and the password mentioned at the time of registration.
8. After Log In, the user can submit his/her application for the Technical Posts in CEPT.
9. All the fields which are marked with (*) are mandatory fields.
10. **Before filling up of the application, the user has to keep the proof of his date of birth & educational qualifications, APARs in PDF format and Photo & Signature ready in JPEG format for uploading. Size of the documents should be as per the instructions mentioned in the application.**
11. **Candidates are required to furnish details of their Cadre Controlling Authority (CCA) in the application form. The application details will be forwarded to the concerned CCA based on the information provided by the applicant. Therefore, the applicant should ensure that correct details of the CCA are provided.**
12. While entering the details in the form, the form will reload multiple times to fetch the required fields. Please wait for the process to complete while filling the form.
13. After filling up of details in the form, candidate are requested to **PREVIEW** the application details. After cross checking the data, the User has to click on **"SUBMIT"**

button to submit the application. No modifications can be done after final submission.

14. If any correction is required to the data, user can click on "**CANCEL**" button and do the changes to the fields. After correcting the details user has to click on "**PREVIEW**" button to recheck and click on "SUBMIT" button to submit the application finally.
15. 'SUBMIT' can be only done with OTP verification through mobile number, submitted by the applicant during the time of registration.
16. **Please note that once the form is submitted, there is no provision to correct the data**
17. After submission of the form, candidate can apply for the Post(s) of Assistant Manager and/or Technical Supervisor as per their eligibility to the post.
18. Before applying for a particular post, the candidate has to check whether the eligibility conditions towards service and educational/technical qualifications are met by the candidate, as per the notification.
19. Candidate has to apply for each category of post separately as per the option provided, if he is eligible and willing to apply for more than one post.
20. "PRINT APPLICATION OPTION" has been provided to the candidate for each category of post applied for.
21. User must print the application and sign it before sending the same to their Cadre Controlling Authority.
22. Options have been provided to the user to Change Password, Download/Print the application submitted etc., at any point of time.

C. Special instructions

1. If any officer is willing and eligible to apply for more than one post, applications are to be submitted online mode separately for each post. The CCA will provide CCA certificate separately for each of the posts.
2. 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.
3. 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.

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