

Department of Posts

From

To

Director
Postal Training Centre
Mysore 570010

Chief Postmaster General
AP/KN/KL Circles
Hyderabad/ Bangalore/ Trivandrum
500001/560001/695 033

Chief Postmaster General
Tamilnadu Circle
Chennai- 600 001

No. Trg-2/8-10/11-12 dated at Mysore 570010, the 02.01.2012

Sub: Training Calendar for the IV Quarter 2011-12

Training Calendar for the IV Quarter 2011-12 is enclosed as Annexure I along with the seats allotted to Circles. No family accommodation is available. The participants may be directed to report at the training Centre on the previous day of the commencement of the training around 0300 Pm for the purpose of completing registration formalities . The participant may make their departure plans after 1600 hours on the last day of training.

The training calendar is also available on the website of PTC Mysore at www.ptcinfo.org>Training>Training Schedule which can be referred to by the Divisions and participants for any updates.

Deputy Director
Postal Training Centre
Mysore 570010

Copy to

- 1 Director (Training) Department of Posts Dak Bhawan New Delhi 110116
- 2 Chief PMG Bihar/ Chhattisgarh/ J & K/ MP/ Orissa/ UP/ WB Circles
Assam/ Maharashtra/
3. Addl. Director General APS C/o 56 APO
- 4 Director PTCs Saharanpur/Darbhanga/Vadodara/Madurai/Guwahati
- 5 PMSG Hyderabad Region 500001, Kurnool Region 518005, Vijayawada Region 520022, Visakhapatnam Region 530001, South Karnataka Region Bangalore 560216, North Karnataka Region, Dharwad 580001, Central Region Kochi 682018, Northern Region Calicut 673011, Southern Region Thiruvananthapuram 695033

Training Course for IV Quarter 2011-12

Induction Courses

1 Induction Training to Postal Assistants

From 12.12.2011 to **04.02.2012** – Duration Eight weeks

Circle Wise Seat Allotment

Sl	Name of Circle	Seat Allotment		
		Men	Women	Total
1	Andhra Pradesh	45	6	51
2	Karnataka	9	4	13
3	Kerala	8	9	17

2 Induction Training to Sorting Assistants

From 12.12.2011 to **04.02.2012** – Duration Eight weeks

Circle Wise Seat Allotment

Sl	Name of Circle	Seat Allotment		
		Men	Women	Total
1	Andhra Pradesh	103	15	118
2	Karnataka		1	1
3	Kerala	-	-	-

3 Induction Training to Postmaster Grade I (IV the Batch)

From 12.12.2011 **to 16.01.2012** – Duration Five weeks

Circle Wise Seat Allotment

Sl	Name of Circle	Seat Allotment		
		Men	Women	Total
1	Andhra Pradesh	-	-	16
2	Karnataka	-	-	61

4 Induction Training to Postal Assistants (Circle Office)

From 13.02.2012 **to 03.03.2012** - Duration Three weeks
Circle Wise Seat Allotment

Sl	Name of Circle	Seats allotted		Total
		Men	Women	
1	Karnataka	-	-	6
3	Tamilnadu	-	-	21

5 Induction Training For Inspector Posts (Direct Recruits)

From **23/01/2012 to 05.05.2012** - Duration 15 weeks
Circle Wise Seat Allotment

Sl	Name of Circle	Seats allotted for Candidates selected Up to the year 2010		Seats allotted For July, 2011	
		Men	Women	Men	Women
1	Andhra Pradesh	1	-	3	-
2	Assam	1	-	-	-
3	Bihar	9	2	-	-
4	Chhattisgarh	1	-	-	-
5	J & K	1	-	-	-
6	Karnataka	-	-	2	1
7	Kerala	-	-	1	1
8	Madhya Pradesh	6	2	-	-
9	Orissa	1	-	-	-
10	T N Circle	10	-	-	-
11	Uttar Pradesh	4	3	-	-
12	Uttarkhand	1	-	-	-
13	West Bengal Circle	4	3	-	-
	Total	39	10	6	2

Note 1. Seat allotment is based on information provided by the Circles regarding direct IPs and newly recruited PAs (CO) waiting for Induction Training. Any variation in the same may be intimated immediately.

6.	Course name	No. of candidates awaiting training	Duration of the training	Remarks
	Induction trg. for Inspector Post(Deptl)	34	06.02.2012 to 05.05.2012 (13 weeks)	Departmental candidates (surplus)

In service Training courses

1. System Administrators Training Duration 2 weeks

Period of training	Name of the Circle			
	AP	KN	KL	APS
06.02.2012 to 18.02.2012	10	11	04	05

Period of training	Name of the Circle			
	J & K	MAH	Assam	APS
20.02.2012 to 03.03.2012	10	10	05	05

2. Computer training for IP / ASP - Duration 2 weeks

Period of training	Name of the Circle			
	AP	KN	KL	Total
05.03.2012 to 17.03.2012 I batch	12	09	09	30

Period of training	Name of the Circle			
	AP	KN	KL	Total
19.03.2012 to 31.03.2012 II batch	12	09	09	30

Dy. Director

Annexure

Eligibility conditions for the in service courses:-

1. System Administrators Training: - This training is to train officials identified as System Administrators. Preferably such officials should be familiar with all Departmental packages. Before reporting for the System Administrator's training they have to undergo Windows SQL server administration through some private agency which can be arranged by concerned Circles/ Regions. The topics to be covered on the customized training are appended with this training calendar.
2. Computer training for IP/ ASP: - Officials should have a basic knowledge in computers and all Departmental packages. Should be familiar with the environment of Project arrow computerized offices.

Topics to be covered in System Administrators' Training

Network Administration

1. Overview of the Network environment
2. Network Hardware
3. Cable Management
4. Network Layout & design
5. IP Address configuration- Static & DHCP
6. Network trouble shooting- using testing tools
7. Brief overview of VPN

Windows 2008 Server

1. Overview of Windows 2008 Environment
2. Installation process, clean & upgrade
3. Active directory-installation & management- Building domain and connecting clients
4. Domain user- Creation & Administration
5. Password management and administering security policies
6. Group Policy Administration
7. Managing shares and permissions; installing, sharing, and administering printers
8. Creating audit Trails, follow up & back up
9. File systems with special reference to NTFs security; configuring windows firewalls to run with antivirus systems and configuring exceptions; securing the Internet explorer
10. Disk administration
11. Windows backup with special reference system state backup & restore
12. Trouble shooting
13. Load balancing
14. Disaster Management
15. Remote Administration

Microsoft SQL Server 2008

1. Overview of the versions and editions
2. Installation and upgrade from previous version. Components of SQL server
3. Database properties, organizing Data, querying a database
4. Administrative tools
5. Understanding and managing SQL Server logs

6. Server Manager/ Enterprise Manager of SQL/Surface area configuration and using SQL server 2008 Management studio
7. Manage login and Server roles
8. Backup- Different methods and the analogous restore
9. Maintenance Plan and log shipping
10. Database mirroring
11. High availability- maintaining backup server
12. Using the query analyzer and managing through queries
13. Managing Failures
14. Creating and managing tables
15. Implementing indexes
16. Security

General information about PTC,Mysore

Welcome to PTC, Mysore

Location

Mysore is located at a distance of 137 kms from Bangalore, the capital city of the state of Karnataka. Mysore is connected to Bangalore by both rail and road. The drive from Bangalore takes about three hours.

Postal Training Centre at Mysore is housed in a palace, which formerly belonged to the royal family of Mysore. The campus is spread over an area of 31.5 acres with hostels, play grounds and other amenities for trainees.

How to reach

Postal Training Centre Mysore is situated in the Nazarbad Area diagonally opposite to Nazarbad Police Station. Mysore Railway station is about 5 kms. Mysore main bus stand is about 3 kms. KSRTC local buses ply from railway station/bus stand to a bus stop situated near the PTC Mysore main gate. Auto charges from railway station would be around Rs.35/- and from main bus stand, it would be around Rs.25/-.

Climate

Mysore enjoys a cool and pleasant climate round the year with temperature rarely going beyond 30° C.

Accommodation

Postal Training Centre has its hostel in the campus, where participants will be accommodated. There will be sharing of accommodation. Separate blocks are available for men and women trainees. Accommodation for the families of the participants is not available.

Mess facility

Good vegetarian mess facility is provided to all the trainees

Physical Training

Physical training activities are provided to the trainees through Physical Training Instructor. Facilities for playing outdoor and indoor games are available. A well-equipped gymnasium is also available. There will be yoga session every day for the interested trainees.

Library/Reading room

All important daily newspapers, weekly, fortnightly, monthly magazines of English, Hindi, Telugu, Malayalam, Kannada are made available to the trainees in the reading room. In Library, Southern regional languages books, books on management, computer, English fiction, nonfiction and etc, in English & Hindi

Dispensary

A dispensary is available for providing medical facility to the trainees.

Recreation

Each floor of the hostel block is provided with a TV. A music room is available in the campus with some important musical instruments.

Other facilities

A departmental post office is available in the campus attached to the main building.

Contact telephone nos.	Office	Residence
Sri M Jagadeesh Pai	0821-2904621	0821-2442600 Mobile no.9900768590
Ms K Sridevi Assistant Director (Admn)	0821-2521633	0821-2520240 Mobile: 9880600537 9480809704
Shri Prakash, Office Supervisor MB.No.9880816696	0821-2521600	9480809708
Office fax	0821-2522023	
Class timings	I Batch 0730 hours to 1330 hours (Coffee Break, 1000 to 1030) II Batch 1400 hours to 2000 hours (Coffee Break 1700 to 1730)	
Mess timings	Coffee	0600 hours
	Breakfast	0700 hours to 0900 hours
	Tea break	1000 hours to 1030 hours
	Lunch	1230 hours to 1430 hours
	Coffee/Snacks	1700 hours to 1730 hours
	Dinner	1930 hours to 2130 hours

