

**GOVERNMENT OF INDIA
DEPARTMENT OF POSTS
O/o the Director, Rafi Ahmed Kidwai National Postal Academy, Ghaziabad-201002**

To,

All CPMGs

No: 10-04/2018-Staff (I)

Dated at RAKNPA the 08.10.2026

Subject: Calling for applications for filling up of the post of Inspector of Posts at RAKNPA Ghaziabad – regarding.

Madam/Sir,

Director Rafi Ahmed Kidwai National Postal Academy, Ghaziabad invites the applications from the volunteers to work as Inspector (Technology) at RAKNPA Ghaziabad in the enclosed performa. It is requested to circulate this notice to all eligible officers in your Circle/Region/Centre.

1. The role and responsibilities of IP (Technology) at RAKNPA is as under:-

- i. To function as Technology In-charge for the Academy.
- ii. To oversee and coordinate the procurement of electronic items through GeM.
- iii. To ensure the maintenance and smooth functioning of the Computer Laboratory and departmental software and providing technical support during technology-enabled training programmes.
- iv. To support the iGOT Cell in developing case studies, training content, learning resources, e-learning material and other digital content for capacity-building initiatives.

2. Essential qualifications

- i. Degree or Certification in Computer Application/Engineering such as B. Tech/BCA/MCA etc.
- ii. Working as Postal Assistant in Post Offices for min 5 years and possessing good knowledge of postal operations and work flow.
- iii. Having experience of working on CSI and APT 2.0 Platform.
- iv. Basic knowledge of Postal accounting.
- v. Should have worked as a Team member of some Technology project.
- vi. Knowledge of GeM Platform.
- vii. Knowledge of practical application of AI Platforms such as Chat GPT, Gemini etc.

3. Preferential Qualifications

- i. May possess other Certificates/degrees showing keenness to learn and upgrade the knowledge.
- ii. Knowledge of content creation for iGOT Cell.

4. Service Conditions

- i. The applicant will have to stay in RAKNPA Campus. No exemption will be granted.
 - ii. The applicant is expected to perform tasks as directed by the Director RAKNPA or any other competent authority, from time to time.
 - iii. The applicant should dedicate him/her to training/iGOT activities at all times inside or outside the office.
 - iv. The applicant will have to remain present in morning yoga sessions and sports events organized in the Academy from time to time.
5. The tenure of the above post will normally be of **three years**.
6. The willing officers shall submit their applications directly in the prescribed Proforma enclosed as Annexure-I, latest **by 14.10.2026 at 6:00 PM**. The information furnished by the officers in the application shall be complete, accurate and true. In case any information furnished is found to be false, incorrect or misleading, the officer concerned may be liable for disciplinary action as per the applicable rules.
7. The duly completed and forwarded applications shall be submitted to **Academy@indiapost.gov.in** within the stipulated time. Applications received after the prescribed date and time shall not be entertained.
8. Applications submitted manually/in physical form shall not be entertained.
9. The candidate may have to go for screening test/interview through VC mode, if decided by competent authority, for which a suitable date will be intimated in due time.

Encl: Specimen of Application form

Digitally signed by
RAMESH KUMAR
Date: 08-10-2026
16:38:09

Assistant Director (Admin)
RAKNPA, Ghaziabad-201002

Annexure-I**Application for the post of Inspector (Technology) at RAKNPA, Ghaziabad**

General Information	
Name (in Block letters)	
Address	
Experience as IP	
Area of interest in professional Arena	
Reason for willingness to work in RAKNPA	
Essential Qualifications	
Degree/Qualification	
Details of working as PA	
Details of experience of working on CSI & APT 2.0	
Knowledge of Postal Accounting	Excellent/Very Good/Moderate
Details of experience as Team members of Technology Project	
Level of Knowledge of Gem portal	Excellent/Very Good/Moderate
Level of Knowledge of practical knowledge of AI	Excellent/Very Good/Moderate
Preferential Qualifications	
Details of other Certificates/Degrees	
Content Creation	
Any other relevant information	

(Signature of applicant)