

OFFICE OF THE
TRIPURA TRIBAL WELFARE RESIDENTIAL
EDUCATIONAL INSTITUTIONS SOCIETY
GURKHABASTI:: AGARTALA

No.F.25-418/TW/REIS/2022/ 5524

Dated, the 26/05/2022

NOTIFICATION

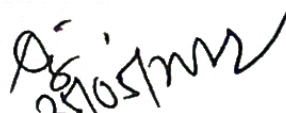
Ref.:-TTWREIS Advt. No.2/2022 dated 11/05/2022 for engagement of Academic Advisor for looking after academic issues of EMR & EMDB School(s) run by Tripura Tribal Welfare Residential Educational Institutions Society under Tribal Welfare Department, Govt. of Tripura.

It is for information of all concerned that the last date of submission of application for engagement of Academic Advisor (retired) for Eklavya Model Residential Schools (EMRSs) & Eklavya Model Day Boarding School (EMDBS) against the Advertisement No.2/2022, is hereby extended **upto 07/06/2022**.

The interested applicants are requested to submit application on all office working days from **10.00 AM to 5.30 PM** in the office of the undersigned.

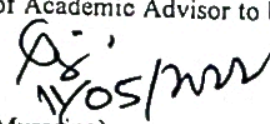
All other terms & conditions of the advertisement will remain unchanged.

For more details please visit www.twd.tripura.gov.in /Phone No.0381-2951603.


(S.Mursing)

Member- Secretary,
Tripura Tribal Welfare Residential
Educational Institutions Society

2. **Eligibility criteria & Job responsibilities:**
- Detail criteria of experience/Skill, Job Description of the aforesaid post are given at **Annexure-A**
3. **Period of Contract:**
- The Academic Advisor will be engaged purely on temporary and on contractual basis for a period of 11 (eleven) months and may be extended on performance and requirement.
 - Applicants must take this into consideration that the contract may be of shorter period. Those applying must agree to that condition.
4. **Remuneration:**
- The monthly remuneration of the Academic Advisor will be as per remuneration mentioned at **Annexure-A**
 - There will be no annual increment/percentage increase during the initial contract period of 11 (eleven) month.
 - No DA (Dearness Allowance) shall be allowed during the period of contract.
5. **Age Criteria:**
- The details are at **Annexure-A**
6. **Leave Criteria:**
- 01 day Casual Leave per month, 10 days Medical Leave will be applicable in 11 months subject to prior sanction of leave by the Competent Authority.
 - Leave cannot be claimed as a matter of right.
7. **Code of Conduct and Other terms & conditions of engagement:**
- The Academic Advisor shall follow the rules and regulations of the Society.
 - The Academic Advisor shall not reveal to any person or organization, confidential information pertaining to the organization, its work and its policies.
 - The Academic Advisor shall follow the terms & conditions of engagement mentioned at **Annexure-A**
8. **Evaluation & Selection of Candidates for the post mentioned above:**
- The candidates will be evaluated on the following parameters mentioned at **Annexure-A**
 - a. Academic Qualification
 - b. Experience in relevant field and position
 - c. Desirable Experience
 - d. Skills
 - e. Preferences
 - Short listed candidates will be called for an interview before a committee to be constituted by the TTWREIS.
 - No TA/DA will be provided to the applicant for attending the interview.
9. **Special Conditions:**
- The Academic Advisor may have to perform outdoor duties i.e. to visit Schools (EMRSs/EMDBS) run by Tripura Tribal Welfare Residential Educational Institutions Society and for the purpose vehicle may be arranged by the Society. **Those who are not able to perform outdoor duties need not to apply.**
 - The competent authority reserves the rights to cancel the advertisement at any time in case of non-availability of suitable candidates. The competent authority further reserves the rights to cancel the candidature if he/she fails to meet the eligibility criteria of the advertisement in case of sole candidate.
10. **Termination of Contract:**
- The contract may be terminated by either of the party with prior intimation of 1 month.
 - The aforesaid engagement is purely on temporary and contractual basis. The selected candidate will be governed by the provisions or the guidelines for engagement of Academic Advisor to be constituted by TTWREIS as amended from time to time.


(S. Murasing)
Member-Secretary,
Tripura Tribal Welfare Residential
Educational Institutions Society

APPLICATION FORMAT

To
The Member-Secretary,
T.T.W.R.E.I. Society,
P.N. Complex, Gurkhabasti,
Agartala, West Tripura,
P.O.-Kunjaban, PIN-799006.

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passport size
photo

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Sub: - Prayer for engagement of(Advt. No.)

1. Name of the candidate: SRI/SMT
(in Block Letters)
2. Father's /Husband's Name: Sri/Late
3. Permanent Address : Vill.....P.O.....
Sub-Div.....Dist.....
Pin.....
4. Present Address : Vill.....P.O.....
Sub-Div.....Dist.....
Pin.....
5. Social Category : ST/SC/UR
6. Contact No. :
7. E-mail ID :
8. Date of birth : DD...../MM...../YYYY.....
9. Age as on 01/05/2022 :Years.....Month.....Days
10. Educational Qualification :

Sl. No.	Qualification	Subject	Year of Passing	Board / University	Marks obtained	Percentage
A	Master Degree					
B	Graduation					
C	10+2					
D	Matriculation					
E	B.Ed. / D.El.Ed.					
F	Any other					

11. Experience: [Certificate(s)/Document(s) to be enclosed]

Sl. No.	Capacity/Designation	Name of the Organization/Deptt.	Experience		Experience period (From DD-MM-YYYY to DD-MM-YYYY)
			Administrative	Academic	
i.					
ii.					
iii.					
iv.					
v.					

Q.

12. Details of Present/Last Position held:

Present/Last Position held	Name of the Present/Last Organization /Deptt.	Present/Last Monthly Salary drawn

13. Documents to be attached along with the application:

- i. A photocopy of Mark-sheet of Master Degree in any discipline from recognized University
- ii. A photocopy of age proof certificate.
- iii. An original copy of Physical Fitness Certificate from Registered Govt. Medical Officer.
- iv. A photocopy of PPO (Pension Payment Order) in case of retired from JNVS / KVS / State Govt. Schools / Govt. aided Schools.
- v. Teaching Experience Certificate, if any, in case of retired from other schools (private etc.)
- vi. A photocopy of Aadhar Card.

Signature of the Candidate

Verification:-

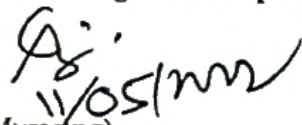
Verified that the above mentioned contents of my application are true and correct to the best of my knowledge and nothing has been concealed therein. If anything is found wrong, I shall be responsible for any legal action.

Signature of the Candidate

Date :

Place :

N.B. - Supporting documents (Self attested copies) are required to be submitted along with complete Curriculum Vitae (CV).


(S. Murasing)
Member-Secretary,
Tripura Tribal Welfare Residential
Educational Institutions Society.

Academic Advisor

Eligibility Criteria

Qualification: Master Degree from a Government recognized University/Academic Institution.

Experience Required: Headmaster/Headmistress or Principal of State /Central Govt. & Private Schools

Desirable Experience: Administrative experience in Educational Institution.

Skills Required: Speaking in local language and English.

Preferences: i. B.Ed. or equivalent degree from recognized University.

ii. Teaching experience in English Medium School

➤ **Age limit:** Minimum 60 years & maximum 65 years of age as on 01/05/2022 (Candidate should be in good physical condition and willing to travel extensively in different parts of the State)

➤ **Remuneration:** Rs.30,000/- per month (Fixed)

Roles and Responsibilities:

- a. Preparation of Academic Calendar
- b. Preparation of Syllabus in conformity with the CBSE/NCERT norms
- c. Preparation of action plan for improving the results in board examination
- d. Preparation of action plan for different joint entrance examinations/various competitive examinations etc.
- e. Frequent visits to schools, consultation with Principals and visit to other schools/offices attached to TTWREIS
- f. To assist Member-Secretary, TTWREIS regarding administrative and academic issues

Other terms & condition of engagement may be as follows:

- i) No disciplinary or criminal cases matter including FIR is pending against the candidate at the time of retirement and before engagement as Academic Advisor.
- ii) The Academic Advisor should be physically and mentally fit at the time of engagement and during this contract period and to perform the related duties etc.
- iii) The candidates so engaged shall not claim salary, allowances, leaves, facilities and other benefits in similar with the regular staff or other allowances of TTWREIS. The candidate so engaged as Academic Advisor shall not file any court case regarding salary etc.
- iv) If the person does not join within the given time the offer of engagement shall be treated as cancelled.
- v) The Academic Advisor will abide by the instructions given to him / her by the Principal / Principal-in-Charge of concerned schools and other higher authorities of TTWREIS from time to time.
- vi) During the service, the Academic Advisor will be liable to disciplinary action in accordance with the Rules and Regulations of TTWREIS for any act of in subordination, intemperance or other misconduct, or the commission of an act, which constitutes a criminal offence or non-performance or of any breach of duties or any of the provisions of the rules and regulations or the code of conduct as prescribed by the TTWREIS and the said schools.
- vii) Head of the Office and Department shall be competent to dispense with the services of the Academic Advisor on the basis of dis-satisfactory work etc.
- viii) The Academic Advisor shall be entitled for Casual Leave and Medical Leave as per the Rules and

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Regulations of the TTWREIS. No other leave could be claimed or availed.

- ix) If a candidate submits incomplete application in respect of terms & conditions of the Advertisement his/her candidature will be rejected.
- x) Decision of the Society as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.
- xi) No TA/DA will be allowed for the purpose of visiting Schools under TTWREIS.

Ag.