



TRIPURA PUBLIC SERVICE COMMISSION

Advt. No.
05/2021

Online applications are invited from bonafide citizens of India for recruitment to the post of **L.D- Asstt- cum-Typist, Grade-VI of the Tripura Secretariat Service**, (Group-C, Non-Gazetted) under GA (SA) Department, Govt. of Tripura. In the scale of pay at the level 7 of the Tripura State Pay Matrix, 2018. The total vacancy positions are given in the table below:-

Vacancies:- All permanent.

| | | | |
|--------------|----|--|---|
| (i) | SC | 11(eleven) | Including 2 post reserved for persons with disabilities. |
| (ii) | ST | 16 (sixteen) | |
| (iii) | UR | 23 (twenty-three) (including 01 post for Ex. SM.) | |
| Total | | 50 (fifty) | |

The number of vacancy to be filled up is subject to increase or decrease following requisition of the Department.

The Category of PH to be considered is given below:-

| Categories for which identified. | Functional Classification. | Physical Requirement. |
|---|---|--|
| Low vision | LV | S,SE(with suitable aids and appliances), H(with suitable aids and appliances), RW, C, MF, PP, L, M |
| Hard of Hearing | HH | S,SE,H (with suitable aids and appliances), RW, C, MF, PP, L, M |
| Locomotor Disability including Leprosycured, Dwarfism, Acid attack victims. | OA, OL, OAL, BLOA, Leprosycured, Dwarfism, Acid attack victims, | S, SE, H, RW, C, MF, PP, L, M |

N.B- As per clause-7.3 to 7.5 of the Office Memorandum issued by the SW & SE Department vide F. No. 85(133)- SW (133)- SW/DC/2017 (Vol. III)/ 934, dated 09.01.2019 & as per decision of the Administrative Department(i.e.GA(SA) Department) 02(two) PH candidates (to be selected)will be suitably placed at any point against Roster Register.

The Educational Qualification and Age are mentioned below:-

Educational Qualification:- Must have passed the Higher Secondary (+2) stage examination or equivalent from a recognized Board/University with the knowledge of typing in Computer with an accurate speed of 40(forty) words per minute along with basic computer knowledge.

Age:- Minimum 18 years & Maximum 40 years as on 15.01.2022. Upper age limit is relaxable by 5(five) years in case of SC/ST/PH candidates and Government Servant. The Government employees belong to ST/SC/PH category shall not get this relaxation over and above the General relaxation of 5 years available to them.

Contd.....Next page.

General Instructions:-In case of SC/ST candidate, who do not initially qualify in the computer type test but figure high in the merit list otherwise will be given further opportunity to pass computer type test within 06(six) months. Accordingly, he/she/they will be given conditional offer of appointment and will be appointed only after passing of computer type test.

Choice of Centre: - The Commission will conduct Written Examination at 06 (six) different Centers viz. (i) Agartala (ii) Ambassa (iii) Belonia (iv) Dharmanagar (v) Kailashahar, & (vi) Udaipur. The intending candidates will have to choose name of any one center out of the six as instructed in the Online Application portal. If a candidate does not choose name of center in his/her Application Form, the Commission at its discretion will allot a center from any one of the listed centers. The Commission also reserves the right to change the Center as opted by the Candidate(s), if considered necessary.

The last date of submission of online application is 15.01.2022 (upto 5.30 PM). The application(s) received after the closing date will not be entertained.

Important information:

1. Online Application Portal:

(a) Candidates will have to submit application through Online Application Portal only. The Commission will not entertain any hard copy application. Before submission of online application, read carefully the necessary instructions regarding filling up of online application.

(b) Online Application Portal will be available on Commission's website from 07.12.2021 to 15.01.2022. (5.30 PM). Before applying for the post, an applicant shall register his/her bio- data particulars through One Time Profile Registration (OTPR) on the Commission's Website viz. www.tpsc.tripura.gov.in Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the OTPR User ID through Commission's website.

(c) Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the application with latest Receipt Number is complete in all respects.

(d) In case of multiple applications, the application with latest Receipt Number shall only be entertained by the Commission and fee paid against one Receive Number shall not be adjusted against any other Receipt Number.

2. (a) Candidates are not required to upload with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Permanent Residence Certificate, Scheduled Castes/ Scheduled Tribes and Persons with Benchmark Disability (PH), EX-Service Men, BPL Card, etc. which will be verified at the time of the Type Writing Test.

(b) Applicants must be in possession of the prescribed minimum qualification(s) for the post on the closing date for submission of application as mentioned in the advertisement. Their admission at all the stages of examination for which they are admitted for the written Examination and Type test will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

Written Examination qualified candidates will be asked to submit all required documents at the Commission's Office. On scrutiny of documents, if a candidate found ineligible as per terms & condition of the Advertisement (including prescribed Recruitment fee) his /her candidature will be rejected. If employed, must apply through proper channel or attach a "No Objection Certificate" from his/ her employer. However, an advance copy along with copies of all required certificates/ documents be sent to the Commission and another photocopy of the filled-in application to be sent through proper channel. **If employed after submission of application, "No Objection Certificate" from the concerned employer to be produced at the time of interview.**

3. No restriction shall be imposed on number of chances for appearing in the examination.

4. SYLLABUS AND OTHER CONDITIONS OF SELECTION PROCESS:-

(a) Selection will be made on Written Examination (200) marks and Type Test (50) marks. Written Examination consists of 02(two) papers of 100 marks each (Syllabus & others given in table below).

(b) **THE WRITTEN EXAMINATION WILL BE HELD AS FOLLOWS:-**

| Subject | Syllabus | Full Marks | Time |
|--------------------------------------|--|---|---------|
| English | Report Writing or Essay, Translation into English from Bengali, Summary/Précis Writing. | 40 (Descriptive Type/ Conventional Exam.) | 2 hours |
| | Use of appropriate preposition and Articles, Correction of Sentences, Use of Common Phrases, Synonyms & Antonyms. | 60 (OMR based MCQ Type) | |
| General Knowledge & Current Affairs. | (i) Matters of Common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary Knowledge of Indian History and Indian Geography. | 100 (OMR based MCQ Type) | 2 hours |

(c) The Commission will prepare merit list by adding marks obtained in two papers of the written examination to restrict the number of candidates to be called for Type Test. Number of candidates (Category wise) to be called for Type Test: Candidates qualified in the Written Examination will be called in the ratio 1: 5, i.e. 5(five) times the number of vacancies.

(d) It is also mentioned here that candidate(s) scoring marks equal to that of the last qualified candidate in the written examination shall also be called for Type Test.

(e) The final selection will be made in order of merit on the basis of the marks obtained by a candidate in aggregate adding the marks obtained in the written examination and the Type Test. If a Candidate remains absent in Type Test his/her candidature will not be considered for final selection.

(f) In the list of recommendation, merit position of candidates securing equal marks will be finalized as per their seniority of age.

The same procedure is to be followed for preparing waiting List, if there be any.

Further provided that, in the list of recommendation, merit position of candidates securing equal marks in aggregate and also of the same age will be decided on the basis of percentage of marks obtained in the minimum educational qualification prescribed in Recruitment Rules/ Service Rules.

(g) Ranks of the candidates are not prepared for the candidates beyond the recommendation list & wait list (if there be any).

(5) The Examination will be conducted as per the Higher Secondary (+2 stage) standard.

(6) Rate of Recruitment Fees:-

(a) **Group-C Posts: - Rs. 200/-** (Rupees two hundred) only for General Candidates and **Rs. 150/-** (Rupees one hundred and fifty) only for ST/SC/ BPL card holders/Physically Handicapped Candidates.

(b) **SC/ST Candidates of other States** (not recognized by the Govt. of Tripura) should apply for unreserved vacancy as general candidate along with recruitment fee prescribed for general candidates. Recruitment fee so deposited, is non-refundable.

(c) If a candidate submits incomplete application in respect of terms & condition of the Advertisement and without requisite recruitment fee, his/her candidature will be rejected.


(7) Decision of the Commission as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.

(8) Assessment and evaluation of the answer scripts done by the Commission shall be final and shall not be open to scrutiny by any external authority.

(9) The Examination venue shall be closed 10 minutes before the scheduled commencement of Examination. No candidate shall be allowed entry into the examination venue after closure of entry. No functionary has any direction in this regard

(10) Date, time and venue of Written Examination / Type Test will be notified in due course.

(11) Candidates are instructed to visit the Commission's website for information regarding steps of recruitment process time to time.


(N. Adhikari)
Secretary,

Tripura Public Service Commission