

**TRIPURA PUBLIC SERVICE COMMISSION****Advt. No.
01/2019**

Applications are invited from bonafide citizens of India for selection of candidates for recruitment to the post of **L.D- Asstt- cum-Typist, Grade-VI of the Tripura Secretariat Service**, (Group-C, Non-Gazetted) in the scale of Pay Band Rs. 5700-24,000/-, GP- Rs. 2200/- (Pre-revised) and now Rs.21,400/- against cell-1 of level-7 in pay band-5700-24000 in the Tripura State Pay Matrix, 2018. The total vacancy positions are given in the table below:-

Vacancies:- All permanent.

SC	ST	UR	Total
17	31 (EX-SM-01)	52 (EX-SM-01)	100 (including 04- PH)

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

The Educational Qualification and Age are mentioned below:-**(A) 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.

(B) Age:- Lower Age Limit is 18(eighteen) years and Upper age limit is 40(forty) years as on **02.03.2019**. Upper age limit is relaxable by 05(five) years in case of PH, ST, SC. There is also 05(five) years relaxation of age in respect of in-service candidates who are willing to come in the Secretariat Service, Provided that the Govt. servants of SC/ST/ Differently abled (PH) category shall not get this relaxation over and above the general relaxation of 5(five) years available to them.

In case of Ex-Serviceman, the age is relaxable as per Memo No. F. 14(19)-P/84 dated 09.04.1985 issued by the Political Department, Govt. of Tripura.

General Instructions:-

In case of ST/SC 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.

The last date of receiving application is **2nd March 2019**. The application(s) received after the closing date will not be entertained.

SYLLABUS AND OTHER CONDITIONS OF SELECTION PROCESS:-

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).

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

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.

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.

Detailed programme containing venue, date and time of Written Examination and Type Test etc. will be notified in due course.

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.

Other Important information:

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

(2) (a) Online Application Portal will be available on Commission's website from 01-02-2019 to 02.03.2019(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.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.

(b) The Candidates may also fill & submit application form in Receipt section TPSC (purchasing from any branch of Tripura Gramin Bank) or send it by post which should be addressed to the Secretary, TPSC, Agartala, West Tripura, PIN-799001 during working hours.

(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 Receive Number is complete in all respects.

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

(3) Prescribed Form availability:- The 4(four) pages Application Form printed in colour font will be available from all Branches/Extension counters of **Tripura Gramin Bank** in the State of Tripura on deposit of the prescribed **Recruitment Fee through the Special Deposit Slip to the Account No. 14711 in favour of the Secretary, T.P.S.C.** in the same Branch/Extension counter as a single window system without any extra charge/Commission from the candidates.

In addition, the said prescribed form can also be down loaded from the Website <http://www.tpsc.gov.in> and in that case, the prescribed Recruitment Fee is to be paid to the **Account No.31176521319** of the State Bank of India (core banking branches) in favour of **the Secretary, Tripura Public Service Commission.** The Bank deposit Receipt is to be affixed with the filled up application form in the specified Box on the 2nd page of the form.

(4)(a) Application in the prescribed form duly filled in by the candidate and **2(two)** copies of recent stamp size photographs of the candidate affixed on the Application and Admit Card **without any documents is to be submitted** to the Reception Counter of the TPSC Secretariat by **5.30 PM** of the closing date (**02-03-2019**). Applicants may obtain the acknowledgement including Receipt Number from reception counter of the Commission.

The candidates, who will send application by post, are also required to attach to the application; a self-addressed Post-card indicating the Advertisement No. and name of the post applied for. Application will be acknowledged by the Commission by returning this card to the candidate after indicating the Registration No. allotted to the candidate. No separate acknowledgement other than this card will be sent to them.

(b) Candidates are not required to submit along with their applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes and Persons with Benchmark Disability (PH), EX-Service Men, etc. which will be verified at the time of the Type Test only.

(c) 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.

(5) (a) Rate of Recruitment Fees:- Group-C Posts:- Rs.100/- (Rupees One Hundred) only for General Candidates and 50/- (Rupees 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) must deposit fee as 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.

(6) 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.

(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) For further details, read the “**Instructions to candidates**”, in the prescribed Application Form and also please visit the Website of the Commission– <http://www.tpsc.gov.in>.

Mobile Phone/Electronic Gadgets etc. are banned in the campus of the Examination Hall. Any Phone/Electronic Gadget found in possession of any candidate in the Examination Hall shall be confiscated forthwith and he/she may be debarred from appearing at the Examination and also for examination(s) to be conducted by the Commission in future.

Sd/-
31.01.2019
(S. Mog)
Secretary,
Tripura Public Service Commission.