



TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar – 799022
Tripura, INDIA

Advertisement No. TU/03/2014

Date: 14.11.2014

EMPLOYMENT NOTIFICATION

Applications are invited from eligible candidates for filling-up of the following vacant Non-teaching Group-C posts carrying pay band and grade pay as indicated against each plus other allowances as per Central Government rules:

Sl. No.	Name of the Post	Pay Band In Rs.	Grade pay In Rs.	No. of Posts
1	Semi Professional Assistant	5200-20200	2800	3-UR 1-ST 1-SC
2	Security Inspector	5200-20200	2800	1-UR
3	Assistant Manager	5200-20200	2800	2-UR
4	Statistical Assistant	5200-20200	2800	1-UR
5	Electrician	5200-20200	2400	2-UR
6	Upper Division Clerk (UDC)	5200-20200	2400	2-UR 1-SC 1-ST
7	Lower Division Clerk (LDC)	5200-20200	1900	11-UR 3-SC 7-ST (PWD-2)
8	Library Assistant	5200-20200	2000	2-UR
9	Library Attendant	5200-20200	1800	1-UR 1-SC 1-ST
10	Laboratory Assistant	5200-20200	2000	5-UR 1-SC 3-ST
11	Laboratory Attendant	5200-20200	1800	6-UR 2-SC 4-ST (PWD-1)
12	Medical Laboratory Attendant	5200-20200	1800	1-UR

13	Driver	5200-20200	1900	3-UR 1-SC 1-ST
14	Multi-Tasking Staff	5200-20200	1800	7-UR 4-ST 2-SC (PWD-1)
15	Pump Operator	5200-20200	1900	1-UR
16	Hindi Typist	5200-20200	1900	1-UR
17	Stenographer	5200-20200	2400	1-UR
18	Technical Assistant	5200-20200	2800	2-UR 2-ST 1-SC

Applications are to be submitted online only. Online submission of application forms will start on and from **18 November, 2014** 11 A.M. Last date of submission of on line application form is **9th December, 2014 (4:00 PM)**.

N.B- UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, PWD-Person With Disability.

(O.S. Adhikari)
Registrar

Eligibility Criteria:-

Sl. No.	Name of the post/scale of pay & age limit	No. of posts	Reservation	Essential qualifications
1	Semi Professional Assistant PB-I, Rs. 5,200- 20,200 + GP Rs. 2,800 Age limit: 35 years	5	3-UR 1-ST 1-SC	Bachelor in Library Information Science / Bachelor in Library Science or equivalent <i>Desirable</i> :- (i) Master in Library Information Science / Master in Library Science or equivalent (ii) PG Diploma in Library Automation and Networking or PGDCA
2	Security Inspector PB-I, Rs. 5,200- 20,200 + GP Rs. 2,800 Age limit: 35 years	1	1-UR	Graduate Degree and having at least 3 years of supervising experience in large organization of repute / university /defence or such uniformed services.
3	Assistant Manager, PB-I, Rs. 5,200 -20,200 + GP Rs. 2,800 Age limit: 35 years	2	2-UR	Diploma/Degree in Hotel Management/ Catering/House Keeping or equivalent <i>Desirable</i> :- One year experience in the relevant field
4	Statistical Assistant PB-I, Rs. 5,200- 20,200 + GP Rs. 2,800 Age limit: 35 years	1	1-UR	Post Graduate degree in Statistics / Mathematical Statistics / Applied Statistics OR Post Graduate degree in Economics / Mathematics (with Statistics as one of the subjects at degree level as well as one or two papers at PG level) from a recognized University with 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record. Sound knowledge of computer applications. <i>Desirable</i> : Post Graduate Diploma in Computer Applications (PGDCA) or equivalent.
5	Electrician PB-I, Rs. 5,200- 20,200 + GP Rs. 2,400 Age limit: 35 years	2	2-UR	(i) Matriculation with ITI trade certificate in relevant field. (ii) Electrical Workman permit / Workman Competency Certificate / Electrical Workman License (Certificate of Competency Class II) or any other equivalent certificate. (iii) Two years experience in the relevant field. (iv) Subject to qualifying trade test.
6	Upper Division Clerk (UDC) PB-I, Rs. 5,200- 20,200 + GP Rs. 2,400 Age limit: 35 years	4	2-UR 1-SC 1-ST	Degree of a recognized university with working knowledge of computer applications and 5 years of relevant experience.
7	Lower Division Clerk (LDC) PB-I, Rs. 5,200- 20,200 + GP Rs.1,900	21	11-UR 3-SC 7-ST (PWD-2)	(i) 10+2 or equivalent from a recognized Board or University. (ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer. (iii) Excellent knowledge of computer

	Age limit: 30 years			applications like MS-Office, Internet etc. Desirable: Graduate from a recognized University/ Institutes and working experience in government or organization of repute.
8	Library Assistant PB-I, Rs. 5,200- 20,200 + GP Rs. 2,000 Age limit: 30 years	2	2-UR	Bachelor in Library Information Science / Bachelor in Library Science or equivalent or graduate with Diploma/Certificate in Library Science. <i>Desirable:-</i> (i) Working knowledge of Computer Applications as evidenced by a Diploma / Certificate Course. (ii) Typing, data entry operation or experience of working in a library.
9	Library Attendant PB-I, Rs. 5,200- 20,200 + GP Rs. 1,800 Age limit: 30 years	3	1-UR 1-SC 1-ST	Matriculation or Madhyamik Pass Desirable: Certificate course in Library Science from a recognized Institution. 10+2 from a recognized board/university.
10	Laboratory Assistant PB-I, Rs. 5,200- 20,200 + GP Rs. 2,000 Age limit: 30 years	9	5-UR 1-SC 3-ST	B.Sc from a recognized University or Institution or Diploma in relevant field of engineering /technology from recognized polytechnic – /institute or ITI with 5 years of work experience in relevant field Desirable: - Preference to be given having experience in Science Laboratories of Academic/ Research Institutions.
11	Laboratory Attendant PB-I, Rs. 5,200- 20,200 + GP Rs.1,800 Age limit: 30 years	12	6-UR 2-SC 4-ST (PWD-1)	Matric (with Science as one of the subjects) from CBSE/ICSE and equivalent State Boards and two years experience in science laboratory of any academic/research institutions.
12	Medical Lab Attendant PB-I, Rs. 5,200- 20,200 + GP Rs.1,800 Age limit: 30 years	1	1-UR	(i)Matriculation or its equivalent examination pass from any recognized university/board. (ii) Elementary knowledge of first Aid. Desirable: (i) One year experience in hospital work or handling of dressing wounds.
13	Driver PB-I, Rs.5,200- 20,200 + GP Rs.1,900 Age limit: 30 years	5	3-UR 1-SC 1-ST	(i) Class VIII Pass (ii) Possession of a valid driving license for motor vehicles issued by the competent authority (iii) Knowledge of motor mechanism. (The candidate should be able to remove minor defects in vehicles). (iv) Experience of driving a motor vehicles for at least 3 years.
14	Multi-Tasking Staff PB-I, Rs. 5,200- 20,200 + GP Rs.1,800 Age limit: 30 years	13	7-UR 4-ST 2-SC (PWD-1)	Class-X Pass or ITI equivalent

15	Pump Operator PB-I, Rs. 5,200- 20,200 + GP Rs.1,900 Age limit: 30 years	1	1-UR	ITI certificate or equivalent qualification in the trade with 2 years relevant experience; subject to qualifying trade test.
16	Hindi Typist PB-I, Rs. 5,200- 20,200 + GP Rs.1,900 Age limit: 30 years	1	1-UR	(i) 10+2 passed in Hindi medium and English as one of the optional subject. (ii) A typing speed of 30 w.p.m. in Hindi (iii) Working knowledge of Computer Application Preference will be given to a candidate with Bachelors degree in Hindi Medium with English as one of the Optional subject.
17	Stenographer PB-I Rs. 5,200-20,200/- GP – 2400/- Age limit: 30 years	1	1-UR	(i) 10+2 from a recognized Board/ Institute (ii) A speed of 80 w.p.m. in Stenography and 35 w.p.m. in English Typing/ 30 w.p.m. in Hindi Typing (iii) knowledge of Computer Applications Desirable: (i) Preferable will be given to Graduate (ii) Diploma/ Certificate in Stenography from Government approved Institution
18	Technical Assistant PB-I Rs.5,200-20,200/- GP- Rs. 2,800/- Age limit: 35 years	5	2-UR 2-ST 1-SC	Graduate in the relevant subjects and 2 year experience of handling laboratory equipment and carrying of laboratory experiment in any University/ College/ Research Institute/ State Government/ Central Government/ Government Undertaking/ PSU/ Reputed Private Industry/ Organisation Or, Degree/Diploma in Engineering in relevant field/ stream with 2 year experience of handling laboratory equipment and carrying out laboratory experiment in any University/ College/ Research Institute of repute. Desirable: Post-Graduate in relevant area with minimum 50% marks or B.E./B.Tech in relevant area.

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General Instructions to the candidates:

- (i) Applicants intending to apply for more than one post shall have to submit separate on line application for each post.
- (ii) After online submission of online application applicants shall have to send copy of the computer generated acknowledgement receipt with their signature, University copy of the State Bank of India Challan for payment of application fee (where applicable) in original and self-attested copies of all documents / certificates of their educational qualifications, age, caste/tribe and experience etc in support of their candidature to the **Registrar, Tripura University, Suryamaninagar, West Tripura, Pin-799022** by post only in an envelope superscribed as "Application for Post of" which should reach not later than **24th December, 2014**.
- (iii) Such applications and other documents reaching the University after **24th December, 2014** or applications incomplete in any respect shall not be considered.
- (iv) Once application are submitted online, applicants should not change their e-mail ID/mobile number since all subsequent official communication/SMS relating to recruitment will be sent to their respective e-mail address /mobile number. They are requested to keep their e-mail ID/mobile number in a secured position.
- (v) In service applicants should send their acknowledgement receipt and other documents through proper channel i.e. through their employer within **24th December, 2014**.
- (vi) No TA/DA shall be paid to the candidates for attending the test/interview.
- (vii) Age will be counted as on 9th December 2014. SC/ST /OBC/PWD candidates shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the Govt. of India/UGC.
- (viii) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the Govt. of India/UGC directives. However, Executive Council, Tripura University may relax upper age limit for any non-teaching post if it deems necessary in case of candidates serving on regular/ contractual / fixed / DRW / CW basis in this University as per the Cadre Recruitment Rules of Tripura University.
- (ix) Except in the case of SC/ST /PWD/Women candidates, applicants

are to pay application fee of **Rs.200/-** only through SBI Power Jyoti Challan (A/c No. **33798696060**) to be downloaded online. Applications without the requisite fee will not be considered. Application fee once paid shall not be refunded under any circumstances.

- (x) The university will not be responsible for any kind of postal delay.
- (xi) The University shall verify the antecedents or documents at any time at the time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/ her services shall be terminated.
- (xii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the university reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
- (xiii) Canvassing in any form will be a disqualification.
- (xiv) No interim correspondence shall be entertained.
- (xv) The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- (xvi) The vacant posts advertised may increase or decrease.
- (xvii) The prescribed qualifications and experiences are minimum and mere possession of the same will not entitle a candidate for being called for interview.
- (xviii) Short listing of the applicants, if necessary, shall be made through written test, academic records or higher educational qualifications.
- (xix) Any change in the correspondence address/ telephone no. and e-mail address shall be communicated to the university in writing.
- (xx) Application for the post reserved for SC/ST/OBC(NCL) & PWD should be supported by the Caste/ Tribe /OBC & PD certificates issued by the competent authority.
- (xxi) The University reserves the right to consider any candidate who may not formally apply.

 14/11/16

(O.S. Adhikari)
Registrar

INSTRUCTIONS FOR SUBMISSION OF ONLINE APPLICATION FORM FOR RECRUITMENT OF VARIOUS NON-TEACHING POSTS.

Please go through the instructions before submission of the online application form.

1.	Applicant shall have to complete all the steps mentioned.
2.	One applicant can apply for more than one post separately.
3.	Print out your acknowledgement receipt after submitting the online application form.
4.	<p>Application fee of Rs.200/- shall have to be paid by way of direct cash deposit for each post applied for through the State Bank of India Power Jyoti Challan in the A/C no-33798696060 (at any branch).</p> <p>a. Online Challan shall have to be downloaded before submitting the application form.</p> <p>b. Download bank challan click on Download. ST/SC/PWD/Women candidates are exempted from paying application fee.</p> <p>c. Applicant shall have to submit this challan and pay requisite fee at the cash counter of any branch of State Bank of India. For every post there must be separate challan.</p> <p>d. This challan has three parts. After receipt of payment, Bank will issue 2 parts of challan with stamp of the Bank.</p> <p>e. Applicant shall have to send University copy of Stamped Challan(in original).</p>
5.	Applicant shall have to send acknowledgement receipt, University copy of Bank Challan and self attested copies of all documents in support of the candidature to Tripura University by post only at the address mentioned below within the last date mentioned in the advertisement.
6.	Address for sending acknowledgement and Documents:
7.	To, The Registrar, Tripura University, Suryamaninagar. Tripura-799022
8.	After reading the above instructions to submit Online

	Application Form, the Applicant has to click Next button for displaying of the Online Application Form.
9.	Do not change your e-mail ID / mobile number once you submit the online application form as all official communication/SMS relating to recruitment will be sent to your e-mail/mobile.
10.	Print your acknowledgement after submitting the form. Click here.
	