



TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar – 799022
Tripura, INDIA

Advertisement No. TU/02/2020

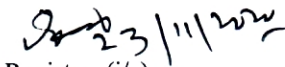
Dated: 23rd November, 2020

EMPLOYMENT NOTIFICATION

Applications are invited from eligible Indian nationals for filling-up of the following vacant Non-teaching Group-B & C posts carrying pay level and pay range as per 7th CPC, as indicated against each, plus other allowances as per Central Government rules:

Sl. No.	Name of the Post	No of Posts and reserved category					Pay Matrix as per 7 th CPC	
		UR	OBC	SC	ST	EWS	Pay Level	Pay Range
1	Section Officer	2	-	-	-	-	7	44900-142400
2	Private Secretary	1	-	-	-	-	7	44900-142400
3	Personal Assistant	2 (1-PwD [OH])	-	-	-	-	6	35400-112400
4	Manager	1	-	-	-	-	6	35400-112400
5	Professional Assistant	1	-	-	-	-	6	35400-112400
6	Pharmacist	1 (Ex-serviceman)	-	-	-	-	5	29200-92300
7	Stenographer	1	-	-	-	-	4	25500-81100
8	Upper Division Clerk	1	-	-	-	-	4	25500-81100
9	Lower Division Clerk	4	-	2	3	1	2	19900-63200
10	Laboratory Attendant	2	-	1	-	-	1	18000-56900
11	Library Attendant	-	-	-	1	-	1	18000-56900
12	Kitchen Attendant	-	-	-	-	1	1	18000-56900
13	Multi Tasking Staff	3	-	-	3 [1 PwD (HH)]	-	1	18000-56900

N.B.: UR-Unreserved, OBC-Other Backward Caste, SC-Scheduled Caste, ST-Scheduled Tribe, EWSs: Economically Weaker Sections, PWD-Person with Disabilities [OH-Orthopedically Handicapped, HH-Hearing Handicapped].


23/11/2020
Registrar (i/c)

Sl. No.	Name of the Post	Educational qualification and other criterion
1.	Section Officer	<p>Essential: (i) Degree of a recognized university with working knowledge of computer applications. (ii) Eight years' experience in relevant filed (i.e. Administration/Finance & Accounts/Purchase /Personnel/Legal etc.) in Central/State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 (Rs.9300-34800) with GP of Rs.4200 or equivalent grade.</p> <p>Desirable: Master's Degree /equivalent PG Diploma in Business Administration or LLB.</p> <p>Age Limit for direct recruits 40 years.</p>
2.	Private Secretary	<p>Essential: (i) Graduate with 5 years experience as Personal Assistant in the Pay Band: Rs.9300-34800/- Grade Pay: 4200/-. (ii) Qualifying of stenography test in English with speed of 80/40 wpm. (iii) Knowledge of Computer Applications.</p> <p>Age Limit for direct recruits 40 years</p>
3.	Personal Assistant	<p>Essential: (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.</p> <p>Desirable: (i) Graduate from a recognized University/Institute. (ii) Diploma/Certificate in Stenography from Government approved Institution.</p> <p>Age Limit for direct recruits 35 Years</p>
4.	Manager	<p>Essential: Degree/Diploma in Hotel Management/Catering/House Keeping or equivalent with 3 years experience in Hotel/ Guest House/Hostel.</p> <p>Desirable: Proficiency in accounts, inventory control and purchase of stores.</p> <p>Age Limit for direct recruits 35 years</p>
5.	Professional Assistant	<p>Essential: Master's degree in Library & Information Science (M.Lib. or M. Lib. & Inf. Sc.)/M.Lib.Sc. or B.Lib. Inf..Sc./B.Lib.Sc. with 3 years experience in a Library.</p> <p>Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p> <p>Age Limit for direct recruits 35 years</p>
6.	Pharmacist	<p>Essential: (i) 10+2 or equivalent in Science subjects from a recognized Board or University (ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India (iii) Registered as Pharmacist under the Pharmacy Act, 1948</p>

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		Age Limit for direct recruits 35 years
7.	Stenographer	<p>Essential: (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 Application</p> <p>Desirable: (i) Preference will be given to Graduates (ii) Diploma/Certificate in Stenography from Government approved institution</p> <p>Age Limit for direct recruits 30 years</p>
8.	Upper Division Clerk	<p>Essential: Degree of a recognized university with working knowledge of computer applications and 5 years of relevant experience.</p> <p>Age Limit for direct recruits 35 yrs</p>
9.	Lower Division Clerk	<p>Essential: 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 applications like MS-Office, Internet etc.</p> <p>Desirable: Graduate from a recognized University/ Institutes and working experience in government or organization of repute.</p> <p>Age Limit for direct recruits 30 years</p>
10.	Laboratory Attendant	<p>Essential: 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.</p> <p>Age Limit for direct recruits 30 years</p>
11.	Library Attendant	<p>Essential: Matriculation or Madhyamik Pass</p> <p>Desirable: Certificate course in Library Science from a recognized Institution. 10+2 from a recognized board/university.</p> <p>Age Limit for direct recruits 30 years</p>
12.	Kitchen Attendant	<p>Essential: 1. Class 10th standard from a recognized school 2. One year relevant experience in a Hostel/Guest House/Canteen or a mess attached to a hostel in any Institution of higher learning. 3. A trade test will be prescribed for direct recruitment.</p> <p>Age Limit for direct recruits 30 years</p>
13.	Multi Tasking Staff	<p>Essential: Class X standard pass or ITI equivalent.</p> <p>Age Limit for direct recruits below 30 years</p>

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:General Instructions:


- (i) Commencement of filling application form through online will be opened from **01.12.2020 (10 a.m.)** and closing date will be on **24.12.2020 (upto 5:00 p.m.)**. The online application form will be available in the Tripura University website.
- (ii) The hard copy of filled-in online application form/acknowledgement along with self-attested all supporting documents (qualifications, experiences, DOB proof, nationality, caste certificate etc.) shall have to reach the University on/before **15.01.2021 by 5:00 p.m.** in a sealed cover superscribed with "Post Applied For _____, advertisement No. _____" addressed to the Registrar, Tripura University, Suryamaninagar-799022.
- (iii) The hard copy of applications and other documents reaching the University after due date or applications incomplete in any respect shall not be considered.
- (iv) The university will not be responsible for any kind of postal delay and no request shall be entertained after **15.01.2021 (5:00 p.m.)**.
- (v) In service applicants should send their filled-in online application form/acknowledgement through proper channel within **25.01.2021 by 5:00 p.m.** However, it is compulsory to submit the advance copy by **15.01.2021**.
- (vi) Applicants intending to apply for more than one post shall have to submit separate online application for each post along with separate application fees.
- (vii) Online application fee is **Rs. 500/-** for General/OBC and **Rs. 200/-** for SC/ST/EWSs/Women/Ex-serviceman. Payment has to be made only through online mode (credit/debit card/Net Banking). However, PwDs are exempted from payment of fees.
- (viii) Fees once paid shall not be refunded under any circumstances.
- (ix) Applicants who have applied earlier under advertisement vide No.TU/01/2019, dated 4th March, 2019 shall have to apply afresh if the same post exists after recast of reservation roster due to implementation of reservation for EWSs. However, they need not pay the application fee again provided they upload documentary proof of previous payment/acknowledgement.
- (x) Applicant should furnish their valid mobile phone number and E-mail ID. If there is any change in the address, e-mail ID, mobile phone number after submission of application, the applicants should inform the University accordingly.
- (xi) Age will be counted as on **24.12.2020**. The experience and qualification will be reckoned as on last date of submission of application.
- (xii) 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 applicants serving on regular/contractual/fixed/DRW basis in this University as per the Cadre Recruitment Rules of Tripura University (Non-teaching), 2011.
- (xiii) Application for the post reserved for SC/ST/OBC/EWSs/PwD(OH/HH) & Ex-Serviceman should be supported by the SC/ST/OBC(NCL)/EWS/PwD & Ex-Service certificates issued by the competent authority.
- (xiv) The prescribed qualifications and experiences are minimum and mere possession of the same will not entitle him/her for being called for Interview/Written Examination/Test.
- (xv) As per communication from the UGC, New Delhi vide letter F. No. 16-40/2015 (CU) dated 14th January, 2016, appointment to the Group 'B' & 'C' posts will be made on the basis of merit in written examinations.



The written test topics may comprise proficiency in English (Comprehension, Synonyms, Antonyms etc.), General Knowledge, Analytical Ability, University System, Tripura University Statutes and Ordinances, Office Procedures, Basic Government of India Rules etc.

Professional test including skill test/computer test depending upon exigency of service and job requirement may be conducted as per approval of the Authority.

- (xvi) The University shall verify the antecedents or documents at any time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has a clandestine antecedents/ background and has suppressed the said information, then his/ her services shall be terminated.
- (xvii) The vacant posts advertised may increase or decrease.
- (xviii) Canvassing in any form in favour of candidature both direct and indirect is strictly prohibited. Violation of this code of conduct will be treated as misconduct and will be brought to the notice of selection committee concerned. The University reserves the right to cancel candidature of such applicants at any point of time if found canvassing.
- (xix) No interim correspondence shall be entertained.
- (xx) No TA/DA shall be paid to the applicants for attending the examination/test/interview.
- (xxi) The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- (xxii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicants.
- (xxiii) Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University/UGC/GoI
- (xxiv) Any corrigendum/addendum to this advertisement or further notifications/notices relating to date/time/venue of examination/test/interview shall be notified in due course at the Tripura University website (www.tripurauniv.ac.in)
- (xxv) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Tripura University in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/test/interview will be final and no query or correspondence will be entertained in this connection.
- (xxvi) Applicants, who have obtained degrees or diplomas or certificates for various courses from any Institution, declared fake/derecognized by the UGC and such other authorities, shall not be eligible for being considered for recruitment to the posts advertised.
- (xxvii) As per the Judgment of the Hon'ble Supreme Court in the case WP (C) 19 of 2004, the Cut-off date is 11.02.2005 for those who have obtained their degrees through ODL mode (Off campus). The applicants having such degrees on or before 11.02.2005 can apply.


23/11/2020
Registrar (i/c)