



TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar – 799022
Tripura, INDIA

No.F.TU/REG/ADVT/NT/03/2024

Dated: 20.12.2024

EMPLOYMENT NOTIFICATION

Tripura University invites online application from the eligible Indian Citizens for filling up the following vacant Non-teaching Group- B & C positions (number of posts may vary) in the University:

Sl. No.	Name of the Post	Group	Posts categories						Pay Level
			Total posts	UR	OBC	SC	ST	EWS	
1.	Assistant	B	1	-	1	-	-	-	6
2.	Laboratory Assistant	C	3	1	-	-	1	1	4
3.	Stenographer	C	1	1	-	-	-	-	4
4.	Hindi Typist	C	1	1	-	-	-	-	2
5.	Lower Division Clerk	C	16	5	-	3	7	1	2
6.	Cook	C	1	1	-	-	-	-	2
7.	Multi Tasking Staff	C	15	7	-	1	6	1	1
8.	Laboratory Attendant	C	6	2	-	1	2	1	1
9.	Library Attendant	C	1	1	-	-	-	-	1

Abbreviation: (i) UR-Unreserved, (ii) SC-Scheduled Caste, (iii) ST-Scheduled Tribe, (iv) OBC-Other Backward Caste, (v) EWS – Economically Weaker Sections.

Application Fee

Candidates belonging to General/OBC/EWS categories: Rs. 1,000/-

Candidates belonging to SC/ST categories: Rs. 500/-

(Candidate desiring to apply in multiple categories of posts would have to pay the requisite application fees separately against that particular category of posts)

Start of submission of online application	23.12.2024 10:00 hours
Last date of submission of online application	22.01.2025 24:00 hours

Online application form is available on the portal <https://tripuraunivnt.samarth.edu.in> and for further information detailed advertisement is also available at University website www.tripurauniv.ac.in

Date of Written Test: 15th February, 2025 (Saturday) & 16th February, 2025 (Sunday)

Admit card will be sent through email by 31st January, 2025, date & time for written test and skill test (wherever applicable) will be specified in the admit card.


20/12/24
Registrar

Essential qualification of Non-teaching positions

Sl. No.	Name of the Post	Educational qualification and other criterion
1	Assistant	<p>Essential Qualifications:</p> <p>Bachelor Degree from a recognized University/ Institution. Three Years of experience as UDC or equivalent in the Level 4 in Central/State Government/ University/ PSU and other Central /State Autonomous Bodies or equivalent pay package in the reputed private Companies/corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more.</p> <p>Proficiency in Typing, Computer applications, noting and drafting.</p> <p>Age Limit : 35 years</p>
2	Laboratory Assistant	<p>Essential Qualifications:</p> <p>Bachelor's degree with minimum two years of working and maintenance experience of sophisticated scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned.</p> <p>The experience should be in University/ Research Establishment /Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs. 200/- Crores or more.</p> <p>Age Limit : 32 years.</p>
3	Stenographer	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. A Bachelor's Degree in any discipline from any recognised Institute/ University. 2. Proficiency in Stenography in English or Hindi with minimum speed of 80 wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. <p>Desirable Qualifications: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 80 w.p.m. Transcription: 50 minutes English/65 minutes Hindi</p> <p>Age Limit: 32 years</p>
4	Hindi Typist	<p>Qualifications:</p> <ol style="list-style-type: none"> i. Bachelor's Degree from a recognized University/ Institute. ii. 30 words per minute in Hindi Typing Speed. iii. Knowledge of Computer Applications <p>Age Limit: 32 years.</p>

5	Lower Division Clerk	<p>Essential Qualifications:</p> <p>(i) A Bachelor's Degree from any recognized Institute/University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.</p> <p>Age Limit : 32 years</p>
6	Cook	<p>Essential Qualifications:</p> <p>1. 10th Class from a recognized Board. 2. ITI Trade certificate in Bakery and Confectionery (one year duration) 3. 3 (three) years experience in cooking / catering services in educational institutions/ guest houses, at least 3 starred hotels or similar organisations.</p> <p>Age Limit : 32 years</p>
7	Multi Tasking Staff	<p>Essential Qualifications:</p> <p>10th Pass from a recognized Board. Or ITI Pass.</p> <p>Age Limit : 32 years</p>
8	Laboratory Attendant	<p>Essential Qualifications:</p> <p>10+2 with Science stream from any recognized Central/ State Board OR 10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.</p> <p>Age Limit : 32 years</p>
9	Library Attendant	<p>Essential Qualifications:</p> <p>i) 10+2 or its equivalent examination from a recognized Board. ii) Certificate course in Library Science from a recognized Institution. iii) One year experience in a University/ College/ Educational Institution Library. iv) Basic knowledge of computer applications.</p> <p>Age Limit : 32 years</p>

GENERAL TERMS & CONDITIONS

1. The qualifications, emoluments and conditions of service, including age of superannuation, shall be as prescribed by the University/ UGC/ Government of India, as amended from time to time.
2. Candidates are advised to ensure/ satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and ensure that they fulfill all the eligibility norms. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature.
3. Method of selection: Merit drawn on the basis of written test and/or skill test (for the posts as applicable only) as per Clause 11.III.(f) of Cadre Recruitment Rules – 2023, Tripura University.
4. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
5. Relaxation in age, experience, qualifying marks, etc., will be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be uploaded with the application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.

The relaxation in age shall also be given in respect of the following categories as mentioned against each:

Sl. No.	Category of Persons	Extent of age Relaxation #
1	Regular Employees of the Central Govt./State Govt./Central Universities/UGC maintained deemed to be Universities/other Central/State autonomous bodies/ organisations/Institutions.	5 years subject to condition that they have rendered 3 years of regular service on the closing date.
2	Ex-Servicemen	5 years
3	Employees of / Persons working in Tripura University*	10 years

For SC/ST plus 5 years and for OBC plus 3 years. *In case of MTS posts, University may grant more age relaxation.

6. The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for the trade test/written test (wherever applicable) or verification of the original documents as the case may be. Where the number of applications received in response to an advertisement is large and it is not feasible or convenient to call many candidates for the trade test/written test (wherever applicable), the University at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed for the post.
7. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
8. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post. Experience will be counted as per the Essential qualification of Non-Teaching Positions mentioned above as shown against the posts.
9. (i) The University reserves the right to fill or not to fill up the posts advertised, if the circumstances so warrant.
(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period

of one year or any post of similar category false vacant within one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. (Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)

(iii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.

(iv) If any advertisement for any post is withdrawn by the University, the application fee collected from the candidates shall be refunded within a reasonable period of time.

(v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.

10. The University may verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are found fake or the candidate has furnished any false information or has suppressed any information, then his/her service shall be terminated.
11. 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 candidate.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
13. Guidelines to the candidates, who are already employed:
 - a. The candidates in the service of Central or State Government, Autonomous, PSU organizations may apply through proper channel.
 - b. The candidate(s) should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of verification of documents.
 - c. For drawing equivalence of pay level for applicants from institutions other than Government organizations, the gross monthly emoluments drawn by the applicant should not be less than the initial basic salary of concerned pay level.
14. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.
15. The number/category/recruitment mode of posts advertised may increase/decrease/change.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The applications are invited through online mode only. Any other mode (e.g. hard copies or email etc.) except SAMARTH Portal shall not be entertained. Please visit the University website: www.tripurauniv.ac.in for details of qualifications and other instructions in this regard.
2. Applicant shall register and apply online on the portal at <https://tripuraunivnt.samarth.edu.in>
3. Separate applications are to be submitted for different positions/categories.
4. The EWS/OBC certificates should be as per the Govt. of India norms.
5. Non-submission of the relevant documents shall be treated as incomplete and shall be summarily rejected.
6. Verification of original documents will be carried out as and when needed.
7. No interim correspondence shall be entertained.
8. No travelling allowance (TA) shall be paid to the candidates called for written test or attending the interview.
9. All the correspondence will be made through email only. Therefore, all the candidates are advised to provide correct email address and regularly check their emails besides University website (www.tripurauniv.ac.in) for any update.
10. The syllabus/scheme of examinations for the Non Teaching posts of Tripura University is available on Tripura University Website under Notification Section.
11. Amendments/changes, if any, in the advertisement will be published only on the University's website (www.tripurauniv.ac.in)


20/12/24
Registrar