

**TRIPURA LEGISLATIVE ASSEMBLY
SECRETARIAT**

No.F.1(203)-LA/78-Vol-II

Dated, Agartala the ^{2nd} December, 2022

ADVERTISEMENT

Applications are invited from bonafide citizens of India having Permanent Resident Certificate of Tripura for recruitment to the under mentioned posts in the Establishment of Tripura Legislative Assembly Secretariat. Willing candidates may apply for each post separately as per format below stating the particulars duly signed by the candidate along with attested copies of necessary certificates/testimonials viz, educational qualification, experience certificate, Permanent Resident of Tripura Certificate/ Citizenship (if any), Age proof Certificate etc. and **4(four) copies of recent colored self attested photographs** along with postal order of Rs. 200/- (Rs. 150/- incase of ST & SC) in favour of the **Secretary, Tripura Legislative Assembly** payable at **Agartala**. Incomplete application and the application received after due date shall not be entertained on any circumstances and will be summarily rejected. The candidates will have to appear in the written examination and type test at their own expenses at the time and place to be notified latter on. For details please contact office of the undersigned all working days during 11 a.m. to 4 p.m. and visit our website www.tripuraassembly.nic.in

Sl. No.	Name of post and scale of pay	Eligibility Criteria	Category wise no. of post			Remark
			UR	ST	SC	
1.	Junior Reporter, Group-C (Non-Gazetted) Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-10 of Tripura Pay Matrix, 2018	A) Must be Graduate. Must have minimum speed of 30(thirty) words per minute both English and Bengali type writing and 100 (hundred) words per minute in both English and Bengali Shorthand.	-	02	01	
			Total- 03 nos.			
2.	Translator (English), Group-C (Non-Gazetted) Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-10 of Tripura Pay Matrix, 2018	A) Must be Master Degree in any Branch with fair knowledge in English. Must be capable of Translating from Bengali language to English and vice versa.	01	-	-	
			Total- 01 no.			

3.	<p>i. L.D. Asstt.-cum-Typist- 01 (ST),</p> <p>ii. Receptionist- 02 (UR-01, SC-01),</p> <p>iii. Library Asstt. -01 (UR),</p> <p>Group-C (Non-Gazetted) Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of Tripura Pay Matrix, 2018</p>	<p>A) Must have S.F./H.S or its equivalent examination passed with knowledge of typing with minimum speed of 30(thirty) words per minutes in English. Preference will be given to Graduate and to those who know both English and Bengali Type writing.</p>	02	01	01	
			Total- 04 nos.			
4.	<p>Junior Operator,</p> <p>Group-C (Non-Gazetted) Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of Tripura Pay Matrix, 2018</p>	<p>A) Must have passed Madhyamik or equivalent examination and must have proficiency in operating tape recorders, P.A. equipment and other audio-visual equipments.</p>	01	-	-	
			Total- 01 no.			
5.	<p>Asstt. Manager, MLA's Hostel,</p> <p>Group-C (Non-Gazetted) Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of Tripura Pay Matrix, 2018</p>	<p>A) Must have passed Matriculation or any other equivalent examination. Preference will be given to those having experience in catering line.</p>	-	01	-	
			Total- 01 no.			
6.	<p>Driver,</p> <p>Group-C (Non-Gazetted) Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of Tripura Pay Matrix, 2018</p>	<p>A) Class-VIII (eight) standard with valid driving license both heavy and light vehicles.</p> <p>B) Should be capable of undertaking minor repairs of the vehicle.</p>	03	01	01	
			Total- 05 nos.			

7.	Sorter, Group-C (Non-Gazetted) Pay Band-2, ₹5,700- 24,000/-, Pay Matrix level-5 of Tripura Pay Matrix, 2018	A) At least Metric Standard. B) Experience of work in Libraries preferable.	02	01	01	
			Total- 04 nos.			
8.	Watch and Ward, Group-C (Non-Gazetted) Pay Band-2, ₹5,700- 24,000/-, Pay Matrix level-5 of Tripura Pay Matrix, 2018	A) Class-X (ten) standard having physical fitness as prescribed below :- General S.C. S.T. Height- 167.64 c.m. 167.64 c.m. 165 c.m. (5.5 ft.) (5.5 ft.) (5.4.13 ft.) Chest (Un-expanded)- 78.74 c.m. 76.02 c.m. 76.02 c.m. (2.5.83 ft.) (2.4.94 ft.) (2.4.94 ft.) Chest (Expanded) - 83.82 c.m. 81.28 c.m. 81.28 c.m. (2.75 ft.) (2.6.66 ft.) (2.6.66 ft.) For recruitment of Women Watch and Ward (Direct or on Promotion) besides physical fitness, the minimum Height for General and S.C. candidates will be 1.524 mtr. and for S.T. 1.500 mtr.	03	02	01	
			Total- 06 nos.			
9.	Junior Cook, Group-C (Non-Gazetted) Pay Band-2, ₹5,700- 24,000/-, Pay Matrix level-5 of Tripura Pay Matrix, 2018	A) At least Primary Standard. B) Experience of work in Cooking preferable.	02	01	01	
			Total- 04 nos.			
10.	Peon, Group-D (Non-Gazetted) Pay Band-1, ₹4,840- 13,000/-, Pay Matrix level-1 of Tripura Pay Matrix, 2018	A) Class-VIII standard for General categories and in case of ST/SC candidate's minimum class-V passed.	02	01	01	
			Total- 04 nos.			

11.	Room Attendant, Group-D (Non-Gazetted) Pay Band-1, ₹4,840- 13,000/-, Pay Matrix level-1 of Tripura Pay Matrix, 2018	A) Class-VIII standard for General categories and in case of ST/SC candidate's minimum class-V passed.	03	01	00	
			Total- 04 nos.			

The number of posts to be filled up is subject to increase or decrease as per the requirement of Assembly Secretariat and selected panel of candidates will remain valid for 1(one) year from the date of its publication.

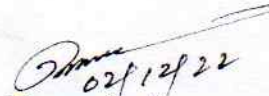
Reservation for Physically Handicapped persons and women will be maintain as per Rule.

Age Limit:-

18 to 40 years as on 17th December, 2022. Maximum age limit relaxable by 5 years in case of ST/SC/PH and Govt. Servants.

*However, Upper age limit relaxable by 2(two) years for all categories of candidates for all the above posts in pursuance of GA(P&T) Department Memorandum No.F.23(11)-GA(P&T)/2022 dated 11th July, 2022.

The last date of submission of application is 17th December, 2022 (upto 5.30 P.M.). The application(s) received after the closing date will not be entertained.


(B.P. Karmakar)
Secretary,
Tripura Legislative Assembly

*Copy to - Incharge, website wing for uploading -
the advertisement in official website.*


B. P. KARMAKAR
Secretary
Tripura Legislative Assembly

PRESCRIBED APPLICATION FORMAT

- i) Name of post applied for :-
- ii) Name of applicant (in block letters) :-
- iii) Name of father/ husband :-
- iv) Permanent address :-

Affix a recent
self-attested
passport
size
coloured
photograph

v) Present address :-

vi) Nationality :-

vii) Date of Birth :-

viii) Employment exchange
registration no., if any :-

ix) Educational qualification :-

x) Other qualification, if any :-

xi) Whether ST/SC/UR/PH/
Govt. Service :-

xii) Amount deposited in postal order :-
with indication of no. and date

xiii) Communication number (phone/mobile):-

DECLARATION

The information furnished in the application is correct to the best of my knowledge and belief. I am not aware of any circumstances which impair my fitness for employment under Tripura Legislative Assembly Secretariat.

Date :-

Place :-

Signature of the applicant