



TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar – 799022
Tripura, INDIA

No.F.TU/REG/ADVT/NT/01/2024

Dated: 4th October, 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 Engineer (Civil)	B	1	1	-	-	-	-	7
2.	Section Officer	B	2	2	-	-	-	-	7
3.	Private Secretary	B	1	1	-	-	-	-	7
4.	Assistant	B	1	1	-	-	-	-	6
5.	Manager	B	1	1	-	-	-	-	6
6.	Personal Assistant	B	1	1	-	-	-	-	6
7.	Pharmacist	C	1	1	-	-	-	-	5
8.	Stenographer	C	1	1	-	-	-	-	4
9.	Kitchen 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

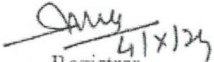
Candidates belonging to General/OBC/EWS categories: Rs. 1,000/-

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	07.10.2024 10:00 hours
Last date of submission of online application	10.11.2024 17:30 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


Registrar

Essential qualification of Non-teaching positions

Sl. No.	Name of the Post	Educational qualification and other criterion
1	Assistant Engineer (Civil)	<p>Essential Qualifications:</p> <p>i) First Class Bachelor's Degree in relevant field from a recognised Institute/ University or equivalent.</p> <p>ii) Three years' experience in the relevant field as Junior Engineer or Equivalent in State Government PWD services or similar organized services/ Statutory or Autonomous organization/ University System or reputed private organizations with an annual turnover of at least Rs. 200/- Crores or more.</p> <p>Age Limit : 35 years</p>
2	Section Officer	<p>Essential Qualifications:</p> <p>i) A Bachelor's Degree in any discipline from any recognised Institute/ University.</p> <p>ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turn over of at least Rs. 200/- Crores or more.</p> <p>iii) Proficiency in Computer Operation, noting and drafting.</p> <p>Age Limit : 35 years.</p>
3	Private Secretary	<p>Qualifications:</p> <p>1. A Bachelor's Degree from a recognized University/Institute.</p> <p>2. At least 03 Years experience as Personal Assistant or 5 years as Stenographer in a University/ Research establishment/Central/ State Govt. /PSU and other autonomous bodies.</p> <p>3. English/Hindi Stenography speed: 120 wpm in English or 100 wpm in Hindi.</p> <p>4. English/Hindi Typing speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.</p> <p>5. Knowledge of computer applications.</p> <p>Skill Test Norms on Computer:</p> <p>Dictation: 10 minutes @ 120 w.p.m. in English/100 w.p.m. in Hindi</p> <p>Transcription: 50 minutes (English)/ 60 minutes (Hindi)</p> <p>Desirable:</p> <p>Proficiency in English & good communication skills.</p> <p>Age Limit: 35 years.</p>
4	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>

5	Manager	<p>Essential Qualifications:</p> <ol style="list-style-type: none"> 1. Bachelor's Degree in Hotel Management or allied field from a recognized University / Institution with one year relevant experience <p>OR</p> <ol style="list-style-type: none"> 1. Diploma in Hotel Management or allied field from a recognized University / Institute with two years relevant experience <ol style="list-style-type: none"> 2. Knowledge of Computer applications <p>Age Limit : 35 years</p>
6	Personal Assistant	<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 100 wpm. 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively. 4. Knowledge of Computer Applications. 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores. <p>Desirable: Proficiency in English and good communication skills.</p> <p>Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi</p> <p>Age Limit: 35 Years</p>
7	Pharmacist	<p>Essential Qualification:</p> <ol style="list-style-type: none"> i) Bachelor's in Pharmacy from an Institution recognized by the Pharmacy Council of India or D. Pharm with two years' experience in service. ii) Registered as Pharmacist under the Pharmacy Act. <p>Age Limit: Not exceeding 27 years of age.</p>
8	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>

9	Kitchen Attendant	<p>Essential Qualifications:</p> <ol style="list-style-type: none">1. 10th Pass from any State/ Central School /Board. <p>OR</p> <ol style="list-style-type: none">2. Two years' experience in cooking/ catering services in a Canteen/ reputed Hotel/ Guest Houses of reputed organizations/ University <p>Age Limit: 32 years</p>
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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 Tripura University	10 years

For SC/ST plus 5 years and for OBC plus 3 years

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 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, 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 for any reasons whatsoever.

* If sufficient numbers of candidates do not qualify the skill test, conditions may be relaxed (subject to improvement within six months from the date of appointment)

- (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, 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.

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 from the University (call letter for written test/ attending the interview etc.) 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. Amendments/changes, if any, in the advertisement will be published only on the University's website (www.tripurauniv.ac.in)


4/1/24
Registrar