



TRIPURA UNIVERSITY

(A Central University)

Suryamaninagar – 799022

Tripura, INDIA

Advertisement No. TU/01/2019

Dated: 4th March, 2019


EMPLOYMENT NOTIFICATION

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

| Sl. No | Name of the Post | Pay Band | Grade pay | No. of Posts |
|--------|--------------------------------------|------------------|-----------|--|
| 1 | Director College Development Council | Rs. 37400-67000 | Rs. 10000 | 1 (UR) |
| 2 | Controller of Examinations | Rs. 37400-67000 | Rs. 10000 | 1 (UR) |
| 3 | Deputy Registrar | Rs. 15600-39100 | Rs. 7600 | 2 (1-UR, 1- SC) |
| 4 | Assistant Registrar | Rs. 15600-39100 | Rs. 5400 | 2 (1 UR, 1 SC) |
| 5 | Section Officer | Rs. 9300-34800 | Rs. 4600 | 2 (1 –UR, 1- OBC) |
| 6 | Private Secretary (P.S.) | Rs. 9300-34800 | Rs. 4600 | 1 (UR) |
| 7 | Manager | Rs. 9300-34800 | Rs. 4200 | 1 (UR) |
| 8 | Professional Assistant | Rs. 9300-34800 | Rs. 4200 | 1 (UR) |
| 9 | Personal Assistant (P.A.) | Rs. 9300-34800 | Rs. 4200 | 2 (1-UR, 1-PWD-OH) |
| 10 | Stenographer | Rs. 5200-20200 | Rs. 2400 | 1 (UR) |
| 11 | Pharmacist | Rs. 5200-20200 | Rs. 2800 | 1 (UR- Ex-serviceman) |
| 12 | Laboratory Assistant | Rs. 5200 - 20200 | Rs. 2000 | 2 (1-UR, 1-SC) |
| 13 | Lower Division Clerk (LDC) | Rs. 5200 - 20200 | Rs. 1,900 | 9 (UR-4) (ST-3) (SC-1) (OBC-1) |
| 14 | Laboratory Attendant | Rs. 5200 - 20200 | Rs. 1800 | 2 (UR) |
| 15 | Library Attendant | Rs. 5200 - 20200 | Rs. 1800 | 1 (ST) |

Applications are to be submitted **online only**. Online submission of application forms will start from **14th March, 2019 (10 A.M.)**. Last date of submission of online application form is **29th March, 2019 (5:00 PM)**.

N.B- UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-(NCL)-Other Backward Caste-Non Creamy Layer, PWD-OH-Person with Disability-Orthopedically Handicapped.


Registrar (i/o) 4/3/19

| Sl. No | Name of the Post/ Scale of pay and age limit | No of Posts | Reservation | Essential qualification |
|--------|---|-------------|--|---|
| 1. | Director College Development Council Rs. 37400-67000 Rs. 10000 Preferably below 55 yrs. | 1 | (UR) | Educational and other qualifications required for direct recruits (i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute. (ii) At least 3 years of experience as Associate Professor in the AGP of Rs.9000/- along with experience in educational administration. Or Comparable experience in research establishment and /or other institutions of higher education Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post. |
| 2. | Controller of Examinations Rs. 37400-67000 Rs. 10000 Preferably below 57 yrs. | 1 | (UR) | Educational and other qualifications required for direct recruits (i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute. (ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration Or Comparable experience in research establishment and/or other institutions of higher education Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post. Desirable: Relevant experience of the University Examination System. |
| 3. | Deputy Registrar (Examination & Finance) Rs. 15600-39100 Rs. 7600 Age Limit for direct recruits 50 years | 2 | (UR-1, Finance) (SC-1, Examination) | A. Finance: A Master's degree with Commerce or Business Administration (Finance) or comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute. ii) Nine years' of experience as an Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration, Or Comparable experience in research establishment and/or other institutions of higher education. Or Five years' of administrative experience as Assistant Registrar or in an equivalent post. Desirable: Preference will be given to candidates with ICWA/CA. B. Examination: A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute. ii) Nine years' of experience as a Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration, Or Comparable experience in research establishment and/or other institutions of higher education. Or Five years' of administrative |

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| | | | | experience as Assistant Registrar or in an equivalent post. Desirable: Relevant experience of the University Examination System. (In case of Deputy Registrar (Examination)) |
| 4. | Assistant Registrar Academic/ Administration & Examinations Rs. 15600-39100 Rs. 5400 Age Limit for direct recruits 45 years | 2 | (UR-1) (SC-1, Examination) | Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale along with a good academic record from a recognized University/Institute. |
| 5. | Section Officer Rs. 9300-34800 Rs. 4600 Age Limit for direct recruits 40 years | 2 | (UR-1) (OBC-1) | 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. Desirable: Master's Degree /equivalent PG Diploma in Business Administration or LLB. |
| 6. | Private Secretary (P.S.) Rs. 9300-34800 Rs. 4600 Age Limit for direct recruits 40 years | 1 | (UR) | Graduate with 5 years experience as Personal Assistant in the Pay Band: Rs.9300-34800/- Grade Pay: 4200/Qualifying of stenography test in English with speed of 80/40 wpm. Knowledge of Computer Applications |
| 7. | Manager Rs. 9300-34800 Rs. 4200 Age Limit for direct recruits 35 years | 1 | (UR) | Degree/Diploma in Hotel Management/ Catering/House Keeping or equivalent with 3 years experience in Hotel/ Guest House/Hostel. Desirable: Proficiency in accounts, inventory control and purchase of stores. |
| 8. | Professional Assistant Rs.9300-34800 Rs. 4200 Age Limit for direct recruits 35 years | 1 | (UR) | 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. Desirable: PG Diploma in Library Automation and Networking or PGDCA or equivalent. |
| 9. | Personal Assistant (P.A.) Rs. 9300-34800 Rs. 4200 Age Limit for direct recruits 35 years | 2 | (UR-1) (PwD-OH-1) | 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) Graduate from a recognized University / Institute. (ii) Diploma/Certificate in Stenography from Government approved Institution. |
| 10. | Stenographer Rs. 5200-20200 Rs. 2400 Age Limit for direct recruits 30 years | 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 Application Desirable: i) Preferable will be given to Graduate ii) Diploma / Certificate in Stenography from |

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| | | | | Government approved institution |
| 11. | Pharmacist Rs. 5200 – 20200 Rs. 2800 Age Limit for direct recruits 35 years | 1 | (UR- Ex-serviceman) | 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 |
| 12 | Laboratory Assistant Rs. 5200 - 20200 Rs. 2000 Age Limit for direct recruits 30 years | 2 | (UR-1) (SC-1) | B.Sc from a recognized University or Institute 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. |
| 13. | Lower Division Clerk (LDC) Rs. 5200 – 20200 Rs. 1900 Age Limit for direct recruits 30 years | 9 | (UR-4) (ST-3) (SC-1) (OBC-1) | 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. Desirable: Graduate from a recognized University/ Institutes and working experience in government or organization of repute. |
| 14. | Laboratory Attendant Rs. 5200 – 20200 Rs. 1800 Age Limit for direct recruits 30 years | 2 | (UR-2) | 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. |
| 15. | Library Attendant Rs. 5200 – 20200 Rs. 1800 Age Limit for direct recruits 30 years | 1 | (ST-1) | Matriculation or Madhyamik Pass Desirable: Certificate course in Library Science from a recognized Institution. 10+2 from a recognized board/university. |

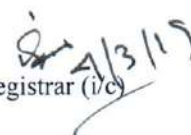
General Instructions to the candidates:

- (i) Applicants intending to apply for more than one post shall have to submit separate on line application for each post.
- (ii) A copy of filled-in online application form/acknowledgement alongwith all other documents (qualifications, experience/s, DOB proof, nationality, caste certificate etc.) shall reach the University on/ before **8th April, 2019 by 5.00 PM** mentioning the name of the post applied for and advertisement number on the top of the sealed envelope.
- (iii) Once applications 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 manner.
- (iv) In-service applicants should send their filled-in online applications form/acknowledgement alongwith all other documents through proper channel i.e. through their employers within **18th April, 2019 by 5.00 PM**. However, it is compulsory to submit an advance copy latest by **8th April, 2019 by 5.00 PM**.
- (v) No TA/DA shall be paid to the candidates for attending the test/interview.
- (vi) Age will be counted as on **29th March, 2019**. SC/ST /OBC/PWD-OH/Ex- Serviceman candidates shall be given relaxation in age and experience as per the directives/policy of the Govt. of India/UGC.
- (vii) 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 basis in this University as per the Cadre Recruitment Rules of Tripura University.

- (viii) Online application fee is **Rs. 500/-** for General and OBC Candidates and **Rs. 200/-** for SC/ST/Women and Ex-serviceman Candidates. Payment has to be made only through online mode (credit / debit card / Net Banking). However, PwD candidates are exempted from payment of fees. Fees once paid shall not be refunded under any circumstances.
- (ix) The University will not be responsible for any kind of postal delay and no request shall be entertained after **8th April, 2019, 5 P.M.**
- (x) 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 candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/ her services shall be terminated.
- (xi) 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 candidates.
- (xii) Canvassing in any form will be a disqualification.
- (xiii) No interim correspondence shall be entertained.
- (xiv) The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- (xv) The posts advertised may increase or decrease.
- (xvi) The prescribed qualifications and experiences are minimum and mere possession of the same will not entitle a candidate for being called for interview / written Examination / Test.
- (xvii) Short listing of the applicants, if necessary, shall be made through written test, academic records or higher educational qualifications.
- (xviii) Any change in the correspondence address shall be communicated to the university in writing.
- (xix) In pursuant to the letter No. 19-50/2015-Desk-U dated 22.12.2015 of MHRD there shall be no interview for appointment to the Group 'B' & 'C' posts. The selection shall be made through written Examination and Skill Test / Trade Test if applicable to that post.
- (xx) Application for the post reserved for SC/ST/OBC (NCL)/PWD-OH & Ex- Serviceman should be supported by the Caste/ Tribe /OBC & Ex- Service/PwD certificates issued by the competent authority.
- (xxi) Date / Time / Venue of interview /written test/ examination details shall be notified in due course at the Tripura University website (www.tripurauniv.in or www.tripurauniv.ac.in).


Registrar (i/c)