



TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar – 799022
Tripura, India

General Instructions for Tripura University Online Recruitment System

- Applicants should apply online only for employment advertisement no. **TU/01/2019** dated **04-03-2019** from its website – www.tripurauniv.in
- Duration of filling up of online application is from **14-03-2019 (10 AM)** to **29-03-2019 (5 PM)**
- In order to apply online, applicants have to register themselves first. They may apply for multiple number of posts (subject to fulfilment of stipulated eligibility criteria) through a single registration.
- During registration, applicant will be asked to provide an e-mail id and a mobile number. These must be valid because initial login password will be sent to the provided e-mail id or Mobile via SMS, and in future all correspondence in this regard may be made to this e-mail id and the given mobile no. via SMS.
- After registration, applicants are to obtain the password from the registered e-mail id or mobile no.
- It is recommended that they may change their password on the first log in, if so wishes.
- After Successful login applicant may fill the Personal Information Form and apply for desired posts.
- An applicant will be required to upload his/her scanned photograph and signature, which they should get ready beforehand.
- If the applicant does not have all required information at the time of filling the Form (personal information), he/she can save the incomplete application as a draft (by clicking on 'Save as Draft' button) and log out. Later, by login back to his/her account again he/she may complete the rest of the Form / Application process. Applicants are advised to save the data as draft mode after filling up information or any modification.
- To submit the personal information Form, applicant must agree with the given declaration, clicking on check box. It is important to note that, once applicants submit their Form, they cannot alter those under any circumstances. Therefore, they are advised to be sure about the accuracy and relevance of the given / uploaded information before clicking the submit button.
- Once personal information submitted applicants shall be able to proceed to apply for their desired post(s) subject to payment of post wise application fee (if applicable).
- The application fees are as follows – for each of the applied post, Rs. 500.00 for General & OBC (NCL) candidates and Rs. 200.00 for SC/ST/Women and Ex-serviceman candidates. However, Person with Disability (PWD) candidates are exempted from payment of fees.
- Application shall be summarily rejected, if payment is not made properly.
- Applicants are advised to make payment of application fees through online payment gateway (Credit Card / Debit Card / Net Banking).
- After successful payment of application fee for a post, applicants will be able to download the 'Acknowledgement'. Separate acknowledgment shall be served for each of the applied post bearing separate EAN (a unique Employment Application Number).
- For more information see above mentioned advertisement.