



TRIPURA PUBLIC SERVICE COMMISSION

Advt. No.
08/2018

Applications are invited in the prescribed form from bonafide citizens of India for selection of candidates for recruitment to the post of Personal Assistant Grade-II (PA-II), Group-C Non-Gazetted under GA (P&T) Department, Govt. of Tripura in the Scale of Pay Rs. 5,700/-24,000/- PB-2 with Grade Pay of Rs.-2,800/- (pre-revised).

Vacancies: - All permanent.

i)	Scheduled Castes	24 (twenty-four) including 1- Ex-serviceman.	(including 7 PH)
ii)	Scheduled Tribes	68 (six-eight) including 2-Ex-serviceman.	
iii)	Any other category (to be specifically mentioned here)	UR-85 (eighty-five) including 3- Ex-serviceman.	
Total		177 (One hundred seventy-seven) including 7 (PH)	

Essential Qualifications:

(a) He/She have passed at least Higher Secondary (H.S.+2) or equivalent examination from a recognized Board/University with minimum 45% marks in average or He/ She shall have passed Madhyamik examination with Stenography Course from any ITI with 45% marks in Madhyamik.

Provided that the category of candidates those who have passed Stenography Course up to 2018-19 from ITI will be considered eligible in relaxation of marks obtained i.e.up to 35% marks in Madhyamik.

(b) He/She shall have Knowledge of operating Computer and a certificate from any Government or Government recognized or Government registered Institution or University which may be of minimum duration of 3 (three) months.

He/She shall have proficiency in typing in English on computer and shorthand writing / transcription with minimum speed of 40 words per minute and 100 words per minute respectively.

(c) The qualifying marks as mentioned in (a) above is relaxable by 5% marks for all reserved category (SC/ST/Ex-serviceman/P.H) candidates.

Age:- Minimum 18 to 40 years as on **01.10.2018** Upper age limit is relaxable by 5(five) years in case of ST/SC candidates and Govt. Servants. The Government employees belong to ST, SC category shall not get this relaxation over and above the General relaxation of 5 years available to them.

The last date of receiving application is **01.10.2018** The application(s) received after the closing date will not be entertained.

During submission of application candidates will not have to submit/upload any documents.

Contd.. Page-2

Page-2

Preliminary Examination qualified candidates will be asked to submit all required documents at the Commission's Office. On scrutiny of documents, if a candidate found not eligible as per terms & condition of the Advertisement his /her candidatures will be rejected.

Online Application Portal will be available on Commission's website from **02.09.2018 to 01.10.2018 (5.30 PM)**. Before applying for the post, an applicant shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission's Website viz www.tpsc.gov.in. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the OTPR User ID through Commission's website.

The candidates may also fill & submit application form in Receive section TPSC (purchasing from any branch of Tripura Gramin Bank) or send it by post which should be addressed to the Secretary, TPSC, Agartala, West Tripura, PIN-799001 during working hours.

Other Important information:

(1) The number of post to be filled up is subject to increase or decrease following requisition of the Department.

(2) **Prescribed Form availability (For Offline):-** The 4(four) pages Application Form printed in colour font will be available from all Branches/Extension counters of **Tripura Gramin Bank** in the State of Tripura on deposit of the prescribed **Recruitment Fee through the Special Deposit Slip to the Account No. 14711 in favour of the Secretary, T.P.S.C.** in the same Branch/Extension counter as a single window system without any extra charge/commission from the candidates.

In addition, the said prescribed Form **printed in colour font (A4 size 90 GSM paper)** can also be down loaded from the Website <http://www.tpsc.gov.in> and in that case, the prescribed Recruitment Fee is to be paid to the **Account No.31176521319** of the State Bank of India (core banking branches) in favour of **the Secretary, Tripura Public Service Commission**. The Bank deposit Receipt is to be affixed with the filled up application form in the specified Box on the 2nd page of the form.

(3) (a) As per service rule the Recruitment process will comprise of three successive stages viz. (i) Preliminary Examination of **100 marks** (multiple Choice Type Test), (ii) Type Writing (Using Computer) of **100 marks** & Shorthand Writing & Transcription (using computer) of **200 marks** and (iii) Main Examination of **250 marks** (Conventional Type Test).

(b) Syllabus for the Preliminary Examination:-

Part	Syllabus	Full Marks	Total Marks	Time
I English	Use of appropriate Preposition and Article, Synonyms and Antonyms, Use of common phrase and Idioms Comprehension, Ordering of words in a Sentence, Sporting of Errors etc.	50	100	2 Hours
II General Studies	General Knowledge with special reference to Tripura & North Eastern Region, Current Affairs of Local, National and International Importance, Simple Arithmetic, Mental Ability etc.	50		

(c) A limited no. of candidates, maximum 5 (five) times of total vacant posts(in category wise), will be selected merit wise for Type Writing & Shorthand Writing & Transcription on the basis of the result of Preliminary Examination, subject to securing minimum qualifying marks as fixed by the Commission.

The Preliminary Examination is a Screening Test only to select candidates for the Type Writing & Shorthand Writing & Transcription. The Marks obtained in this Examination by the candidates will not be taken into account for the purpose of preparing the final merit list.

(d) Minimum 50% marks will be the qualifying marks in respect of Type Writing & Shorthand Writing & Transcription, relaxable up to 40% in case of SC/ST candidates.

(e) The candidates who will be found qualified in the Type Writing & Shorthand Writing & Transcription will be called to appear in the Main Examination.

Subject for the Main Examination:-

Subject	Total Marks	Time Allowed
Paper I -English	100	3 Hours
Paper II -Bengali or Alternative English	50	1 ¹ / ₂ Hours
Paper III -GK & Current Affairs	100	3 Hours
Grand Total:	250	

The final selection will be made in order of merit on the basis of marks obtained by a candidate in Main Examination plus the marks obtained in the Type Writing & Shorthand Writing & Transcription Test. If any candidate remains absent himself/herself in the Type Writing & Shorthand Writing & Transcription Test and any paper of the Main Examination, his/her candidature will not be considered for the final selection.

(4) The Examination will be conducted as per the Secondary (Madhyamik) standard.

(5) **Group-C Posts: - Rs.100/-** (Rupees one hundred) only for General Candidates and **Rs.50/-** (Rupees fifty) only for ST/SC/ BPL card holders/Physically Handicapped Candidates.

(6) **SC/ST Candidates of other States** (not recognized by the Govt. of Tripura) should apply for unreserved vacancy as general candidate along with recruitment fee prescribed for general candidates.

(7) Applicants must be in possession of the prescribed minimum qualification(s) for the post on the closing date for submission of application as mentioned in the advertisement. During submission of application candidates will not have to submit documents.

Preliminary Examination qualified candidates will be asked to submit all required documents at the Commission's Office. On scrutiny of documents, if a candidate found not eligible as per terms & condition of the Advertisement his /her candidatures will be rejected.

Page-4

(8) Application in the prescribed form duly filled in by the candidate and **2(two)** copies of recent stamp size photographs of the candidate affixed on the Application and Admit Card to be submitted to the Reception Counter of the TPSC Secretariat by **5.30 PM** of the closing date **(01.10.2018)** Applicants may obtain the acknowledgement including Receipt Number from reception counter of the Commission.

The candidates, who will send application by post, are also required to attach to the application; a self-addressed Post-card indicating the Advertisement No. and name of the post applied for. Application will be acknowledged by the Commission by returning this card to the candidate after indicating the Registration No. allotted to the candidate. No separate acknowledgement other than this card will be sent to them.

(9) Decision of the Commission as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.

(10) Assessment and evaluation of the answer scripts done by the Commission shall be final and shall not be open to scrutiny by any external authority.

(11) Date, time and venue of Preliminary Examination / Type Writing & Shorthand Writing & Transcription/ Main Examination will be notified in due course.

(12) For further details, read the "**Instructions to candidates**", in the prescribed Application Form.

Sd/-
01.09.18
(S. Mog)
Secretary,
Tripura Public Service Commission.