

TRIPURA HUMAN RIGHTS COMMISSION

SHYAMALIBAZAAR, P.O.KUNJABAN, AGARTALA, WEST TRIPURA

Tele. No.(0381)2351515, e-mail [-thrc16agartala@gmail.com](mailto:thrc16agartala@gmail.com)

No.F.1(11)/Estt/THRC/2017 (shadow)/ 901-902

Dated, Agartala the 4th April, 2022

ADVERTISEMENT

Application is invited from the retired Government Employees for engagement to the post of Office Superintendent/Accountant/Head Clerk/UDC in Tripura Human Rights Commission, Shyamali Bazaar, Kunjaban Township, Agartala, on short term contract basis initially for a period of one year from the date of engagement subject to approval of the State Government.

- Application should be as per format annexed.
- Selection will be made on the basis of oral Interview.
- Age of the applicant shall not be more than 62 years as on 01.01.2022.
- Pay/Remuneration will be fixed as per the State Government guidelines.
- Applicant shall submit the following documents.
 - i) 2 Nos. Passport size recent coloured photograph.
 - ii) Self-attested copy of the following documents:-
 - (a) P.P.O. issued by the competent authority.
 - (b) Aadhaar Card.
 - (c) PAN Card.
 - (d) Accounts-cum-Administrative training certificate, if any.
 - (e) Computer training certificate, if any.
 - (f) Copy of L.P.C.
 - (g) Pension statement for the previous month.
- Certificate regarding physical fitness issued by a Medical Officer of the Govt. Hospital will be required in respect of selected candidate.
- Suppression of any information or giving of any false information shall be liable for rejection of the selection.

The application should be addressed to the Secretary, Tripura Human Rights Commission, Kunjaban Township, Shyamali Bazaar, Agartala, PIN Code -799 006. The last date of receiving the application by hand, by post or through courier service is upto 4.30 P.M. on 20th April, 2022.

(R. Reang, IAS)

Secretary

Tripura Human Rights Commission
Tripura, Agartala

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APPLICATION FOR THE POST OF OFFICE SUPERINTENDENT /ACCOUNTANT/HEAD CLERK/UDC.

Affix one
passport size
photograph

1	Name (in block letters)	:-	
2	Father's Name/Husband's name	:-	
3	Address (a) Permanent (b) Present address	:- :-	
4	Date of Birth	:-	
5	Educational Qualification	:-	
6	Date of entry in service and the posts held	:-	
7	Date of retirement	:-	
8	Post from which retired	:-	
9	Office address at the time of retirement.	:-	
10	Age as on 01.02.2022	:-	
11.	OTHER PARTICULARS/EXPERIENCE:-		
	I. No. of year served in different post/grade	:-	
	II. Whether undergone training on Accounts conducted by the State Govt. and passed the Accounts training or not	:-	
	III. Knowledge and experience if any, in respect of -		
	a. Operating computer in MS office and Excel	:-	
	b. Whether he/she can type at a speed of 35 words p.m. in computer in English language	:-	
	c. Whether he/she can operate internet /email account /twitter account	:-	
	d. Whether he/she has any experience in working in E-tender/Government e-Market place(GEM) as per provisions of DFPRT	:-	
	e. Whether he/she has any experience in working in Account Section, HRMS system and Treasury operating system	:-	
	f. Any other experiences	:-	
12.	Basic pay at the time of retirement	:-	
13.	Present basic pension amount drawn	:-	
14.	Whether he /she has been subjected to any departmental proceeding / punishment / warning for misconduct, in subordination etc. If so, details thereof	:-	
15.	Mobile No. and E-mail ID, if any	:-	

I Shri/Smti.....S/o/D/o/W/o..... age.....years, do hereby declare that the information given above are true to the best of my knowledge and in acknowledgement whereof I have given my signature on this day, the of April, 2022.

(Signature of applicant)