

Government of Tripura
Rural Development Department

No.F.8(4)-RD/2021/8779.

Dated, Agartala, the 23rd August, 2024.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the post of **Multitasking Staff, Group-D (Category Non-Technical)** in the Rural Development Department namely:-

1. Short title Commencement:-

- a) These rules may be called the Revised Recruitment Rules, 2024 for the post of **Multitasking Staff, Group-D (Category Non-Technical)** under Rural Development Department, Government of Tripura.
- b) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the Post(s) is / are specified in Column-1 of the schedule enclosed.

3. Number, Classification and Scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in **rows 2 to 4** of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment to the posts, age limits, qualifications and other matters relating to the said post shall be as specified in **rows 5 to 13** of the said Schedule.

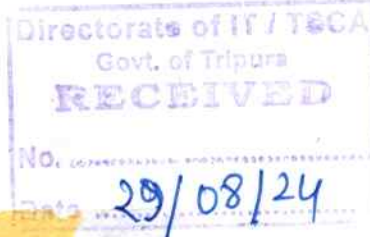
5. Disqualification:- No person-

- a) who has entered into or contracted a marriage with a person having spouse living; or
- b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA (P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.



Contd...

7. **Repeal:-**

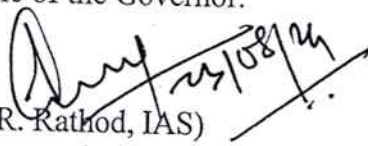
The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. **Saving:-**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

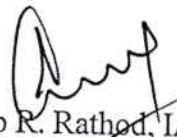
9. This Notification is issued as per provisions of the G.O. No.05 File No.F.20(2)-GA(P&T)/2020 dated 03.12.2020 and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

Copy to:-

1. The Principal Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Govt. of Tripura, Agartala.
3. The P.S/P.A. to all Hon'ble Ministers, Govt. of Tripura, Agartala.
4. The PS to the Chief Secretary, Tripura.
5. The Principal Secretaries/ Commissioners/ Secretaries to the Govt. of Tripura, Agartala.
6. All Head of Department, Govt. of Tripura.
7. All District Magistrate & Collector, Govt of Tripura.
8. The General Manager, GA(Printing & Stationary) Department, Govt. of Tripura with a request to publish this Notification in the extraordinary issue of the Tripura Gazette and 25 spare copies of the Notification may please be supplied to the R. D. Department.
9. The Director, Information and Technology Department, Govt. of Tripura with a request to upload this Notification in Tripura State Portal and RD Department's portal for wide publication.
10. GA(P&T) Department, Govt. of Tripura, Agartala.
11. Finance Department/ Law Department, Govt. of Tripura, Agartala.
12. Guard File.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

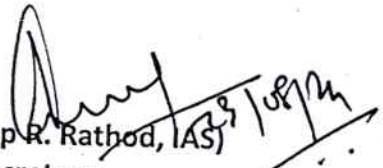
File No.F.8(4)-RD/2021

Recruitment Rules for the post of Multitasking Staff, Group-D (Category Non-Technical) of Rural Development Department, Govt. of Tripura.

SCHEDULE

1	Name of the post	:-	Peon/Night Guard (Gr.D)						
2	Number of posts	:-	388 plus additional post, as and when sanctioned.						
3	Classification	:-	Group D (Non-Technical)						
4	Scale of pay	:-	<table border="1"> <tr> <td>Pre-revised Scale of Pay</td> <td>Corresponding revised Scale of Pay</td> </tr> <tr> <td>PB-1, Pay Band Scale Rs.4840-13000/- Grade-Pay-Rs.1400/-.</td> <td>Cell-1 of Revised PayLevel-1 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]</td> </tr> <tr> <td colspan="2">Subject to revision by the Government from time to time.</td> </tr> </table>	Pre-revised Scale of Pay	Corresponding revised Scale of Pay	PB-1, Pay Band Scale Rs.4840-13000/- Grade-Pay-Rs.1400/-.	Cell-1 of Revised PayLevel-1 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]	Subject to revision by the Government from time to time.	
Pre-revised Scale of Pay	Corresponding revised Scale of Pay								
PB-1, Pay Band Scale Rs.4840-13000/- Grade-Pay-Rs.1400/-.	Cell-1 of Revised PayLevel-1 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]								
Subject to revision by the Government from time to time.									
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	<p>100% by Direct Recruitment:</p> <p>(i) Selection:- through competitive examination to be conducted by a Recruitment Board as per guidelines prescribed in the Revised provision of Recruitment Policy issued vide Notification No.F.20(1)-GA(P&T)/18 dated 29.10.2020 .</p> <p>(ii) Written Examination (85%) and</p> <p>(iii) Interview/Viva-voce (15% of the Total Marks).</p> <p>(iv) Syllabus of the examinations is enclosed as Annexure-A</p>						
6	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/ Government servant candidates.						
7	(i) Educational and other qualification required for direct recruitment.	:-	<p>(i) Class-VIII (Eight) passed from recognized School for UR candidates.</p> <p>(ii) Class-V passed from recognized School for SC/ST/PH candidates.</p>						
	(ii) Desirable Qualification	:-	<p>a) Knowledge of Bengali or Kokborok</p> <p>Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test.</p> <p>(ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.</p>						

			b) Permanent Resident of Tripura Certificate (PRTC) is required while applying for jobs to this post.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	Not applicable.
9	Whether Selection post or Non-Selection post	:-	Selection (As per Item No.5(ii) above)
10	Period of probation, if any	:-	2(two) years
11	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:-	Not applicable.
12	If a DPC exists, what is its composition	:-	Not applicable.
13	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable.
14	Repeal	:-	Existing Recruitment Rules for the post of Peon/Night Guard(Gr.D) of RD Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

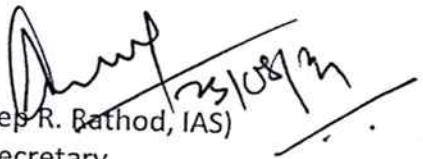

 (Dr. Sandeep R. Rathod, IAS)
 Secretary
 Rural Development Department
 Government of Tripura

Annexure-A

Syllabus for THE WRITTEN EXAMINATION & INTERVIEW for Selection of the candidates to the Multitasking Staff, Group-D category of posts (Non-Technical) under Rural Development Department.

No.F.8(4)-RD/2021

Subjects	Syllabus	Full Marks	Time
English & General Studies (Class-V Standard)	(Descriptive Type/OMR/MCQ) Knowledge of Bengali or Kok-borok, Arithmetic (addition, subtraction, multiplication, division)	30	2(two) hours
	(Description Type/OMR/MCQ)	20	
General Knowledge & Current Affairs.	(Descriptive Type/OMR/MCQ) Matter of common experience and current events and problems with special reference to India and Tripura.	20	2(two) hours
	(Descriptive Type/OMR/MCQ) Duties of the Group-D post in the Government Department/ Offices/ Name of Sub-Division/ District/ Block of Tripura etc.	15	
Interview	Personal qualities.	15	
Total	(Witten-85 + Interview-15) = 100	100	


(Dr. Sandeep R. Bathod, IAS)
Secretary
Rural Development Department
Government of Tripura

Government of Tripura
Rural Development Department

No.F.8(4)-RD/2021/8778

Dated, Agartala, the 23rd August, 2024.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor of Tripura hereby pleased to make the following rules regulating the method of recruitment to the post of '**Junior (Jr.) Mechanic**' in the Rural Development Department namely:-

1. Short title Commencement:-

- a) This Rules may be called as the Amendment of Recruitment Rules, 2024 for the post of '**Junior (Jr.) Mechanic**' under Rural Development Department, Government of Tripura.
- b) They shall come into force on the date of their publication in the official Gazette.

2. The name of the Post(s) is / are specified in Serial-1 of the schedule annexed hereto.

3. Number, Classification and Scale of pay:-

The number of the said posts, its classification and the scale of pay attached there to be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment to the post, age limit, qualification and other matters relating to the post shall be as specified in rows 5 to 13 of the Schedule annexed hereto.

5. Disqualification:-

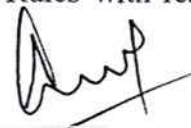
No person,

- a) Who has entered into or contracted a marriage with a person having spouse living;
or
- b) Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal Law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these Rules with respect to any class or category of persons.



Contd...

7. Repeal:-


The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. Saving:-

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the order issued by the State Government from time to time in this regard.

9. This is issued as per Order No.F.20(4)-GA(P&T)/2010 dated 07/08/2019 and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.


By order and in the name of the Governor.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

22/08/24

Copy to:-

1. The Principal Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Govt. of Tripura, Agartala.
3. The P.S/P.A. to all Hon'ble Ministers, Govt. of Tripura, Agartala.
4. The Principal Secretaries/ Commissioners/ Secretaries to the Govt. of Tripura, Agartala.
5. All Head of Department, Govt. of Tripura.
6. All District Magistrate & Collector, Govt of Tripura.
7. The General Manager, GA(Printing & Stationary) Department, Govt. of Tripura with a request to publish this Notification in the extraordinary issue of the Tripura Gazette and 25 spare copies of the Notification may please be supplied to the R. D. Department.
8. GA(P&T) Department, Govt. of Tripura, Agartala.
9. Guard File.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

No.F.8(4)-RD/2021


Recruitment Rules for the post of Junior (Jr.) Mechanic of Rural Development Department, Govt. of Tripura.

SCHEDULE

1	Name of the post	:-	Jr. Mechanic	
2	Number of posts	:-	154 plus additional post, as and when required	
3	Classification	:-	Group "C" (Non-Gazetted)	
4	Scale of pay	:-	Pre-revised Scale of Pay	Corresponding revised Scale of Pay
			PB-2, Pay Band Scale Rs.5700-24000/- G/Pay- Rs.2100/-.	Cell-1 of Level-6 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]
			Subject to revision by the Government from time to time.	
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	a) 100% by direct recruitment through competitive examination to be conducted by a new institution/recruitment board as per New Recruitment Policy vide Notification No.F.20(1)-GA(P&T)/18 dated 05.06.2018 and its revised provisions dated 29 th October, 2020. b) Written examination-85% marks and interview-15% marks. c) Syllabus of Competitive Examination is annexed as Annexure-A.	
6	Age limit for direct recruitment	:-	18 to 40 years. Upper age limit is relaxable 5 years in case of ST/SC/PH candidates and Government employees.	
7	(i) Educational and other qualification required for direct recruitment.	:-	Technical Qualification should be 2(two) years certificate course in the field of Fitter/ Motor Mechanic & Diesel Mechanic. The Qualification should be equivalent to passed 10 th class examination with Science and Mathematics.	
	(ii) Desirable Qualification	:-	a) Knowledge of Bengali or Kokborok Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test. (ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification. b) Permanent Resident of Tripura Certificate (PRTC) is required while applying for jobs to this post.	



8	Whether age and educational qualifications prescribed for directed recruitment will apply in case of promotion.		Not applicable
9	Whether Selection post or Non-Selection post	:-	Selection
10	Period of probation, if any	:-	2(two) years
11	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:-	Not applicable
12	If a DPC exists, what is its composition	:-	Not applicable
13	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable
14	Repeal	:-	The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.


 (Dr. Sandeep R. Rathod, IAS)
 Secretary
 Rural Development Department
 Government of Tripura

25/08/24

SYLLABUS FOR JUNIOR MECHANIC

85% Written examination

15% Interview.

A. Technical and practical knowledge on subject matter. (65 marks)

- 1) Identification of tools and their uses, measuring and marking by various tools.
- 2) Specification, description, materials, types operation etc. for fitting.
- 3) Physical/ mechanical properties of engineering metals.
- 4) Drilling process, soldering, riveting, welding etc. of metals. Drilling process both metal & non-metal. Safety in drilling process.
- 5) Use of micrometer, vernier calipers & measuring tapes, standard units, measuring by tools & their use.
- 6) Lathe cutting, Lapping, Slip gauges, use and advantage of lathe machine.
- 7) Annealing and joint of pipes, pipe fitting, cleaning of fitted pipes.
- 8) Lubrication and lubricants – their need/use. Reason for use & necessity of changes-frequency of change of lubricant in machine/ Engine. Test of cooling and lubrication system, exhaust system etc.
- 9) Energisation of different machine/tool and power connection. Identification of availability of power & all the phase for motor operation.
- 10) Testing and repairing of machines, overhauling of engines/ motor, Dismantling and assembling of engines/ motor.
- 11) Safety measure for work/ maintenance/ operation, Self-safety and in general, safety hazard, hygiene in work place.

B. General Knowledge and History of Tripura State (20 marks)

- i) Formation Tripura state and merger to the Indian union and category of state.
- ii) Political history of Tripura, names of king/ rulers, Chief Ministers/ Governor different tribes and their culture.


C. Interview/ viva-voce – (15 marks)

Total 100 marks

(Dr. Sandeep R. Rathod, IAS)

Secretary

Rural Development Department
Government of Tripura


23/08/23

Government of Tripura
Rural Development Department

No.F.8(4)-RD/2021/ 8782

Dated, Agartala, the 23rd August, 2024.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the post of 'Lower Division Clerk' (LDC Grade) in the Rural Development Department namely:-

1. Short title Commencement:-

- a) These rules may be called the Revised Recruitment Rules, 2024 for the post of 'Lower Division Clerk' (LDC Grade) under Rural Development Department, Government of Tripura.
- b) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the Post(s) is / are specified in Column-1 of the schedule enclosed.

3. Number, Classification and Scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment to the posts, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said Schedule.

5. Disqualification:-No person-

- a) who has entered into or contracted a marriage with a person having spouse living;
or
- b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.



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7. **Repeal:-**

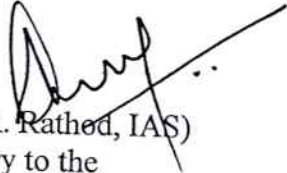
The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. **Saving:-**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.


9. This Notification is issued as per provisions of the G.O. No.04 dated 07.11.2020, Notification vide No.F.20(3)-GA(P&T)/19 dated 03.02.2021 and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

Copy to:-

1. The Principal Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Govt. of Tripura, Agartala.
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4. The Principal Secretaries/ Commissioners/ Secretaries to the Govt. of Tripura, Agartala.
5. All Head of Department, Govt. of Tripura.
6. All District Magistrate & Collector, Govt of Tripura.
7. The General Manager, GA(Printing & Stationary) Department, Govt. of Tripura with a request to publish this Notification in the extraordinary issue of the Tripura Gazette and 25 spare copies of the Notification may please be supplied to the R. D. Department.
8. The Director, Information and Technology Department, Govt. of Tripura with a request to upload this Notification in Tripura State Portal and RD Department's portal for wide publication.
9. GA(P&T) Department, Govt. of Tripura, Agartala.
10. Guard File.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

File No.F.8(4)-RD/2021

Recruitment Rules for the post of Lower Division Clerk of Rural Development Department, Govt. of Tripura.

SCHEDULE

1	Name of the post	:-	Lower Division Clerk (LDC Grade)				
2	Number of posts	:-	455 plus additional post, as and when sanctioned.				
3	Classification	:-	Group C (Non-Gazetted)				
4	Scale of pay	:-	<table border="1"> <tr> <td>Pre-revised Scale of Pay</td> <td>Corresponding revised Scale of Pay</td> </tr> <tr> <td>PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2200/-.</td> <td>Cell-1 of Level-7 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]</td> </tr> </table> <p>Subject to revision by the Government from time to time.</p>	Pre-revised Scale of Pay	Corresponding revised Scale of Pay	PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2200/-.	Cell-1 of Level-7 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]
Pre-revised Scale of Pay	Corresponding revised Scale of Pay						
PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2200/-.	Cell-1 of Level-7 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]						
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	<p>(i) 20% By Promotion and 80% by Direct Recruitment.</p> <p>(ii) (a) For direct recruitments selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.</p> <p>(b) Written examination-85% and Interview-15% of the total marks.</p> <p>(c) Syllabus:- Enclosed at Annexure-A. (and as revised by the Government from time to time)</p>				
6	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/ Government servant candidates.				
7	(i) Educational and other qualification required for direct recruitment.	:-	<p>(i) Madhyamik or equivalent examination passed from any recognized Board/ Institution.</p> <p>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge.</p> <p>(iii) For selection of Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board, alongwith basic Computer Knowledge.</p> <p>Note:-</p> <p>(a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the</p>				

			<p>end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>
	(ii) Desirable Qualification	:-	<p>a) Knowledge of Bengali or Kokborok Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test. (ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.</p> <p>b) Permanent Resident of Tripura Certificate (PRTC) is required while applying for jobs to this post.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	<p>Age:- No Qualification:- Yes, (as per Item No.7 above)</p>
9	Whether Selection post or Non-Selection post	:-	<p>For Direct recruitment: Selection (As per Item No.5(ii) above) For Promotion:- Non-selection.</p>
10	Period of probation, if any	:-	2(two) years
11	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:-	From the post of Multitasking Staff, Group-D employee having requisite educational and other qualification as prescribed under Item No.7 above, with at least 5(five) years experiences in this grade. (feeder posts are Store-guard, Peon and Night-Guard)
12	If a DPC exists, what is its composition	:-	Group-C, DPC.
13	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable
14	Repeal	:-	The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

(Dr. Sandeep R. Rathod, IAS)
Secretary

Rural Development Department
Government of Tripura

Syllabus for the post of LDC Grade under Rural Development Department.

File No.F.8(4)-RD/2021

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
<u>Paper-I</u> English	Knowledge of English/ Bengali (OMR based MCQ Type)	40	2(two) hours
	Job oriented questions. (OMR based MCQ Type)	30	
<u>Paper-II</u> General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2(two) hours
Interview	Personal qualities of the candidates e.g., Intellectual ability, Interest in current affairs etc.	30	

(a) Primary merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for the interview. Number of candidates (category wise) qualified in the written examination shall be called for interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for interview (Category wise)
01(one)	05(five) candidates.(1:5)
02(two)	08(eight) candidates. (1:4)
03(three) and above.	3(three) times the number of vacancies.(1:3)

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final merit list will be prepared by adding the marks obtained in the written examination and interview. In no case a candidate will be called for interview unless he/she appears in all papers of the Written Examination. If a candidate remains absent in interview or/ and Type Test his/ her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

(Dr. Sandeep R. Rathod, IAS)

Secretary

Rural Development Department
Government of Tripura

Government of Tripura
Rural Development Department

No.F.8(4)-RD/2021/8780

Dated, Agartala, the 23rd August, 2024.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the post of 'Upper Division Clerk' (UDC Grade) in the Rural Development Department namely:-

1. Short title Commencement:-

- a) These rules may be called the Revised Recruitment Rules-2024 for the post of 'Upper Division Clerk' (UDC Grade) under Rural Development Department, Government of Tripura.
- b) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the Post(s) is / are specified in Column-1 of the schedule enclosed.

3. Number, Classification and Scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment to the posts, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said Schedule.

5. Disqualification:- No person-

- a) who has entered into or contracted a marriage with a person having spouse living;
or
- b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.



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7. **Repeal:-**

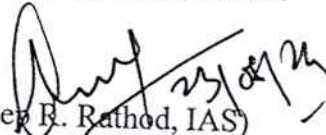
The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. **Saving:-**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

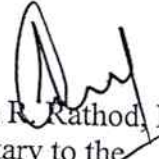
9. This Notification is issued as per provisions of the G.O. No.04 dated 07.11.2020 (File No.F.20(3)-GA(P&T)/19) and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

Copy to:-

1. The Principal Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Govt. of Tripura, Agartala.
3. The P.S/P.A. to all Hon'ble Ministers, Govt. of Tripura, Agartala.
4. The Principal Secretaries/ Commissioners/ Secretaries to the Govt. of Tripura, Agartala.
5. All Head of Department, Govt. of Tripura.
6. All District Magistrate & Collector, Govt of Tripura.
7. The General Manager, GA(Printing & Stationary) Department, Govt. of Tripura with a request to publish this Notification in the extraordinary issue of the Tripura Gazette and 25 spare copies of the Notification may please be supplied to the R. D. Department.
8. The Director, Information and Technology Department, Govt. of Tripura with a request to upload this Notification in Tripura State Portal and RD Department's portal for wide publication.
9. GA(P&T) Department, Govt. of Tripura, Agartala.
10. Guard File.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

File No.F.8(4)-RD/2021

Recruitment Rules for the post of Upper Division Clerk (UDC Grade)of Rural Development Department, Govt. of Tripura.

SCHEDULE

1	Name of the post	:-	Upper Division Clerk (UDC Grade)	
2	Number of posts	:-	200 plus additional post, as and when sanctioned.	
3	Classification	:-	Group C (Non-Gazetted)	
4	Scale of pay	:-	Pre-revised Scale of Pay	Corresponding revised Scale of Pay
			PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.2800/-.	Cell-1 of Level-9 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]
			Subject to revision by the Government from time to time.	
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	(i) 100% By Promotion failing which by transfer on deputation and failing both by Direct Recruitment. (ii) (a) For direct recruitmentselection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department. (b) Written Examination-85% and Interview-15% of the total marks (c) Syllabus:- Enclosed at Annexure-A. (and as revised by the Government from time to time)	
6	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/ Government servant candidates.	
7	(i) Educational and other qualification required for direct recruitment.	:-	(i) Graduate Degree from any recognized University. (ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge. (iii) For selection of Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board, alongwith basic Computer Knowledge. Note:- (a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine. (b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the	

		consolidated pay till such time they qualify and shall not be entitled to any annual increment. (c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.
	(ii) Desirable Qualification	:- a) Knowledge of Bengali or Kokborok Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test. (ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification. b) Permanent Resident of Tripura Certificate (PRTC) would be required while applying for jobs to this post.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:- Age:- No Qualification:- No.
9	Whether Selection post or Non-Selection post	:- For Direct recruitment: Selection (As per Item No.5(ii) above) For Promotion:- Non-selection.
10	Period of probation, if any	:- 2(two) years
11	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:- Promotion from the LDC grade such as LDC/LDC(Store)/ LDC(Certificate)/ LDC (compilation)/ LDC-cum-Cashier/ LDC(Record keeping)/ LDC(Registrar)/ LDC(Accounts)/ LDC(Library)/ LDC(Typist)/ LDC(Stock Ledger keeping)/ LDC(Tally/ LDC(Typist-cum-Clerk/ Typist(Bengali)/Typist/ Cashier. With at least 5(five) years experiences in this grade. (feeder posts of the department are LDC) Transfer on deputation from UDC grade post from any other department of the State Government.
12	If a DPC exists, what is its composition	:- Group-C, DPC.
13	Circumstances in which TPSC is to be consulted while making recruitment.	:- Not applicable
14	Repeal	:- The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

(Dr. Sandeep R. Rathod, IAS)

Secretary

Rural Development Department
Government of Tripura

Syllabus for the post of UDC Grade

File No.F.8(4)-RD/2021

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
<u>Paper-I</u> English	Report Writing or Essay, Translation into English from Bengali, Summary/ Précis Writing (Descriptive Type/ Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms. (OMR based MCQ Type)	30	
<u>Paper-II</u> General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2(two) hours
Interview	Personal qualities of the candidates e.g., Intellectual ability, Interest in current affairs etc.	30	

(a) Primary merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for the interview. Number of candidates (category wise) qualified in the written examination shall be called for interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for interview (Category wise)
01(one)	05(five) candidates.(1:5)
02(two)	08(eight) candidates. (1:4)
03(three) and above.	3(three) times the number of vacancies.(1:3)

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final merit list will be prepared by adding the marks obtained in the written examination and interview. In no case a candidate will be called for interview unless he/ she appears in all papers of the Written Examination. If a candidate remains absent in interview or/ and Type Test his/ her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.

(Dr. Sandeep R. Rathod, IAS)

Secretary

Rural Development Department
Government of Tripura

Government of Tripura
Rural Development Department

No.F.8(4)-RD/2021/8783

Dated, Agartala, the 23rd August, 2024.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the post of **Head Clerk/ Accountant** in the Rural Development Department namely:-

1. Short title Commencement:-

- a) These rules may be called the Revised Recruitment Rules, 2024 for the post of **Head Clerk/ Accountant** under Rural Development Department, Government of Tripura.
- b) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the Post(s) is / are specified in Column-1 of the schedule enclosed.

3. Number, Classification and Scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment to the posts, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said Schedule.

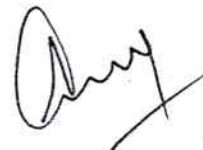
5. Disqualification:- No person-

- a) who has entered into or contracted a marriage with a person having spouse living;
or
- b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.



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7. Repeal:-

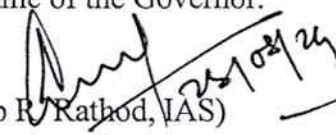
The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. Saving:-

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.


9. This Notification is issued as per provisions of the G.O. No.04 dated 07.11.2020 (File No.F.20(3)-GA(P&T)/19) and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

Copy to:-

1. The Principal Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Govt. of Tripura, Agartala.
3. The P.S/P.A. to all Hon'ble Ministers, Govt. of Tripura, Agartala.
4. The Principal Secretaries/ Commissioners/ Secretaries to the Govt. of Tripura, Agartala.
5. All Head of Department, Govt. of Tripura.
6. All District Magistrate & Collector, Govt of Tripura.
7. The General Manager, GA(Printing & Stationary) Department, Govt. of Tripura with a request to publish this Notification in the extraordinary issue of the Tripura Gazette and 25 spare copies of the Notification may please be supplied to the R. D. Department.
8. The Director, Information and Technology Department, Govt. of Tripura with a request to upload this Notification in Tripura State Portal and RD Department's portal for wide publication.
9. GA(P&T) Department, Govt. of Tripura, Agartala.
10. Guard File.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

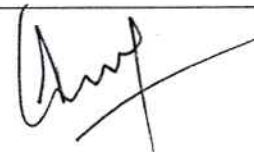
ANNEXURE-I

File No.F.8(4)-RD/2021

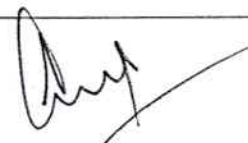
Recruitment Rules for the post of Head Clerk/Accountant of Rural Development Department, Govt. of Tripura.

SCHEDULE

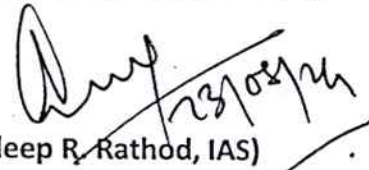
1	Name of the post	:-	Head Clerk/ Accountant						
2	Number of posts	:-	126 plus additional post, as and when sanctioned.						
3	Classification	:-	Group C (Non-Gazetted)						
4	Scale of pay	:-	<table border="1"> <tr> <td>Pre-revised Scale of Pay</td> <td>Corresponding revised Scale of Pay</td> </tr> <tr> <td>PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.4200/-.</td> <td>Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]</td> </tr> <tr> <td colspan="2">Subject to revision by the Government from time to time.</td> </tr> </table>	Pre-revised Scale of Pay	Corresponding revised Scale of Pay	PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.4200/-.	Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]	Subject to revision by the Government from time to time.	
Pre-revised Scale of Pay	Corresponding revised Scale of Pay								
PB-2, Pay Band Scale Rs.5700-24000/- Grade-Pay-Rs.4200/-.	Cell-1 of Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]								
Subject to revision by the Government from time to time.									
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:-	<p>(i) 100% By Promotion failing which by transfer on deputation and failing both by Direct Recruitment.</p> <p>(ii) (a) For direct recruitment selection will be through competitive examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the concerned Department.</p> <p>(b) Written Examination-85%and Interview-15% of the Total Marks.</p> <p>(c) Syllabus:- Enclosed at Annexure-A. (and as revised by the Government from time to time)</p>						
6	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/ Government servant candidates.						
7	(i) Educational and other qualification required for direct recruitment.	:-	<p>(i) Graduate Degree from any recognized University.</p> <p>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute alongwith basic Computer Knowledge.</p> <p>(iii) For selection of Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board, alongwith basic Computer Knowledge.</p>						



		<p>Note:</p> <p>(a) Prescribed type-test should be conducted on Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>
	(ii) Desirable Qualification	<p>a) Knowledge of Bengali or Kokborok Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test. (ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.</p> <p>b) Permanent Resident of Tripura Certificate (PRTC) is required while applying for jobs to this post.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	<p>:- Age:- No Qualification:- No.</p>
9	Whether Selection post or Non-Selection post	<p>:- For Direct recruitment: Selection (As per Item No.5(ii) above) For Promotion:- Non-selection.</p>
10	Period of probation, if any	<p>:- 2(two) years</p>
11	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	<p>:- Promotion from the UDC grade such as UDC/UDC(Stamp)/ UDC(Record keeping/ UDC(Accounts)/ UDC(Statistics) UDC-cum-Cashier with at least 5(five) years' experience in the grade and acquired Accounts training conducted by State Government in respect of promotion to the posts of Head Clerk-cum-Accountant/ Accountant (Feeder post of this department are UDC and other similar post of UDC grade)</p>



			<p>Transfer on deputation from holder of analogous post of other department having passed the Accounts Training.</p> <p>Note:- Departmental candidates having competed 15(fifteen) years of service or more in the grade of UDC etc. as well as have attained the age of 55(fifty-five) years may be exempted from the passing out the proposed Accounts training.</p>
12	If a DPC exists, what is its composition	:-	Group-C, DPC.
13	Circumstances in which TPSC is to be consulted while making recruitment.	:-	Not applicable
14	Repeal	:-	The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.



(Dr. Sandeep R. Rathod, IAS)

Secretary

Rural Development Department
Government of Tripura

Syllabus for the post of Head Clerk/Accountant Grade Posts under Rural Development Department:

File No.F.8(4)-RD/2021

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
<u>Paper-I</u> English	Report Writing or Essay, Translation into English from Bengali, Summary/ Précis Writing (Descriptive Type/ Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms. (OMR based MCQ Type)	30	
<u>Paper-II</u> General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India. (OMR based MCQ Type)	100	2(two) hours
Interview	Personal qualities of the candidates e.g., Intellectual ability, Interest in current affairs etc.	30	

(a) Primary merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for the interview. Number of candidates (category wise) qualified in the Written Examination shall be called for interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for interview (Category wise)
01(one)	05(five) candidates.(1:5)
02(two)	08(eight) candidates. (1:4)
03(three) and above.	3(three) times the number of vacancies.(1:3)

Note:- Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

(b) Final merit list will be prepared by adding the marks obtained in the Written examination and interview. In no case a candidate will be called for interview unless he/ she appears in all papers of the Written Examination. If a candidate remains absent in interview or/ and Type Test his/ her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.


 (Dr. Sandeep R. Rathod, IAS)
 Secretary
 Rural Development Department
 Government of Tripura

Government of Tripura
Rural Development Department

No.F.8(4)-RD/2021/ 8781.

Dated, Agartala, the 23rd August, 2024.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the post of **Office Superintendent** in the Rural Development Department namely:-

1. Short title Commencement:-

- a) These rules may be called the Revised Recruitment Rules, 2024 for the post of **Office Superintendent** under Rural Development Department, Government of Tripura.
- b) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the Post(s) is / are specified in Column-1 of the schedule enclosed.

3. Number, Classification and Scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment to the posts, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said Schedule.

5. Disqualification:- No person-

- a) who has entered into or contracted a marriage with a person having spouse living;
or
- b) who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the Personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this Rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing, and in consultation with the TPSC and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.



Contd...

7. Repeal:-

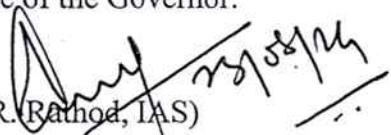
The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. Saving:-

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.


9. This Notification is issued as per provisions of the G.O. No.03 dated 13.08.2020 [File No.F.20(4)-GA(P&T)/19(Part-II)] and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

Copy to:-

1. The Principal Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Govt. of Tripura, Agartala.
3. The P.S/P.A. to all Hon'ble Ministers, Govt. of Tripura, Agartala.
4. The Principal Secretaries/ Commissioners/ Secretaries to the Govt. of Tripura, Agartala.
5. All Head of Department, Govt. of Tripura.
6. All District Magistrate & Collector, Govt of Tripura.
7. The General Manager, GA(Printing & Stationary) Department, Govt. of Tripura with a request to publish this Notification in the extraordinary issue of the Tripura Gazette and 25 spare copies of the Notification may please be supplied to the R. D. Department.
8. The Director, Information and Technology Department, Govt. of Tripura with a request to upload this Notification in Tripura State Portal and RD Department's portal for wide publication.
9. GA(P&T) Département, Govt. of Tripura, Agartala.
10. Finance Department, Govt. of Tripura, Agartala.
11. Law Department, Govt. of Tripura, Agartala.
12. Guard File.


(Dr. Sandeep R. Rathod, IAS)
Secretary to the
Government of Tripura.

No.F.8(4)-RD/2021

Recruitment Rules for the post of Office Superintendent Grade of Rural Development Department, Govt. of Tripura.

SCHEDULE

1	Name of the post	:- Office Superintendent			
2	Number of posts	:- 3 plus additional post, as and when sanctioned.			
3	Classification	:- Group B (Non-Gazetted)			
4	Scale of pay	:- Pre-revised Scale of Pay		Corresponding revised Scale of Pay	
		PB-3, Pay Band Scale Rs.10230-34800/- Grade-Pay-Rs.4600/-.		Cell-1 of Level-12 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]	
		Subject to revision by the Government from time to time.			
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:- (i) 100% By Promotion failing which by transfer on deputation and failing both by Direct Recruitment.			
		(ii) (a) For direct recruitment selection will be through competitive examinations (Written and viva voce) to be conducted by the TPSC as per provision of the New Recruitment Policy vide No.F.20(1)-GA(P&T)/18 dated 05.06.2018.			
		(b) Written examination-85% and Interview-15% of the total marks.			
		(c) Selection procedure:-			
		Sl.No.	Written Exam	Marks	Duration
		1	English	100	2(two) hours
2	General Knowledge & Current Affairs	30	1(one) hour		
3	Job-oriented subject, Accounts etc.	40	2(two) hours		
4	Viva/interview	30	As per TPSC norms.		
(d) Syllabus:- Annexed with the Schedule of the RRs as Annexure-A.					
6	Age limit for direct recruitment	:- Upto 40 years. Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/Government servant candidates.			



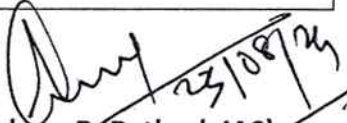
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7	(i) Educational and other qualification required for direct recruitment.	:- (i) Graduate Degree from any recognized University with at least 15 years' service experience in office work which should include 5(five) years in the grade of Head Clerk or equivalent post and successful completion of Accounts Training conducted by the State Government. (Experience certificate from the concerned department shall be required to be produced)
	(ii) Desirable Qualification	:- a) Knowledge of Bengali or Kokborok Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test. (ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification. b) Permanent Resident of Tripura Certificate (PRTC) is required while applying for jobs to this post.
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:- Age:- No Qualification:- No.
9	Whether Selection post or Non-Selection post	:- For Direct recruitment: Selection (As per Item No.5(ii) above) For Promotion:- Non-selection.
10	Period of probation, if any	:- 2(two) years
11	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:- (i) Promotion from Head Clerk/Accountant grade posts such as Head Clerk/ Accountant (Nazir)/ Head Assistant/ Head Clerk—cum-Accountant/ Accountant who have completed at least 5(five) years' service in the grade and passed the Tripura Accounts Training conducted by the State Government. (Note:- Feeder posts of the department is Head Clerk/ Accountant) (ii) Transfer on deputation from analogous post failing which by deputation from suitable official holding the post of Head Clerk Grade post under the State Government with 5(five) years regular service in the respective grade with Accounts Training passed. Note:- Departmental candidates who have completed 5(five) years regular services or more in the grade of Head Clerk grade post and have attained the age of 55 years may be exempted from the passing the Accounts Training.



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12	If a DPC exists, what is its composition	:-	Group-B (Non-Gazetted), DPC.
13	Circumstances in which TPSC is to be consulted while making recruitment.	:-	As required under the Tripura Public Service Commission (exemption from consultation) Regulations, 1973.
14	Repeal	:-	The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.


(Dr. Sandeep R. Rathod, IAS)

Secretary
Rural Development Department
Government of Tripura

No.F.8(4)-RD/2021

SYLLABUS OF WRITTEN EXAMINATIONS(For direct recruitment to the Office Superintendent Grade Posts through
TPSC under Rural Development Department)

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
English	Report Writing or Essay, Translation into English from Bengali, Summary/ Précis Writing (Descriptive Type/ Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms. (OMR based MCQ Type)	60	
General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography. (OMR based MCQ Type)	30	1(one) hour
Job-oriented	Descriptive and objective questions Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India. (Assembly & Parliament).	40	2(two) hours

Note:- Negative Marking on MCQ question (for wrong answer) will remain as per TPSC norms and amended from time to time.

(Dr. Sandeep R. Rathod, IAS)
Secretary

Rural Development Department
Government of Tripura