

## Memorandum

**Subject:** Filling up of 1(one) post of Office Superintendent on deputation

1 (one) post of Office Superintendent (OS) in the pay scale of `10,230/- - `34,800/- (Tripura State Civil Services Revised Pay Rule, 2015, 12<sup>th</sup> Amendment) with Grade Pay `4,600/- corresponding to Level 12 Cell 1 of Tripura State Pay Matrix, 2018 under Directorate of Information Technology, Govt. of Tripura, ITI Road, Indranagar, Agartala – 799 006 will be filled up on deputation basis for 2 years from amongst the suitable candidates holding analogous post or who have completed at least 5 (five) years service in the grade of Head Clerk or equivalent post in the scale `5,700/- - `24,000/- , Grade Pay `4,200/- and passed the Accounts Training conducted by the State Government. The post carries the usual allowances admissible to employees under the Government of Tripura.

All Head of the Departments/ PSUs are thereby requested to kindly forward the names and applications of the willing candidates who have fulfilled the eligibility criteria cited above along with the bio-data in the prescribed format (available at <https://dit.tripura.gov.in/>) Certificate of integrity and up to date ACRs for the last three years to the undersigned in confidential and sealed cover by 31/01/2020.

Director, IT

**Format**

- 1 Name (in Capital letters) :
- 2 Father's/ Husbands Name :
- 3 Address :
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- 4 Designation :
- 5 Service to which belong and name of the Department :
- 6 Date of Birth :
- 7 Whether belongs to SC/ ST/ OBC :
- 8 Education Qualification :
- 9 Details of Experience :

Sl. No.	Post Held	From	To	Scale of Pay	Nature of Duties Performed
1	2	3	4	5	6

10. Details of Training already received, if any :

Signature of the Candidate

Signature of the Head of Department/ Office

Official Designation.