

GOVERNMENT OF TRIPURA

--:ABSTRACT:-

Framing of Common RRs for the various posts of Group-D (Category Non-Technical) common to all Departments under administrative control of Government of Tripura-Order.

GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT

G.O. No. 05

Dated, Agartala, 3rd Dec, 2020

File No.20(2)-GA(P&T)/2020

ORDER

As per the principle of the New Recruitment Policy vide No. 20(1)-GA(P&T)/18 dated 5th June, 2018 the written test should be the primary means to test suitability of candidates.

2. In view of the New Recruitment Policy, 2018 and its subsequent partial modification of even number issued on 29th October, 2020 the existing separate Recruitment Rules for the posts common to various Departments such as Peon, Night Guard etc. have been reviewed.

3. The Governor is pleased to order that henceforth Departments having similar common RRs of the respective departments for the posts Group-D (category Non-Technical) will not be required to process, frame and finalize their own Recruitment Rules for the same category (the name of the posts are mentioned under **Annexure-A**). The existing separate Recruitment Rules for the posts of the same categories/level(mentioned at **Annexure-A**) under the Government of Tripura, that were framed/notified hereby repealed with immediate effect and are replaced by these amended Model Common Recruitment Rules. The concerned Department shall notify (as per **format**) the revised Recruitment Rules (Schedule) based on the provisions of these amended Model Common RRs(Annexure-I) in appropriate manner as per Format of Notification enclosed mentioning the number of posts etc. of the respective Department(against rows No.1-4) with the approval of the Finance Department.

Encl:-As stated.

By order and in the name of the Governor,

WHL

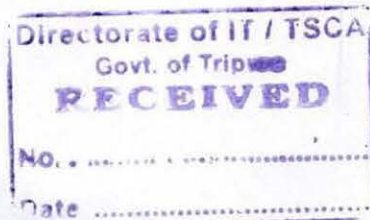
03/12/2020

(Md. H. Rahaman)

Under Secretary to the
Government of Tripura.

To
All Departments/Heads of Deptts.

Contd.... Next page



File No.20(2)-GA(P&T)/19 dated the ^{3rd}...December, 2020

Copy to:-

1. The Principal Secretary to the Governor, Tripura.
2. Principal Secretary to the Chief Minister, Tripura.
3. All Principal Secretaries / Secretaries/Special Secretaries, Government of Tripura.
4. The PS to the Chief Secretary, Tripura.
5. Law Department/ Finance Department/TPSC
6. GA(C&C) Department in reference to No. F.1(36)-GA(CAB)/2000 dated 3rd. December, 2020.
7. All Departments, Government of Tripura. *Information & Technology*
8. The Manager, Tripura Government Press, Agartala for publication in the next issue of Tripura Gazette.
9. Library, o/o of the Ld. Advocate General of Tripura.
10. Library o/o of the LR & Secretary, Law Deptt, Govt.of Tripura.

MD
(Md. H. Rahaman) *03/12/20*
Under Secretary to the
Government of Tripura.

(FORMAT)

GOVERNMENT OF TRIPURA

(Name of Department)

No.F.....

Dated, Agartala, the (date month year)

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Group-D category posts(Non-technical) in the Department /Organization namely:-

1. Short title and commencement—

- (1) These rules may be called (name of the post....) of (write name concerned Dept./orgn.) Recruitment Rules, (year....).
- (2) They shall come into force on the date of their publication in the official Gazette.

2. The name of the posts shall be as specified in Column-1 of the Schedule enclosed.

3. Number, Classification and scale of pay:-

The number of the said posts, their 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, qualifications, etc.:-

The method of recruitment to the said posts, age limits, qualifications and other matters relating to the said posts 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.

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. **Savings:-** Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, 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.....datedissued by the Government in the GA(P&T) Department.

By order and in the name of the Governor

(Secretary)
of the concerned department
Government of Tripura.

Copy to:-

- *The Principal Secretary to the Governor, Tripura.*
- *The Principal Secretary to the Chief Minister, Tripura.*
- *The PS to the Chief Secretary, Tripura.*
- *Secretary of the concerned Department.*
- *All Principal Secretaries / Secretaries, Tripura.*
- *GA(P&T) Department Govt. of Tripura.*
- *Finance Deptt./ Law Department.*

(Annexure-I)

No.F.....

Draft Model Common Recruitment Rules for the various posts of **Multitasking Staff**, Group-D (Category Non-Technical) common to various Departments under administrative control of Government of Tripura.

SCHEDULE

1.	Name of the post	:-	(Insert here the name of post(s) of Multitasking Staff Non-technical (such as Peon Night Guard etc.) of Group-D category available in the respective department. (Nomenclature of the Multitasking Staff Non-Technical Group-D category common to various department is enclosed as Annexure-A)				
2.	Number of posts	:-	(All existing sanctioned posts shall be specified by the respective Departments with concurrence of Finance Deptt plus additional post as and when created.)				
3.	Classification	:-	Group-D(Non-Gazetted)				
4.	Scale of pay	:-	<table border="1"><thead><tr><th>Pre-revised Scale of Pay.</th><th>Corresponding revised Scale of Pay.</th></tr></thead><tbody><tr><td>Pre revised Scale PB -1 Pay Band Scale Rs. 4840-13000, GP-Rs. 1400/-</td><td>Cell-1 of Revised Pay Level-1 of Tripura State Pay Matrix, 2018[<i>Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018</i>]</td></tr></tbody></table> subject to revision by the Government from time to time.	Pre-revised Scale of Pay.	Corresponding revised Scale of Pay.	Pre revised Scale PB -1 Pay Band Scale Rs. 4840-13000, GP-Rs. 1400/-	Cell-1 of Revised Pay Level-1 of Tripura State Pay Matrix, 2018[<i>Tripura State Civil Services(Revised Pay) (First amendment) Rules,2018</i>]
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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.	:-	<u>100% by Direct Recruitment:</u> (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 (ii) Written Examination(85%) and (iii) Interview/Viva-voce(15% of the total Marks) (iv) Syllabus of the examinations is enclosed as Annexure-B)				

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.	Educational and other qualification required for direct recruitment	:-	((i) Class-VIII (Eight) passed from recognized School for UR candidates. (ii) Class-V passed from recognized School for SC/ST/PH candidates.
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(s) ofof.....department vide No. F.....dated are hereby repealed.

Secretary
.....Department.
Government of Tripura

Annexure-A

Draft list of Multitasking Staff (Group-D)
Non-technical Posts

1.Peon	12.Process Server
2.Night Guard	13.Cook
3.Watch & Ward	14.Helper(Civil)
4.Helper	15.Jugali
5.Senior Attendant	16.Handyman
6.Fishery Guard	17.Assistant Caretaker
7.Daftry	18.Junior Cook
8.GDA	19.Darwan
9.Runner	20.SBCC
10.Packer	21.SCA
11.Sorter	22.Farm Worker

Note:- The concerned Administrative Departments shall also notify the Job Profile according to nomenclature.

Annexure-B

Syllabus for THE WRITTEN EXAMINATION & INTERVIEW for Selection of the candidates to the Multitasking Staff Group-D category of posts under various departments.

No.F.....

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
	(Descriptive Type/OMR/ MCQ) Knowledge of English	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	(Written-85+Interview-15)=100	100	

Secretary
..... Department.
Government of Tripura