

GOVERNMENT OF TRIPURA
DIRECTORATE OF INFORMATION TECHNOLOGY
ITI Road, Indranagar, Agartala – 799 006

No F 2(7)/DIT/Estt/2000/ 3099-3168

gjh October, 2014

MEMORANDUM

Subject:-Filling up of 1(one) post of Head Clerk cum Accountant on deputation.

1 (one) post of Head Clerk cum Accountant in the scale of pay PB – 2 (Rs 5310 – 24000/-) (Grade pay – Rs. 2400/-) – under the Directorate of Information Technology, ITI Road, Indranagar, Agartala 799006 will be filled up on deputation basis for a period of 1(one) year from amongst the suitable and willing employees working in the offices of the Government of Tripura. The post carries the usual allowances admissible to employees under the Government of Tripura.

As per common recruitment rule (RR) for the post of Head Clerk cum Accountant, deputation is allowed from the analogous post. However, Upper Division Clerks having atleast 5 years working experience in the grade who have successfully completed the Accounts Training under Tripura Accounts Training Rules, 1984 or Tripura Accounts-cum-Administrative Training Rules, 1998 may also apply for the post of Head Clerk cum Accountant.

All Heads of the Departments/PSUs are thereby requested to kindly forward the names and applications of the willing candidates who have fulfilled the eligibility conditions cited above along with the bio-data in the prescribed format(overleaf). Certified of integrity and up to date A.C. R. for the last three years to the undersigned in confidential and sealed cover by 20-11-2014.

gjh
(Vikas Singh, IAS)
Director, IT
Govt. of Tripura

Copy to

1. All Head of Department, Govt. of Tripura.
2. All Public Sector Undertakings under Govt. of Tripura
(MD/GM/CEO)
3. CEO, TTAADC, Khumlung, Tripura.

FORMAT

- 1 Name(in capital letters)
- 2 Designation
- 3 Service to which belong and name of the Department
- 4 Date of birth
- 5 Whether belongs to ST/SC/OBC
- 6 Educational Qualification
- 7 Details of Experience

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

- 8 Details of training already received, if any.
- 9 Integrity

Signature of the Head of Department/Office
Official Designation.