



TRIPURA JUDICIAL ACADEMY
HIGH COURT COMPLEX, AGARTALA
e-mail: tja.agt2014@gmail.com

No.F. 1(10) -TJA/Appt./2016/ 2653

Dated, Agartala, the 23rd February, 2017.

ADVERTISEMENT

Applications are invited in the prescribed format available in the official Website of the High Court of Tripura (<http://thc.nic.in>) from the Indian Nationals for filling up of following posts in the Tripura Judicial Academy, High Court Complex, Agartala.

Name of the post	:	Personal Assistant (PA), Class-III (A), Non-Gazetted.
Number of vacancies	:	01(one) in the regular scale of pay.
Pay structure	:	Scale: Pay Band-3 of ₹10,230-34,800/- with Grade Pay of ₹4,600/-.
ELIGIBILITY	:	Educational qualification :- Graduation in any discipline from any recognized College/University. Technical qualification :- a) Must have passed a provisional speed test of 100 words per minute in shorthand (English) and Typing speed of at least 40 Words per minute in Computer from a recognized/ registered Institution. b) Certificate in computer education in a course of minimum 06 months duration. c) Due weightage will be given to the Law Graduate.
Fees	:	₹300/- for UR category and ₹150/- for ST, SC & category.
Candidates will have to undergo a written examination (60 marks with duration of one hour to evaluate the English language, grammar and comprehension capability) to qualify to sit in the short-hand and typing test on computer (75 marks with duration of seven minutes and twenty minutes respectively) followed by viva-voce (15 marks).		

Name of the post	:	Head Clerk-cum-Accountant, Class-III(B), Non Gazetted.
Number of vacancies	:	01(one) on contract service for a period of 1(one) year.
Remuneration	:	Equivalent to his last pay and allowance drawn prior to his retirement minus gross pension including all allowances.
ELIGIBILITY	:	Retired employees of that rank.
Fees	:	₹300/- for UR category and ₹150/- for ST, SC category.
Selection will be on the basis of interview of the candidates to ascertain the suitability of the candidates regarding the requirement of the post.		

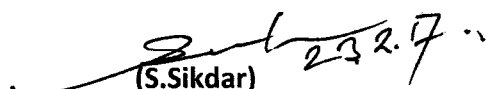
Name of the post	:	Lower Division Clerk (LDC), Class-III(C), Non-Gazetted.
Number of vacancies	:	02(two) in the regular scale of pay.
Pay structure	:	Scale: Pay Band-2 of ₹5,700-24,000/- with Grade Pay of ₹2,200/-.
ELIGIBILITY	:	Educational qualification :- Graduation in any discipline from any recognized College/University. Technical qualification :- Certificate course in computer word processing or equivalent with Typing Speed of 40 words per minute on a computer.
Fees	:	₹300/- for UR category and ₹150/- for ST, SC category.
Candidates will have to undergo a written examination consisting of 85 marks with duration of one & half hours (English-60 and Mathematics-25) to qualify to sit for the computer typing test of at least 40 words per minute(50 marks) followed by viva-voce (15 marks)		

Name of the post	: Driver, Class-III(D), Non Gazetted.
Number of vacancies	: 01(one) in the regular scale of pay.
Pay structure	: Scale: Pay Band-2 of ₹5,700-24000/- with Grade Pay of ₹2,200/-
ELIGIBILITY	: Educational qualification :- Standard VIII or equivalent passed. Technical qualification :- a) Having a valid Commercial Driving License issued by competent authority. b) Have to qualify in the Driving test. Fitness:- The candidate must be medically fit for driving.
Fees	: ₹150/- for UR category and ₹75/- for ST, SC category.
Candidates will have to undergo a written screening test (50 marks with duration of one hour) followed by driving test (30 marks) and viva voce (20 marks).	

Candidates will be selected strictly on the basis of Merit. If any candidate directly or indirectly tries to influence the recruiting authority by any means, he/she will be treated as disqualified for appointment.

How to apply

1. Application in plain paper as per prescribed format addressed to the Director, Tripura Judicial Academy, High Court Complex, Agartala along with self-attested copies of relevant Certificates & testimonials, 4(four) recent self attested passport size coloured photographs and prescribed application fee in the nature of Crossed Bank Draft from any nationalized bank payable at Agartala in favour of the Director, Tripura Judicial Academy, Agartala must reach this office **on or before 20.03.2017**. Applications may be submitted by hand in the office of the Director, Tripura Judicial Academy on all working days between 11:00 AM & 03:30 pm.
2. Separate application should be submitted for each post.
3. **Age limit:-** Minimum 18 years and maximum 40 years for UR category relaxable by 5 years for ST, SC candidates as on **01.01.2017**.
4. Reservation will be as per rule.
5. The Department shall not be responsible for delayed postal delivery of application beyond the date fixed.
6. Incomplete applications will be summarily rejected.
7. Candidates already in service must apply through proper channel or attach "No Objection Certificate" from his employer along with the application.
8. Any application by post or hand received after the last date shall not be entertained.
9. Envelope containing the application should be captioned "Application for the post of"
10. Dates of different stages of written test/short-hand test/ computer typing test/ driving test/ viva-voce etc. shall be informed in due course.
11. No TA/DA shall be paid for attending any test/interview of the selection process.


(S. Sikdar)
Director
Tripura Judicial Academy

Application form for direct recruitment to the posts of the Tripura Judicial Academy.

Paste one recent self attested passport size photograph here and submit three more copies with the application. Do not staple your photograph here.

Subject:- Application for the post of

Ref: Advertisement No. Dated

published in dated inviting applications for the post.

1.	Application for the post applied for	
2.	Name in Full (Block Letters)	
3.	Father's/ Mother's/Husband's name	
4.	Present address	Vill:-..... PO:- PIN Code:- PS:-..... District:-.....State:-
5.	Permanent address	Vill:-..... PO:- PIN Code:- PS:-..... District:-.....State:-
6.	Sex (Male/Female)	
7.	Date of Birth (according to School Final/ Madhyamik Certificate) DD/MM/YYYY
8.	Age as on 01.01.2017 (Year, months & days)	
9.	Marital status (Married/ Unmarried)	
10.	Nationality	
11.	Caste Status - General /SC/ST	
12.	Educational Qualification with the year of passing, division or class secured in different examinations from Madhyamik Examination onwards	

13.	Technical Qualification	
14.	Working experience, if any.	
15.	Employment Exchange Registration No.	Registration No. :- Valid up to :-
16.	Contact No.	Mobile:- E-mail ID:-
17.	If employed in Govt./ Private Undertaking Department? If yes, whether permission obtained for better employment/ applied through proper channel?	
18.	Fee paid	Amount:- ₹ Bank Draft No. Name of Bank.

**** Self attested copies of the necessary documents including Permanent Resident Certificate and Bank Draft are annexed herewith in sheets of paper.**

Place:-

Date:-

Signature of applicant