

# TRIPURA GAZETTE



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## EXTRAORDINARY ISSUE

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PART--I-- Orders and Notifications by the Government of Tripura,  
The High Court, Government Treasury etc.

### ELECTION DEPARTMENT GOVERNMENT OF TRIPURA

Old Secretariat Complex, A.K. Road, Agartala, West Tripura- 799001

No.F.2(02)-CEO/ESTT/2021/14614

Dated, Agartala, the 2nd December, 2022.

### 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 Post/Grade of Junior Computer Assistant in the Department/Organization namely Election Department, Tripura.

**1. Short title commencement-**

- These rules may be called Junior Computer Assistant of Election Department, Tripura Recruitment Rules 2021.
- They shall come into force on and from 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 post, its classification and the scale of pay attached there to shall be as specified in rows 2 to 4 of the Schedule enclosed.

**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 post shall be as specified in rows 5 to 13 of the said Schedule.

**5. Disqualification :- No Person –**

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

Provided that the State Government may, if satisfied that such marriage and 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 post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

**8. Savings:-** Nothing in these rules shall be affect reservations, relaxation of age limit and other concessions to be provided for Scheduled Castes , Scheduled Tribes , Ex- servicemen and other special categories of persons on accordance with the orders issued by State Government from time to time in this regard.

**9. This Notification is issued as per provisions of the G.O.No.04 File No.20(3)-GA(P&T)/19 dated 7<sup>th</sup> November,2020 issued by the Government in the GA(P&T) Department.**

By order and in the name of the Governor

*(U.J. 13/12/22)*  
Addl. Chief Electoral Officer,  
Government of Tripura

**SCHEDULE**

1	Name of the post	:-	Junior Computer Assistant				
2	Number of posts	:-	36(thirty six)posts plus additional post as and when created				
3	Classification	:-	<b>Group – C (Non- Gazetted )</b>				
4	Scale of Pay	:-	<p>Subject to revision by the Government from time to time.</p> <table border="1"> <thead> <tr> <th>Pre- revised Scale of Pay.</th> <th>Corresponding revised Scale of Pay.</th> </tr> </thead> <tbody> <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> </tbody> </table>	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) 100% by Direct Recruitment through competitive examinations (written exam 85% marks and interview/viva voce-15% marks) to be conducted by the institution/ Board constructed by the Government.</p> <p>(ii) Syllabus and marks distribution is enclosed at <b>Annexure-I and as revised by the Government from time to time.</b></p>				
6.	Age limit for direct recruitment	:-	18 to 40 years, Upper age limit is relaxable by 5(five) years in case of <b>ST/SC/PwDs(PH)/Government servant candidates.</b>				
7.	Educational and other qualification required for the direct recruitment	:-	<p>(i) At least <b>Madhyamik/H.S. or its equivalent examination passed</b> from any recognised Board / Institution.</p> <p>(ii) One year Diploma in Computer Application from University/ Govt. Recognized Computer Institute.</p> <p><b>Desirable :</b> Having experience in Data Entry both in English and Bengali.</p> <p><b>“Desirable Qualification:- Knowledge of Bengali or Kokborok”</b></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>				
8.	Whether age and educational qualification prescribed for direct recruitment will apply in case of promotion.	:-	Not applicable				
9	Whether Selection post or Non Selection Post	:-	Non-Selection Post				

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 vide No.F.1(2)-CEO/ESTT/2013(L)/9098-9102 dated 15 <sup>th</sup> October,2015 (and all earlier subsequent amendments in the regard are hereby repealed.

By order and in the name of the Governor

  
(U. J. Singh)  
Addl. Chief Electoral Officer,  
Government of Tripura

**Annexure –I**

**(Syllabus or Junior Computer Assistant Grade)**

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 base 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	

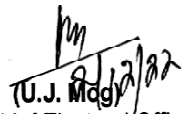
- (a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for interview in the following ratio subject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

Number of candidates(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 Exam. 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.

By order and in the name of the Governor

  
U.J. Mdg  
Addl. Chief Electoral Officer,  
Government of Tripura