

TRIPURA GAZETTE



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

GOVERNMENT OF TRIPURA HOME DEPARTMENT

No.F.1(53)-PD/2019(P)/3746

Dated, Agartala, the 7th December, 2022.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India, the Governor is hereby pleased to make rules in the schedule hereto annexed regarding the method of direct recruitment and qualification necessary for appointment to the post of **Constable (Data Entry Operator)** of Information Technology (IT) Wing in Tripura Police.

1. **Short title and commencement -**

- (i) These rules may be called 'Recruitment of Constable (Data Entry Operator) of Information Technology (IT) Wing in Tripura Police Rules, 2022'.
- (ii) They shall come into force from the date of their publication in the official Gazette.

2. **Name of the post -**

The name of the post shall be as specified in Column No.1 of the Schedule at Annexed hereto.

3. **Number of posts, classification & Scale of Pay -**

The number of the said post, its classification and Scale of pay attached thereto shall be as specified in **Column No. 2 to 4** of the Schedule Annexed hereto.

4. **Method of Recruitment, age limit and qualifications etc.-**

The method of recruitment to the said post, age limit, educational and other qualifications matters relating to the said post shall be as specified in **Column No. 5 to 13** of the schedule.

5. **Disqualification: - No person-**

- (a) Who has entered into or contracted a marriage with a person having a 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 posts.

Provided that the State Government may, if satisfied that such marriage is permissible under the personnel law applicable to such person and the other party to the marriage that there are other ground 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 in consultation with the TPSC, relax any of the provisions of these Rules with respect to any class or category of persons.

7. **Saving -**

Nothing in these Rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the SCs, STs, 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.

By order of the Governor

A handwritten signature in black ink, appearing to be 'Dr. D. Kilikdar', written over a circular stamp. The date '06.12.22' is written diagonally across the signature.

(Dr. D. Kilikdar)
Deputy Secretary to the
Government of Tripura

RRs for the Post of Constable (Data Entry Operator), Information Technology Wing of Tripura Police under Home (Police) Department, Government of Tripura.

SCHEDULE

1.	Name of Post(s)	Constable (Data Entry Operator) of Tripura Police
2.	Number of Post(s)	40 (forty) posts or as may be sanctioned time to time, subject to 33% horizontal reservation for women.
3.	Classification	Group-“C” (Non Gazetted / Non Ministerial).
4.	Scale of pay	Tripura State Pay Matrix, 2018, Level – 6, Cell – 01
5.	Method of recruitment whether by direct recruitment or by promotion or by deputation / transfer and percentage of the vacancies to be filled up by various methods.	100% by direct recruitment (i) The recruitment will be as per Notification No. F.20(1)-GA(P&T)/18 dated 05.06.2018 & dated 29.10.2020 such as through written test 85% marks & 15% marks through interview conducted by Institute/Board. Procedure of selection prescribed in the Annexure-I . (ii) Marks for Written Examination 85% and (iii) Interview 15% of the total Marks. (iv) Computer skill test and physical test are qualifying in nature.
6.	Age limit for direct recruitment	(i) Up to 30 years on the 1 st day of January of the year in which the selection is held (ii) Maximum age limit relaxable upto 05(five) years for candidates belonging to SC & ST categories.

7.	Educational and other qualifications required for direct recruitment	<p>A. <u>Minimum educational qualification</u> -</p> <p>(i) Bachelor's Degree from a recognized University/Institution. In case the Bachelor's Degree does not cover computer related subjects, then Certificate in computer skills for a course of duration at least 1 (one) year from a recognized Government institution or DOEACC is required.</p> <p style="text-align: center;">Or</p> <p>Diploma in Computer Engineering of 3(three) years duration from a recognized institution with 1(one) year's experience of Electronic Data Processing.</p> <p>(ii) Should process speed of not less than 8000 key depressions per hour for data entry work, to be ascertained through speed test on standard computer keyboard (QWERTY).</p> <p><u>(B) Candidate should not suffer from any of the disabilities as mentioned below -</u></p> <p>(a) Blindness, Colour vision deficiency. (b) Deafness, auditory defects. (c) Locomotor disability including cerebral palsy, Leprosy cured, muscular dystrophy (d) Learning disabilities including autism, mental illness.</p> <p><u>Desirable:-</u></p> <p>(i) Knowledge of Bengali or Kokborok.</p>
8.	Whether age and education qualifications prescribed for the direct recruitment will apply in case of promotion.	Not applicable
9.	Whether selection post or Non-selection post.	Selection Posts (Direct Recruitment)
10.	Period of probation	<p>02 (two) years, which may be extended up to 03(three) years in suitable cases.</p> <p>During period of probation, the recruited Constable (Data Entry Operator) will undergo basic training and other training as may be prescribed by the DGP, Tripura, failure in which will entail discharge from service by the appointing authorities without proceedings.</p>
11.	In case of recruitment by promotion/ deputation / transfer, grades from which promotion / deputation / transfer is to be made.	Not applicable.

12.	If D.P.C. exists what is its composition.	Not applicable.
13.	Circumstances in which TPSC is to be consulted in making recruitment.	Not applicable
14.	Repeal	Newly framing of Recruitment Rules.

By order of the Governor



(Dr. D. Kilikdar)
Deputy Secretary to the
Government of Tripura

ANNEXURE -I

PROCEDURE FOR SELECTION OF CANDIDATES FOR DIRECT RECRUITMENT AS CONSTABLE (DATA ENTRY OPERATOR) FOR THE INFORMATION TECHNOLOGY WING IN TRIPURA POLICE

1. Candidates will have to undergo a speed test on standard computer keyboard (QWERTY). The minimum speed for data entry work should be 8000 computer key depressions per hour of English alphanumeric characters. The speed test will be of 30 minutes duration, and will be qualifying in nature.

2. Those candidates, who qualify in the speed test on standard computer keyboard, will have to appear for a written examination, having weightage of 85%. The syllabus and marks distribution of the Written Examination is as follows:

Subjects	Syllabus	Full Marks	Time
Basic Arithmetic and Reasoning	(A) Basic Arithmetic: Number systems, fundamental arithmetical operation, percentage, Ratio and proportion, averages, interest, profit & loss, discount, table and graphs, time and distance, time and work etc. (B) Reasoning: Analogies, Similarities, Differences, Decision making, Problem solving, Space visualisation, Relationship concepts, analysis, Verbal and Figure classification, Arithmetical number series.	25	2 (two) hours
General Knowledge	History, Culture, Geography, Economy, General Polity, Indian constitution, Sports, Literature, Current Affairs	15	
English language	Use of Parts of Speech, Error spotting, Spelling & Vocabulary, Synonyms & Antonyms, One-word substitution, Grammar skills, Phrases, Reading comprehension, sentence rearrangement/Para Jumbles	20	
Basics of Computers	Fundamentals of Computer, Hardware & software, Computer Networks and internet, Memory and storage, Dos Command, Database, Computer Virus, C and HTML	25	
TOTAL MARKS		85	

All questions will be of Multiple Choice Question (MCQ) type. Each question will carry 1 mark, and there will be no negative marking. The candidate will have to indicate, in the application form as to whether he/she wishes to take the Written Examination in Bengali, Hindi, English or Kokborok.

3. Those who qualify in the Written Examination will have to appear for an Interview with the Recruitment Board. The maximum marks for the Interview will be 15%.

4. The appointment will be from the merit list to be determined on the basis of the aggregate score in the Written Examination and the Interview.

5. The appointed candidates shall have to undergo basic training for **6 months**, or as prescribed by the DGP Tripura. Without completion of basic training, no candidate will be eligible for drawing any increment in salary.