



**The Legal Remembrancer's office and
subordinate offices L.D.Clerk
Recruitment Rules, 2012.**

(Law Department, Govt. of Tripura)



Government of Tripura
Law Department.

No.F.3(2)-Law/E-3(ii)/07

Dated, Agartala, the 19th November, 2012.

NOTIFICATION

In exercise of the powers conferred by the proviso to article-309 of the Constitution, the Governor hereby makes the following rules regulating the method of recruitment to the post of **L.D. Clerk (Group-'C')** under the Legal Remembrancer, Government of Tripura, Namely :-

1. Short title & commencement :-

(a) These rules may be called "The Legal Remembrancer's office and subordinate offices **L.D. Clerk Recruitment Rules, 2012**".

(b) They shall come into force on the date of their publication in the Official Gazette.

2. Name of post:-

The name of the post(s) shall be as specified in Column - 1 of the Schedule.

3. Number, classification and scale of pay :-

The number of the said post, its classification and the scale of pay attached thereto shall be specified in Columns- 2 to 4 of the Schedule annexed hereto.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment, age limits, qualifications and other matters relating to the said post shall be as specified in Columns-5 to 12 of the said Schedule.

5. Power to relax :-

Where the State Government is of the opinion that is necessary or expedient so to do, it may be order, for reasons to be recorded in the writing and in consultation with the Tripura Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

6. Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the Tripura Scheduled Castes & Scheduled Tribes (Reservation of vacancies in Service and Posts) Act, 1991, Rules made thereunder and orders issued by the State Government from time to time in this regard.

By order and in the name of the Governor,

Sopan Chaudhuri
Under Secretary,
Government of Tripura.

SCHEDULE

(Recruitment Rules for the post of L.D. Clerk under L.R.'s Establishment)

1. Name of the Post - L. D. Clerk.
2. Number of post - 13 (thirteen) posts
(plus additional posts as and when created).
3. Classification - Group-- 'C' Non-Gazetted.
4. Scale of pay - Rs. 5310-24,000/- & Grade pay Rs. 1800/- (PB-2)
(subject to revision by the Government from time to time).
5. Method of recruitments whether by direct recruitment or by promotion or by deputation transfer and percentage of the vacancies to be filled by various methods. -
 - (i) 80% by direct recruitment,
and
 - (ii) 20% by promotion, failing which by direct recruitment.

NOTE :-

The post earmarked for promotion from Group-D Staff shall be carried forward for 3(three) years only and thereafter the unfilled posts (earmarked for Group-D) should lapse. The above carrying forward is however subject to condition that not more than 50% vacancies of the post of LDC grade can be filled up by promotion from Group-D employees who are educationally qualified for the post during a particular year.

(Ref :- Memo No.F.33(4)-GA/80 dt. 2-8-1985).

6. Age limit for direct recruitment :- 18 to 40 years, Upper age limit is relaxable by 5(five) years in case of SC/ST/PH candidates and Government servants, provided that the SC/ST/PH/ Government Servants shall not get this relaxation over and above the general relaxation of 5 years available to them.
7. Educational and other direct recruitment :-
 - (i) Should have passed Madhyamik/H.S. or its equivalent examination.
 - (ii) Knowledge of Typing in English with minimum speed of 30(thirty) words per minute.
 - (iii) Having knowledge of operating Computer and a Certificate from any recognized Computer Training Institute.

NOTE :-

- (i) Prescribed Type-Test should be conducted and the candidates must pass the same before they are appointed to the post of L.D. Clerk etc. through direct recruitment.
- (ii) ST/SC candidates shall be recruited, even if they do not initially qualify in the type-test, and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6 (six) months, they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.

- (iii) Physically Handicapped persons who are otherwise qualified to held clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from the typing qualification.

(Ref :- Notification No.F.20(2)-GA/97 dated 5.9.1997)

8. Whether age and educational qualifications prescribed for the direct recruitment will apply in the case of promotees. :- Age - No
Qualification - Yes, as per column 7 above.
9. Whether Selection post or Non-Selection post. :- Non Selection Post.
10. Period of probation :- 2 (two) years.
11. In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer is to be made. :- Peon having qualification as prescribed at column 7 above with 5 (five) years experience in the grade/ Government service.
12. If a DPC exists, what is its composition. :- Group - 'C' DPC.
13. Circumstances in which TPSC is to be consulted in making recruitment. :- Not applicable.

Sopan Chaudhuri
Under Secretary,
Government of Tripura.

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Law Department.

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Dated, Agartala, the 19th November, 2012.

NOTIFICATION

In exercise of the powers conferred by the proviso to article-309 of the Constitution, the Governor hereby makes the following rules regulating the method of recruitment to the post of **Lower Division Clerk (Library)** (Group-'C') under the Legal Remembrancer, Government of Tripura, Namely :-

1. **Short title & commencement :-**

- (a) These rules may be called "The Legal Remembrancer's office and subordinate offices **Lower Division Clerk (Library) Recruitment Rules, 2012**".
- (b) They shall come into force on the date of their publication in the Official Gazette.

2. **Name of post:-**

The name of the post(s) shall be as specified in Column - 1 of the Schedule.