

**HIGH COURT OF TRIPURA
AGARTALA**

No.F.4(22)-HC/2020/ 13393 /

Dated, Agartala, the 18th September, 2020

Advertisement No.01/2020

(For recruitment to the post of Junior Administrative Assistant)

Online applications are invited from bonafide citizens of India who are not below 18 years of age and not more than 40 years in case of Others and 45 years in case of candidate belonging to Schedule Castes and Schedule Tribes as on **01.01.2020** for filling up of the following **13(thirteen)** vacant posts of **Junior Administrative Assistant** in the establishment of the High Court of Tripura:

Category of Post	Name of the Post	Number(s) of Vacancies	Scale of pay
Group-C Non-Gazetted	Junior Administrative Assistant	8(eight) in the regular scale of pay.	In the entry pay of ₹21,400/- per month in the Pay Matrix Level 7 of TSCS (Revised Pay) (First Amendment) Rules, 2018, plus admissible allowances subject to revision by the Government from time to time.
		5(five) on fixed pay basis.	On fixed pay of ₹16,050/- per month against the entry pay in the Pay Matrix Level 7 of TSCS (Revised Pay) (First Amendment) Rules, 2018, subject to revision by the Government from time to time.

Out of **13** posts, **09** posts are meant for UR category, **03** posts are reserved for Scheduled Tribes and **01** post is reserved for Scheduled Castes.

If no suitable candidate of reserved categories is found available, the posts will be filled up by the candidates other than those of Scheduled Tribes and Scheduled Castes as per Rule 8 of High Court of Tripura Services (Appointments, Conditions of Service and Conduct) Rules, 2014' (as amended),

The number of posts to be filled up is subject to increase or decrease as per requirement of the High Court of Tripura and selected panel of candidates will remain valid for 1(one) year from the date of its publication.

A candidate must be a citizen of India as defined in Articles 5 & 6 of the Constitution of India and **must be a Graduate from any recognized University and have Certificate Course in Computer word processing or equivalent with Typing Speed of 40 words per minute on a Computer.**

ST/SC candidates of other States should apply for the post as general candidate alongwith application fees prescribed for candidates of general category.

The application fee for UR category applicant is ₹300/- (Rupees three hundred only) and that of reserved category (SC/ST) applicant is ₹150/- (Rupees one hundred fifty only). Fees once deposited will not be refunded or adjusted for any other recruitment in future. Candidates are to deposit fees by using Credit Card (Visa/Master/Rupay), Net Banking, Debit Card (Visa/Master/Rupay), Wallets & Cash Cards & UPI only. No other mode of payment will be accepted. Bank charge may apply.

The candidate shall have to appear in the Written Screening Test of MCQ paper of 100 questions relating to English grammar, General Knowledge, Aptitude, Reasoning etc. of the value of half marks each, i.e. 50 marks in total. UR category candidates who obtain 60% or more marks and the candidates belonging to Scheduled Castes and Scheduled Tribes who obtain 50% or more marks in the Written Screening Test shall be eligible for appearing in the Typing Test on Computer comprising of 25 marks and Written Test (English) of 25 marks wherein the comprehension, writing ability and translation from Bengali to English shall be tested.

Disqualification for appointment – No person shall be eligible for appointment to the service-

- (a) Unless he is a citizen of India; or
- (b) If he has been dismissed from service by the Government, Central Government, High Court, statutory or Local Authority; or
- (c) If he has been convicted of an offence involving moral turpitude; or
- (d) If he has more than one spouses living; or
- (e) If he directly or indirectly tries to influence the recruiting authority by any means.

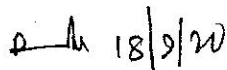
IMPORTANT NOTES

i) Online Application:

- a) Candidates have to submit application through Online Application Portal only. The High Court will not entertain any hard copy application. Before submission of online application, the candidates are to read the instructions carefully in the 'How To Apply' segment of the Online Application Portal.

- b) Online Application Portal will be available on the High Court's website (<https://thc.nic.in/>) **from 19.09.2020 to 12.10.2020 (upto 04:00 PM)**. To apply the candidates have to click on the 'Recruitment' tab in the Home page of the High Court's website.
- c) Candidates should avoid submitting multiple applications. However, due to any unavoidable circumstances, if any candidate submits multiple applications then he/she must ensure that the application with latest Registration Number is complete in all respect.
- d) In case of multiple applications, the application with the latest Registration Number shall only be entertained by the High Court and Fee paid against one Registration Number shall not be adjusted against any other Registration Number.
- ii) Candidates who score pass marks or more in the Written Screening Test will be asked for scrutiny of original marks-sheets/certificates/ documents. If the candidate fulfills the criteria of her/his candidature then eligible for Final Written Test and Typing Test on Computer.
- iii) The candidates already in Government Services shall apply either through proper channel or attach 'No-Objection Certificate' from his/her employer.
- iv) Candidates shall have to bear their own expenses for appearing in the Selection test.

Submission of online application	From 19.09.2020 to 12.10.2020 (4.00 P.M.)
Last date of finalisation of online application	12.10.2020 (4.00 P.M.)
Dates of selection test and downloading of Admit Card	Will be notified later on.
Test Centre, time and duration	Will be mentioned in the Admit Card.


(D. M. Jamatia)
 Registrar General
 High Court of Tripura
Agartala