

TRIPURA TRIBAL AREAS AUTONOMOUS DISTRICT COUNCIL
OFFICE OF THE CHIEF EXECUTIVE OFFICER
KHUMULWNG: TRIPURA WEST

No.F.2 (181)/ADC/Estt./2022 (P-I)

Dated Khumulwng, 02/05/2022

ADVERTISEMENT

Applications are invited in prescribed format available in recruitment link in the official Website of the Tripura Tribal Areas Autonomous District Council, Khumulwng (<http://ttaadc.gov.in>) from the Tripura State for filling up to following fixed pay posts of PA-II (Stenographer), Group-C under TTAADC in the Scale of PB-2, Rs. 5700-24,000/- + Grade Pay Rs. 2800/- (PB-2) (revised).

Name of Post:-	P.A-II (Stenographer) Group-C (Fixed pay)
Number of Vacancies:-	20 (twenty) nos
Eligibility	<p>Education qualification:-</p> <p>(i) He/She shall have passed at least Higher Secondary (H.S.+2) or equivalent Examination from a recognized Board/ University with minimum 40% marks in average or He/ She shall have passed Madhyamik examination with Stenography Course from any ITI with 35% marks in Madhyamik.</p> <p>(ii) He/ She shall have knowledge of operating Computer and a Certificate from any Government or Government recognized or Government registered Institution or University which may be of minimum duration of 3 (three) months.</p> <p>(iii) The qualifying marks as mentioned in (i) above is relaxable by 5% marks for all reserved category (ST) candidates.</p> <p>(iv) Having knowledge of any one of Indigenous languages of Tripura.</p> <p>Age limit: - Minimum 18 years and maximum 40 years as on 01/04/2022 and relaxable by 5 years for ST/ SC Candidates. The Government employees belong to ST, SC, PH category shall not get this relaxation over and above the Schedule Tribe relaxation of 5 years available to them.</p>
<p>Selection Process:- (a) The Recruitment process will comprise of two successive stages viz. (i) the candidates shall have to appear in the Written Test consisting of total 100 marks (MCQ type) and after Written Test, candidates against the vacancies advertised will be called for Stenography Test & Computer typing test with speed of 40 words per minute and 100 words per minute consisting of total 40 marks as per merit.</p>	

How to apply

1. Application in plain paper as per prescribed format addressed to the Executive Officer (Administration), TTAADC, Khumulwng along with self-attested copies of relevant Certificates & testimonial, 3 (three) recent self attested passport size colored photographs. Applications by hand may be submitted to on all working days in between 11:00 AM to 03.30PM from 17/05/2022 to 31/05/2022 in Naruwai Tongthai Guest House.
2. Incomplete applications will be summarily rejected.
3. Candidates already in service must apply through proper channel or attach "No Objection Certificate" from his/ her employee along with the application.
4. Candidates already in service from TTAADC own Staff after qualified in Written Test, Short-hand & Computer type test will be appointed to PA-II (Stenographer), Group-C on fixed pay according to the merit basis, with counting their pervious service.
5. The Candidates who will be found qualified in the Written Test will be called to appear in the Shorthand Writing & Computer type test as per merit.
6. The final selection will be made in order of merit on the basis of marks obtained by a candidate in Written Test Examination plus the marks obtained in the Short-Hand Writing & computer typing Test.
7. Minimum 50% marks will be the qualifying marks in respect of Computer Typing writing & Shorthand Writing, relaxable up to 40% in case of SC/ ST candidates.
8. The Venue, date & time of Written Test & Short-Hand Writing & computer typing test shall be informed due course of time.


 Addl. Chief Executive Officer
 TTAADC, Khumulwng.

To
 The Dy. CEO (Fin) & PO (ICAT), TTAADC for information and requested to publish the Notification in the TTAADC Website & daily local News Paper accordingly.

Schedule-1

Application form for direct recruitment to the posts on the
Tripura Tribal Areas Autonomous District Council

Affix self-attested Recent Passport Size
Colour Photograph. (Also provide three extra
copy of photographs) Do not staple your
photograph here.

To
The Executive Officer (Admn)
TTAADC, Khumulwng.

Subject: - Application for the post of.....

Ref: - Your Advertisement No.....Dated.....published
in.....dated.....inviting applications for the post.

Sir,

With reference to above, I would like to offer myself as a candidate for the post
of.....under the Tripura Tribal Areas Autonomous District Council. Necessary
particulars of my candidature are as follows:-

1.	Application for post applied for	
2.	Name of the Candidate (in Block letters)	
3.	Father/Mother/ Husband's name	
4.	Present postal Address	Vill:-..... P.O:-..... PIN Code:-..... P.S:-..... District:-..... State:-.....
5.	Date of Birth	
6.	Nationality	
7.	Caste Status	SC/ ST/ General/ PH
8.	Educational Qualification	
9.	Technical Qualification	
10.	Working experience, if any.	
11.	Employment Exchange Registration No.	Registration No.:- Valid up to:-
12.	Contact No.	Mobile:- Email:-

13.	If employed in Govt/ Private under taking department? If yes, wheather permission obtained for better employment/ applied through proper channel?	
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Place:-
Date:-

Signature of applicant

1. Application for post applied for	
2. Name of the Candidate in Block letter	
3. Father's Name	
4. Gender	
5. Villy	
6. P.O.	
7. PIN Code	
8. P.S.	
9. District	
10. State	
11. Date of Birth	
12. Nationality	
13. Cast/Class	
14. Educational Qualification	
15. Technical Qualification	
16. Working experience (Any)	
17. Employment Exchange Registration No.	
18. Vaid no for	
19. Mobile	
20. Email	