

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

Email: eoamdnestt@gmail.com.

No. F.2 (181)/ ADC/ Estt/93/31, 840-973

Dated, Khumulwng, 08/03/2022.

NOTIFICATION


It is for information to all Group-C Employees of TTAADC that the authority is decided to recruit 10(ten) nos stenographer (PA-II) from TTAADC own staffs who are having knowledge in stenography and short hand from any recognized institution and age limit up to 35 years as on 01/01/2022, preferably diploma in computer application. Any interested staff of Group-C employees of TTAADC may apply in plain paper along with requisite certificate addressing to the Executive officer (Administration), TTAADC from 09/03/2022 to 14/03/2022 positively.

1. Selection Process:

- a) The Candidate will be called for a Type Writing & Shorthand Writing & Transcription test in Office of the Chief Executive Officer, TTAADC HQ after the end of the receipt of application.
- a) Shorthand test to be taken 80 (eighty) words per minute for 5(five) minutes, Total words for shorthand test- 400 words, Total Marks for shorthand-100 marks, Transcription from stroke to word- 30 minute, Type writing test to be taken 30 words per minute, Total words-150, Time-5 minute.
- b) Minimum Qualifying Marks 50% marks will be qualifying marks out of 100 marks in respect of Type Writing & Shorthand Writing & Transcription, relaxable up to 40% in case of SC/ ST candidates.
- c) The Candidates who are qualified in the Type writing & Shorthand writing & Transcription will be appointed to Stenographer (PA-II) in purely regular basis from Group-C according to the merit list basis up to Sl. No. 10 (ten), with counting their previous service.

This is issued with the approval of the Competent Authority Vide U.O.No.25/ADC/CEM/22 dated 03/03/2022 and also approved of E.C Meeting item no. 7(d) dated 28/02/2022.

To
All Head office/ DDOs, TTAADC
for information to all Group-C employees.


Addl. Chief Executive Officer-I
TTAADC, Khumulwng.


Copy to:-

1. The Dy. Chief Executive Officer, Khumulwng, TTAADC for information.
2. The Dy. Chief Executive Officer (Fin), Khumulwng, TTAADC for information.
3. The Secretary to the District Council, Khumulwng, TTAADC for information.
4. The Executive Officer (Admn), Khumulwng, TTAADC for information & necessary action.
5. The Addl. Executive Officer (Admn), Khumulwng, TTAADC for information.
6. The Principal Officer (ICAT/ Ind/ ARDD/ TW/ Agri/ Fishery/ Forest/ Co-Op/ SW & SE/ Sports & YA/ VC/ LRS/ Edn/ Health), Khumulwng, TTAADC for information & necessary action.
7. The Zonal Development Officer (West/ Sepahijala/ South/ Gomati/ Dhalai/ khowai/ North/ Unakoti), TTAADC for information.

8. The EE, PWD (West/ North /South/ Dhalai/ Khowai), TTAADC for information.
9. All Inspector of Schools, TTAADC for information.
10. All Sub-ZDO, TTAADC for information.
11. Copy to guard file/ personal file.

Copy also forwarded to:-

1. The P.S to the Chief Executive Member, Khumulwng, TTAADC for kind information of the Hon'ble CEM.
2. The P.S to the Dy. Chief Executive Member, Khumulwng, TTAADC for kind information of the Hon'ble Dy. CEM.
3. The P.S to the Chief Executive Officer, Khumulwng, TTAADC for kind information of the CEO.
4. The P.S to the Addl. Chief Executive Officer-II/ III, Khumulwng, TTAADC for kind information of the Addl. CEO-II/ III.
5. The Chief Engineer (PWD), Khumulwng, TTAADC for information.


Addl. Chief Executive Officer-I
TTAADC, Khumulwng.