

**HIGH COURT OF TRIPURA
AGARTALA**

No.F.4(22)-HC/2014/ 10069

Dated, Agartala, the 2nd July, 2014

ADVERTISEMENT

(For recruitment to the post of Junior Administrative Assistant)

Applications are invited in prescribed form available herewith in the official website of the High Court of Tripura (<http://the.nic.in>) from persons who are not below 18 years of age and not more than 45 years in case of candidate belonging to Scheduled Castes & Scheduled Tribes and 40 years in case of others as on **01.01.2014** for filling up of the following **17(seventeen) (actual & anticipated)** 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/rate of Fixed Pay
Class III (D) Non-Gazetted	Junior Administrative Assistant	(i) 12(twelve) in the regular scale of Pay	Pay Band 2 of Rs. 5310-24000/- with Grade Pay of Rs. 1800/-
		(ii) 5(five) on Fixed Pay basis	Rs. 5955/- (Fixed) against the Pay Band 2 of Rs. 5310-24000/- with Grade Pay of Rs. 1800/-

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.

The duly filled in application form should reach the office of the **Registrar General, High Court of Tripura, Agartala** on or before **24.07.2014** along with Postal Order/Bank Draft of ₹300/- (₹150/- in case of Scheduled Tribes and Scheduled Castes candidates) payable at Agartala in favour of the **Registrar General, High Court of Tripura, Agartala** with other certificates & photographs as stated in the application form. **Belated and incomplete applications will not be entertained and be rejected summarily.**

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.**

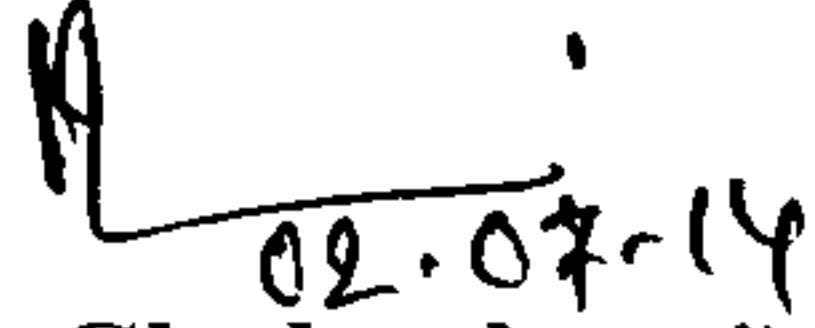
Reservation for candidates belonging to reserved categories will be made as per High Court Services (Appointment, Conditions of Service & Conduct) Rules, 2014

ST/SC candidates of the other States (not recognized by the Government of Tripura) should apply as general candidate alongwith recruitment fee prescribed for general candidates.

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 spouse living; or
- (e) if he directly or indirectly tries to influence the recruiting authority by any means for his candidature.

Candidates shall have to bear their own expenses for appearing in Written Test, Typing Test on a Computer and Interview.


02.07.14
(M. Chakrabarti)
Registrar General
High Court of Tripura
Agartala

**HIGH COURT OF TRIPURA
AGARTALA**

Application for the post of Junior Administrative Assistant

Paste one recent
self attested
passport size
photograph here
and submit three
more copies with
the application

1. Name in Full (Block Letters) :
2. Father's name :
3. Full permanent address with P.O. & P.S. :
4. Full present address with P.O. & P.S. :
5. Sex :
6. Husband's name (in case of married female candidate) :
7. Whether Scheduled Castes or Scheduled Tribes? If so, a certificate to that effect should be furnished :
8. Educational qualification with the year of passing, division or class secured in different examinations from Madhyamik Examination onwards :
9. Qualification in Computer :
10. Special or other qualification, if any :
11. Date of birth (according to School Final/Madhyamik Certificate) :

12. Age as on 01.01.2014 (Year, months & days) [Copy of the Birth Certificate/Madhyamik or equivalent examination certificate should be furnished] :
13. Marital status (Married/Unmarried) :
14. Nationality :
15. Contact/Phone Number :
16. E-mail id.,if any :
17. Details of Postal Order/Bank Draft indicating the number, amount and date :

Place :

Date :

SIGNATURE OF THE CANDIDATE

N.B. Application stating the above particulars along with the following should reach the office of the Registrar General, High Court of Tripura, Agartala on or before 24.07.2014.

1. The candidates already in Government Services shall apply either through proper channel or attach 'No-Objection Certificate' from his/her employer.
2. Attested copy of certificates relating to Educational Qualifications granted by recognized University alongwith documents relating to Certificate Course in Computer word processing or equivalent with Typing Speed of 40 words per minute on a Computer.
3. Attested copy of certificate relating to date of birth (according to school final/Madhyamik certificate).
4. Attested copy of Castes Certificate (if applicable).
5. 04(four) copies of self-attested recent passport size photographs.
6. Postal Order/Bank Draft of ₹300/- (₹150/- in case of Scheduled Tribes and Scheduled Castes candidates) payable at Agartala in favour of the Registrar General, High Court of Tripura, Agartala.
7. If any candidate directly or indirectly tries to influence the recruiting authority by any means for his/her candidature be disqualified for appointment.
8. Envelope containing the application should be captioned "Application for the post of Junior Administrative Assistant".