

TRIPURA PUBLIC SERVICE COMMISSION

Akhaura Road, Agartala – 799001.

APPLICATION FORM FOR RECRUITMENT

(Read the instructions to the candidates carefully before filling up the form)

Post/ Services Applied for

(Advt. No./..... Item No.....

1. Name of the Applicant : _____
(In capital letters)

2. Date of Birth : ____/____/____ A.D (_____
(as recorded in Madhyamik or equivalent Certificate) (in words)

3. (a) Nationality _____, (b) State belongs to _____

4. (a) Sex (Male/Female) : _____, (b) Mother tongue _____

5. Category (ST/SC/Others) : _____ Sub Tribe/ Caste _____

6. Whether SC/ST/Others Certificate issued by
the competent authority of Govt. of Tripura **Yes/No.**

7. Whether Physically Handicapped: **Yes/No.**

8. Whether BPL Family Card Holder: **Yes/No.**

9. Whether currently employed in Govt.
Deptt./PSU/Autonomous Body : **Yes/No.**

a. If Yes, whether NOC enclosed: **Yes/No.**

b. Applied through proper channel: **Yes/No.**

10. If Ex-serviceman , period of war service : _____

11. Fee paid Rs.: (Rupees)only

12. Reason if claimed relaxation on (a) Age : _____

(b) Fee : _____

13. (a) Father's Name: _____, (b) Mother's Name _____

14. Husband's Name (In case of married women) : _____

15. Postal Address (in capital letters): _____

_____ Pin _____ Phone No _____

16. Permanent Address(in capital letters): _____

_____ Pin _____ Phone No _____

17. Whether possess prescribed minimum qualifications & experiences as per advertisement :

(a) Educational Qualification – **Yes/ No** (b) Experience – **Yes/ No**

(c) In case of T.C.S./T.P.S./T.F.S./T.E.S. Examination, no of times indicating year(s) appeared
in the said examination (for UR candidates only) :-

18. Choice of Centre (a) Preliminary Exam./Screening Test: _____

(if other centers are notified :
besides Agartala)

(b) Interview: _____

<p align="center"><u>For Office Use Only</u></p> <p>Receipt Regd. No.</p> <p>Allotted Roll No</p>

Full Signature
of the applicant _____

<p align="center">Affix stamp size recent photograph with full signature thereon of the candidate</p>

<p align="center">Affix the Receipt of recruitment fee deposited to the A/C. No. 14711 of Tripura Gramin Bank, Agartala Branch payable through any of branch of Tripura Gramin Bank located at different places, for the applicants inside State.</p> <p align="center">In cases of applicants from out side State, enclose the Demand Draft of any Nationalised Bank payable at Agartala in favour of the Secretary, TPSC and mention :</p> <p>D.D.No.....</p> <p>Dated.....</p> <p>Issuing Bank Branch.....</p>
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19. Academic qualifications & desirable qualifications(if any) from Madhyamik onwards as on the closing date of submission of application:

Sl No	Examinations Passed	Year of passing	University/ Board	Division	% of marks

20. Nature & period of experience(s) possessed on full time employment after acquiring minimum qualification: _____

21. Any other additional information like to mention in support of suitability for the post. :-

22. Proficiency in different languages :
(Yes/ No)

Language	Read	Write	Speak
Bengali			
Kokborok			
Hindi			
English			

23. In case of Scheduled Examination ,where necessary to mention as per advertisement:-

(a) Physical measurement for the post :- Height _____ cm, Weight _____ kg.
Chest normal _____ cm, Chest expanded _____ cm.

(b) Any claim on relaxation in height : **Yes/ No** , if yes, reason: _____

24.(a) Name of optional papers/subjects :- 1. _____

2. _____

3. _____

(b) Whether opted for Bengali composition & translation Or Alternative English :- _____

25. Have you ever been debarred/disqualified by the U.P.S.C/ State P.S.Cs from appearing at its examination/selection. :- _____
If yes, give details.

I hereby declare that statements made and information furnished as above are true and correct to the best of my knowledge and belief.

Place:-

Date:- Full Signature of the Applicant _____

Enco:-Self attested photocopies of the documents in respect of Sl No.2,3,5,7,8,9,10,19,20 & 21.

**N.B. – 1) Attach extra sheet wherever necessary .
2) Strike out which is not applicable .**

TRIPURA PUBLIC SERVICE COMMISSION
(To be filled in by the candidate)

ADMIT CARD

Name of the Examination/Screening Test : _____

Name of the candidate : _____
(block letters)

Father's name : _____

Husband's name : _____
(in case of married woman)

Address : _____
(block letters)

Affix
stamp size
recent
photograph
with full
signature
thereon of the
candidate

The OPTIONAL PAPERS OFFERED :-1. _____
(When asked for)

2. _____

3. _____

Whether Bengali Composition &
Translation OR Alternative English :- _____
(When asked for)

<u>For Office Use Only</u>	
Roll No.....	Name of the Centre

Full Signature
of the candidate : _____

Date

Controller of Examinations.

NB:-

- 1) **The candidate is to bring and use HB category WOOD PENCIL for furnishing answers on supplied OMR sheets for preliminary exam. / screening test to be conducted under Multiple Choice Question system.**
- 2) **This Admit card is provisional and do not confer any right against rejection of his/her candidature at any subsequent stage on detection of wrong / incorrect information towards eligibility.**
- 3) **No TA/DA will be paid by the Commission for appearing at the Examination/ Screening Test.**
- 4) **Instructions to the candidates appearing for the written examination/ Screening Test, any violation of which may lead to disciplinary action :**
 - a) **Not to carry Mobile phones/ electronic gadgets/ programmable calculator etc. in the examination campus.**
 - b) **Not to enter in the Exam. Hall after 15 minutes from commencement and no books/ papers except Admit card will be allowed in the Examination Hall .**
 - c) **Not to write anything in the Admit Card / Question paper .**
 - d) **Not to adopt any unfair means or attempt to indulge in any disorderly or improper conduct in the Examination Hall**
 - e) **Not to leave the Examination hall for toilet before completion of 1st one hour and during the last ½ (half) an hour of the examination.**
 - f) **Not to carry Examination materials to the toilet and slip away from toilet .**
 - g) **Not to leave the examination hall till the examination is over & answer scripts are collected.**

Instructions to the candidates

1. The application should be submitted in the prescribed **FORM** only which is available from the Tripura Gramin Bank Branches/ Extension counters on deposit of the prescribed fee as notified in recruitment advertisement. For candidates outside of the state , it can also be downloaded from the website "<http://www.tpsc.gov.in>" or <http://www.tripurainfo.com> .
The prescribed form contains 4(four) pages in complete out of which 1st & 2nd pages are meant for the particulars of the applicant , the 3rd page is to be used as **ADMIT CARD** carrying important instructions to the candidates for appearing in the Examination./Screening Test. The 4th page (back page) contains the necessary instructions to the candidates.
2. The application should be filled up in complete form by own hand writing along with the following as affixed/enclosed and affix the Bank Receipt of recruitment fee in the relevant box at page 1.
 - a) Prescribed fee is to be deposited to the **Tripura Gramin Bank , A/C No. 14711 in favour of the Secretary, T.P.S.C** through any branch/Extension Counters of Tripura Gramin Bank within the State. For the candidates outside of the State, it can be paid through Demand Draft payable at any branch of Nationalized Bank at Agartala as noted in the box at page-1 of the application. No other mode of payment will be accepted. The fee chart – as shown in the notification of recruitment through Advertisement.
 - b) Two copies of stamp size recent photographs are to be affixed on the indicated boxes in the 1st page and Admit Card in the 3rd page.
 - c) Self-addressed envelope(28cm x 12 cm) bearing postage worth Rs. 5/-(Rupees five) only affixed thereon for sending the Admit card..
 - d) In case of application sent by post , another self addressed Post-card indicating the Advertisement No, Item No. and name of the post applied for. It may be used for acknowledgement of receipt of the application.
 - e) While sending **by post** , the envelope cover to be super scribed as "**Application for the post of.....**"
 - f) Self-attested copies of the certificates/documents as per requirement of the application form.
 - g) Who are employed, must apply through proper channel or attach a "**No Objection Certificate**" from his/her employer. However, an advance copy along with copies of all required certificates/documents be sent to the Commission and another photocopy of the filled-in application to be sent through proper channel. If employed after submission of application, "**No Objection Certificate**" from the concerned employer to be produced at the time of interview.
 - h) Date of birth should be written in Christian era as recorded in Admit card of Madhyamik /School level examination both in figure and word.
 - i) **Applicants must be in possession of the prescribed minimum qualification(s) & experience for respective post(s) on the closing date for submission of application as mentioned in the advertisement.**
 - j) **Where a number of years of experience is prescribed as an item of Qualifications, Experience would mean only experience gained in full time employment after acquiring minimum academic qualifications including training, if any.**
3. Candidates applying for more than one post, should submit separate application accompanied by the prescribed fee for the post and other documents separately .
4. The applications may be submitted either in person or by post. Duly **filled-in application must reach the Secretary, Tripura Public Service Commission, Agartala, West Tripura on or before the last date of submission of application as indicated in the advertisement for the post(s)**. The Commission will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. No application received after the prescribed last date will be entertained under any circumstances and **all the applications received after the closing date will be summarily rejected.**
5. **It is to be ensured that all the columns of the application form have been properly filled up and photocopies of all the documents as required have been attached .** Any application incomplete in any form or defective or containing statements which are incorrect or false or if there is any suppression of facts, is liable to be summarily rejected. If such discrepancies detected even at the subsequent stage, it is also liable to be rejected . No correspondence or queries from applicants will be entertained.
6. No TA/DA will be paid by the Commission for appearing at the Written examination/Screening Test or Interview
7. The benefit of reservation of vacancy and upper age concession as admissible are applicable only to SC/ST candidates approved by the Govt. of Tripura as per Rule for the time being in force. **SC/ST candidates of other states may apply for unreserved vacancy as general candidates.**
8. The prescribed essential qualifications are minimum and **mere possession of the same does not confer any right to the candidates to be called for interview except in case of scheduled Examination(s)**. Where the number of applications received in response to the advertisement is large and it will not be convenient or possible for the Commission to interview all those candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the advertisement or by holding a Screening Test.
9. **The number of vacancies is subject to increase or decrease as per requisition / Govt. decision.**
10. Canvassing in any form at any stage will disqualify a candidate.

N.B:- For detailed instructions to the candidates relating to examination may please visit the website.
