

TRIPURA PUBLIC SERVICE COMMISSION
AGARTALA

GUIDELINES FOR CONDUCTING
“THE TRIPURA COMBINED COMPETITIVE EXAMINATION”
FOR RECRUITMENT TO THE MISCELLANEOUS POSTS.

SCHEME, SYLLABUS AND GUIDELINES
SEPTEMBER, 2010.

“The Tripura Combined Competitive Examination”

For

Recruitment to the Miscellaneous Posts.

1. Particulars of the Posts :

The posts of various Departments included in the Combined Competitive Examination, their corresponding Scales of Pay, Educational Qualifications, Experience, Age limit etc. are given in the **Annexed Schedule**. TPSC will notify posts along with no. of vacancies available at a given point of time while inviting applications from the candidates.

2. Submission of Application :

Application is to be submitted by the candidate in prescribed format. Recruitment fee is to be deposited either to the Tripura Gramin Bank, A/C No.14711 or to the Account No.31176521319 of the State Bank of India (Core Banking Branches) in favour of the Secretary, Tripura Public Service Commission. The said deposit Bank Receipt is to be affixed in specified box on the 2nd page of application form. Two Copies of stamp size recent photograph are to be affixed on the indicated boxes, one in the 1st page and the other in the 3rd page.

No document, self –addressed envelope or any extra sheet are required to be enclosed while submitting the duly filled-in application form. A model filled-in application form is enclosed for guidance of the candidates.

After publication of the result of the preliminary examination, successful candidates will be asked to submit self-attested copies of the relevant documents to the Reception Counter of TPSC within a specified time failing which the candidature of the candidate will be summarily rejected.

3. Preference :

A candidate may apply for a particular post or a group of posts. He/ She shall, however, clearly indicate his/her preference(s) in the appropriate place of the application form. The Commission will allot the seats to the successful candidates, according to their preferences as far as practicable.

4. Scheme of the Examination :

The Examination will comprise of three successive stages viz. (i) Preliminary Examination (Multiple Choice Type Test), (ii) Main Examination (Conventional Type Test) and (iii) Personality Test, details as mentioned below:

(i) Preliminary Examination :

The Preliminary Examination will consist of one paper containing Multiple Choice Type Questions on **General Studies and Arithmetic** with one hour thirty minutes duration. The Preliminary Examination will be a Screening Test for selection of candidates for admission to the Main Examination.

A limited no. of candidates, maximum **5(five)** times of total posts(in category wise) will be selected merit wise on the basis of the result of the Preliminary Examination, subject to securing minimum qualifying marks (35% for UR candidates and 30% for reserved category candidates) or otherwise as fixed by Commission. The marks obtained by the candidates in the Preliminary Examination will not be taken into account for the purpose of determining the final merit list.

(ii) Main Examination :

The Main Examination will consist of two papers of Conventional Type Questions namely: **Paper-1: English and Paper-II: General Studies and Arithmetic**: Full Marks for each paper will be 100 and time allotted will be **2 hours 30** minutes for each paper. The examinations for both the papers will be held preferably on the same day at Agartala. In no case a candidate will be called for Personality Test unless he/she appears in all the papers of the Examination.

(iii) Personality Test :

A limited no. of candidates, maximum **3(three)** times of total posts(in category wise), will be called for the Personality Test in order of merit on the basis of the result of Main Examination , subject to securing minimum qualifying marks (35% for UR candidates and 30% for reserved category candidates) or otherwise as fixed by Commission.

The total marks for the Personality Test will be 50. If a candidate remains absent in the personality Test, his/her candidature will be treated as cancelled.

Final Merit List will be prepared on the basis of the total marks obtained in the Main Examination and marks obtained in the Personality Test.

5. Syllabus for the Examination :

(A) Preliminary Examination (Screening Test).

Paper : General Studies and Arithmetic (Pattern- MCQ) :

Full Marks-100

Total Time: 1 hour 30 minutes.

Sl. No.	Items	Alloted Marks
1.	English Composition (H.S. +2 stage Standard)	20
2.	General Knowledge with special reference to Tripura and North Eastern States	20
3.	Current Affairs of Local, National and International importance	15
4.	Constitution of India with special reference to Panchayat Raj and Urban Local Bodies	15
5.	Simple Arithmetic (Madhyamik Standard)	15
6.	Mental Ability Test	15

(B) Main Examination :

Paper- I : English
Full Marks-100
Duration : 2 hours 30 minutes.

Sl. No.	Items	Alloted Marks
1.	Drafting of a report from points & materials supplied	20
2.	Condensing of a prose passage (Summery/Précis Writing)	15
3.	Comprehension of a given passage	15
4.	Paragraph Writing	15
5.	Letter Writing	15
6.	Correct use of words, correction of sentences, use of common preposition, phrase & idioms, synonyms & antonyms etc.	20

Paper-II : General Studies & Arithmetic
Full Marks-100

Duration : 2 hours & 30 minutes.

Sl. No.	Items	Alloted Marks
1.	General knowledge with special reference to Tripura and North Eastern States (5 short questions carrying 4 marks each)	20
2.	Current Affairs of Local, National & International importance (5 short questions carrying 4 marks each)	20
3.	Indian Constitution (H.S + 2 stage Standard)	20
4.	Simple Arithmetic (Madhyamik Standard)	20
5.	Mental Ability Test	20

6. Evaluation :

Assessment and evaluation of answer scripts done by the Commission shall be final and shall not be open to scrutiny by any external authority. The Commission shall have the discretion to fix qualifying marks in any or all of the papers and /or in the aggregate.

A deduction of 10% of the full marks may be made from the total marks secured by a candidate in a particular paper if he/she discloses his/her identity by writing his/her name, roll number, ticket no. etc. or putting any identifying marks inside the answer script of that paper.

7. Other Conditions :

(i) Candidates must abide by instructions as may be given by the Supervisor / Invigilator of the examination centre. The candidate will render himself/herself liable to expulsion from the examination hall and / or such other punishments as the Commission may deem fit to impose if he/she fails to abide by instruction given by the Supervisor/Invigilator or indulges in disorderly or improper conduct.

(ii) A candidate who has been reported against by the Supervisor of the examination centre for violating any of the instructions or for having adopted unfair means at the examination hall will be punished with cancellation of candidature and also debarment from appearing at future examinations/selections as may be decided by the Commission according to the circumstances of the case.

(iii) **Canvassing in any form will disqualify the candidate.**

8. Discretion of the Commission :

The matter for which no specific provision has been made in the guidelines shall be decided by the Commission as and when necessary. If there is any discrepancy between the provisions made in this set of guidelines /procedures and the relevant Recruitment Rules for the posts to be covered by the examination, the provisions in the Recruitment Rules shall prevail.

SCHEDULE

Particulars of the posts under different Departments Government of Tripura to which recruitment shall be made through “The Tripura Combined Competitive Examination for Recruitment to Miscellaneous Posts”.

Sl. No.	Name of Posts	Name of Departments	Scale of Pay (In Rupees)	Eligibility for Direct Recruitment		Age
				Educational Qualifications		
				Essential	Desirable	
1	2	3	4	5	6	7
1.	Child Development Project Officer/ Inspector of Social Welfare & Social Education, Group-B, Gazetted.	Education (Social Welfare & Social Education) Department	PB-3, Pay Scale- ₹9570-30000/- GP- ₹3500/-	Atleast Bachelor's Degree from a recognised University.	Knowledge in Bengali/ Kokborok.	18 to 37 years. Upper age is also relaxable by 5(five) years in case of ST, SC, PH and Government Servants belongs to ST, SC & PH category shall not get this relaxation over and above the general relaxation of 5(five) years available to them.
2.	Development Officer (Small Savings), Group-B, Gazetted.	Small Savings, Group Insurance & Institutional Finance Department	PB-3, Pay Scale- ₹9570-30000/- GP- ₹3100/-	(i) Degree of recognised University. (ii) Having Knowledge in Bengali & English.	
3.	Superintendent of Taxes, Group-B, Gazetted.	Taxes & Excise under Finance Department	PB-3, Pay Scale- ₹9570-30000/- GP- ₹3100/-	(i) Degree of recognised University or its equivalent. (ii) Preference will be given to Commerce Degree holders with Advance Accountancy and Auditing or Arts Degree in Commerce/ Economics/ Statistics.	(i) Master Degree in Commerce/ Economics/ Statistics. (ii) Knowledge of Bengali.	
4.	Assistant Survey Officer, Group-B, Gazetted.	Land Records and Settlement Department	PB-3, Pay Scale- ₹9570-30000/- GP- ₹3100/-	(i) Graduate of recognised University or its equivalent. (ii) Preference will be given to those hold diploma in survey.	
5.	Panchayat Officer, Group-B, Non-Gazetted.	Rural Development (Panchayat) Department	PB-3, Pay Scale- ₹9570-30000/- GP- ₹3100/-	Degree of a recognised University.	
6.	Panchayat Extension Officer, Group-C, Non-Gazetted.	Rural Development (Panchayat) Department	PB-3, Pay Scale- ₹5310-24000/- GP- ₹2400/-	Degree of a recognised University having knowledge of Bengali.	

1	2	3	4	5	6	7
7.	Revenue Inspector, Group-C, Non-Gazetted.	Revenue Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	(i) Degree of a recognised University or equivalent. (ii) Having Knowledge of Bengali Language or any Tribal Language of Tripura.	Knowledge of Revenue Law in Tripura. Experience in Revenue work.	18 to 37 years. Upper age is also relaxable by 5(five) years in case of ST, SC, PH and Government Servants belongs to ST, SC & PH category shall not get this relaxation over and above the general relaxation of 5(five) years available to them.
8.	Cooperative Inspector, Group-C, Non-Gazetted.	Department of Cooperation	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	(i) Graduate of a recognised University or equivalent. (ii) Having Knowledge in Bengali Language.	(i) Training in Cooperation from recognised Cooperative Training Institute. (ii) Development bias and connected with organisation, dealing with welfare activities..	
9.	Election Inspector, Group-C, Non-Gazetted.	Election Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	Graduate of a recognised University.	
10.	Inspector, Food, Civil Supplies and Consumer Affairs, Group-C, Non-Gazetted.	Food, Civil Supplies and Consumer Affairs Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	(i) Graduate of recognised University. (ii) Preferably Commerce Graduate.	
11.	Labour Inspector, Group-C, Non-Gazetted.	Labour Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	Degree of a recognised University.	Diploma in Social Science.	
12.	Inspector of Taxes, Group-C, Non-Gazetted.	Taxes and Excise under Finance Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	Bachelor's Degree of any recognised University. Preference will be given to Commerce Degree holders with Advance Accountancy and Auditing or Arts Degree holders with Economics/ Statistics or Master Degree holders in Commerce/ Economics/ Statistics.	
13.	Inspector (Small Savings), Group-C, Non-Gazetted.	Small Savings, Group Insurance & Institutional Finance under Finance Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	Bachelor's Degree of any recognised University. Preference will be given to Degree holders in Commerce/ Arts with Economics/ Statistics.	
14.	Superintendent of Homes, Group-C, Non-Gazetted.	Education (Social Welfare & Social Education) Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	(a) Male Graduate of a recognised University for male Institution/ Female Graduate of a recognised University for female Institution. (b) Having knowledge of Bengali/ Kokborok.	Degree/Diploma in Social Welfare/ Social Work/ Social Service.	
15.	Kanungo, Group-C, Non-Gazetted.	Land Records and Settlement Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2400/-	(a) Graduate of a recognised University. (b) Holders of Survey Examination Pass Certificate will be preferred.	

1	2	3	4	5	7	6
16.	Supervisor (ICDS), Group-C, Non-Gazetted.	Education (Social Welfare & Social Education) Department	PB-2, Pay Scale- ₹5310-24000/- GP- ₹2100/-	Graduate of a recognised University.	(i) Having atleast 5(five) years experience in the field of Women & Child Welfare. (ii) Knowledge of Bengali/ Kokborok.	18 to 37 years (Upper age is also relaxable by 5(five) years in case of ST, SC, PH and Government Servants & for Anganwadi Workers. Provided that Govt. Servants/ Anganwadi Workers belongs to ST, SC & PH category shall not get this relaxation over and above the general relaxation of 5(five) years available to them).

*** 18.(a) Educational Qualification (From Madhyamik onwards):**

Sl. No.	Examination	Board / University	Year of passing	Division	Percentage Of Marks
1.	Madhyamik	T.B.S.E.	1995	I	6 4 . 2 5 %
2.	HS (+2) Stage	T.B.S.E.	1997	II	5 4 . 3 5 %
3.	Graduation	Tripura University	2000	I	6 8 . 6 5 %
4.	Post Graduation	Tripura University	2002	II	4 9 . 2 5 %
5.					□ □ . □ □ %

(b) Experience :

(c) Any other additional information like to mention in support of suitability for the post :-

****19. Necessary particulars to be filled in, if stipulated in the 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 : _____

**** 20.(a) Name of optional papers/subjects in abbreviated form (as mentioned in respective service rules):**

1. □□□□□□ 2. □□□□□□
3. □□□□□□ 4. □□□□□□

(b) Whether opted for :

Bengali Composition & Translation (OR) Alternative English :- □□□□□□
(for TCS / TPS Grade-II and other examination)

21. Have you ever been debarred / disqualified by the U.P.S.C / State P.S.Cs from appearing at its examination / selection.

Yes No If yes, give details. _____

22.(a) Fee paid Rs.: 1 0 0 (Rupees : **One Hundred**) only.

(b) Challan number 6 6 3 0 6 □□□□ Dated : 2 3 1 2 2 0 1 1

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

Place :-.....

Dated : □ □ □ □ □ □ □ □

Full Signature of the Applicant

Enclose:- Self attested photocopies of the documents in respect to Sl. Nos. **5, 7(a), 8(a), 9, 10, 11, 12, 18(a) & 18(b).**

(IF NOT OTHERWISE INSTRUCTED IN THE NOTIFICATION)

*** 1) Attach extra sheet wherever necessary.**

**** 2) Fill up the items which are applicable only.**

NOTE : 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 within the state. In case of applicants out side the State, the prescribed Recruitment fee is to be paid to the Ac/No.31176521319 of State Bank India (core banking branches) in favour of the **Secretary, Tripura Public Service Commission.**

TRIPURA PUBLIC SERVICE COMMISSION

(To be filled in by the candidate)

Admit Card

Name of the Examination/Screening Test: _____

1. Name of the Applicant (write in capital letters) :

ANUP CH. ROY

2. Father's Name :

GOPAL KRISHNA ROY

3. Mother's Name :

SUMITA ROY

4. Husband's Name (In case of married woman) :

Photograph of the Candidate

Affix
Stamp
size recent
Photograph
only

Not to be attested
Do not Pin Or Staple

5. Present Address (in capital letters) :

Anup Ch. Roy

C/O: Gopal Krishna Roy

PO: R. K. Pur, Udaipur, Dist.: South Tripura, PIN : 7 9 9 1 2 0

Full Signature of Candidate

Name of Optional Papers offered (when asked for) :

(i) _____ (ii) _____

(iii) _____ (iv) _____

Whether Bengali Composition & Translation

(OR) Alternative English (when asked for) : _____

For Office Use Only

Roll No

Name of the Centre

Date.....

Controller of Examinations

N.B.:-

- 1) The candidate is to bring and use Black Ball Point Pen 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-
 - a) Do not carry Mobile phones/ electronic gadgets/ programmable calculator etc. in the examination campus.
 - b) Do not enter in the Examination Hall after 15 minutes from commencement and no books/ papers except Admit card will be allowed in the Examination Hall.
 - c) Do not write anything in the Admit Card / Question paper.
 - d) Do not to adopt any unfair means or attempt to indulge in any disorderly or improper conduct in the Examination Hall.
 - e) Do not leave the Examination Hall for toilet before completion of 1st one hour and during the last ½ (half) an hour of the examination.
 - f) Do not carry Examination materials to the toilet and slip away from toilet.
 - g) Do not leave the examination hall till the expiry of the of Examination.
Before leaving, Candidates must deposit the answer scripts to the Invigilator on duty in the hall.
- >>Any violation of which may lead to disciplinary action.

Instructions to the candidates

1. The application should be submitted in the prescribed **FORM** only which is available from the Tripura Gramin Bank Branches/Extensions counters on deposit of the prescribed fee as notified in the advertisement.

Prescribed application form can be downloaded and must be printed in **colour font (A4 size 90 GSM paper)** 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 and 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.

Applicants must be in possession of the prescribed minimum qualification(s) and experience(s) for respective post(s) on the closing date for submission of application as mentioned in the advertisement.

2.(a) The application should be filled-up in complete form by own hand writing using **black ball point pen** only. Prescribed fee is to be deposited to the **Tripura Gramin Bank, A/C No. 14711 in favour of the Secretary, Tripura Public Service Commission, Agartala** through any branch /Extension counters of Tripura Gramin Bank within the State. For the candidates outside of the State, the prescribed Recruitment Fee is to be paid to the **A/C No. 31176521319** of the State Bank of India (core banking branches) in favour of the Secretary, Tripura Public Service Commission, Agartala. The said deposit Bank Receipt is to be affixed in the specified box on the 2nd page of the Application Form.

(b) Two copies of stamp size recent photograph are to be affixed on the indicated boxes one in the 1st page & the other in the 3rd page.

(c) Date of birth should be written in Christian Era as recorded in Admit Card of Madhyamik / School Leaving Examination.

3. The followings are to be enclosed along with the filled-in Application Form if otherwise not instructed in the advertisement.

(i) Self-addressed envelope (28cm X 12cm) bearing postage worth **Rs.5/- (Rupees Five)** only affixed thereon for sending the Admit Card.

(ii) 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 is to be sent along with the application form. It will be used for acknowledgement of receipt of the application.

(iii) **Self-attested copies of the certificates/documents as per requirement of the Application Form.**

(iv) While sending **by post**, the envelope cover to be superscribed as "**Application for the post of.....**"

(v) If 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.**

(4) The applications may be submitted either in person or by post. **Duly filled-in application must reached to 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) 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.(a) The benefit of reservation of vacancy is applicable only to SC/ST candidates approved by the Govt. of Tripura as per Rule in force. **SC/ST candidates of other staes may apply only for unreserved vacancy as general candidates.**

(b) **Upper age relaxation of 5 years is admissible for SC/ST/PH candidates and Govt. Employees.**

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. Canvassing in any form at any stage will disqualify a candidate.

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

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