

TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar – 799022
Tripura West, INDIA



Phone No. (0381) 237 9003
(0381) 237 4803

No.F.TU/REG/CRR/NT/01/2010

Date: 28th December, 2011

NOTIFICATION

This is hereby notified that Tripura University Cadre Recruitment Rules (Non-Teaching Employees), 2011 has been approved by the Executive Council in its 16th meeting held on 26th November, 2011 in accordance with the provisions laid down in Statute 24(2) and 41(1) (ii) of Statutes of the Tripura University Act, 2006.

The same is uploaded in the University website (www.tripurauniv.in) for the information of all concerned.

Dr. K. B. Jamatia
(Dr. K. B. Jamatia)
Registrar

Copy to –

1. The Pro Vice-Chancellor, Tripura University.
2. The Dean, Faculty of Arts & Commerce, Tripura University.
3. The Finance Officer (Acting), Tripura University.
4. The Controller of Examinations, Tripura University.
5. The College Development Council, Tripura University.
6. The Head, Department of , Tripura University.
7. The Deputy Registrar (Academic), Tripura University.
8. The Deputy Finance Officer, Tripura University.
9. The Deputy Librarian, Tripura University.
10. Establishment Section, Registrar's Branch, Tripura University.



**TRIPURA UNIVERSITY
CADRE RECRUITMENT RULES
(NON TEACHING EMPLOYEES), 2011**

TRIPURA UNIVERSITY

CADRE RECRUITMENT RULES (NON-TEACHING EMPLOYEES), 2011

The Executive Council of the Tripura University in exercise of the powers conferred under Statute 24(2) and 41(1) (ii) of Statutes of the Tripura University Act, 2006, hereby makes the following rules for regulating method of recruitment (Direct /Promotion / Deputation / Absorption) to non-teaching posts in the University.

1. SHORT TITLE AND COMMENCEMENT:

- (i) These rules may be called Tripura University Cadre Recruitment Rules (Non-Teaching Employees), 2011.
- (ii) These will come in to force on the date of its notification.

2. DEFINITIONS:

- (a) "Act" means the Tripura University Act, 2006 as amended from time to time.
- (b) "Departmental Candidate" means those employees working on regular basis in the University but does not include employees working on ad-hoc, daily wages or contract basis.
- (c) "Government" means the Central Government.
- (d) "Limited/Departmental Examination" or "Test" means a competitive test limited to certain category or categories of holders of posts conducted by the University for Promotion to a higher post specified in these Rules.
- (e) "Non-Teaching Employee" means employees of the University other than University teachers and such other employees as defined otherwise.
- (f) "On Probation" with relation to a person, means a person appointed to any post on probation as specified in these Rules.
- (g) "Regular Service" means service rendered by an employee in the Cadre on regular basis other than the service on contract or daily wages but includes ad-hoc promotion or appointment in a cadre post through due procedure followed by regularization to the extent approved by the Competent Authority.
- (h) "Statutes", "Ordinance" and "Regulation" means, respectively, the Statutes, Ordinances and Regulations of the University made under the Tripura University Act, 2006.
- (i) "Selection Committee" means a composition of members of Selection Committee including Departmental Promotion Committee as specified in the Statutes/Ordinances, where not specified, as per these Recruitment Rules.

- (j) "University" means the Tripura University established and incorporated as a University under the Tripura University Act, 2006.
- (k) "Absorption" means appointment to a sanctioned post against vacancy from among the staff of Tripura University who are already engaged/employed in temporary service on contract (fixed salary)/daily-rated worker/casual worker subject to conformity with the essential/minimum eligibility criteria of qualification and experience, as the case may be, in the corresponding service.

3. AUTHORIZED PERMANENT STRENGTH AND TEMPORARY STRENGTH OF THE SERVICE:

- (i) The authorized permanent strength of various grades of the service on the date of notification shall be as specified in these Recruitment Rules.
- (ii) After the notification of these Rules, the authorized permanent and temporary strength of various grades of the service shall be such as may, from time to time, be determined by or under the authority of the Tripura University, and notified accordingly, after due approval.

Provided that the Vice Chancellor with the approval of the Executive Council may make temporary additions to any grade of the service as found necessary in the interest of the work of the University.

4. FUTURE MAINTENANCE OF CADRE / POSTS:

- (i) All the appointments (Direct/Deputation/Absorption) in the University after the notification of these Rules shall be made only in accordance with the provisions of these Rules. The Executive Council may add such other posts and/or Cadre after the notification of these Rules.
- (ii) The seniority list of employee borne in each cadre of posts specified in these rules shall be maintained at the Establishment section of the University. Notwithstanding anything contained herein, any class or category of posts and incumbents thereof, may be placed in any of the offices or establishments, as the case may be by general or specific orders of the Vice Chancellor or Registrar or any other officer authorized by the VC.
- (iii) Reservation to the posts in favour of SC/ST/OBC/PC etc. categories shall be provided in accordance with the instructions received from the Govt. of India / UGC in this regard time to time.
- (iv) All appointments in Academic Staff College(SCEIP) Centres and projects/ schemes shall be filled as per the directives of the respective sponsor authority.

5. NUMBER OF POSTS, CLASSIFICATION AND SCALES OF PAY:

The number of posts, their classification and the scales of pay attached thereto shall be as specified in these Recruitment Rules.

6. METHOD OF RECRUITMENT, AGE LIMIT AND OTHER QUALIFICATIONS:

- (i) The method of recruitment, age-limit and qualification shall be as specified in these Recruitment Rules.
- (ii) SC/ST/OBC/PC candidates shall be given relaxation in age, qualification, experience etc. as per the directives/policy of the Govt. of India/UGC.
- (iii) Promotions shall be given to the employees as per these Recruitment Rules/ Promotion Policy / directives of the UGC / Government of India.
- (iv) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the Govt. of India/UGC directives. However, Executive Council, Tripura University may relax upper age limit for any non-teaching post if it deems necessary in case of candidates serving on regular / contractual / fixed / DRW / CW basis in Tripura University.
- (v) For appointment to various Group B & C posts against **direct recruitment/open selection** the composition of the Selection Committees for different categories of posts will be as given in **Appendix-I**. Every appointment through direct recruitment/open selection shall invariably be made only after making an open advertisement in leading news papers and Employment News.
- (vi) For **promotion including Limited Department Examination** or **Test** to various posts, the composition of the Department Promotion Committee for different categories of posts is given in **Appendix-2**.

Notwithstanding anything contained in these Rules, the Vice Chancellor may, in case of urgent need, permit appointment on deputation or on contract basis.

7. PROBATION:

Every person selected or appointed through direct recruitment or open selection to a post in the University shall be governed under these Recruitment Rules or guidelines issued by the UGC/Govt. of India.

8. RESIDUARY MATTERS:

In regard to matters not specified or referred to in these Rules, the employees in the posts specified in these Rules shall be governed by the Ordinance, Executive Council decisions/Regulations and other orders applicable to the non-teaching employees of the University, in general.

9. POWER TO RELAX:

When the Executive Council of the University, upon a recommendation made by the Vice Chancellor to that effect, is of the opinion that it is necessary or expedient to do so for reasons to be recorded in writing, relax any of the provisions of these Rules All administrative orders/instructions providing for any relaxation/exemption etc. of the provisions of Recruitment Rules issued with the approval of the Executive Council prior to the notification of these Recruitment Rules shall stand superseded after notification of these Rules.

10. REPEAL AND SAVINGS:

All the guidelines/decisions of the Executive Council or any authority regarding the matters governing method of appointments in respect of the posts included in these Recruitment Rules shall stand repealed. However, anything done in accordance with the repealed guidelines shall not be affected by this repeal in any manner.

11. INTERPRETATIONS:

Any question relating to interpretation of these Rules, the decision of the Executive Council shall be final unless otherwise, specifically included in these rules.

12. REMOVAL OF DIFFICULTY:

If any difficulty arises in the implementation or operation of any of the provision of these Rules, the Vice Chancellor may, from time to time, issue with the approval of the Executive Council, such general or special directions but not inconsistent with the provisions of these Rules, which appeared to be necessary for the purpose of removing such difficulty.

Selection Committees for Direct Recruitment

A) Selection Committees for the posts of Group 'A' (Other than Statutory posts)

1	Vice-Chancellor / Pro-Vice-Chancellor* (* in the absence of Vice-Chancellor).	Chairman
2	One member of the Executive Council to be nominated by the Vice Chancellor.	Member
3	Two experts not in service of this University nominated by the Vice-Chancellor, for their special knowledge.	Member
4	A member representing SC/ST/OBC/Minority/Women/ Differently abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.	Member
5	Head of the Department concerned	Member
6	Registrar	(Member - Secretary)

B) Selection Committees for the posts of Group 'B' & 'C'

1	Pro-Vice-Chancellor or a Dean or a Senior Professor nominated by the Vice Chancellor	Chairman
2	Two experts not in service of this University to be nominated by the Vice-Chancellor for their special knowledge	Member
3	A member representing SC/ST/OBC/Minority/Women/ Differently abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category.	Member
4	Head of the Department concerned	Member
5	Registrar	(Member - Secretary)

COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEE (DPC'S)

S.No.	Category of posts	Composition	Remarks
1	Deputy Registrar and equivalent Ministerial and Non Ministerial Posts	<ul style="list-style-type: none"> • Vice-Chancellor • Pro-Vice-Chancellor • Registrar • One Dean among the Faculties / Schools to be nominated by the Chairperson • One outside expert member to be nominated by Executive Council 	Chairperson
2	All other Group A & B Technical/Medical posts	<ul style="list-style-type: none"> • Vice-Chancellor • Pro-Vice-Chancellor • Registrar • One Dean among the Faculties / Schools to be nominated by the Chairperson • One outside expert member in the relevant field to be nominated by Vice-Chancellor 	Chairperson
3	All Group B Ministerial/Non Ministerial Posts	<ul style="list-style-type: none"> • Pro-Vice-Chancellor • Registrar • Finance Officer • One Dean among the Faculties / Schools to be nominated by the Vice-Chancellor • One outside expert member in the relevant field to be nominated by Vice-Chancellor 	Chairperson
4	All Group C Ministerial and Non Ministerial Posts	<ul style="list-style-type: none"> • Registrar • Finance Officer • Controller of Examinations • One Dean among the Faculties / Schools to be nominated by the Vice-Chancellor • Deputy Registrar (Academic)/Assistant Registrar (Academic) 	Chairperson
5	All Group C / Technical Posts	<ul style="list-style-type: none"> • Pro-Vice-Chancellor • HOD of concerned subject • One Dean among the Faculties / Schools to be nominated by the Vice-Chancellor • One outside expert member in the relevant field to be nominated by Vice-Chancellor • Deputy Registrar (Academic)/Assistant Registrar (Academic) 	Chairperson

INDEX

TRIPURA UNIVERSITY RECRUITMENT RULES

GENERAL STRUCTURE

ADMINISTRATIVE / MINISTERIAL SERVICES

Sl. No.	Name of Post	Page No.
A	STATUTORY POSTS	1 - 7
1	Registrar	2
2	Finance Officer	4
3	Controller of Examination	6
B	GENERAL	8 - 23
4	Director (College Development Council)	8
5	Deputy Registrar/ Deputy Controller of Examination	10
6	Deputy Finance Officer	12
7	Assistant Registrar (Academic/Administration/Examination/Finance)	14
8	Internal Audit Officer	16
9	Section Officer	17
10	Assistant	19
11	Upper Division Clerk	20
12	Lower Division Clerk	21
13	Multi Tasking Staff	23
C	SECRETARIAL SERVICES	24 - 27
15	Private Secretary	25
16	Personal Assistant	26
17	Stenographer	27
D	LIBRARY & INFORMATION SERVICES	28 - 37
18	Librarian	29
19	Deputy Librarian	30
20	Assistant Librarian	31
21	Information Scientist	33
22	Professional Assistant	34
23	Semi Professional Assistant	35
24	Library Assistant	36
25	Library Attendant	37

E	TECHNICAL/LABORATORY SERVICES	38 - 43
26	Senior Technical Assistant	39
27	Technical Assistant	40
28	Laboratory Assistant	41
29	Laboratory Attendant	42
30	Animal Attendant	43
F	ENGINEERING SERVICES	44 - 50
31	Executive Engineer	45
32	Asstt. Engineer (Civil)	47
33	Junior Engineer (C/E)	48
34	Electrician	49
35	Pump Operator	50
G	HEALTH AND MEDICAL SERVICES	51 - 56
36	Medical Officer	52
37	Nurse	54
38	Pharmacist	55
39	Medical Laboratory Attendant	56
H	GUEST HOUSE/ HOSTEL/ CANTEEN SERVICES	57 - 62
40	Manager	58
41	Asstt. Manager	60
42	Cook	61
43	Kitchen Attendant	62
I	STATISTICAL SERVICES	63 - 66
44	Statistical Officer	64
45	Statistical Assistant	66
J	INFORMATION & COMMUNICATION TECHNOLOGY SERVICES	67 - 70
46	Senior System Analyst	68
47	System Analyst	69
48	Senior Technical Assistant	70
K	OFFICIAL LANGUAGE CELL	71 - 78
49	Hindi Officer	72
50	Linguistic Officer	74
51	Hindi Translator	76
52	Hindi Typist	78
L	SPORTS/ GAMES SERVICES	79 - 82
53	Assistant Director of Physical Education	80
54	Coach	82
M	SECURITY SERVICES	83 - 85
55	Security Officer	84
56	Security Inspector	85
N	TRANSPORT SERVICES	86 - 87
57	Driver	87

ADMINISTRATIVE / MINISTERIAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (Pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Pay Band
I	STATUTORY POSTS				
1	Registrar	A	16400-22400	37400-67000	10000
2	Finance Officer	A	16400-22400	37400-67000	10000
3	Controller of Examination	A	16400-22400	37400-67000	10000
II	GENERAL				
4	Director (CDC)	A	16400-22400	37400-67000	10000
5	Deputy Registrar (Academic/ Administration/ Examination)	A	12000-18300	15600-39100 37400-67000 (After 5 yrs.)	7600 8700 (After 5 yrs.)
6	Deputy Finance Officer	A	12000-18300	15600-39100 37400-67000 (After 5 yrs.)	7600 8700 (After 5 yrs.)
7	Assistant Registrar (Academic/ Administration/ Examination/ Finance)	A	8000-13500	15600-39100	5400
8	Internal Audit Officer	A	12000-18300	15600-39100	7600
9	Section Officer	B	6500-10500	9300-34800	4600
10	Assistant	B	5000-8000	9300-34800	4200
11	Upper Division Clerk	C	4000-6000	5200-20200	2400
12	Lower Division Clerk	C	3050-4590	5200-20200	1900
13	Multi Tasking Staff	C	2550-3200	5200-20200	1800

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
REGISTRAR**

1	Name of Post	Registrar
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.37400-67000/- Grade Pay: 10000/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Preferably below 57 yrs.
8	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration Or Comparable experience in research establishment and/or other institutions of higher education Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	No Probation
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Deputation or on contract for a tenure upto 5 years or till attaining the age of 62 years whichever is earlier. (Shall be eligible for re-appointment.)

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made Deputation or on Contract As indicated in Col. 8
- 13 Composition of DPC or Selection Committee As per Tripura University Act, 2006.

- Note:** (i) The minimum requirement of 55% shall not be insisted upon for the Registrars, Deputy Registrars or its equivalent and for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry points of Assistant Registrars and its equivalent.
- (ii) Recruitment for the post of Registrar shall be through open advertisement.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
FINANCE OFFICER**

1	Name of Post	Finance Officer
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.37400-67000/- Grade Pay: 10000/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Preferably below 57 yrs.
8	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with Commerce or Business Administration (Finance) or comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post with experience in Finance and Accounts.</p> <p style="text-align: center;">Or</p> <p>A commerce graduate and qualified CA/ICWA with at least 15 years of work experience in the relevant filed of activities.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	No Probation
11	Method of recruitment: whether by direct	Appointment preferably by drawing officers

recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.

belonging to the Indian Audit and Accounts services or other similar organised Services in Central/State Govt., University System / Other organisation on Deputation or on contract for a tenure of 5 years or till attaining the age of 62 years whichever is earlier.
(Shall be eligible for re-appointment.)

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made

Deputation:-

Officers holding analogous posts on regular basis or with 5 years regular service in the Grade Pay of Rs.7600/- or three years in the Grade Pay of Rs.8700/- from the Central/State Government, University System and other autonomous organizations.

- 13 Composition of DPC or Selection Committee As per Tripura University Act, 2006.

Note(1): (i) The minimum requirement of 55% shall not be insisted upon for the Finance Officer, Deputy Finance Officer or its equivalent and for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry points of Assistant Registrars and its equivalent.

- (ii) Recruitment for the post of Finance Officer shall be through open advertisement.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
CONTROLLER OF EXAMINATIONS**

1	Name of Post	Controller of Examinations
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.37400-67000/- Grade Pay: 10000/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Preferably below 57 yrs.
8	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration Or Comparable experience in research establishment and/or other institutions of higher education Or 15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p style="text-align: center;">Desirable: Relevant experience of the University Examination System.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	No Probation
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and	Deputation or on contract for a tenure of 5 years or till attaining the age of 62 years whichever is earlier.

percentage of the posts to be filled (Shall be eligible for re-appointment.)
by various methods.

- | | | |
|----|---|---|
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made | Deputation or on Contract
As indicated in Col. 8 |
| 13 | Composition of DPC or Selection Committee | As per Tripura University Act, 2006. |

- Note:** (i) The minimum requirement of 55% shall not be insisted upon for the Controller of Examinations, Deputy Controller of Examinations or its equivalent and for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside and those at the entry points of Assistant Registrars and its equivalent.
- (ii) Recruitment for the post of Controller of Examinations shall be through open advertisement.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DIRECTOR (COLLEGE DEVELOPMENT COUNCIL)**

1	Name of Post	Director (College Development Council)
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.37400-67000/- Grade Pay: 10000/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Preferably below 55 yrs.
8	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute.</p> <p>(ii) At least 3 years of experience as Associate Professor in the AGP of Rs.9000/- along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	No Probation
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Deputation or on contract for a tenure of 5 years.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation or on Contract As indicated in Col. 8

- 13 Composition of DPC or Selection Committee Same as in the case of Registrar/Controller of Examinations and Finance Officer as defined in the Tripura University Act, 2006.

Note:

- (i) Recruitment for the post of Director (College Development Council) shall be through open advertisement.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DEPUTY REGISTRAR**

1	Name of Post	Deputy Registrar (Academic/Administration /Examination)
2	Number of Post(s)	5 Nos.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Grade Pay: Rs.7600/- After 5 years of service Pay Band: Rs.37400-67000/- and Grade Pay: Rs.8700/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	50 years
8	Educational and other qualifications required for direct recruits	<p>i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute.</p> <p>ii) Nine years' of experience as a Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration,</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p style="text-align: center;">Desirable: Relevant experience of the University Examination System. (In case of Deputy Registrar (Examination))</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification: No, but must possess at least graduate degree from a recognized university/Institute.
10	Period of probation, if any	One Year (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or	75% by direct recruitment 25% by promotion failing which by deputation

by deputation/absorption and percentage of the posts to be filled by various methods.

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made
- Promotion:-
Assistant Registrar (Academic/Administration/ Examination/Finance) with 5 years regular service in the Pay Band of Rs.15600-39100 and Grade Pay: Rs.6600/-
- Deputation:-
Officers holding analogous posts on regular basis or with 5 years regular service in the Pay Band of Rs.15600-39100 and Grade Pay: Rs.6600/- from the Central/State Government, Universities and other autonomous organizations
- 13 Composition of DPC or Selection Committee
- i. Vice Chancellor – Chairperson
 - ii. Pro-Vice Chancellor
 - iii. Two experts in the relevant field out of the list recommended by the VC and approved by the Executive Council
 - iv. One member of the EC nominated by it.
 - v. Registrar shall be Member Secretary.

The quorum should be four out of which at least one outside experts must be present.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DEPUTY FINANCE OFFICER**

1	Name of Post	Deputy Finance Officer
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Grade Pay: Rs.7600/- After 5 years of service Pay Band: Rs.37400-67000/- and Grade Pay: Rs.8700/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	50 years
8	Educational and other qualifications required for direct recruits	<p>(i) A Master's degree with Commerce or Business Administration (Finance) or comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute.</p> <p>ii) Nine years' of experience as a Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration,</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p style="text-align: center;">Desirable: Preference will be given to candidates with ICWA/CA</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : No, but must possess at least graduate degree from a recognized university.
10	Period of probation, if any	One Year (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or	75% by direct recruitment 25% by promotion failing which by deputation

by deputation/absorption and percentage of the posts to be filled by various methods.

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made
- Promotion:-
Assistant Finance Officer / Accounts Officer with 5 years regular service in the Pay Band of Rs.15600-39100 and Grade Pay: Rs.6600/-
Deputation:-
Officers holding analogues posts on regular basis or with 5 years regular service in the Pay Band of Rs.15600-39100 and Grade Pay: Rs.6600/- from the Central/State Government, Universities and other autonomous organizations
- 13 Composition of DPC or Selection Committee
- i. Vice Chancellor – Chairperson
 - ii. Pro-Vice Chancellor
 - iii. Two experts in the relevant field out of the list recommended by the VC and approved by the Executive Council
 - iv. One member of the EC nominated by it.
 - v. Finance Officer
 - vi. Registrar shall be Member Secretary

The quorum should be four out of which at least one external expert must be present.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT REGISTRAR**

1	Name of Post	Assistant Registrar (Academic/Administration/Examination/Finance)
2	Number of Post(s)	8 Nos.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600 – 39100/- Grade Pay: Rs.5400/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	45 years
8	Educational and other qualifications required for direct recruits	i) Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale alongwith a good academic record from a recognized University/Institute. Desirable: Post Graduate Degree in Commerce or Business Administration with specialization in Finance or holding ICWA/CA qualifications may be given preference for recruitment to the post of Assistant Registrar (Finance).
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No; Qualification: No, but must possess at least Graduation degree from a recognized university.
10	Period of probation, if any	One Year (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	50% by direct recruitment 50% by promotion failing which by deputation
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion:- Section Officer with 5 years regular service in the Pay Band: Rs.9300-34800/- and Grade Pay: Rs.4600/-

Deputation:- Officers holding analogous posts on regular basis or with 5 years regular service in the Pay Band: Rs.9300-34800/- and Grade Pay: Rs.4600/-from the Central/State Government, Universities and other autonomous organizations

- 13 Composition of DPC or Selection Committee
- i. Vice Chancellor – Chairperson
 - ii. Pro-Vice Chancellor
 - iii. Two external experts in the relevant fields out of the list recommended by the VC and approved by the Executive Council
 - iv. One member of the EC nominated by it.
 - v. Registrar shall be Member Secretary

The quorum should be four out of which at least one external expert must be present.

Note: The existing posts of Audit Officer, Accounts Officer and Assistant Controller of Examinations in the Pay Band – 3 with Grade Pay of Rs.5400/- are rationalized as Assistant Registrar.

**DRAFT RECRUITMENT RULES FOR THE POST OF
INTERNAL AUDIT OFFICER**

1	Name of Post	Internal Audit Officer
2	Number of Post(s)	(Yet to be sanctioned by UGC)
3	Classification	Group 'A'
4	Scale of Pay	Rs..15600 – 39100 with GP of Rs.7600
5	Whether selection or non-selection post	Not Applicable (To be filled up on deputation for a maximum period of 5 years).
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Not Applicable
8	Educational and other qualifications required for direct recruits	Not applicable
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	No Probation
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	On deputation by drawing officers belonging to Audit and Accounts Services or other similar services.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Deputation: officers holding analogous posts or with three (3) years of regular service in the scale of pay of Rs.10000–15200 (pre-revised) or five (5) years in the scale of pay of Rs.8000-13500 (pre-revised) in the Central / State Governments, Universities and other Autonomous Organizations.
13	Composition of DPC or Selection Committee	<ul style="list-style-type: none"> i. Vice Chancellor – Chairperson ii. Pro-Vice Chancellor iii. Two experts out of the list recommended by the VC and approved by the Executive Council iv. One member of the EC nominated by it. v. Finance Officer vi. Registrar shall be Member Secretary

The quorum should be four out of which at least one external expert must be present.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SECTION OFFICER**

1	Name of Post	Section Officer
2	Number of Post(s)	Six (6)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 – 34800 with GP of Rs.4600
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Degree of a recognized university with working knowledge of computer applications.</p> <p>ii) Eight years' experience in relevant filed (i.e. Administration / Finance & Accounts/ Purchase /Personnel / Legal etc.) in Central / State Governments, University, Research Institution or Autonomous Organization of which three years in the PB-2 (Rs.9300-34800) with GP of Rs.4200 or equivalent grade.</p> <p>Desirable:</p> <p>Master's Degree /equivalent PG Diploma in Business Administration or LLB.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>25% by Direct Recruitment (based on written test/ skill test and interview) failing which deputation;</p> <p>50% by Promotion from the cadre of Assistants according to seniority-cum-fitness;</p> <p>25% through limited departmental competitive examination from among those Assistants who possesses graduate degree and have put in at least five years' service in the PB-2 (Rs.9300-34800) with GP of Rs.4200.</p>
12	In case of recruitment by promotion /	Promotion: Assistants with five years continuous

	<p>deputation/ absorption, grades from which promotion/ deputation/absorption to be made</p>	<p>regular service in the PB-2 (Rs.9300-34800) with GP of Rs.4200.</p> <p>Deputation: Officers holding analogous post on regular basis or with three years regular service in the Pay Band-2 (9300-43800) with Grade Pay of Rs.4200 or equivalent in the Central/State Governments, Universities or autonomous organizations and possess the qualifications and experience as prescribed for direct recruits under Col. 8.</p> <p>As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.</p>
13	Composition of DPC or Selection Committee	

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT**

1	Name of Post	Assistant
2	Number of Post(s)	Seven (7)
3	Classification	Group 'B'
4	Scale of Pay	Rs.9300 – 34800 with GP of Rs.4200
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <p>i) Degree of a recognized university with working knowledge of computer applications.</p> <p>ii) 5 years' experience in relevant filed (i.e. Administration/Finance & Accounts/ Purchase/ Personnel/ Legal etc.) in Central/State Governments, Universities, Research Institutions, Autonomous Organizations or organizations of repute.</p> <p>Desirable:</p> <p>Master's Degree /equivalent PG Diploma in Business Administration or LLB.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>25% by Direct Recruitment (based on written test, skill test and interview)</p> <p>50% by Promotion from the cadre of UDCs according to seniority-cum-fitness.</p> <p>25% through limited departmental competitive examination from among those Upper Division Clerks who have put in at least Five (5) years' service in the scale of pay of Rs.4000-6000 (pre-revised)/ PB-1 with GP of Rs.2400.</p>
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: UDC with Seven (7) years continuous regular service in the pay scale of Rs.4000-6000 (pre-revised)/ PB-1 with GP of Rs.2400.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
UPPER DIVISION CLERK**

1	Name of Post	Upper Division Clerk
2	Number of Post(s)	Twenty (20)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 – 20200 with GP of Rs.2400
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 yrs
8	Educational and other qualifications required for direct recruits	Degree of a recognized university with working knowledge of computer applications and 5 years of relevant experience.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two years (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	75% by promotion on the basis of seniority-cum-fitness. 25% by direct recruitment (based on written test, skill test and interview)
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Promotion: Lower Division Clerk with eight (8) years continuous regular service in the scale of pay Rs.3050-4590 (pre-revised)/PB-1 GP Rs.1900.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LOWER DIVISION CLERK**

1	Name of Post	Lower Division Clerk
2	Number of Post(s)	Forty One (41)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200 – 20200 with GP of Rs.1900
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) 10+2 or equivalent from a recognized Board or University.</p> <p>(ii) A minimum typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.</p> <p>(iii) Excellent knowledge of computer applications like MS-Office, Internet etc.</p> <p>Desirable:</p> <p>Graduate from a recognized University/ Institutes and working experience in government or organization of repute.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	As specified under column 11.
10	Period of probation, if any	2 years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	<p>(i) 85% by direct recruitment</p> <p>(ii) 10% of vacancies shall be filled from amongst Multi Tasking Staff (also from erstwhile Group D staff) who possess Matriculation or equivalent qualifications and have rendered five years regular service as Multi Tasking Staff, on the basis of a Departmental qualifying Examination. The maximum age limit for eligibility for examination is 45 years (50 years of age for the SC/ST).</p> <p>(iii) 5% of the vacancies shall be filled on seniority-cum-fitness basis from Multi</p>

Tasking Staff who possess matriculation or equivalent qualification and have rendered a minimum of eight years regular service in the grade.

* Direct recruitment should be through an appropriate mechanism i.e. written test, typing test, computer aptitude/trade test and interview.

- | | | |
|----|---|--|
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made | As stated in Column No.11 above. |
| 13 | Composition of DPC or Selection Committee | As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011. |

**DRAFT RECRUITMENT RULES FOR THE POST OF
MULTI TASKING STAFF**

1	Name of Post	Multi Tasking Staff (Erstwhile Group 'D' Staff)
2	Number of Post(s)	Thirty Four (34)
3	Classification	Group 'C'
4	Scale of Pay	Rs. 5200-20200 with GP of Rs.1800
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Below 30 years
8	Educational and other qualifications required for direct recruits	Essential: Class X standard pass or ITI equivalent.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	75% by Direct Recruitment; 25% by absorption failing which by direct recruitment.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Absorption Group D / DRW / Contractual employees of the University who have put in a minimum of five years continuous service. They should also possess elementary literacy and give proof of their ability to read either in Hindi, English or a regional language. For such candidates maximum age limit will be 45 years.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

SECRETARIAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Private Secretary	B	6500-10500	9300-34800	4600
2	Personal Assistant	B	5000-8000	9300-34800	4200
3	Stenographer	C	4000-6000	5200-20200	2400

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PRIVATE SECRETARY**

1	Name of Post	Private Secretary
2	Number of Post(s)	Two (2)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: 4600/-
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	Graduate with 5 years experience as Personal Assistant in the Pay Band: Rs.9300-34800/- Grade Pay: 4200/- Qualifying of stenography test in English with speed of 80/40 wpm. Knowledge of Computer Applications.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	Two Years for direct recruitment.
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation /absorption and percentage of the posts	75% by promotion through by seniority-cum-fitness failing which by direct recruitment. 25% by direct recruitment
12	Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Promotion: 75% of the posts may be filled from amongst Personal Assistant having 5 years regular service in the grade pay of Rs.4200/- through seniority-cum-fitness.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PERSONAL ASSISTANT**

1	Name of Post	Personal Assistant
2	Number of Post(s)	Three (3)
3	Classification	Group "B"
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: 4200/-
5	Whether selection or non-selection post	Selection & Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 Years
8	Educational and other qualifications required for direct recruits	<p><u>Essential</u></p> <p>(i) 10+2 from a recognized Board / Institute</p> <p>(ii) A speed of 80 w.p.m. in Stenography and 35 w.p.m. in English Typing / 30 w.p.m. in Hindi Typing</p> <p>(iii) Knowledge of Computer Applications.</p> <p>Desirable:</p> <p>(i) Graduate from a recognized University / Institute.</p> <p>(ii) Diploma/Certificate in Stenography from Government approved Institution.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by promotion through by seniority-cum-fitness failing which by direct recruitment.
12	Recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: Stenographer with five years regular service in the Grade Pay of Rs.2400/- & qualifying the Stenography Test.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
STENOGRAPHER**

1	Name of Post	Stenographer
2	Number of Post(s)	1 No.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: 2400/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	<p>Essential:</p> <ol style="list-style-type: none"> 1. 10+2 from a recognized Board / Institute 2. A speed of 80 w.p.m. in Stenography and 35 w.p.m. in English Typing / 30 w.p.m. in Hindi Typing 3. Knowledge of Computer Applications. <p>Desirable:</p> <p>(i) Preference will be given to Graduates. (ii) Diploma/Certificate in Stenography from Government approved Institution.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	Direct recruitment based on written test, proficiency test and interview.
12	Recruitment by promotion/ deputation/ absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

LIBRARY & INFORMATION SERVICES

PAY STRUCTURE

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Librarian	A	16400-22400	37400-67000	10000
2	Deputy Librarian	A	12000-18300	15600-39100	8000
3	Assistant Librarian	A	8000-13500	15600-39100	6000
4	Information Scientist	A	8000-13500	15600-39100	5400
5	Professional Assistant	B	5500-9000	9300-34800	4200
6	Semi Professional Assistant	C	4500-7000	5200-20200	2800
7	Library Assistant	C	3200-4900	5200-20200	2000
8	Library Attendant	C	2650-4000	5200-20200	1800

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LIBRARIAN**

1	Name of Post	Librarian
2	Number of Post	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.37400-67000/- Grade Pay: 10000/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	Preferably below 57 yrs.
8	Educational and other qualifications required for direct recruits	<p style="text-align: center;">Essential:-</p> <p>(i) Master's Degree in Library Science / Information Science / documentation with at least 55% marks or its equivalent grade of b in the UGC seven points scale and consistently good academic record set out in these Regulations.</p> <p>(ii) At least thirteen years as a Deputy Librarians in a University library or eighteen years' experience as a College Librarian.</p> <p>(iii) Evidence of innovative library service and organization of published work.</p> <p>(iv) Desirable: A M.Phil./Ph.D. Degree in library science/information science / documentation / achieves and manuscript-keeping.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per UGC Regulations 2010.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DEPUTY LIBRARIAN**

1	Name of Post	Deputy Librarian
2	Number of Post	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Grade Pay: Rs.8000/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	50 years
8	Educational and other qualifications required for direct recruits	<p style="text-align: center;">Essential :-</p> <ul style="list-style-type: none"> (i) Master's Degree in Library Science/ Information Science / Documentation with at least 55% of the marks or its equivalent grade of B. in the UGC seven point scale and a consistently good academic record. (ii) Five years experience as an Assistant University Librarian/College Librarian. (iii) Evidence of innovative library service and organization of published work and professional commitment, computerization of library. (iv) Desirable: A M.Phil./Ph.D. Degree in library science / Information science / Documentation / Archives and manuscript-keeping / computerization of library.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As per UGC Regulations 2010.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT LIBRARIAN**

1	Name of Post	Assistant Librarian
2	Number of Post	3 (Three)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Grade Pay: Rs.6000/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	45 Years
8	Educational and other qualifications required for direct recruits	<p style="text-align: center;">Essential:-</p> <p>(i) Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/ College Director or Physical Education & Sports.</p> <p>(iv) Desirable: - PG Diploma in Library Automation and Networking or PGDCA or equivalent.</p>

- | | | |
|----|---|--------------------------------|
| 9 | Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees | Not Applicable |
| 10 | Period of probation, if any | One Year (for direct recruits) |
| 11 | Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods. | Direct Recruitment |
| 12 | In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. | Not Applicable |
| 13 | Composition of DPC or Selection Committee | As per UGC Regulations 2010. |

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
INFORMATION SCIENTIST**

1	Name of Post	Information Scientist
2	Number of Post	1 (One)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Grade Pay: Rs.5400/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential:-</p> <p>i. First Class B.E./B.Tech (Computer Science Degree/ Information Technology) or equivalent</p> <p style="text-align: center;">OR</p> <p>ii. First Class Master's degree in Computer Applications (MCA) or equivalent.</p> <p style="text-align: center;">OR</p> <p>iii. Master's Degree in Library & Information Science (M.Lib.I.Sc.)</p> <p>Desirable: Two years of relevant experience.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	<p>i. Vice Chancellor – Chairperson</p> <p>ii. Pro-Vice Chancellor</p> <p>iii. Two external experts in the relevant fields out of the list recommended by the VC and approved by the Executive Council</p> <p>iv. One member of the EC nominated by it.</p> <p>v. Registrar shall be Member Secretary</p> <p>The quorum should be four out of which at least one external expert must be present.</p>

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PROFESSIONAL ASSISTANT**

1	Name of Post	Professional Assistant
2	Number of Post	3 Nos.
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: Rs.4200/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential: - Master's degree in Library & Information Science (M.Lib. or M. Lib. & Inf. Sc.)/M.Lib.Sc. or B.Lib. Inf..Sc./B.Lib.Sc. with 3 years experience in a Library. Desirable: - PG Diploma in Library Automation and Networking or PGDCA or equivalent.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : Yes
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	50% by promotion according to seniority-cum-fitness. 50% by direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Semi Professional Asstt. with 5 years regular service in the Grade Pay – Rs.2800/-.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SEMI PROFESSIONAL ASSISTANT**

1	Name of Post	Semi Professional Assistant
2	Number of Post	5 Nos.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: Rs.2800/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p style="text-align: center;">Essential :- B.Lib.Inf.Sc./B.Lib.Sc. or equivalent</p> <p style="text-align: center;">Desirable :- (i) M.Lib.Inf.Sc./M.Lib.Sc.or equivalent (ii) PG Diploma in Library Automation and Networking or PGDCA</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : Yes
10	Period of probation, if any	Two Years (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by promotion failing which direct recruitment. 50% by direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Library Assistants with 8 years regular service in the Pay Band: Rs.5200-20200/- Grade Pay: Rs.2000/-
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LIBRARY ASSISTANT**

1	Name of Post	Library Assistant
2	Number of Post	2 (Two)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: Rs.2000/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	<p style="text-align: center;">Essential :-</p> <p>B.Lib.Inf. Sc./B.Lib.Sc. or equivalent or graduate with Diploma/Certificate in Library Science.</p> <p style="text-align: center;">Desirable:-</p> <p>i) Working knowledge of Computer Applications as evidenced by a Diploma / Certificate Course.</p> <p>ii) Typing, data entry operation or experience of working in a library.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage the posts to be filled by various methods.	25% by Promotion on the basis of a Departmental Qualifying Test 75% by Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Library Attendant (including the existing Sorter / Binder) with minimum matric qualifications and 5 years regular service in Pay Band: Rs.5200-20200/- Grade Pay: Rs.1800/- and qualifying skill test.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LIBRARY ATTENDANT**

1	Name of Post	Library Attendant
2	Number of Post	7 (Seven) (Binder-1 & Sorter-2)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: Rs.1800/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	Essential: Matriculation or Madhyamik Pass Desirable: Certificate course in Library Science from a recognized Institution. 10+2 from a recognized board/university.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Absorption
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

TECHNICAL/ LABORATORY SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (Pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade Pay
	Laboratory Services				
1	Senior Technical Assistant	B	5500-9000	9300-34800	4200
2	Technical Assistant	C	4500-7000	5200-20200	2800
3	Laboratory Assistant	C	3200-4900	5200-20200	2000
4	Laboratory Attendant	C	2650-4000	5200-20200	1800
5	Animal Attendant	C	2650-4000	5200-20200	1800

LABORATORY SERVICES

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF SENIOR TECHNICAL ASSISTANT

1	Name of Post	Senior Technical Assistant
2	Number of Post	7 Nos.
3	Classification	Group 'B'
4	Scale of Pay	Pay Band - 9300-34800 Grade Pay - 4200
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	First or high second class (55%) M.Sc in relevant subject or M.E. or B.E. / B.Tech. in relevant subject with some experience in handling of sophisticated equipments.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Age – No Qualification – Yes
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	50 % By Direct Recruitment 50 % By Promotion
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	<u>Promotion</u> : Technical Assistant with 5 years regular service in Pay Band - Rs.5200-20200 Grade Pay - Rs.2800
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees) 2011.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
TECHNICAL ASSISTANT

1	Name of Post	Technical Assistant
2	Number of Post	7 Nos. (including 2 posts of Scientific Store Keeper)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 Grade Pay - Rs.2800
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential : Graduate in the relevant subjects and 2 year experience of handling laboratory equipment and carrying out laboratory experiment in any University / College / Research Institute / State Government / Central Government / Government Undertaking / PSU / Reputed Private Industry / Organisation. or Degree/Diploma in Engineering in relevant field / stream with 2 year experience of handling laboratory equipment and carrying out laboratory experiment in any University / College / Research Institute of repute Desirable : Postgraduate in relevant area with minimum 50% marks or B.E. / B.Tech. in relevant area.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age : No Qualification : Yes
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50 % by Direct Recruitment 50% by Promotion
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Promotion : Laboratory Assistant with 5 years of regular service.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees) 2011.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LABORATORY ASSISTANT

1	Name of Post	Laboratory Assistant
2	Number of Post	10 (Ten)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 Grade Pay - Rs.2000
5	Whether selection or non-selection post	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	Essential: - B.Sc from a recognized University or Institute or Diploma in relevant field of engineering /technology from recognized polytechnic/institute or ITI with 5 years of work experience in relevant field Desirable: - Preference to be given having experience in Science Laboratories of Academic/ Research Institutions.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	75% by Direct Recruitment 25% by Promotion based on a departmental test
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Promotion : Lab. Attendant with 5 years of regular service.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees) 2011.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LABORATORY ATTENDANT

1	Name of Post	Laboratory Attendant
2	Number of Post	16 Nos.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 Grade Pay - Rs.1800
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	Essential: Matric (with Science as one of the subjects) from CBSE/ICSE and equivalent State Boards and two years experience in science laboratory of any academic/research institutions.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	By absorption (to be discussed)
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees) 2011.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ANIMAL ATTENDANT

1	Name of Post	Animal Attendant
2	Number of Post	1 Nos.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - Rs.5200-20200 Grade Pay - Rs.1800
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	Essential: Class VII pass or equivalent from a recognized school/ institution with at least 2 years experience in research projects/ animal house of University/ Research Institute. Desirable: Preference will be given to candidates possessing matric qualification.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees) 2011.

ENGINEERING SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade Pay
	Engineering				
1	Executive Engineer	A	10000-15200	15600-39100	6600
2	Asstt. Engineer (Civil)	B	6500-10500	9300-34800	4600
3	Junior Engineer (C/E)	B	5000-8000	9300-34800	4200
4	Electrician	C	4000-6000	5200-20200	2400
5	Pump Operator	C	3050-4590	5200-20200	1900

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
EXECUTIVE ENGINEER

1	Name of Post	Executive Engineer
2	Number of Post	One (1)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band - Rs.15600-39100 Grade Pay - Rs.6600
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	45 years
8	Educational and other qualifications required for direct recruits	Essential : (i) A degree in Engineering from a recognised University / Institute or equivalent. (ii) 5 years of experience in relevant field as Assistant Engineer from CPWD / State Government PWD services or similar organized services / Semi Government / PSU / Statutory or Autonomous organization / University System. Desirable : Knowledge of Computer Aided Design (CAD) and latest Management Technology/other relevant software.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	Not applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	By direct recruitment failing which by deputation.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	<u>Deputation:</u> Officers of the CPWD /State Government PWD services or similar organized services /Semi Government / PSU/ Statutory or Autonomous organization/ University System holding analogous post on regular basis or 5 years regular service as Assistant Engineer in the Pay Band of Rs.9300-34800 with Grade Pay- Rs.4600/- or its equivalent possessing a degree in Engineering in the relevant area.
13	Composition of DPC or Selection Committee	i. Vice Chancellor – Chairperson ii. Pro-Vice Chancellor iii. Two external experts in the relevant fields

- out of the list recommended by the VC and approved by the Executive Council
- iv. One member of the EC nominated by it.
 - v. Registrar shall be Member Secretary

The quorum should be four out of which at least one external expert must be present.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT ENGINEER

1	Name of Post	Assistant Engineer (Civil)
2	Number of Post	One (1)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band – 9300-34800) + Grade Pay - Rs.4600
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	Essential : i) A degree in Engineering in relevant area from a recognised University / Institute or equivalent. ii) 2 year experience in relevant field from an organization of repute / from the Centre/State Government, Universities and other autonomous organizations. Desirable : i) Knowledge of Computer Aided Design (CAD) and latest Management Technology / other relevant software.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	50% by Direct Recruitment 50% by promotion failing which by deputation/direct recruitment.
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	<u>Promotion :</u> 3 years regular service as Junior Engineer possessing a degree in Engineering in the relevant area. Or 5 years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant area <u>Deputation :</u> Officers of the CPWD /State Government PWD services or similar organized services /Semi Government / PSU/ Statutory or Autonomous organization/ University System ; - holding analogous post on regular basis; or 3 years regular service as Junior Engineer possessing a degree in Engineering in the relevant area ; or 5 years of regular service as Junior Engineer possessing Diploma in Engineering in the relevant area
13	Composition of DPC or Selection Committee	Group 'B' Selection Committee / Departmental Promotional Committee as per Univ. Statutes/ Ordinances/Regulations

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
JUNIOR ENGINEER

1	Name of Post	Junior Engineer
2	Number of Post	Two (2) (1 Civil, 1 Electrical)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band - 2 (Rs.9300-34800) + Grade Pay - Rs.4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential : A degree in Engineering in the relevant area from a recognised University / Institute. Or Diploma in Engineering in the relevant area from a recognised University / Institute having a minimum 2 years experience in relevant field in the Central/State Government, University Systems and other organizations of repute. Desirable : Working knowledge of AUTOCAD, other relevant softwares.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ELECTRICIAN

1	Name of Post	Electrician
2	Number of Post	Two (2)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band - 1 (Rs.5200-20200) + Grade Pay - Rs.2400
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	(i) Matriculation with ITI trade certificate in relevant field. (ii) Electrical Workman permit / Workman Competency Certificate / Electrical Workman License (Certificate of Competency Class II) or any other equivalent certificate. (iii) Two years experience in the relevant field. (iv) Subject to qualifying trade test.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PUMP OPERATOR**

1	Name of Post	Pump Operator
2	Number of Post	1 No.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band – 1 (Rs.5200-20200) + Grade Pay - Rs.1900
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	ITI certificate or equivalent qualification in the trade with 2 Years relevant Experience ; subject to qualifying trade test.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

HEALTH AND MEDICAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Medical Officer	A	8000-13500	15600-39100	5400
2	Nurse	B	5000-8000	9300-34800	4200
3	Pharmacist	C	4500-7000	5200-20200	2800
4	Medical Laboratory Attendant	C	2650-4000	5200-20200	1800

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
MEDICAL OFFICER**

1	Name of Post	Medical Officer
2	Number of Post(s)	2 (1 male & 1 female)
3	Classification	Group 'A'
4	Scale of Pay (Revised)	Pay-Band - Rs.15600-39100 Grade Pay – Rs.5400
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	45 years
8	Educational and other qualifications required for direct recruits	Essential for Modern Medicine: MBBS recognized by M.C.I. Desirable: (i) Post Graduate Medical Qualification from a recognized Institution by the MCI. (ii) Preference will be given to experienced candidate. (iii) Working experience in a Hospital attached with a Medical College/Corporate Hospital.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
13	Composition of DPC or Selection Committee	i. Vice Chancellor – Chairperson ii. Pro-Vice Chancellor iii. Two external experts in the relevant fields

- out of the list recommended by the VC
and approved by the Executive Council
- iv. One member of the EC nominated by it.
 - v. Registrar shall be Member Secretary

The quorum should be four out of which at least one external expert must be present.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
NURSE**

1	Name of Post	Nurse
2	Number of Post(s)	2 (Two)
3	Classification	Group 'B'
4	Scale of Pay (Revised)	Pay-Band - Rs.9300-34800 Grade Pay – Rs.4200
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	(i) Diploma in General Nursing and Midwifery or equivalent or B.Sc. Nursing from a recognized university/ institution. (ii) Registered as Nurse in a State Nursing Council register.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
PHARMACIST**

1	Name of Post	Pharmacist
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	Pay-Band - Rs.5200-20200 Grade Pay – Rs.2800
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential: i) 10+2 or equivalent in Science subjects from a recognized Board or University ii) Diploma in Pharmacy from an Institute recognized by the Pharmacy Council of India iii) Registered as Pharmacist under the Pharmacy Act, 1948.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

Note:-

The Pharmacist on completion of 2 years service in the entry grade, all the incumbents should be granted non-functional grade pay of Rs.4200 in the pay band PB-2

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
MEDICAL LABORATORY ATTENDANT**

1	Name of Post	Medical Laboratory Attendant
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay (Revised)	Pay-Band - Rs.5200-20200 Grade Pay – Rs1800
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	Essential: (i) Matriculation or its equivalent examination pass from any recognized university/board. (ii) Elementary knowledge of first Aid. Desirable: (i) One year experience in hospital work or handling of dressing wounds.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	Not applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

GUEST HOUSE/HOSTEL/CANTEEN SERVICES

PAY STRUCTURE

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Manager	B	5000-8000	9300-34800	4200
2	Asstt.Manager	C	4000-6000	5200-20200	2800
	Cook	C	3050-4590	5200-20200	1900
3	Kitchen Attendant	C	2550-3200	5200-20200	1800

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
MANAGER**

1	Name of Post	Manager
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: 4200/-
5	Whether selection or non-selection post	Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential:- Degree/Diploma in Hotel Management/ Catering/House Keeping or equivalent with 3 years experience in Hotel/ Guest House/Hostel. Desirable:- Proficiency in accounts, inventory control and purchase of stores.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotes	No
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	By promotion failing which by direct recruitment failing which by deputation.
12	Recruitment by promotion / deputation / absorption, grades from which promotion/ deputation/ absorption to be made	Promotion:- Assistant Manager with 5 years regular service in the Pay Band: Rs.5200-20200/- Grade Pay: 2400/- Deputation Officers holding analogous posts on regular basis or with 5 years regular service in the Pay Band: Rs.5200-20200/- Grade Pay: 2400/- from the Central/State Government, Universities and other autonomous organisations

Essential:-

Degree/Diploma in Hotel Management/ Catering/House Keeping or equivalent with 2 years experience in Hotel/ Guest House/Hostel.

Desirable:-

Proficiency in accounts, inventory control and purchase of stores.

- 13 Composition of DPC or Selection Committee As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT MANAGER**

1	Name of Post	Assistant Manager
2	Number of Post(s)	2 (Two)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: 2400/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential:- Diploma/Degree in Hotel Management/ Catering/House Keeping or equivalent Desirable:- One year experience in the relevant field
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	Recruitment by promotion/ deputation/absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
COOK**

1	Name of Post	Cook
2	Number of Post(s)	3 No.
3	Classification	Group ' C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: 1900/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	(i) Class 10 th standard from a recognized school / Board. (ii) One year experience as Cook in a Hostel/Guest House/canteen or a mess attached to a hostel in any Institution of higher learning having experience in preparation of vegetarian and non-vegetarian food items both of South Indian and/or North India Style/Moghalai Western Style will be preferred. (iii) A trade test will be prescribed for direct recruitment.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation / absorption and percentage of the posts to be filled by various methods.	50% by Direct Recruitment 50% by Promotion/absorption
12	Recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Kitchen Attendant with 5 years of regular service
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
KITCHEN ATTENDANT**

1	Name of Post	Kitchen Attendant (Kitchen/Hall/Mess/Hostel/House Keeping)
2	Number of Post(s)	6 Nos.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: 1800/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	1. Class 10 th standard from a recognized school 2. One year relevant experience in a Hostel/Guest House/ Canteen or a mess attached to a hostel in any Institution of higher learning. 3. A trade test will be prescribed for direct recruitment.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct Recruitment
12	Recruitment by promotion/ deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

STATISTICAL SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Statistical Officer	B	6500-10500	9300-34800	4600
2	Statistical Assistant	C	4500-7000	5200-20200	2800

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
STATISTICAL OFFICER

1	Name of Post	Statistical Officer
2	Number of Post	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: 9300-34800/- Grade Pay: 4600/-
5	Whether selection or Non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>Post Graduate degree in Statistics / Mathematical Statistics / Applied Statistics OR Post Graduate degree in Economics / Mathematics (with Statistics as one of the subjects at degree level as well as one or two papers at PG level) from a recognized University with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.</p> <p>(ii) Two years experience in collection, compilation, tabulation, analysis & interpretation of Statistical Data in a Central/ State Govt. or Public Sector Undertaking / University System / Similar organisation.</p> <p>Desirable :</p> <p>(i) Post Graduate Diploma in Computer Applications (PGDCA) or equivalent</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment

- 12 In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made. **Deputation**
Officers from the Central Govt. /State Govt./ University System or other similar organisations:
a) (i) holding analogous posts; or
(ii) 3 years' experience in posts in the Grade Pay of Rs.4200/- or equivalent ; or
(ii) 5years' experience in posts in the Grade Pay of Rs.2800/- or equivalent ;
and
b) possessing the educational qualifications as laid down for direct recruits under Col.8.
- 13 Composition of DPC or Selection Committee As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
STATISTICAL ASSISTANT

1	Name of Post	Statistical Assistant
2	Number of Post	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: 5200-20200/- & Grade Pay: 2800/-
5	Whether selection or Non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Essential: Post Graduate degree in Statistics / Mathematical Statistics / Applied Statistics OR Post Graduate degree in Economics / Mathematics (with Statistics as one of the subjects at degree level as well as one or two papers at PG level) from a recognized University with 55% of the marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record. Sound knowledge of computer applications. Desirable: Post Graduate Diploma in Computer Applications (PGDCA) or equivalent
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation / absorption to be made.	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

INFORMATION & COMMUNICATION TECHNOLOGY SERVICES

PAY STRUCTURE

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Senior System Analyst	A	12000-18300	15600-39100	7600
2	System Analyst	A	8000-13500	15600-39100	5400
3	Senior Technical Assistant (ICT)	B	5000-8000	9300-34800	4200

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SENIOR SYSTEM ANALYST**

1	Name of Post	Senior System Analyst
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay (revised)	Pay Band - Rs.15600-39100 Grade Pay - Rs.7600
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	50 years
8	Educational and other qualifications required for direct recruits	Essential : First class M. Tech in (Computer Science Engineering- CSE/Information Technology-IT) with 5 years relevant experience. or MCA with 7 years experience in relevant area or M.Sc. (Computer Science) with 8 years experience in relevant area or First Class B.Tech/B.E. Engg. (Computer Science/ Information Technology) or equivalent relevant degree with 8 years experience Specialisation : As per requirement of the University.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	One year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/ absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	i. Vice Chancellor – Chairperson ii. Pro-Vice Chancellor iii. Two external experts in the relevant fields out of the list recommended by the VC and approved by the Executive Council iv. One member of the EC nominated by it. v. Registrar shall be Member Secretary The quorum should be four out of which at least one external expert must be present.

TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SYSTEM ANALYST

1	Name of Post	System Analyst
2	Number of Post(s)	1 (One)
3	Classification	Group 'A'
4	Scale of Pay	Pay Band - Rs.15600-39100 Grade Pay - Rs.5400
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972	No
7	Age Limit for direct recruits	45 years
8	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>First class M. Tech (Computer Science Engineering- CSE/Information Technology-IT)</p> <p>or</p> <p>MCA with 2 years experience in relevant area</p> <p>or</p> <p>M.Sc. (Computer Science) with 3 years experience in relevant area</p> <p>or</p> <p>First Class B.Tech/B.E. Engg. (Computer Science/ Information Technology) or equivalent relevant degree with 3years relevant experience</p> <p>Specialisation :</p> <p>As per requirement of the University.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	One Year
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	N.A.
13	Composition of DPC or Selection Committee	<p>i. Vice Chancellor – Chairperson</p> <p>ii. Pro-Vice Chancellor</p> <p>iii. Two external experts in the relevant fields out of the list recommended by the VC and approved by the Executive Council</p> <p>iv. One member of the EC nominated by it.</p> <p>v. Registrar shall be Member Secretary</p> <p>The quorum should be four out of which at least one external expert must be present.</p>

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
Senior Technical Assistant**

1	Name of Post	Senior Technical Assistant (ICT)
2	Number of Post(s)	4 Nos.
3	Classification	Group 'B'
4	Scale of Pay	Pay-Band - Rs.9300-34800 Grade Pay – Rs.4200
5	Whether selection or non-selection post	Non-Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 Years
8	Educational and other qualifications required for direct recruits	MCA from a recognized university / Institute with one year experience in relevant area OR M.Sc (Computer Science / IT) from a recognized University / Institute with one Year experience in relevant area or B.Tech./B.E. Engg. (Computer Science / Information Technology/ ECE) or equivalent degree with one year experience in relevant area.
9	Whether educational qualifications prescribed for direct recruits will apply in the case of promotes	N.A.
10	Period of probation, if any	Two years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods	Direct recruitment
12	In case of recruitment by promotion / deputation/ absorption, grades from which promotion/ deputation/absorption to be made	N.A.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

OFFICIAL LANGUAGE CELL

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Hindi Officer	A	8000-13500	15600-39100	5400
2	Linguistic Officer	B	6500-10500	9300-34800	4600
3	Hindi Translator	B	5000-8000	9300-34800	4200
4	Hindi Typist	C	3050-4590	5200-20200	1900

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
HINDI OFFICER**

1	Name of Post	Hindi Officer
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Grade Pay: Rs.5400/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	45 Years
8	Educational and other qualifications required for direct recruits	<p>Essential</p> <p>(i) Master's degree of a recognised University or equivalent in Hindi with English as a subject at the degree level</p> <p style="text-align: center;">Or</p> <p>Master's Degree with 55% marks or equivalent in any subject with Hindi medium and English as a subject at the degree level from a recognized University.</p> <p>(ii) 5 years' experience of terminological work in Hindi and/or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature.</p> <p style="text-align: center;">Or</p> <p>5 years' experience of teaching, research, writing of journalism in Hindi in any Academic Institution.</p> <p>(iii) Knowledge of Computer Operations</p> <p>Desirable:</p> <p>(i) Administrative experience</p> <p>(ii) Experience of organising Hindi classes or workshops for noting and drafting.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	One year (for direct recruitments)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment failing which by deputation.

12 Recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made

On deputation

Officers from the Central Govt. /State Govt./ University System or other similar organisations:

- (a) (i) holding analogous posts; or
- (ii) with 3 years' service in posts in the scale of pay or Rs.6500-10500 or equivalent ; or
- (iii) with 8 years' service in posts in the scale of pay of Rs.5500-9000 or equivalent ;

and

- (b) possessing the educational qualifications and experience as laid down for direct recruits under Col.8.

13 Composition of DPC or Selection Committee

- i. Vice Chancellor – Chairperson
- ii. Pro-Vice Chancellor
- iii. Two external experts in the relevant fields out of the list recommended by the VC and approved by the Executive Council
- iv. One member of the EC nominated by it.
- v. Registrar shall be Member Secretary

The quorum should be four out of which at least one external expert must be present.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
LINGUISTIC OFFICER**

1	Name of Post	Linguistic Officer
2	Number of Post(s)	1 No.
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: Rs.4600/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 Years
8	Educational and other qualifications required for direct recruits	<p>Essential: (i) Master's degree of a recognised University or equivalent in Hindi with English as a subject at the degree level <u>Or</u> Master's degree of a recognised University or equivalent in English with Hindi as a subject at the degree level <u>Or</u> Master's degree of a recognised University or equivalent in any Linguistic subject with Hindi/Bengali/English/Kok-Borok as a subject at the degree level.</p> <p>Desirable: (i) 5 years' experience of terminological work in Kok-Borok and Modern Indian Language. Or 5 years' experience of teaching, research and having sound knowledge in Kok-Borok.</p> <p>(ii) Knowledge of Computer Operations.</p> <p>Note1: Qualification are relaxable at the discretion of the University in case of candidates other wise well qualified.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Age: No Qualification: Yes

- 10 Period of probation, if any Two Years
- 11 Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. Direct recruitment failing which by deputation
- 12 Recruitment by **On deputation**
 promotion/deputation/absorption, grades from which Officers/Academician from the Central Govt. /State Govt./ University System or other similar promotion/deputation/ absorption to be made organisations:
- (i) holding analogous posts; or
 (ii) with 3 years' service in posts in the scale of pay or Rs.5500-9000 or equivalent ; or
 (iii) with 8 years' service in posts in the scale of pay of Rs.4500-7000 or equivalent ;
- and
- possessing the educational qualifications and experience as laid down for direct recruits under Col.8.
- 13 Composition of DPC or Selection Committee As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
HINDI TRANSLATOR**

1	Name of Post	Hindi Translator
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: Rs.4200/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p>(i) Master's degree of a recognized University in Hindi with English as a main subject at degree level.</p> <p>OR</p> <p>Master's degree of a recognized University in any subject with Hindi medium and English as main subject at degree level.</p> <p>OR</p> <p>Bachelor's degree with Hindi and English as main subjects or either of the two as medium of examination and the other as a main subject plus recognized Diploma Certificate course in translation from Hindi to English and vice versa or two years' experience of translation work from Hindi to English and vice versa in Central/State Government offices, including Government of India Undertakings.</p> <p style="text-align: center;">And</p> <p>(ii) Recognized Diploma/Certificate course in translation from Hindi to English and vice-versa or two years' experience of translation work from Hindi to English and vice-versa in Central / State Government offices, including Govt. of India undertakings.</p> <p>(iii) Knowledge of Hindi Typing / Computer Operations</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
10	Period of probation, if any	Two Years

- 11 Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods. By direct recruitment failing which by deputation.
- 12 Recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made Officer from the Central Govt. /State Govt./ University System or other similar organisations:
 (a) (i) holding analogous posts ; or
 (ii) with 5 years' service in posts in the Grade Pay Rs.2800/- or equivalent; and
 (b) Possessing educational and other qualifications as laid down in Col.8 for direct recruits.
- 13 Composition of DPC or Selection Committee As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
HINDI TYPIST**

1	Name of Post	Hindi Typist
2	Number of Post(s)	1 No.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: Rs.1900/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	(i) 10+2 Passed in Hindi medium and English as one of the optional subject. (ii) A typing speed of 30 w.p.m. in Hindi (iii) Working knowledge of Computer Application. Preference will be given to a candidate with Bachelors degree in Hindi Medium with English as one of the Optional subject.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not-applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts to be filled by various methods.	Direct recruitment
12	Recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/ absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

SPORTS/GAMES SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Assistant Director of Physical Education	A	8000-13500	15600-39100	6000
2	Coach	B	5000-8000	9300-34800	4200

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
ASSISTANT DIRECTOR OF PHYSICAL EDUCATION**

1	Name of Post	Assistant Director of Physical Education
2	Number of Post(s)	1 No.
3	Classification	Group 'A'
4	Scale of Pay	Pay Band: Rs.15600-39100/- Academic Grade Pay: Rs.6000/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	45 years
8	Educational and other qualifications required for direct recruits	<p>Essential :</p> <p>(i) A Master's degree in Physical Education or Master's Degree in Sports science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record.</p> <p>(ii) Record of having represented the University / College at the inter-university / inter-collegiate competitions or the state and / or national championships.</p> <p>(iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iv) Passed the physical fitness test conducted in accordance with these Regulations.</p> <p>(v) However, candidates, who are, or have been awarded Ph.D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education/College Director of Physical Education & Sport.</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	One Year

- 11 Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the posts 100% by Direct recruitment
- 12 Recruitment by promotion/ deputation/ transfer , grades from which promotion/deputation/ transfer to be made Not Applicable
- 13 Composition of DPC or Selection Committee As per UGC Regulations 2010

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
COACH**

1	Name of Post	Coach
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: Rs.4200/-
5	Whether selection or non-selection post	Not application
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	<p><u>Essential:-</u></p> <p>Diploma in Coaching from Sports Authority of India, National Institute of Sports, Patiala or from any other recognized University / Institution.</p> <p style="text-align: center;">OR</p> <p>Participation in Olympic/Asian Games/World Championship with Certificate Course in Coaching</p> <p><u>Desirable:-</u></p> <p>Bachelor Degree in Physical Education</p>
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	No
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/ transfer and percentage of the posts	100% by direct recruitment failing which by deputation.
12	Recruitment by promotion / deputation/ transfer , grades from which promotion/ deputation/ transfer to be made	<p>Deputation :</p> <p>Officers from the Central Govt. /State Govt./ University System or other similar organizations : holding analogous posts;</p> <p>OR</p> <p>5 years' service in relevant posts in the Pay Band: Rs.5200-20200/- Grade Pay: Rs.2800/-or equivalent ;</p>
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

SECURITY SERVICES

PAY STRUCTURE

Sl. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Security Officer	B	6500-10500	9300-34800	4600
2	Security Inspector	C	4500-7000	5200-20200	2800

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SECURITY OFFICER**

1	Name of Post	Security Officer
2	Number of Post(s)	1 (One)
3	Classification	Group 'B'
4	Scale of Pay	Pay Band: Rs.9300-34800/- Grade Pay: Rs.4600/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	40 years
8	Educational and other qualifications required for direct recruits	(i) Graduate with 5 years experience as security supervisor/supervisory position in security in a Govt. Office, Educational Instt./Private Orgn. of repute. (ii) Preference will be given to the person who have served in the Army or such uniformed services.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years (for direct recruits)
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by Direct recruitment failing which by deputation.
12	Recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Deputation: Officers holding analogous posts on regular basis or with 5 years regular service in the Grade Pay Rs.4200/- from the Central / State Government, Universities and other autonomous organizations.
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
SECURITY INSPECTOR**

1	Name of Post	Security Inspector
2	Number of Post(s)	1 (One)
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: Rs.2800/-
5	Whether selection or non-selection post	Not applicable
6	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	35 years
8	Educational and other qualifications required for direct recruits	Graduate Degree and having at least 3 years of supervising experience in large Organization of repute / university / defence or such uniformed services.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not Applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation/absorption and percentage of the posts	100% by Direct recruitment
12	Recruitment by promotion / deputation / absorption, grades from which promotion / deputation / absorption to be made	Not Applicable
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.

TRANSPORT SERVICES

PAY STRUCTURE

SL. No.	Name of Post	Group of Post	Core Pay Scale (pre-revised)	Core Pay Scale as per 6 th CPC	
				Pay Band	Grade pay
1	Driver	C	3050-4590	5200-20200	1900

**TRIPURA UNIVERSITY RECRUITMENT RULES FOR THE POST OF
DRIVER**

1	Name of Post	Driver
2	Number of Post(s)	7 Nos.
3	Classification	Group 'C'
4	Scale of Pay	Pay Band: Rs.5200-20200/- Grade Pay: 1900/-
5	Whether selection or non-selection post	Not Applicable
6	Whether benefit of added years of service admissible under Rule 35 of the CCS (Pension) Rules,1972	No
7	Age Limit for direct recruits	30 years
8	Educational and other qualifications required for direct recruits	(i) Class VIII Pass (ii) Possession of a valid driving license for motor vehicles issued by the competent authority (iii) Knowledge of motor mechanism. (The candidate should be able to remove minor defects in vehicles). (iv) Experience of driving a motor vehicles for at least 3 years.
9	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees	Not applicable
10	Period of probation, if any	Two Years
11	Method of recruitment: whether by direct recruitment or by promotion or by deputation /absorption and percentage of the posts	Direct Recruitment/Absorption
12	Recruitment by promotion/ deputation /absorption, grades from which promotion/deputation/ absorption to be made	Absorption: From amongst the Group-D/DRW/Contractual Dispatch Rider (Group C) employees in the university who possess valid Driving License for Motor Cars on the basis of a Driving Test to assess the competence to drive Motor Cars failing which from officials holding the post of Dispatch Rider on regular basis or regular Group D employees in other universities who fulfil the necessary qualification as mentioned in Col.8
13	Composition of DPC or Selection Committee	As prescribed under Tripura University Cadre Recruitment Rules (non-teaching employees), 2011.