

Dated, 18th March, 2015

ADVERTISEMENT

Applications on plain papers are invited from the candidates of Indian Nationals residing permanently in the State of Tripura for filling up of the following vacancies under the Tripura Forest Development & Plantation Corporation Limited (A Government of Tripura Undertaking). The recruitment will be made initially on fixed pay basis calculated as per TFDPC norms which will be regularized by providing regular pay scale of "Office Assistant" after rendering 5 years of continuous satisfactory service.

Name of the post	Scale of Pay	Vacancies			
		ST	SC	UR	Total
Office Assistant	PB-2, Rs.5310-24000/-. Grade Pay Rs. 1800/-	06	01	03	10

The vacancies as mentioned above are subject to increase/decrease.

2. The age limit, Educational qualification required in respect of the candidates to become eligible to submit applications are given below:-

a) Age

Lower age limit shall be 18 years and upper age limit shall be 40 years. Age relaxation by 5(five) years is admissible in case of SC/ST candidates.

b) Educational qualification required:-

- Should have passed Madhyamik or its equivalent examination.
- Knowledge of typing in English with minimum speed of 30(thirty) words per minute.
- Having knowledge of operating Computer and certificate from any recognized Computer Training Institute.

3. The aspiring candidates should submit applications with the following information in the office of the concerned Offices as detailed in this advertisement & also obtain a token of acknowledgement. **By post application will not be entertained.**

- Name of the candidate (in block letters)
- Father's name:
- Permanent postal address of the candidate with Pin Code:-
- Date of birth:-
- Educational qualification:-
- Year of passing of Madhyamik or its equivalent Examination:-
- Percentage of Marks obtained in the Madhyamik or its equivalent Examination:-
- Citizenship/Permanent resident of Tripura Certificate:-
- Type speed certificate of any recognized institute:-
- Knowledge of operating Computer and certificate from any Recognized Computer Training Institute:-
- Caste (ST/SC/UR):-
- Whether belongs to BPL family:-
- Employment Exchange registration particulars:-
- Recent passport size photo duly attested by Gazetted officer is to be affixed with application
- Information on co-curricular field (culture, Sports etc):-
- Any other information:-

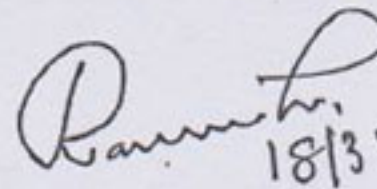
4. The application should contain attested photocopies of all the above cited certificates/documents

5. The applications may be submitted at the following offices during working days from 6th April, 2015 to 10th April, 2015 (from 10.30 AM. to 05.00PM)

Name of the Offices where applications are to be submitted.

Sl.No.	Candidates belonging to the district	To whom applications are to be submitted
1.	West Tripura District, Sepahijala District & Khowai District	Office of the Divisional Manager, Sadar at Abhoynagar, Agartala,
2.	North Tripura District, Dhalai District & Unakoti District.	Office of the Divisional Manager, North at Kumarghat.
3.	South Tripura District & Gomati District	Office of the Divisional Manager, South-I, Santirbazar.

6. Candidates should appear personally for submission of their application. The petitions will be accepted by the concerned Divisional Managers if his/her age, qualification & other criteria are as per above cited criteria. Candidates who do not have required Educational qualification/other criteria need not apply.


18/3/15

(R. Das)
Managing Director