



**AGARTALA MUNICIPAL CORPORATION**  
**AGARTALA**

NO.F.II-28/GS/AMC/2015/ MF/32282-86

Dated, Agartala, the <sup>31<sup>th</sup></sup> March, 2016.

**NOTIFICATION**

Applications are invited from the bonafide Indian Citizens (must be a permanent resident of Tripura) as per prescribed proformat given below for appointment to the post of **Manager ( Finance)** under Agartala Municipal Corporation on regular basis through Interview.

**Details of the post, eligibility and terms and conditions**

<b>1. Name of the post:-</b>	Manager ( Finance)
a)No. of post:-	1(one) No.( UR-1)
b) Scale of pay :-	Rs.P.B-3,9570-30000/- + G.P.3500/(Pre-revised) (Revised) Rs.P.B.3 Rs.10230-34800/- + GP Rs.4800/-
c)Educational and other qualification:-	i) Post Graduate Degree in Commerce from a recognized University with minimum 2(two) years relevant experience from any organization. or ii) Master of Business Administration (MBA, Finance) or its equivalent qualification from a recognized University. iii) Preference will be given experience in Accounts & Audit.
d)Age:-	Not exceeding 40 years, which shall be relaxable by 5(five) years in case of SC/ST/PH Government Servants shall not be allowed this relaxation over and above the general relaxation of 5 years available to them.

**Terms and conditions:**

1.The candidates are required to submit their applications as per format alongwith self attested copies of all document and testimonial and 2(two) recent copies of passport size photos addressed to the Municipal Commissioner,AMC, City Centre, Head Office, Agartala. The application will be received in all working days from **1<sup>st</sup> April to 15<sup>th</sup> April, 2016 from 11 A.M to 4.P.M. up to at AMC, Head Office.**

2. The eligible candidates will be called for Interview by giving advance intimation in the Local Daily News papers with specific date, time for selection by the Interview Board.

3. Number of post may increase or decrease in future.

The undersigned reserved the right to accept or reject any application without assigning any reason.

4. No Separate call letter will be issued to each eligible candidate.


5.The final recommended will be done by the Interview Board as per criteria/guidlines issued by the GA(P&T) Deptt..Govt.of Tripura vide Memo No. F. 23(8)-GA (P & T)/14 by the Deptt. of GA( P & T) Govt.of Tripura dt- 12.01.2015 for requirement of group-C employee and Practical computer test to be taken by the computer faculty/ IT expert.

contd

p/2

N.B

1. Any false information or suppression of fact will lead cancellation of candidature including legal action against the candidate.
2. No TA/DA will be given to the candidate for appearing at the interview,
3. Each candidate will sign. the application in full by Ball pen/fountain pen.



31/03/16


(Milind Ramteke, IAS)  
Municipal Commissioner  
Agartala Municipal Corporation

**Copy for kind information to:-**

1. The Mayor, Agartala Municipal Corporation.
2. The Director, UDD, Govt. of Tripura, Agartala.

**Copy for information & n/a to:-**

1. PRO, AMC for arranging to publish the advertisement in the 2(two) nos. local daily news paper.
2. The Office Notice Board for details.
- ✓ 3. I/C of e-governance Cell, AMC to arrange publication in Websites.



31/03/16

Municipal Commissioner  
Agartala Municipal Corporation

**Prescribed format for applications**

**Application Format:-**

1. Name of post:-
2. Name (in capital letters):-
3. Father and Husband's name:-
4. Postal address and Pin code:-
5. Nationality:-
6. Tel.Contact No. with STD:-
7. Date of birth:-
8. Category (Whether SC/ST/UR):-
9. If currently employed, please mention whether in
  - a) Govt. Deptt./PSU Autonomus Body:-
10. Accademic Qualifications from Madhyamik onwards

SL.No	Examination passed	Year passing	of	Board University	Division	Percentage of Marks
1						
2						
3						
4						

**11. Other Qualification & experience:-**

SL.No	Examination passed	Year passing	of	Board University	Division	Percentage of Marks
1						
2						
3						
4						

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

Enclosures:-

Place:-

Date:-

Full signature of ther applicant