



**TRIPURA PUBLIC SERVICE COMMISSION  
AGARTALA**

Advt. No.  
02/2024

Online applications are invited from bonafide citizen of India for selection of candidates by Direct Recruitment for the under mentioned posts:

**Item No.01:-** 23(twenty-three) Nos. Permanent posts {(UR-12, ST-07 & SC-04)including 01 no. PH} of Senior Computer Assistant, Group-C, Non-Gazetted, Directorate of Treasuries under Finance Department, Govt. of Tripura. Cell-1 of Level-9 of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay)(First Amendment) Rules, 2018.

**N.B:-**As per clause 7.3 to 7.5 of the office memorandum issued by the SW & SE Department vide F.No.85(133)-SW (133)-SW/DC/2017 (Vol.III)934 dated 09-01-2019.01 PH post will be suitably placed at any point against Roster Register. This is applicable only for Item No-01.

33% women Reservation for Item No. 01 are as follows:-

Sl No	Category	Total Vacant post	Number of Women Reservation (33%)	Remarks
1	UR	12	04	Out of 23 posts, 08 posts are reserved for Women as per GA(P&T) Department Notification No.F.23(17)-GA(P&T)/2022 dated 28-06-2022.
2	ST	07	02	
3	SC	04	02	
	Total	23	08	

**Item No.02:-**10(ten) nos. temporary (UR-04,ST-04 & SC-02) of vacant posts of Senior Computer Assistant, Group-C, Non-Gazetted, under the Department of Industries and Commerce (Information Technology), Govt. of Tripura. Cell-1 of Level-9 of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay)(First Amendment) Rules, 2018.

33% women Reservation for Item No-2 are as follows:-

Sl No	Category	Total Vacant post	33% Horizontal Reservation for Women
1	UR	04	02
2	ST	04	02
3	SC	02	00
	Total	10	04

**Educational and other qualifications required for direct recruitment for Item No 01 & Item No. 02:**

Bachelor Degree in Computer Application/Computer Science.

**OR**

Graduate in any discipline with at least 1(one) year Diploma Course in Computer or 'O' Level Course Certificate in Computer from recognized Institution.

**Desirable Qualification:** Knowledge of Bengali or Kokborok.

Contd..P/2



The number of posts to be filled up is subject to increase or decrease following requisition of the Department/ other Departments.

**Permanent resident Certificate of Tripura (PRTC) would be required while applying for jobs to the post of Senior Computer Assistant (SCA) (Both Item No-01 & Item-2) by direct recruitment.**

**Age for both Item No 01 & No 02:-**21 to 40 years as on **26-02-2024**. Upper Age limit is relaxable by 5 years in case of ST/SC/ Person with Disabilities / Government servant candidates. Provided that Govt. Employees belonging to ST/SC/ PH category shall not get this relaxation over and above the general relaxation of 5 (five) years available to them.

The last date of submission of online application is **26-02-2024** . (upto 5.30 PM). The application(s) received after the closing date will not be entertained.

**Selection Process (Item No 01 & Item No 02)**

The Selection Process consist of 2(two) successive stage:

- 1.Written Examination=85 marks
- 2.Interview/Personality Test=15 marks

**Scheme of Written Examination and Syllabus.**

**Time-2 Hours.**

Subjects	No of Question	Marks
<b>ENGLISH</b> Use of appropriate Preposition and Articles, Correction of Sentences, Use of Common Phrases and Idioms, Synonyms and Antonyms.	20 MCQ pattern questions carrying 1 mark each	20
GK & Current Affairs	20 MCQ pattern questions carrying 1 mark each	20
Job-Oriented	45 MCQ pattern questions carrying 1 mark each	45
Total		85

**The Commission will conduct common written examination and common Interview/Personality Test for both the Item No 01 & Item No-02.**

- (a) Candidates will be called for the Interview/Personality Test on the basis of result of the Written Test as per the following ratio:

Number of vacancies	Number of candidates to be called for Personality Test (Category wise)
1(one)	5(five) candidates
2(two)	8(eight) candidates
3(three) and above	3(three) times the number of vacancies

It is also mentioned here that candidate(s) scoring marks equal to that of the last qualified candidate in the written Test shall also be called for next stage of the recruitment process.

- b) The candidates who will be found qualified in the Written Examination will be called to appear in the Interview cum Personality Test. In no case shall a candidate be called for interview cum personality test unless he/she appears in all the papers of the Written examination.



c) In the list of recommendation, merit position of candidates securing equal marks will be finalized as per their seniority of age.

The same procedure is to be followed for preparing waiting List, if there be any.

Further, provided that, in the list of recommendation, merit position of candidates securing equal marks in aggregate and also of the same age will be decided on the basis of percentage of marks obtained in the minimum educational qualification prescribed in Recruitment Rules/ Service Rules.

d) The interview cum personality test shall be to assess the personal qualities of a candidate e.g. his intellectual ability, social traits, interest in current affairs, critical power of judgment, variety and depth of interest, ability for leadership moral integrity etc.

e) The final selection will be made in order of merit and merit list will be prepared by adding the marks obtained in the written examination and Interview cum personality test. If a candidate remains absent in interview cum personality test his/her candidature will not be considered for final selection.

(f) Ranks of the candidates are not prepared for the candidates beyond the recommendation list & wait list (if there be any).

**For detailed syllabus & Scheme of Written Examination (Annexure-A) for both please visit <https://tpsc.tripura.gov.in>**

**Other Important information:**

**1. Online Application Portal:**

(a) Candidates will have to submit application through Online Application Portal only. The Commission will not entertain any hard copy application. Before submission of online application, read carefully the necessary instructions regarding filling up of online application.

(b) Online Application Portal will be available on Commission's website from **25-01-2024 to 26-02-2024 (5.30 PM)**. Before applying for the post, an applicant shall register his/her bio- data particulars through One Time Profile Registration (OTPR) on the Commission's Website viz. <https://tpsc.tripura.gov.in> or through the link provided in <https://tpsc.tripura.gov.in>. Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number and email ID. Applicants need to apply for the post using the OTPR User ID through Commission's website.

(c) Applicants should avoid submitting multiple applications. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the application with latest Receipt Number is complete in all respects.

(d) In case of multiple applications, the application with latest Receipt Number shall only be entertained by the Commission and fee paid against one Receipt Number shall not be adjusted against any other Receipt Number.

**2. (a)** Candidates are not required to upload/submit with their respective applications any certificate in support of their claims regarding Age, Educational Qualifications, Scheduled Castes/ Scheduled Tribes etc.





**(b)(i)** Applicants must be in possession of the prescribed minimum qualification(s) for the post on the closing date for submission of application as mentioned in the advertisement. Their admission at all the stages of examination for which they are admitted for the Examination will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission. After publication of result of Written Examination, successful candidates will be asked to submit self attested copies of the relevant documents to the Reception Counter of TPSC or online within a specified time failing which the candidature of candidates will be summarily rejected. On scrutiny of documents if a candidate found ineligible as per terms and condition of the advertisement (including prescribed recruitment fees) his/ her candidature will be rejected. If employed, must apply through proper channel or attach a "No Objection Certificate" from his /her employer. If the application is not routed through proper channel, at the day of interview candidates will have to submit 'no objection' certificate' failing which his/her candidature will not be considered for preparation of final merit list. In that no-objection certificate, it is to be clearly mentioned that your employer has 'No objection' if you are considered for recruitment to the post for which you have applied for.

**(b)(ii)** During submission of documents candidates are requested to submit sequence of preference for the posts of the Departments.

**(3) Rate of Recruitment Fees:**

**(a) Group-C Non-Gazetted posts:-Rs. 200/-**(Rupees two hundred) for General Candidates and **Rs.150/-**(Rupees one hundred & fifty) only for ST/SC/ BPL card holders/Physically Handicapped Candidates.

**(b)** Recruitment fee so deposited, is non-refundable.

**(c)** If a candidate submits incomplete application in respect of terms & condition of the Advertisement and without requisite recruitment fee, his/her candidature will be rejected.

**(4)** Decision of the Commission as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.

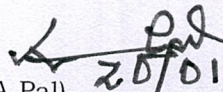
**(5)** Assessment and evaluation of the answer scripts done by the Commission shall be final and shall not be open to scrutiny by any external authority.

**(6) The Examination venue shall be closed 10 minutes before the Scheduled Commencement of Examination. No candidate shall be allowed entry into the examination venue after closure of entry. No functionary has any direction in this regard.**

**(7)** Candidates are instructed to visit the Commission's website for information regarding steps of recruitment process time to time.

**(8)** Mobile Phone/Electronic Gadgets etc. are banned in the Campus of the Examination Premises/Interview Premises. Any Phone/Electronic Gadget found in possession of any candidate in the Examination Premises/Interview premises shall be confiscated forthwith and he/she may be debarred from appearing at the Examination/Interview and also for the Examination(S)/Interview to be conducted by the Commission in future Violation of such instruction will be dealt as per Law.

**(9)** Entry in the Examination hall/Interview Premises with Face mask, Jacket, Coat, Pull over & this type of garments will not be allowed.

  
20/01/2024

(A.Pal),

Controller of Examinations,  
Tripura Public Service Commission.



**SCHEME OF WRITTEN EXAMINATION AND SYLLABUS**

Time: - 2 hours.

Subjects	No. of Question	Marks
<b><u>ENGLISH</u></b> Use of appropriate Preposition and Articles, Correction of Sentences, Use of Common Phrases and Idioms, Synonyms and Antonyms.	20 MCQ pattern questions carrying 1 mark each.	20
<b><u>GK &amp; Current Affairs</u></b>	20 MCQ pattern questions carrying 1 mark each.	20
<b><u>Job-oriented</u></b>	45 MCQ pattern questions carrying 1 mark each.	45
Total		85

**Syllabus for Job-oriented Questions****I. Fundamentals of Computer:**

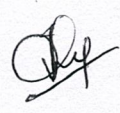
History of development of computers, Computer system concepts, Basic components of a computer system, various types of memory, Storage Devices-fundamentals, Data Storage and Retrieval methods, Various Storage Devices, Types of Software-System software, Application software, Utility software, Number System representation and their conversion, Text processing application software, Spread Sheet packages, slide presentation packages, database operation packages, Internet reference tools.

**II. Programming Languages:**

Basics of programming, problem solving algorithms, C as a high level language and its history, data types, conditional statements and loops, functions, recursive functions vs iterative functions, arrays, storage, classes, pointers, structures and unions, self-referential structures and linked list, file management programming concepts. Introduction to programming with Visual Basic, Controls, Data types, VB Functions and subroutines, Connectivity with database,

**Web and Internet Technology:**

Overview of Internet, Internetworking protocols, Layering concepts, Network connectivity issues: connectors, wires and network devices-Routers, switches, gateways, Server Administration, Firewalls, IPV4 and IPV6 addressing concepts, Email and related protocols like SMTP, POP, IMAP, VLAN, VoIP, Web Publishing and Browsing, HTML programming basics, CSS Programming, Internet security management concepts, Information privacy and copy writes issues, Basics of cryptography.

  
 ( Beiseia Darlong )  
 Under Secretary,  
 Finance Department,  
 Government of Tripura.




**III. Database Management System:**

Basic concepts in DBMS, Database system architecture, Database Models and Implementation, ER Model, RMRA Model, File Organization for Conventional DBMS, Introduction to RDBMS, Relational Algebra, Normalization, Query Processing with SQL, PL/SQL and Optimization, Distributed Databases.

**IV. Introduction to ICT Resources and Multimedia:**

PC Hardware assembling and operation concepts, Utilities-antivirus scanner, malware scanner, Emergency Repair Disk OS and various application software Installations, acquaintance with installation and basic troubleshooting of projector, printers, scanners, routers, switches and Wi- Fi access points, Networking concept, network administration.

Multimedia Introduction to Multimedia concepts, computer fonts and hyper-text, audio fundamentals and representations, Image fundamentals and representation, animation and video file formats, multimedia authoring and authoring tools, image, video and audio compression.

  
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