

HIGH COURT OF TRIPURA
AGARTALA

No.F.13(12)-HC/2024/27748

Dated, Agartala, the 29th November, 2024

ADVERTISEMENT NO. FC 01/2024
(RECRUITMENT TO THE MISCELLANEOUS POSTS)

Online applications are invited in prescribed form available in the official website of the High Court of Tripura (<http://thc.nic.in>) from eligible persons for filling up of the following **Group-"C" posts for the establishment of the Family Courts of Tripura:**

A) PERSONAL ASSISTANT JUNIOR GRADE (PA-II) :

Number of Vacancies	04(four) (UR-02, ST-01, SC-01). (All posts in regular pay scale).
Pay Structure	Regular scale Pay Band-2, Rs.5700-24000/- with Grade Pay Rs.2800/- (Unrevised).
Eligibility	I) Educational Qualification: Graduation in any discipline from any recognized College/ University. II) Technical Qualification: a) Must have passed a provisional speed of 100 words per minute in shorthand (English) and Typing speed of at least 60 words per minute in Computer from a recognized/registered Institution. b) Certificate in computer education in a course of minimum 06 months duration.
Age Limit	Minimum 18 years and maximum 40 years for UR (as on 02.01.2025). The upper age limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes (as on 02.01.2025).
Fees	Fee for UR category applicant is Rs.500/- (Rupees five hundred only). For reserved category (SC/ST) applicant it is Rs.250/- (Rupees two hundred and fifty only).
Candidates who qualify in the short-hand and typing speed test on computer will be allowed to sit in the written examination followed by an interview. The ratio of candidates short listed through short-hand test and type test on computer shall be 1:6 i.e. 6 candidates for one advertised post, as far as practicable, will be short listed for written examination. The ratio of candidates short listed through written test shall be 1:3 i.e. 3 candidates for one advertised post, as far as practicable, will be short listed for viva-voce.	

B) LOWER DIVISION CLERK :

Number of Vacancies	10 (ten) (UR-04, ST-03, SC-03). (05 posts in regular scale & 05 posts in fixed pay basis).
Pay Structure	Regular scale Pay Band-2, Rs.5700-24000/- and Grade Pay Rs.2200/- (Unrevised). Fixed pay Rs.16,050/-(per month) in the Pay Band-2, Rs.5700-24000/- with Grade Pay Rs.2200/- (Unrevised).
Eligibility	I) Educational Qualification: Graduation in any discipline from any recognized College/ University. II) Technical Qualification: a) Candidate must have knowledge of computer with a typing speed of at least 30 words per minute on computer b) Certificate in computer education in a course of minimum 06 months duration.
Age Limit	Minimum 18 years and maximum 40 years for UR (as on 02.01.2025). The upper age limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes (as on 02.01.2025)
Fees	Fee for UR category applicant is Rs.400/- (Rupees four hundred only). For reserved category (SC/ST) applicant it is Rs.200/- (Rupees two hundred only).
Candidates who qualify in the written examination will be allowed to sit in the typing test on computer followed by an interview. The ratio of candidates short listed through written examination shall be 1:10 i.e. 10 candidates for one advertised post, as far as practicable and will be called for typing test on computer. The ratio of candidates short listed through typing test shall be 1:3 i.e. 3 candidates for one advertised post, as far as practicable and will be short listed for viva-voce.	

IMPORTANT NOTES

- I. The number of posts to be filled up is subject to increase or decrease.
- II. **Reservation policy in respect of persons with disabilities/Ex-Servicemen will be applied in accordance with prevailing Rules.**
- III. **Permanent Resident Certificate of Tripura (PRTC) would be required while applying for jobs by direct recruitment as per Notification of GA (P&T) No.F.23(8)-GA(P&T)/2023, dated 07.07.2023**
- IV. **Reservation: Save as otherwise provided in these Rules Reservation in direct recruitment for various categories of posts**

on the District Courts' Ministerial Establishment with respect to Scheduled Castes, Scheduled Tribes, Physically Disabled Persons shall be in accordance with the prevailing policies of the State Government. If no such suitable candidate is available, the posts will be filled up by the candidate other than those of the Scheduled castes, Scheduled Tribes and Physically Disabled Person.

- V. Fees once deposited will not be refunded or adjusted for any other recruitment in future. Candidates are to deposit fees by using Credit Card (Visa/Master/Rupay), Net Banking, Debit Card (Visa/Master/Rupay), Wallets & Cash Cards & UPI only. No other mode of payment will be accepted. Bank charge may apply.

Disqualification for appointment– No person shall be eligible for appointment to the service:

- (a) Unless he is a citizen of India; or
- (b) If he has been dismissed from service by the Government, Central Government, High Court, statutory or Local Authority; or
- (c) If he has been convicted of an offence involving moral turpitude; or
- (d) If he has more than one spouse living; or
- (e) If he directly or indirectly tries to influence the recruiting authority by any means.

I N S T R U C T I O N S

- I) Online Application:
- a) Candidates have to submit application through Online Application Portal only. The High Court will not entertain any hard copy of application. Before submission of online application, the candidates are to read the instructions carefully in the 'How to Apply' segment of the Online Application Portal.
 - b) Online Application Portal will be available on the High Court's Website (<https://thc.nic.in>) from **02.12.2024 (from 11:00 A.M.) to 02.01.2025 (upto 05:00 P.M.)**. To apply the candidates have to click on the 'Recruitment' tab in the Home page of the High Court's website.
 - c) Candidates should avoid submitting multiple applications. However, due to any unavoidable circumstances, if any candidate submits multiple applications then he/she must ensure that the application with latest Registration Number is complete in all respect.
 - d) In case of multiple applications, the one with the latest Registration Number shall only be entertained by the High Court and Fee paid against one

Registration Number shall not be adjusted against any other Registration Number.

- II) Candidates who are eligible for Written Test will be asked for scrutiny of original marks-sheets/certificates/documents before appearing in the Written Test.
- III) **The candidates already in Government Services shall apply either through proper channel or attach 'No-Objection Certificate' from his/her employer.**
- IV) Candidates shall have to bear their own expenses for appearing in the Selection test.

Submission of online application	From 02.12.2024 (from 11:00 A.M.) To 02.01.2025 (upto 05:00 P.M.).
Last date of finalization of online application	02.01.2025 (upto 05:00 P.M.).
Dates of selection test and downloading of Admit Card	Will be notified later on.
Test Centre, time and duration	Will be mentioned in the Admit Card.

Digitally signed by JESTHA MANI MURASING
Date: 2024.11.29 15:48:53 +05'30'

(J. M. MURASING)
Registrar (Vigilance)
High Court of Tripura
Agartala

**Syllabus for competitive examination for appointment of Lower
Division Clerk (LDC) by direct recruitment in the establishment of
Family Court(s), Tripura**

WRITTEN EXAMINATION: 85 MARKS

Duration: 3 hours

Parts	Subjects	Standard and scope of Written Paper	Marks
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, precis writing etc. The standard will be that of H.S(+2 stage) Examination of the Tripura Board of Secondary Education.	30
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation	25
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country	30

VIVA VOCE: 15 Marks

I	VIVA VOCE	To assess the overall personality of the candidate	15
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TYPING SPEED TEST ON COMPUTER-50 MARKS

I	Typing speed test on computer	The candidate must be computer savvy with a typing speed of at least 30 words per minute in computer	50
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**Syllabus for competitive examination for appointment of
Stenographers by direct recruitment in the establishment of
Family Court(s), Tripura**

WRITTEN EXAMINATION: 85 MARKS

Duration: 2 hours

Parts	Subjects	Standard and scope of Written Paper	Marks
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, precis writing etc. The standard will be that of H.S(+2 stage) Examination of the Tripura Board of Secondary Education.	50
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation	10
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country	25

VIVA VOCE: 15 Marks

I	VIVA VOCE	To assess the overall personality of the candidate	15
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SHORT HAND & TYPING SPEED TEST ON COMPUTER-100 MARKS

I	Short hand & Typing speed test on computer	The candidate must be computer savvy with a capacity to take dictation of 100 words per minute and typing speed of at least 60 words per minute in computer	100
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