



National Law University Tripura

Established by the Tripura Act No. 3 of 2022

Advt. no :- NLUT/NT/001

Dated:-17-11-2023

Opening date for submission of application form:-**17-11-2023**

Closing date for submission of application form:-**02-12-2023**

National Law University Tripura invites online applications from Indian Nationals with having Permanent Resident of Tripura Certificate (PRTC) for direct recruitment to the various non-teaching positions. The details of the vacancies (position titles and number of posts), pay scale, minimum-cum-desirable qualifications and application fees are mentioned below:-

POST	NUMBER OF POST	PAY SCALE	MINIMUM AND DESIRABLE QUALIFICATION
ASSISTANT REGISTRAR (Group A)	1 (ONE)- UR	(Pre-revised) Pay band (15600-39100/-) AGP 5400/- Corresponding revised scale Academic level 10 with rationalized entry pay 56,100/- as per UGC 7 Th CPC notification.	<u>Essential Qualifications: -</u> i) A Master's Degree from a recognized University with at least 55% marks or its equivalent grade. (ii) At least three years of relevant administrative experience in an office in Academics/Examinations/ Finance & Accounts/Procurement/ Human Resources Management in one or more of the following: (a) Central or State Universities or Research Institutions; (b) Central or State Government Departments and Agencies; (c) Autonomous Bodies under the Central or State Government; (d) Port Trusts; (e)Public Sector Undertakings; (f) Public Sector Banks or Financial Institutions; (g) Public Limited Companies. iii) The candidate must be a permanent resident of Tripura having valid PRTC. <u>Desirable:</u> Good knowledge of Information, Communication &Technology. <u>Recruitment Method:</u> Through Interview

ACCOUNTS OFFICER (Group B)	1(ONE)- UR	<p>(Pre-revised) PB-III.(Rs.10230/- Rs.34,800/-) GP 4800/-</p> <p>Corresponding revised scale Cell 1 of Level-13 of Tripura State Pay Matrix 2018.[Tripura state civil services(revised pay) (first amendment) rules 2018</p>	<p><u>Essential Qualifications:</u></p> <p>i) Candidates must have at least Bachelor Degree in Commerce/Economics/Pure Science subjects from a recognized University with qualifications in professional courses like Chartered Accountancy or Institute of Cost and Works Accountants of India (ICWAI).</p> <p>ii) The candidate must be a permanent resident of Tripura having valid PRTC.</p> <p><u>Desirable Experience:</u></p> <p>a) At least 5 year's experience in the field of Accounts related works in the Government Department /Organization/Institutions in the Pay Scale of Rs.10230-34,800/- with Grade pay Rs. 4,400/- (PB-3)(Pre revised)</p> <p>Recruitment Method:Written Test and Interview</p>
SECTION OFFICER (Group B)	1 (ONE)- UR	<p>(Pre-revised) PB-III pay band scale Rs 10230—34800/-, GP 4600/</p> <p>Corresponding revised scale Cell 1 of Level-12 of Tripura State Pay Matrix 2018.[Tripura State civil services(revised pay)(first amendment) rules 2018]</p>	<p><u>Essential Qualifications:</u></p> <p>i) Graduate degree of a recognized University with at least 15 years service experience in office work which should include 5 years in the grade of head clerk or equivalent post and successful completion of accounts training conducted by State Government.(experience certificate from the concern department shall be required to be produced).</p> <p>ii) The candidate must be a permanent resident of Tripura having valid PRTC</p> <p>Recruitment Method: Written Test and Interview</p>
JUNOR ASSISTANT (Group C)	2 (TWO)-UR 1 (ONE)- ST	<p>(Pre-revised) PB-II, Rs 5700-24000/-, GP -2200/-</p> <p>Corresponding revised scale</p>	<p><u>Essential Qualifications:</u></p> <p>i) Madhyamik or equivalent examination passed from any recognized board/ institution</p> <p>ii) Having knowledge of operating computer and proficiency in typing on computer with key board with an accurate speed of</p>

		Cell 1 of Level-7 of Tripura State Pay Matrix 2018.[Tripura State civil services(revised pay)(first amendment) rules 2018]	<p>minimum 30(thirty) words in English per minute along with basic computer knowledge.</p> <p>iii) The candidate must be a permanent resident of Tripura having valid PRTC.</p> <p><u>Desirable Experience: -</u> Having knowledge of Bengali/ Kokborok</p> <p>a) Prescribed type test should be conducted on computer with key board and not in manual typewriter machine</p> <p>b) Type test on computer shall be qualifying in nature and it carries no marks. all categories candidate shall be recruited even if they do not initially qualify in the type test on computer and if they are otherwise qualified, shall be given a consolidate pay for a period of 6(six) months at the end of which they should be tested again in typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidate pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>c) Exemption for person with disabilities. Person with disabilities who are otherwise qualify to hold clerical post(s) and who are certified as being unable to type by the state medical board or by a registered government medical officer should be exempted from typing qualification and type test.</p> <p>Recruitment Method: Written Test and Interview</p>
SYSTEM ADMINISTRATOR (Group B)	1 (ONE)- UR	(Pre-revised) PB-III (10230-34800/-) GP 4600/- Corresponding revised scale : Cell 1 of Level-12 of Tripura State Pay Matrix 2018.[Tripura State civil	<u>Essential Qualifications:</u> i) First class M.Tech. in Computer Science & Engineering (CSE)/Information Technology(IT) from any Institution approved by UGC/AICTE with 3years Post Qualification experience in Programming/Relational Data Base Management System/Networking/Server Management/Data Management (Design, development and organizing

		services(revised pay)(first amendment) rules 2018]	<p>computerized information storage and retrieval system) in a Government organization/PSU /Autonomous Bodies/Statutory Body/recognized Institution OR commercial /service industry establishment of repute</p> <p>Or</p> <p>ii) First class B.Tech in Computer Science & Engineering(CSE)/Information Technology(IT) or First class MCA /M.SC(Computer Science) with 5 years Post Qualification experience in Programming/Relational Data Base Management System/ Networking/Server Management/Data Management (Design, development and organizing computerized information storage and retrieval system) in a Government organization/PSU /Autonomous Bodies/Statutory Body/recognized Institution OR commercial /service industry establishment of repute.</p> <p>iii) The candidate must be a permanent resident of Tripura having valid PRTC.</p> <p>Recruitment Method: Written Test and Interview</p>
ASSISTANT LIBRARIAN (Group A)	1 (ONE)- UR	<p>(Pre-revised) Pay band (15600-39100/-) with AGP 6000/-</p> <p>Corresponding revised scale Academic level 10 with rationalized entry pay 57,700/- as per UGC 7th CPC notification</p>	<p>Essential Qualifications:</p> <p>i) A 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) The candidate must be a permanent resident of Tripura having valid PRTC.</p> <p>Recruitment Method: Through Interview</p>

SEMI PROFESSIONAL ASSISTANT (Group C)	1 (ONE)- UR 1 (ONE) - ST	(Pre-revised) PB-II pay band scale Rs(5700-24000/-) , GP- 2200/- Corresponding revised scale Cell 1 of Level-7 of Tripura State Pay Matrix 2018.[Tripura State civil services(revised pay)(first amendment) rules 2018]	<u>Essential Qualifications:</u> i) Madhyamik or equivalent examination passed from any recognized board/ institution ii) Having knowledge of operating computer and proficiency in typing on computer with key board with an accurate speed of minimum 30(thirty) words in English per minute along with basic computer knowledge. iii) The candidate must be a permanent resident of Tripura having valid PRTC. <u>Desirable Experience: -</u> Having knowledge of Bengali/ Kokborok a) prescribed type test should be conducted on computer with key board and not in manual typewriter machine b) Type test on computer shall be qualifying in nature and it carries no marks . all categories candidate shall be recruited even if they do not initially qualify in the type test on computer and if they are otherwise qualified, shall be given a consolidate pay for a period of 6(six) months at the end of which they should be tested again in typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidate pay till such time they qualify and shall not be entitled to any annual increment. c) Exemption for person with disabilities. Person with disabilities who are otherwise qualify to hold clerical post(s) and who are certified as being unable to type by the state medical board or by a registered government medical officer should be exempted from typing qualification and type test Recruitment Method: Written Test and Interview
DATA ENTRY OPERATOR (DEO)	1(ONE) -UR	(Pre-revised) PB-II Rs (5700-24000/-),	<u>Essential Experience:</u> i) Madhyamik or equivalent examination passed from any

(Group C)	1 (ONE) - ST	GP 2200/- Corresponding revised scale Cell 1 of Level-7 of Tripura State Pay Matrix 2018.[Tripura State civil services(revised pay)(first amendment) rules 2018]	<p>recognized board/ institution</p> <p>ii) Having knowledge of operating computer and proficiency in typing on computer with key board with in accurate speed of minimum 30(thirty) words in English per minutes along with basic computer knowledge.</p> <p>iii) For selection to Bengali typist minimum speed should be 25(twenty five) words in Bengali per minutes on computer with key board, along with basic computer knowledge.</p> <p>iv) The candidate must be a permanent resident of Tripura having valid PRTC.</p> <p><u>Desirable Experience:-</u> Having knowledge of Bengali/ Kokborok</p> <p>a) prescribed type test should be conducted on computer with key board and not in manual typewriter machine</p> <p>b) Type test on computer shall be qualifying in nature and it carries no marks. All categories candidate shall be recruited even if they do no initially qualify in the type test on computer and if they are otherwise qualified, shall be given a consolidate pay for a period of 6(six) months at the end of which they should be tested again in typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidate pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>c) Exemption for person with disabilities. Person with disabilities who are otherwise qualify to hold clerical post(s) and who are certified as being unable to type by the state medical board or by a registered government medical officer should be exempted from typing qualification and type test</p> <p>Recruitment Method: Written Test and Interview</p>
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MULTI TASKING STAFF (MTS) (Group D)	3(THREE) UR 2 (TWO) – ST 1 (ONE)- SC	(Pre-revised) PB-I Rs 4840-13000/,GP- 1400/- Corresponding revised scale Cell 1 of Level-1 of Tripura State Pay Matrix 2018.[Tripura State civil services(revised pay)(first amendment) rules 2018]	<u>Essential Qualifications:-</u> i) Class VIII (Eight) passed form any recognized school for UR candidates. ii) Class V Passed form any recognized school for SC/ST/PwD candidates. iii) The candidate must be a permanent resident of Tripura having valid PRTC. Recruitment Method: Written Test and Interview
ELECTRICIAN (Group C)	1 (ONE) - UR	(Pre-revised) PB-II Rs (5700-24000/-), GP -2100/- Corresponding revised scale Cell 1 of Level-6 of Tripura State Pay Matrix 2018. [Tripura State civil services (revised pay) (first amendment) rules 2018].	<u>Essential Qualifications:-</u> i) Madhyamik or equivalent examination passed from any recognized board/ institution 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 relevant field iv) Subject to qualify trade test. v) The candidate must be a permanent resident of Tripura having valid PRTC <u>Desirable Experience:-</u> Having knowledge of Hindi, Bengali/ Kokborok Recruitment Method: Written Test and Interview
COOK (Group D)	1 (ONE) - UR	(Pre-revised) PB-II Rs (4840-13000/) GP -1400/- Corresponding revised scale	<u>Essential Qualifications:-</u> i) Class VIII (Eight) passed from any recognized school for UR candidates. ii) Class V Passed from any recognized school for SC/ST/PwD candidates.

		Cell 1 of Level-1 of Tripura State Pay Matrix 2018.[Tripura State civil services(revised pay)(first amendment) rules 2018].	<p>iii) The candidate must be a permanent resident of Tripura having valid PRTC.</p> <p><u>Desirable Experience:-</u> Knowledge of Bengali or Kokborok</p> <p><u>Recruitment Method:</u> Written Test and Interview</p>
PRINCIPLE PRIVATE SECRETARY (Group B)	1 (ONE) - UR	<p>(Pre-revised) PB-III Rs.10230/- Rs.34800/- GP- 4800/-</p> <p>Corresponding revised scale Cell 1 of Level-13 of Tripura State Pay Matrix 2018.[Tripura State civil services(revised pay)(first amendment) rules 2018].</p>	<p><u>Essential Qualification :-</u></p> <p>i) Graduate degree of a recognized University with at least 5 years' service experience in office work in the post not lower than PA.</p> <p>ii) The candidate must be a permanent resident of Tripura having valid PRTC.</p> <p><u>Desirable Qualification:-</u></p> <p>a) Knowledge of English, Hindi, Bengali or Kokborok b) Experience as PS in any University c) Experience in stenography</p> <p><u>Recruitment Method:</u> Written Test and Interview</p>

GENERAL NOTE:

1. Group 'C' and D' category will be kept on fixed pay basis by keeping in abeyance the concerned regular pay scale post as per the State Government policy decision.
2. For syllabus related to recruitment kindly go through the syllabus for recruitment of non-teaching positions.
3. Question papers will be set only in **English** language.
4. Question paper will have multiple choice questions (MCQ). OMR Sheet will be used for marking the answers.
5. Each question shall bear **1(one) mark**.
6. There shall be **negative marking** of a **half (1/2)** mark for each wrong answer/multiple answers.
7. Written Test and Viva-Voce will be held in Agartala only.
8. Final selection will be based on the marks obtained after totaling marks scored in the Written Test and Viva-Voce/Interview.

Application fee for the various category of post are as follows:-

Sl. No.	Category	Application Fee for Unreserved post (In rupees)	Application fee for SC/ST/BPL (In rupees)
1.	Group A	1000/-	750/-
2.	Group B	750/-	500/-
3.	Group C	500/-	350/-
4.	Group D	300/-	200/-

The Interested candidates shall apply on or before the **LAST DATE of Application on December 02 2023**. The applications are invited via the online application filing system. [Click Here to Apply:](#)

Sd/-
Registrar
National Law University Tripura