

**PROCEDURE TO BE FOLLOWED BY THE CANDIDATES  
TO APPLY FOR THE POSTS**

1. (A) Application forms for direct recruitment may be procured from any of the branch of Tripura Gramin Bank on payment of prescribed fees OR may be downloaded from the Commission's website "[www.tpsc.gov.in](http://www.tpsc.gov.in)".
- (B) Application forms for Departmental examination may be downloaded from the Commission's website "[www.tpsc.gov.in](http://www.tpsc.gov.in)".

**2. FEE STRUCTURE;**

**(A) For Direct Recruitments**

Group – A Posts	Rs. 200/- only for general candidates and Rs.150/- only for ST/SC/BPL Card holders/Physically Handicapped candidates.
Group – B Posts	Rs.150/- only for general candidates and Rs.100/- only for ST/SC/BPL Card holders/Physically Handicapped candidates.
Group – C Posts	Rs.100/- only for general candidates and Rs.50/- only for ST/SC/BPL Card holders/Physically Handicapped candidates.

**(B) For Departmental Examinations**

Rs. 150/- only for all category of candidates.

3. Application not accompanied by the prescribed fee will not be considered.
4. The refund of application fee for selection through advertisement will be allowed only where selection process is cancelled and in no other case.
5. Applications may be submitted either in person or by post.
6. Filled in application must reach the Secretary, Tripura Public Service Commission, Agartala, West Tripura on or before the last date of submission of application as indicated in the advertisement for the post(s). Application received after last date of submission of application will be summarily rejected.

Contd.....

7. Applications incomplete in any form or defective or containing statements which are incorrect or false or if there is any suppression of facts, are liable to be summarily rejected. No correspondence or queries from applicants will be entertained.

**8. Canvassing in any form will disqualify a candidate.**

9. Selection may be made by interview or written examination/ Screening Test including type test where necessary at the discretion of the Commission.

10. The number of vacancies is subject to increase or decrease.

11. The candidates must be in possession of the prescribed qualifications for respective post(s) on the closing date of submission of application.

12. The prescribed essential qualifications as generally mentioned in the advertisement for a particular post(s) are minimum and mere possession of the same does not entitle candidates to be called for interview except in case of scheduled examination(s).

13. If the number of application received in response to the advertisement is large and it will not be convenient or possible for the Commission to interview all those candidates, the Commission may restrict the number of candidates for interview to a reasonable limit on the basis of qualification and experience higher than the minimum prescribed in the advertisement or by holding a Screening Test.

14. No TA/DA will be paid by the Commission except in case of unemployed ST/SC candidates permanently residing in Tripura. Reimbursement of examination fee/TA/DA etc. for them will be paid as per Rules.

15. The benefit of reservation of vacancy and upper age concession up to five years are admissible only to SC/ST candidates of Tripura. SC/ST candidates of other states may apply for unreserved vacancies as general candidates.

16. Relaxation of age to SC/ST candidates will be as per Rule for the time being in force.

Contd.....

## DO'S

1. Submit application in the prescribed form only procured from any of the branch of Tripura Gramin Bank or downloaded from the website.
2. Submit application downloaded from website along-with the required amount of fees in the manner as instructed.
3. Attach a **self-addressed envelope** (28 cm x 12 cm) **bearing postage worth Rs.5/-** (Rupees five) only affixed thereon.
4. Also attach a self addressed Post-card bearing postage worth Rs.5/- (Rupees Five) only affixed thereon indicating the Advertisement No., Item No. and name of the post applied for.
5. If you wish to apply for more than one post, submit separate application along-with prescribed fee for each post.
6. Super scribe the words "Application for the post of....." on the top of the envelope while sending/submitted the application form.
7. Attach attested/self attested copies of the certificates/documents as per requirement of the application form( if not otherwise instructed).
8. If you are employed, apply through proper channel or attach a "No Objection Certificate" from your employer for the post applied for. However, in former case, you must submit an advance copy of application along with copies of all required certificates/documents directly to the Commission and another copy (photocopy of the filled in application) through proper channel.
9. If you are in any employment after submission of application, you will have to produce "No Objection Certificate" from your employer at the time of interview.
10. You are to enclose three copies of attested/self-attested pass port-size recent photographs with the application.
11. Indicate percentage of marks secured from Madhyamik Examination and onwards. Conversion formula should be enclosed where the mark-sheet contains only grade points.
12. Before sending/submitted the application, check that all the entries are made properly signed wherever required and enclosed copies of all the certificates/documents required.

Contd.....

## **DON'TS**

1. Do not submit application in a form other than the prescribed one.
2. Do not send/submit application without prescribed fees while the application form is downloaded from the website.
3. Do not pay fees in the manner other than IPO or Bank Draft or Banker's Cheque. (if so required) .
4. Do not use application form filled in or used for previous recruitment or some other advertisement which will not be considered.
5. Neither furnish any false particulars nor suppress any material information in the application nor correct nor alter/tamper with any entry in a document nor its attested/certified copy submitted by you nor submit a tempered/fabricated document
6. Do not resort to impersonation, irregular or improper means in connection with your candidature, or adopt any unfair means during the test/examination or misbehavior in the Examination Hall or any act unbecoming of a candidate which may render you liable to criminal prosecution or disqualify for selection to the post for which you are a candidate or debar you permanently or for a specified period from examination or selection.
7. Do not send/submit the application if you are under aged/over aged or do not possess the minimum qualifications and experience required for the post.
8. Do not send/submit application without mentioning the name of the post.

Contd.....

**GUIDELINES FOLLOWED FOR CONDUCTING VARIOUS EXAMINATIONS, INTERVIEW/PERSONALITY TEST.**

*No.F.9(40)/Con/Exam/TPSC/2016*

***TRIPURA PUBLIC SERVICE COMMISSION***

*Dated, The 15<sup>th</sup> February, 2016*

**MEMO**

**Henceforth, the Commission has decided to follow the following guidelines for conducting various Examinations, Interview/Personality Test.**

➤ **Scheduled Examinations:-**

The Scheduled Examinations are to be conducted by the Commission as per guidelines laid down in the respective service rules.

➤ **Non Scheduled Examination:-**

If the Commission decides that number of candidate is large with respect to the number of vacancy, Examination/Screening Test for screening the candidates will be conducted.

On the other hand, if the Commission decides that number of candidate is not very large in respect to the number of vacancy, Interview/Personality Test is to be conducted for selection of the candidates.

**PRINCIPLES FOLLOWED FOR CALLING THE CANDIDATES FOR PERSONALITY TEST/INTERVIEW/VIVA-VOCE/TYPE TEST/SHORTHAND WRITING TRANSCRIPTION TEST:-**

**1.** In case of Non-Scheduled Examination comprising Interview/Personality Test only, all eligible candidates will be called for Interview/Personality Test, if not otherwise decided by the Commission.

**2. a)** The Commission follows the guideline articulated in the Service Rules or Recruitment Rules for calling a candidate to appear in the Interview-cum-Personality Test/Personality Test/Viva-Voce in case of specified Scheduled Examination.

**b)** In the absence of any such guideline in the Service Rules or Recruitment Rules, Candidates are called for Personality Test/Interview on the basis of the result of the Written Examination conducted in the form of Combined Competitive Examination **OR** Scheduled Examination **OR** Screening Test if so decided by the Commission (in case of Non-Scheduled Examination), in the following ratio, subject to attaining of qualifying marks (cut- off marks) if and where applicable.

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

Contd.....

Unless otherwise decided by the Commission, the cut-off marks to qualify in the Screening Test are as follows:-

Sl No	Category of vacancy	Cut-off marks
1	UR	35 (thirty five)
2	SC, SC(Differently abled),SC(Ex Serviceman), UR(Differently abled) & UR (Ex Serviceman)	30 (thirty)
3	ST, ST(Differently abled) & ST (Ex Serviceman)	25 (twenty five)

c) For Type Test/Short-hand Writing & Transcription Test, candidates qualified in the Preliminary Examination/Screening Test will be called in the following ratio:-

Number of vacancies	Number of candidates to be called for (Category wise)
1(one)	10 (ten) candidates
2 (two)	16 (sixteen) candidates
3(three)	21 (twenty one) candidates
4(four)	24 (twenty four) candidates
5 (five) and above	5 (five) times the number of vacancies

Candidate(s) scoring marks equal to that of the last candidate so selected for Personality Test/Interview/Type Test/Shorthand Writing & Transcription Test will also be called for Personality Test/ Interview/ Type Test/Shorthand Writing & Transcription Test.

This is in supersession of all earlier decisions in this regard.

Sd/-  
(S. Riyan)  
Secretary, TPSC