

GUIDELINES

PROCEDURE TO BE FOLLOWED BY THE CANDIDATES TO APPLY FOR THE POSTS WHICH ARE FILLED UP BY DIRECT RECRUITMENT.

1. Application forms may be procured : (i) on all working days from 10.30 A.M. to 1.30 P.M. from the Office of the Commission at Agartala, West Tripura either in person or (ii) by post on payment of prescribed fees by Indian Postal Order payable to the “Secretary, Tripura Public Service Commission” at Agartala Head Post Office or by Bank Draft/Banker’s Cheque drawn in favour of the “Secretary, Tripura Public Service Commission payable at any branch of Nationalised Bank at Agartala or (iii) may be downloaded from the Commission’s website “www.tripura.nic.in/tpsc”.
2. **FEE STRUCTURE;**

FOR POSTS TO BE FILLED UP THROUGH SCHEDULED EXAMINATIONS

i) Tripura Civil Service/Tripura Police Service Examinations.	Rs.150/- only for general candidates and Rs.40/- only for ST/SC/BPL Card holders/Physically Handicapped candidates.
ii) Tripura Forest Service Examination.	Rs.200/- only for general candidates and Rs.150/- only for ST/SC/BPL Card holders/Physically Handicapped candidates.
iii) Other Scheduled Examinations.	Rs.150/- only for general candidates and Rs.75/- only for ST/SC/BPL Card holders/Physically Handicapped candidates.

FOR POSTS TO BE FILLED UP OTHERWISE THROUGH SCHEDULED WRITTEN EXAMINATION.

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.75/- 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.

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.
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/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. Where a number of years of experience is prescribed as an item of qualification, experience would mean only experience gained in full time employment after acquiring minimum academic qualifications including training, if any.
15. 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.
16. 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.
17. Relaxation of age to SC/ST candidates will be as per Rule for the time being in force.

DO'S

1. Submit application in the prescribed form only procured from the Office of the Commission 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.2/- (Rupees two) 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. Superscribe 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.
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.

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.
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.

PRINCIPLES FOLLOWED FOR CALLING CANDIDATES FOR PERSONALITY TEST/INTERVIEW/TYPE TEST/SHORTHAND TEST

After the Written Examination in the form of Combined Competitive Examination or other Scheduled Examination or Screening Test, the candidates are called for Personality Test/Interview in the following ratio, unless otherwise decided by the Commission :-

<u>Number of vacancies</u>	<u>Number of candidates to be called (category wise) in order of merit.</u>
1.	5 candidates
2.	8 candidates
3 and above	3 times the number of vacancies

For Type Test/Short-hand Test candidates are called in the following ratio :-

<u>Number of vacancies</u>	<u>Number of candidates to be called (category wise) in order of merit/</u>
1.	10 candidates
2.	16 candidates
3.	21 candidates
4.	24 candidates
5 and above	5 times the number of vacancies

* Candidate(s) scoring marks equal to the last candidate so selected for Personality Test/Interview/Type Test/Shorthand Test are also called for such Personality Test/Interview.