

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

DIRECT RECRUITMENT

1. Application for direct recruitment will be accepted through '**Online Application Portal**' only. Online Application Portal link is available on Commission's websites www.tpsc.gov.in or/and www.tpsc.tripura.gov.in.

2. **Fee Structure:**

All recruitment fees to be paid through online payment gateway only. Recruitment fees once paid are non-refundable.

1.	For TCS and TPS/TFS Examination	Rs.300/-only for UR Candidates and Rs.250/- for ST/SC/PH & BPL Card holders
2.	For Other Scheduled Examination	Rs.250/-only for UR Candidates and Rs.150/- for ST/SC/PH & BPL Card holders
For the post to be filled up by Screening Test or otherwise through Written Examination		
1.	For Group-A post	Rs.300/-only for UR Candidates and Rs.250/- for ST/SC/PH & BPL Card holders
2.	For Group-B post	Rs.250/-only for UR Candidates and Rs.150/- for ST/SC/PH & BPL Card holders
3.	For Group-C post	Rs.150/-only for UR Candidates and Rs.100/- for ST/SC/PH & BPL Card holders

3. Online application without successful payment of prescribed fee will not be considered and entertained.

4. No refund of application fee for selection through advertisement will be allowed whether selection process is cancelled or in any other cases.

5. Applications will be accepted only through 'Online Application Portal'. Applications submitted either in person or by post will not be entertained unless instructed in the advertisement or Commission's notification.

6. Final submission of application must be done on or before the last date of submission of application as indicated in the advertisement for the post(s). Candidates will not able to apply for the post after the stipulated time and date of submission of application. Or application received after last date of submission of application will be summarily rejected.

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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 or both including Type Test or other required test where necessary at the discretion of the Commission.
10. The number of vacancies is subject to increase or decrease as per requisition of the Government.
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. No TA/DA will be paid by the Commission for appearing the examination.
14. The benefit of reservation of vacancy and upper age concession up to 05(five) years are admissible only to SC/ST candidates of Tripura. SC/ST candidates of other states may apply for unreserved vacancies as UR candidate.
15. Relaxation of age to SC/ST candidates will be as per Rule for the time being in force.
16. If you are employed, apply through proper channel or submit a "No Objection Certificate" from your employer for the post applied for whenever asked to submit required documents.
17. 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.
18. 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 tampered/fabricated document.
19. 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.

DEPARTMENTAL EXAMINATION

1. Application for Departmental Examination will be accepted "**Through Proper Channel**" only. Application Form will be available on Commission's websites www.tpsc.gov.in or/and www.tpsc.tripura.gov.in.
2. **Fee :- Rs. 250/-** only for all category of employees. Fees once paid are non-refundable.
3. Candidate should submit application in the prescribed form only.
4. Candidate should pay fees in the manner either the IPO or Bank Draft or Banker's Cheque.
5. Application not accompanied by the prescribed fee will not be considered.
6. No refund of application fee will be allowed whether examination process is cancelled or in any other cases.
7. Filled in application through proper channel must reach the Secretary, Tripura Public Service Commission, Agartala, West Tripura on or before the stipulated time and date of submission of application as indicated in the advertisement/Notification for the post. A candidate will not be allowed to sit in the examination if his/her application , through proper channel not reached at TPSC within the stipulated time and date.
8. Applications incomplete in any form or defective or containing statements which are incorrect or false are liable to be summarily rejected. No correspondence or queries from applicants will be entertained.
9. No TA/DA will be paid by the Commission for appearing the examination.
10. Candidates are allowed to leave the Examination Hall after completion of 1(one) hour of Examination.
11. Do not resort to impersonation, irregular or improper means in connection with your candidature, or adopt any unfair means during the 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 the departmental examination for which you are a candidate or debar you permanently or for a specified period from examination or selection.