

**HIGH COURT OF TRIPURA  
AGARTALA**

No.F.4(24)-HC/2021/23037.

Dated, Agartala, the 25<sup>th</sup> October, 2021

**Advertisement No. 02/2021**

(For recruitment to the posts of Personal Assistant)

Online applications are invited from bonafide citizens of India who are not below 18 years of age and not more than 40 years of age in case of others and 45 years in case of candidate belonging to Scheduled Castes & Scheduled Tribes as on 01.01.2021 for filling up of the following 14 (fourteen) vacant posts of Personal Assistant in the establishment of the High Court of Tripura:

Category of Post	Name of the Post	Number(s) of Vacancies	Scale of pay
Group-B Non-Gazetted	Personal Assistant	14 (fourteen) in the regular scale of pay.	In the entry pay of ₹42,900/- per month in the Pay Matrix Level-12 of TSCS (Revised Pay) (First Amendment) Rules, 2018, subject to revision by the Government from time to time.

Out of 14 posts, 07 posts are meant for UR category, 04 posts are reserved for Scheduled Tribes and 03 posts are reserved for Scheduled Castes.

If no suitable candidate of reserved categories is found available, the posts will be filled up as per Rule 8 of High Court of Tripura Services (Appointments, Conditions of Service and Conduct) Rules, 2014' (as amended).

The number of posts to be filled up is subject to increase or decrease as per requirement of the High Court of Tripura and selected panel of candidates will remain valid for 1(one) year from the date of its publication.

A candidate must be a citizen of India as defined in Articles 5 & 6 of the Constitution of India and must be a Graduate in any discipline from any recognized University and have Shorthand Speed at the rate of at least 100 words per minute and Typing Speed of 40 words per minute on a computer. Due weightage will be given to the Law Graduate.

ST/SC candidates of other States should apply as general candidate alongwith application fees prescribed for candidates of general category.

The application fee for UR category applicant is ₹400/- (Rupees four hundred only) and that of reserved category (SC/ST) applicant is ₹200/- (Rupees two hundred only). 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.

The candidate shall have to appear in the Written Test and after Written Test, 1:6 candidates against the vacancies advertised will be called for Stenography Test (dictation & transcription) as per merit.




**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 spouses living; or
- (e) If he directly or indirectly tries to influence the recruiting authority by any means.

### IMPORTANT NOTES

- i) **Online Application:**
  - a) Candidates have to submit application through Online Application Portal only. The High Court will not entertain any hard copy 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 26.10.2021 to 20.11.2021 (upto 04:00 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 unavailable 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 application 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 qualifying in the Written Test will be asked for scrutiny of original marks-sheets/certificates/documents. If the candidate fulfills the criteria of her/his candidature then eligible for Stenography Test (dictation & transcription).
- 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 26.10.2021 to 20.11.2021 (4.00 P.M.)
Last date of finalisation of online application	20.11.2021 (4.00 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.

  
(D.M. Jamatia)  
Registrar General  
High Court of Tripura  
Agartala