



# TRIPURA UNIVERSITY

(A Central University)  
Suryamaninagar – 799022  
Tripura, INDIA

Advertisement No. TU/01/2020

23rd  
Dated: November, 2020

## EMPLOYMENT NOTIFICATION

Applications are invited from eligible Indian nationals for filling-up of the following vacant Non-teaching Group-A posts carrying pay level and pay range as per 7<sup>th</sup> CPC, as indicated against each, plus other allowances as per Central Government rules:

Sl. No.	Name of the Post	No of Posts and reserved category					Pay Matrix as per 7 <sup>th</sup> CPC	
		UR	OBC	SC	ST	EWS	Pay Level	Pay Range
1	Finance Officer	1	-	-	-	-	14	144200-218200
2	Controller of Examinations	1	-	-	-	-	14	144200-218200
3	Director, College Development Council	1	-	-	-	-	14	144200-218200
4	Librarian	1	-	-	-	-	14	144200-218200
5	Deputy Registrar	2	1	-	-	-	12	78800-209200
6	Senior System Analyst	1	-	-	-	-	12	78800-209200
7	Assistant Registrar	2	1	1	-	-	10	56100-177500

N.B- UR-Unreserved, SC-Scheduled Caste, ST-Scheduled Tribe, OBC-Other Backward Caste, EWSs – Economically Weaker Sections.

Registrar (i/c)

Sl. No.	Name of the Post	Educational qualification and other criterion
1.	Finance Officer  (For a tenure of 5 years)	<p><b>Essential:</b></p> <p>(i) A Master's degree with Commerce or Business Administration (Finance) or comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post with experience in Finance and Accounts.</p> <p style="text-align: center;">Or</p> <p>A commerce graduate and qualified CA/ICWA with at least 15 years of work experience in the relevant field of activities.</p> <p><b>Note:</b> The minimum requirement of 55% shall not be insisted upon for the Finance Officer, Deputy Registrar (Finance) or its equivalent and for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside the University system.</p> <p><b>Age limit for direct recruits: Preferably below 57 yrs.</b></p>
2.	Controller of Examinations  (For a tenure of 5 years)	<p><b>Essential:</b></p> <p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute.</p> <p>(ii) At least 15 years of experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years of service in AGP of Rs.8000/- and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p><b>Desirable:</b> Relevant experience of the University Examination System.</p> <p><b>Note:</b> The minimum requirement of 55% shall not be insisted upon for the Controller of Examinations, Deputy Registrar (Examinations) or its equivalent and for the existing incumbents who are already in the university system. However, these marks should be insisted upon for those entering the system from outside the University system.</p>

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		<b>Age limit for direct recruits: Preferably below 57 yrs.</b>
3.	Director, College Development Council (For a tenure of 5 years)	<p><b>Essential:</b></p> <p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven-point scale from a recognized University/Institute.</p> <p>(ii) At least 3 years of experience as Associate Professor in the AGP of Rs.9000/- along with experience in educational administration.</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p><b>Age limit for direct recruits: Preferably below 55 yrs.</b></p>
4	Librarian	<p><b>Essential:</b></p> <p>(i) A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point scale wherever the grading system is followed.</p> <p>(ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years experience as a College Librarian.</p> <p>(iii) Evidence of innovative library services, including the integration of ICT in a library.</p> <p>(iv) A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.</p> <p><b>Age limit for direct recruits: Preferably below 57 yrs.</b></p>
5.	Deputy Registrar (Finance/ Academic/ Administration)  UR – 1 : Finance UR – 1 : Academic OBC – 1 : Administration	<p><b>A. Finance:</b></p> <p><b>Essential:</b></p> <p>(i) A Master's degree with Commerce or Business Administration (Finance) or comparable equivalent degree in relevant area with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute.</p> <p>(ii) Nine years' of experience as a Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration,</p> <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>Five years of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Desirable:</b> Preference will be given to candidates with ICWA/CA.</p> <p><b>B. Administration/Academic:</b></p> <p><b>Essential</b></p> <p>(i) A Master's degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale from a recognized University/Institute.</p> <p>(ii) Nine years' of experience as a Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration.</p> <p style="text-align: center;">Or</p>

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		<p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>Five years' of administrative experience as Assistant Registrar or in an equivalent post.</p> <p><b>Age Limit for direct recruits 50 years</b></p>
6	Senior System Analyst	<p><b>Essential:</b></p> <p>First class M. Tech in (Computer Science Engineering-CSE/Information Technology-IT) with 5 years relevant experience.</p> <p style="text-align: center;">Or</p> <p>MCA with 7 years experience in relevant area</p> <p style="text-align: center;">Or</p> <p>M.Sc. (Computer Science) with 8 years experience in relevant area</p> <p style="text-align: center;">Or</p> <p>First Class B.Tech/B.E. Engg. (Computer Science/ Information Technology) or equivalent relevant degree with 8 years experience</p> <p><b>Age Limit for direct recruits 50 Years</b></p>
7.	<p>Assistant Registrar (Administration/ Academic/ Examination)</p> <p>UR – 2: Administration OBC -1: Academic SC – 1 : Examination</p>	<p><b>Essential:</b></p> <p>Master's degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale alongwith a good academic record from a recognized University/Institute.</p> <p><b>Age Limit for direct recruits 45 years</b></p>

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
**:General Instructions:**

- (i) Commencement of filling application form through online will be opened from **01.12.2020 (10 a.m.)** and closing date will be on **24.12.2020 (upto 5:00 p.m.)**. The online application form will be available in the Tripura University website.
- (ii) The hard copy of filled-in online application form/acknowledgement along with self-attested all supporting documents (qualifications, experiences, DOB proof, nationality, caste certificate etc.) shall have to reach the University on/before **15.01.2021 by 5:00 p.m.** in a sealed cover superscribed with "Post Applied For \_\_\_\_\_, advertisement No. \_\_\_\_\_" addressed to the Registrar, Tripura University, Suryamaninagar-799022.
- (iii) The hard copy of applications and other documents reaching the University after due date or applications incomplete in any respect shall not be considered.
- (iv) The university will not be responsible for any kind of postal delay and no request shall be entertained after **15.01.2021 (5:00 p.m.)**.
- (v) In service applicants should send their filled-in online application form/acknowledgement through proper channel within **25.01.2021 by 5:00 p.m.** However, it is compulsory to submit the advance copy by **15.01.2021**.
- (vi) Applicants intending to apply for more than one post shall have to submit separate online application for each post along with separate application fees.
- (vii) Online application fee is **Rs. 500/-** for General/OBC and **Rs. 200/-** for SC/ST/EWSs/Women/Ex-serviceman. Payment has to be made only through online mode (credit/debit card/Net Banking). However, PwDs are exempted from payment of fees.
- (viii) Fees once paid shall not be refunded under any circumstances.
- (ix) Applicants who have applied earlier under advertisement vide No.TU/01/2019, dated 4<sup>th</sup> March, 2019 shall have to apply afresh if the same post exists after recast of reservation roster due to implementation of reservation for EWSs. However, they need not pay the application fee again provided they upload documentary proof of previous payment/acknowledgement.
- (x) Applicants should furnish their valid mobile phone number and E-mail ID. If there is any change in the address, e-mail ID, mobile phone number after submission of application, the applicants should inform the University accordingly.
- (xi) Age will be counted as on **24.12.2020**. The experience and qualification will be reckoned as on last date of submission of application.
- (xii) The upper age-limit prescribed for direct recruitment shall be relaxable in accordance with the Govt. of India/UGC directives. However, Executive Council, Tripura University may relax upper age limit for any non-teaching post if it deems necessary in case of applicants serving on regular/contractual/fixed/DRW basis in this University as per the Cadre Recruitment Rules of Tripura University (Non-teaching), 2011.
- (xiii) Application for the post reserved for SC/ST/OBC/EWSs/PwD(OH/HH) & Ex-Serviceman should be supported by the SC/ST/OBC(NCL)/EWS/PwD & Ex-Service certificates issued by the competent authority.
- (xiv) The prescribed qualifications and experiences are minimum and mere possession of the same will not entitle him/her for being called for Interview/Written Examination/Test.
- (xv) While filling up the posts under direct recruitment other than Statutory posts, the university may hold written test, if necessary for all the Non-Teaching Group-A posts for short-listing of applicants. Applicants shall be called for interview only if they qualify in written test. Selection shall be made on the basis of performance in interview only.



The written test topics may comprise proficiency in English (Comprehension, Synonyms, Antonyms etc.), General Knowledge, Analytical Ability, University System, Tripura University Statutes and Ordinances, Office Procedures and Basic Government of India Rules etc.

- (xvi) The University shall verify the antecedents or documents at any time of appointment or during the tenure of service. In case, it is detected that the documents submitted by the applicants are fake or the applicant has a clandestine antecedents/ background and has suppressed the said information, then his/ her services shall be terminated.
- (xvii) The vacant posts advertised may increase or decrease.
- (xviii) Canvassing in any form in favour of candidature both direct and indirect is strictly prohibited. Violation of this code of conduct will be treated as misconduct and will be brought to the notice of selection committee concerned. The University reserves the right to cancel candidature of such applicants at any point of time if found canvassing.
- (xix) No interim correspondence shall be entertained.
- (xx) No TA/DA shall be paid to the applicants for attending the examination/test/interview.
- (xxi) The University reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant.
- (xxii) In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issuance of appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicants.
- (xxiii) Errors and omissions in notification and selection process are subject to corrections as per rules and regulations of University/UGC/GoI
- (xxiv) Any corrigendum/addendum to this advertisement or further notifications/notices relating to date/time/venue of examination/test/interview shall be notified in due course at the Tripura University website ([www.tripurauniv.ac.in](http://www.tripurauniv.ac.in))
- (xxv) In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Vice-Chancellor, Tripura University in all matters relating to eligibility, acceptance or rejection of applications, mode of selection, conduct of examination/test/interview will be final and no query or correspondence will be entertained in this connection.
- (xxvi) Applicants, who have obtained degrees or diplomas or certificates for various courses from any Institution, declared fake/derecognized by the UGC and such other authorities, shall not be eligible for being considered for recruitment to the posts advertised.
- (xxvii) As per the Judgment of the Hon'ble Supreme Court in the case WP (C) 19 of 2004, the Cut-off date is 11.02.2005 for those who have obtained their degrees through ODL mode (Off campus). The applicants having such degrees on or before 11.02.2005 can apply.

  
Registrar (i/c) 25/11/2020