

No: SED/ESTT/IGDC/1(92)/2020/ 1760

Date: - 14-12-2020

EMPLOYMENT NOTIFICATION: 16/2020-21

Applications are invited from the eligible candidates to recruit in the following posts on **Purely Contract Basis** for a period of **11(Eleven) months** for Indo-German Development Cooperation Project (CREFLAT). Details of the posts are given below.

Item No	Name of the Post with Place of Posting	No. of Post	Essential Qualification and Experience	Monthly Contract Pay	Age Limit
1	Technical Assistant – I (1 each at Ganganagar, Kamalpur, Chaumanu, Gandachera, Manu, Raishyabari, Dasda, Vanghmun)	08	Graduate Degree In Science / Engineering. 3 Years experience in any Natural Resource Management Project in Tripura is desirable; Proficiency In Bangle is essential; Knowledge of Kokborok is desirable	30,000	41
2	Technical officer (I), Horti-Forestry (1 each at Ambassa & Dharmanagar)	02	M.sc degree in Forestry/Horticulture; Doctorate on Horti-Forestry matter is desirable 3 years relevant experience in any NRM project in Tripura is essential	60,000	44
3	Technical Officer (II)-Safeguards (1 each at Ambassa & Dharmanagar)	02	M.SC degree in Environment Science; Doctorate on safeguards related matter is desirable; 3 years relevant experience is essential	60,000	44
4	Project Implementation Officer (Agartala)	01	Post-graduate degree with Doctorate in project implementation or forestry related matter; 8 years experience in any externally aided project in Tripura is essential	80,000	45
5	Administrative officer (1 each at Agartala, Ambassa & Dharmanagar)	03	Post-Graduate degree with specialization in public administration/HRD 3 years experience in Tripura	40,000	44
6	Technical Assistant- II(1 each at Ambassa, Salema, Dharmanagar)	03	Graduate in Science/Engineering. 3 years experience in any Natural Resource Management project in Tripura; Proficiency in Bangla is essential; Knowledge of Kokborok is desirable	30,000	40
7	Accounts officer (Agartala)	01	CA/ICWA/PG Diploma in Finance/Accounts; 3 years experience in externally Aided Project in Tripura is essential	40,000	40
8	Technical Officer (III) Scientific Studies & Capacity Building (Agartala)	01	Post Graduate Degree in HR Menegement with Specialization in capacity Building; 7 years experience in any externally aided project in Tripura is essential	70,000	44
9	Technical Officer(IV), Non Timber Forest Produce, (Agartala)	01	M.Sc with Doctorate in NTFP related matter. 7 years experience in any externally aided project in Tripura is essential	70,000	44
10	Technical officer (V), Communication & Information Management, (Agartala)	01	MCA/Post – graduate in Information Management with specialization in Communication	70,000	44
11	PA/Stenographer, (Agartala)	01	Graduate with proficiency in Stenography and word processing; 3 years experience in Tripura is desirable	25,000	40

Terms & Conditions: 1. The selected candidates would be appointed on Purely Contract Basis for a term of **11(Eleven) months** and may be extended on performance and requirement. (2) The selection shall be made as per the reservation rules/policy of the State Govt (3). The selected candidates should come under an agreement as per the norms with the SOFED. (4)The candidates shall be selected through written examination or interview on purely merit basis and the date of such test shall be informed on due course.

Application shall be received at the Office of the Member Secretary, SoFED, ITI Road, Indranagar, Agartala- 799006 up to 4:00 PM of 24th December, 2020.

The common Specimen Application Form may be downloaded from the website www.sofed.in

Sd/-

MEMBER SECRETARY, SoFED

**COMMON APPLICATION FORM
EMPLOYMENT NOTIFICATION NO. 12/2020-21**

Affix a Passport
size latest
coloured
photographed
and sign on it (Do
not staple)

(To be filled by the Office)
SI. No/Roll No.
_____ / _____ /2020

To
The Member Secretary,
Society for Entrepreneurship Development (SoFED),
ITI Road, Indranagar, Agartala, Tripura- 799006.

Sub: **Prayer for the post of:** _____ (Item No. _____)

1. Name of the candidate: SRI / SMT _____
(in Block Letters)

2. Father's / Husband's name : Sri / Late _____

3. Permanent address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____

4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____

5. Social Category : ST / SC / UR

6. Contact no :

7. email ID :

8. Date of birth : DD _____ / MM _____ / YYYY _____

9. Age as on 01-09-2020 : _____ Years _____ Month _____ Days

10. Educational Qualification: (Copy of mark sheet of final year of examination to be enclosed)

SI No	Name of the examination (Graduation onwards)	Board/University	Year passing of	Grade/Marks obtained		CGPA to % conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
1						
2						
3						
4						

10. Previous experience: (Certificate /Certificates to be enclosed)

SI No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept
1				
2				
3				
4				

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the authority of SoFED. In addition, if my candidature doesn't match with the requirement of the post/posts, the authority of SoFED is having the right to reject my candidature without showing any reason thereof.

Place:
Date:

Full Signature of the candidate

Self attested photocopy of the following documents to be enclosed with the application.

- (I). PRTC
- (II). Aadhar Card
- (III). Caste Certificate
- (IV). Age proof (Admit of Madhyamik/Birth Certificate)
- (V). Final Year Mark sheets of H.S, Graduation, Post Graduation etc.
- (VI). Experience Certificates

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(To be delivered to the candidates)

EMPLOYMENT NOTIFICATION NO. 12/2020-21
Acknowledgement cum Admit Card

Sl. No. / Token No _____/_____/2020 (to be filled by the office)

(The following to be filled by the candidate)

1. Name of the Post: _____ (Item No _____)

2. Name of the candidate: SRI / SMT _____
(in Block Letters)

3. Father's / Husband's Name : Sri / Late _____

Affix a Passport
size latest
coloured
photographed
and sign on it (Do
not staple)

Seal)

(Office Round

Full Signature of the candidate

Authorised Signatory of SoFED with seal

(This Acknowledgement cum Admit Card shall have to retain by the candidate and shall also liable to produce at the time of examination/Interview. No duplicate admit card shall be issued to any candidate in any circumstances. No candidate shall be allowed to appear in the examination/Interview without this Acknowledgement cum Admit Card)

COMMON APPLICATION FORM
EMPLOYMENT NOTIFICATION NO. 16/2020-21
Sl. No. / Token No _____ / _____ /2020

To
The Member Secretary,
Society for Entrepreneurship Development (SoFED),
ITI Road, Indranagar, Agartala, Tripura- 799006.

Affix a Passport
size latest
coloured
photographed
and sign on it (Do
not staple)

Sub: **Prayer for the post of (_____) (Item No. _____)**

1. Name of the candidate: SRI / SMT
(in Block Letters)
2. Father's / Husband's name : Sri / Late

3. Permanent address : Vill _____ P.O. _____
Sub-Div. _____ Dist. _____
Pin. _____
4. Present Address : Vill _____ P.O. _____
Sub-Div. _____ Dist. _____
Pin. _____
5. Social Category : ST / SC / UR
6. Contact no :
7. email ID :
8. Date of birth : DD _____ / MM _____ / YYYY _____
(Admit of Madhyamik/birth certificate to be enclosed)
9. Age as on 31-08-2020 : _____ Years _____ Month _____ Days
10. Educational Qualification: (Copy of mark sheet of final year of exam to be enclosed)

Sl No	Name of the examination (H.S onwards)	Board/University	Year passing of	Grade/Marks obtained		CGPA to % conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
1						
2						
3						
4						
5						

10. Previous experience: (Certificate /Certificates to be enclosed)

Sl No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept
1				
2				
3				
4				
5				
6				

DECLARATION BY THE CANDIDATE

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the authority of SoFED.

Place:
Date:

Full Signature of the candidate

Self attested photocopy of the following documents to be enclosed with the application.

- (VII). PRTC
- (VIII). Aadhar Card
- (IX). Caste Certificate

- (X). Age proof (Admit of Madhyamik/Birth Certificate)
- (XI). Final Year Mark sheets of H.S, Graduation, Post Graduation etc.
- (XII). Experience Certificates

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(to be delivered to the candidates)

EMPLOYMENT NOTIFICATION NO. 16/2020-21
Acknowledgement cum Admit Card

Sl. No. / Token No _____ / _____ /2020 (to be filled by the office)

(The following to be filled by the candidate)

1. Name of the Post: _____

2. Item no. _____

3. Name of the candidate: SRI / SMT _____
(in Block Letters)

4. Father's / Husband's Name : Sri / Late _____

Affix a Passport size latest coloured photographed and sign on it (Do

Full Signature of the candidate

Authorised Signatory of SoFED with seal

(This Acknowledgement cum Admit Card shall have to retain by the candidate and shall also liable to produce at the time of examination/Interview. No duplicate admit card shall be issued to any candidate in any circumstances. No candidate shall be allowed to appeared in the examination/Interview without this Acknowledgement cum Admit Card)

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