

No: SED/ESTT/TFDPC/1(83)/2020/

Date: -/...../2021

RECRUITMENT NOTIFICATION NO: 02/2021-22

Applications are invited from the eligible candidates permanently residing in Tripura for the post mentioned below for placing them to various gov/ Dept/Agencies time to time as and when received the requirement.

Item No	Name of the post	No. of Post	Essential Qualification	Upper Age Limit	Gross Pay/month (Rs)	Contractual (Rs)
1	LDC/ Office Assistant /Data Entry Operator	General Empanelment for out sources	1. H.S or its equivalent examination 2. Knowledge of typing in English with minimum speed of 30(Thirty) words per minute. 3. COPA/DTPO from any ITI OR 4. DCA/BCA from any institute.	41 Yrs	As	per departmental/ agencies rate

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 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 whichever is convenient on purely merit basis and the date of such test shall be informed on due course. 5. Selection panel would be made as per reservation policy of state Govt.

Application shall be received at the Office of the Member Secretary, SoFED, ITI Road, Indranagar, Agartala- 799006 up to 4:00 PM of 20th July, 2021.

The specimen of 'Common Application Form' may be downloaded from the website www.sofed.in

Sd/-
MEMBER SECRETARY, SoFED

**COMMON APPLICATION FORM
EMPLOYMENT NOTIFICATION NO. 02/2021-22**

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

(To be filled by the Office)
Sl. No/Roll No.
_____/_____/2021

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

Sub: **Prayer for the post of:** LDC/Office Assistant/Data Entry Operator

1. Name of the candidate: SRI / SMT _____
(In Block Letters)
2. Father's / Husband's name: Sri / Late _____
3. Permanent address : Vill _____ P.O _____
(Copy of PRTC to be enclosed) Sub-Div. _____ Dist. _____
Pin. _____
4. Present Address : Vill _____ P.O _____
Sub-Div. _____ Dist. _____
Pin. _____
5. Social Category : ST / SC / UR
(Copy of caste to be enclosed)
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 01-07-2021 : _____ Years _____ Month _____ Days
10. Educational Qualification: (Copy of mark sheet of final year of examination to be enclosed)

Sl No	Name of the examination (H.S onwards)	Board/University	Year of passing	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)

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				

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). Mark sheets of H.S, Graduation, and Post Graduation etc.
- (VI). Mark sheet/certificate of DTPO/COPA/DCA/BCA
- (VII). Experience Certificates

.....Cut Here.....

(To be delivered to the candidates)

EMPLOYMENT NOTIFICATION NO. 02/2021-22
Acknowledgement cum Admit Card

Sl. No. / Token No _____ / _____ /2021 (to be filled by the office)

(The following to be filled by the candidate)

1. Name of the Post: LDC/Office Assistant/Data Entry Operator

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)

(Office Round Seal)

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)

