

No: SED/ESTT/ASCL/1(67)/2019/P-I/922

Date: - 23/09/2020

RECRUITMENT NOTIFICATION NO. 11/2020-21

Applications are invited from the eligible un-employed youths for filling up the following post to be recruited on **Purely Contract Basis** for a period of **11(Eleven) months** for the Agartala Smart City Ltd.

Item No	Name of the Post	Total No. of Post	Qualification	Experience	Max. Age Limit	Gross Contractual pay/Month
1	Administrative Cum Accounts Assistant	01 (One)	Essential: B. Com (Hons) from a reputed institute/ Govt. College. Desirable: M.Com from a reputed university	Essential: Minimum 4 (four) years post qualification experience in any Govt./PSU/ Company (RoC Act) in the administration and accounts field. Desirable: 5 (five) years post qualification experience in any Govt./PSU/ Company (RoC Act) in the administration and accounts field.	40 Yrs	₹ 20,000.00

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. (3) The selection shall be made as per the reservation rules/policy of the State Govt (4) Relaxation of age for ST/SC candidate would be at par with the Govt. norms.

Application shall be received at the Office of the Member Secretary, SoFED, ITI Road, Indranagar, Agartala- 799006 up to 4:00 PM of 30th September, 2020.

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

The interested candidate may walk in with their common application form given to our website www.sofed.in along with original & duplicate testimonials (self attested) at the above venue in time. No TA & DA would be given to the candidates for appearing in to the interview.

Sd-
MEMBER SECRETARY, SoFED

COMMON APPLICATION FORM
EMPLOYMENT NOTIFICATION NO. 11/2020-21

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

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

Sub: **Prayer for the post of: *Administrative Cum Accounts Assistant.***

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 01-09-2020 : _____ Years _____ Month _____ Days

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

Sl No	Name of the examination (Graduation 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.

Place:
Date:

Full Signature of the candidate

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

(to be delivered to the candidates)

EMPLOYMENT NOTIFICATION NO. 11/2020-21
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: **Administrative Cum Accounts Assistant.**

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 appeared in the examination/Interview without this Acknowledgement cum Admit Card)

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

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