

No: SED/ESTT/TSHEC/1(82)/2020/ 110

Date: - 23-06-2020

RECRUITMENT NOTIFICATION No: 03/2020

Applications are invited from the candidates permanently residing in Tripura to recruit in the following posts on **Purely Contract Basis** for a period of **11(Eleven) months** for Technical Support Group (TIG) under Tripura State Higher Education Council, Agartala. Details of the posts are given below.

Item No	Name of the Post	Total No. of Post	Essential Qualification	Essential Experience	Max. Age Limit	Gross Contractual pay/Month
01	Consultant (RFP Expert)	01 (UR)	MBA in Finance/ Accounting or Post Graduate in Social Science/CS/IT /Engineering Branch	i) Minimum 3 (three) Yrs experience in preparation of RFP, EOI, e_DNIT for any State/Central Govt. offices Preference will be given to individuals having experience in e-Tender portal.	50 yrs	35,000/-
02	Project Assistant	02 (UR-01, ST-01)	Post Graduate in Statistics /MCA / CS/ IT	i) Minimum 3 (three) Yrs relevant experience of data handling / monitoring fund flow / project implementation and managing MIS interface at any State/Central Govt. offices/Scheme Preference will be given to individuals having experience in GeM, PFMS portal etc.	40 yrs	25,000/-
03	Accountant	01 (UR)	Graduate in any discipline	Minimum 5 (five) Yrs experience in file management, handling Accounts, Cash Book, Registers with knowledge of TDS, GST deductions etc from any State/Central Govt. office/scheme. Preference will be given to retired employees.	63 Yrs	20,000/-
04	Data Entry Operator	02 (UR-01, ST-01)	H.S (+2) and above	Minimum 2 (two) Yrs experience in Govt. offices as DEO or similar post handling data compilation, aggregation and having knowledge of office package, Google Office Suits etc. Preference will be given to individuals with good communication skills and experience from any State/central Govt. office/scheme.	40 yrs	10,000/-
05	Personal Assistant	02 (UR-01, ST-01)	Graduate in any stream	i) Individuals with minimum 10 yrs experience in Govt. offices as PA/PS and having knowledge of Stenography and MS Office tools	63 Yrs	20,000/-

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 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 2nd July, 2020.

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

SD/-
MEMBER SECRETARY, SoFED

Recruitment Notification No: 03/2020**SPECIMEN APPLICATION FORM**

(To be filled by the Office)

Sl. No/Token No.

_____/_____/2020

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** _____ **(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 01/02/2020 : _____ Years _____ Month _____ Days
10. Educational Qualification:

Sl No	Name of the examination	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)

Recruitment Notification No: 03/2020 Acknowledgement cum Admit Card

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

(The following to be filled by the candidate)

1. Employment Notification No: _____
2. Name of the post applied for: _____
3. Item No: _____ : _____
4. Name of the candidate: SRI / SMT _____
(in Block Letters)
5. Father's / Husband's Name : Sri / Late _____

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

(Office Round Seal)

Full Signature of the candidate

Authorised Signatory of SoFED

(This Acknowledgement cum Admit Card shall have to retain by the candidate and shall also liable to produce at the time of examination. 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). P.R.T.C
- (II). Caste Certificate
- (III). Age proof (Admit of Madhyamik/Birth Certificate)
- (IV). Mark sheets of H.S, Graduation, Post Graduation etc.
- (V). Experience Certificates
- (VI). Conversion factor of CGPA to Percentage (if mark/grade is published as CGPA)