

No: SED/ESTT/TRLM/1(115)/2021/ 3688

Date: - 21-12-2021

RECRUITMENT NOTIFICATION No: 12/2021-22

Applications are invited from the candidates permanently residing in Tripura to recruit in the following posts on **Purely Contract Basis** for the period of 11 (eleven) months under Tripura Rural Livelihood Mission (TRLM).

Item No	Name of the Post	Total No. of Post	Essential Qualification	Essential Experience	Max. Age Limit	Gross Contractual pay/Month
01	MIS Assistant	39 (UR-20, ST-12, SC-07)	Graduate Degree in Computer Science/Computer Application / IT		40 yrs	21,500/-
02	Accountant	39 (UR-20, ST-12, SC-07)	Honours Graduate in Commerce Graduate Degree in Commerce	Minimum 2 yrs experience in the related field in Govt Dept/Project or PSU or in audit works in CA Firm empaneled by CAG	40 yrs	21,500/-
03	Accounts Assistant	12 (UR-06, ST-04, SC-02)	Graduate Degree in Commerce		40 yrs	13,000/-
04	Office Assistant	30 (UR-16, ST-09, SC-05)	Graduate in any discipline from a recognized university with DCA		40 yrs	13,000/-
05	Documentation Assistant	04 (UR-02, ST-01, SC-01)	1. Graduate in any discipline 2. Good written & oral English 3. Knowledge of MS Office		40 yrs	13,000/-

Terms & Conditions: 1. The selected candidates would be appointed on Purely Contract Basis for a the term mentioned above 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. (4) Age relaxation for ST/SC/PH candidates would be provided as per 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 29th December, 2021.

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

Sd/-

MEMBER SECRETARY, SoFED

Recruitment Notification No: 12/2021-22**SPECIMEN APPLICATION FORM**

(To be filled by the Office)

Sl. No/Token No.

_____/_____/2021-22

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 (mandatory) : _____

7. email ID (mandatory) : _____

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

9. Age as on 01/01/2022 : _____ Years _____ Month _____ Days

10. Educational Qualification:

Sl No	Name of the examination (HS 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						
5						

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				

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:

Full Signature of the candidate

Date: ____ / ____ /2021

Self attested photocopy of the following documents are enclosed with the application.

- (I). P.R.T.C /Citizenship
- (II). Aadhar card
- (III). Caste Certificate/PH Certificate
- (IV). Age proof (Admit of Madhyamik/Birth Certificate)
- (V). Mark sheets of H.S, Graduation, Post Graduation etc.
- (VI). Experience Certificates
- (VII). Conversion factor of CGPA to Percentage (if mark/grade is published as CGPA)

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

(to be delivered to the candidates)

Recruitment Notification No: 12/2021-22
Acknowledgement cum Admit Card

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

(The following to be filled by the candidate)

1. 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

