

# **HIGH COURT OF TRIPURA**

## **AGARTALA**

No.F.13(13)-HC/2025/14009

Dated, Agartala, the 23<sup>rd</sup> May 2025

### **ADVERTISEMENT NO. DC 01/2025**

#### **(RECRUITMENT TO THE MISCELLANEOUS POSTS)**

Online applications are invited in prescribed form available herewith in the official website of the High Court of Tripura (<http://thc.nic.in>) from eligible persons for filling up of the following **Group-"C" & "D" posts for the establishments of the District & Sub-ordinate Judiciary of Tripura:**

#### **A) STENOGRAPHER (PERSONAL ASSISTANT-II):**

<b>Number of Vacancies</b>	<b>13 (thirteen) (ST-08 including 01 PWD, SC-05).</b> (Fixed pay basis).
<b>Pay Structure</b>	Fixed pay Rs.20,475/-(per month) (i.e. Entry level pay of Rs.27,300/- in Pay Matrix Level-09 of TSCS (Revised Pay) (First Amendment) Rules, 2018, subject to revision by the Government time to time.
<b>Eligibility</b>	<b><u>Educational Qualification:</u></b>  I) Graduate in any discipline from any recognized College/ University.  II) Must have capacity to take dictation of 100 words per minute in shorthand (English) and typing speed of at least 60 words per minute in computer  III) Certificate in computer education in a course of minimum 06 months duration.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upper age limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.500/- (Rupees five hundred only) and that of reserved category (SC/ST) applicant is Rs.250/- (Rupees two hundred & fifty only).
Only those candidates who qualify in the short-hand and typing speed test on computer will be allowed to sit in the written examination followed by an interview. The ratio of candidates short listed through short-hand test and type test on computer shall be 1:6 i.e. for one advertised post, 6 candidates, as far as practicable, will be short listed for written examination. The ratio of candidates short listed through written test shall be 1:3 i.e. for one advertised post 3 candidates, as far as practicable, will be short listed for viva-voce.	

**B) LOWER DIVISION CLERK :**

<b>Number of Vacancies</b>	<b>43 (forty three) (ST-33 including 01 PWD &amp; 01 Ex-serviceman, SC-10 including 01 PWD &amp; 01 Ex-serviceman).</b> (Fixed pay basis).
<b>Pay Structure</b>	Rs.16,050/-(per month) (i.e. Entry level pay of Rs.21,400/) in Pay Matrix Level-07 of TSCS (Revised Pay) (First Amendment) Rules, 2018, subject to revision by the Government time to time.
<b>Eligibility</b>	<p><b><u>Educational Qualification:</u></b></p> <p>I) Graduate in any discipline from any recognized College/ University.</p> <p>II) The candidate must be computer savvy with a Typing speed of at least 30 words per minute on computer.</p> <p>III) Certificate in computer education in a course of minimum 06 months duration.</p>
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upper age limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred only) and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred only).
<p>Only those candidates who qualify in the written examination will be allowed to sit in the typing test on computer followed by an interview. The ratio of candidates short listed through written examination shall be 1:10 i.e. for one advertised post 10 candidates, as far as practicable and will be called for typing test on computer. The ratio of candidates short listed through typing test shall be 1:3 i.e. for one advertised post 3 candidates, as far as practicable and will be short listed for viva-voce.</p>	

**C) DRIVER :**

<b>Number of Vacancies</b>	<b>02 (two) (UR)</b> (fixed pay basis).
<b>Pay Structure</b>	Rs.16,050/-((i.e. Entry level pay of Rs.21,400/ in Pay Matrix Level-07 of TSCS (Revised Pay) (First Amendment) Rules, 2018, subject to revision by the Government time to time.
<b>Eligibility</b>	<p><b><u>Educational Qualification:</u></b></p> <p>I) Must have passed Madhyamik/Secondary examination from a recognized board/ Institution.</p> <p>II) Must have a valid commercial driving license issued by competent authority.</p> <p>III) Must have 03 years experience in driving light motor vehicle.</p> <p>IV) The Candidate must be medically fit for driving.</p>

<b>Age Limit</b>	Minimum 21 years and maximum 40 years for UR and the upper age limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred only) and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred only)
Appointment of drivers shall be made through Motor Driving Test of 80 marks followed by an Oral Interview of 20 marks and medical fitness. The ratio of candidates short listed through driving test shall be 1:6 i.e. for one advertised post 6 candidates, as far as practicable, will be short listed for Oral Interview	

**D) Group-D (Peon/Orderly/Guard etc.) :**

<b>Number of Vacancies</b>	<b>69 (sixty nine) (UR-39 including 01 PWD &amp; 04 Ex-serviceman, ST-19 including 01 PWD &amp; 02 Ex-serviceman, SC-11 including 01 PWD &amp; 01 Ex-serviceman).</b> (Fixed pay basis).
<b>Pay Structure</b>	Rs.12,000/-((i.e. Entry level pay of Rs.16,000/ in Pay Matrix Level-01 of TSCS (Revised Pay) (First Amendment) Rules, 2018, subject to revision by the Government time to time.
<b>Eligibility</b>	<b><u>Educational Qualification:</u></b> I) Madhyamik/Secondary School Examination passed or equivalent
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upper age limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.300/- (Rupees four hundred only) and that of reserved category (SC/ST) applicant is Rs.150/- (Rupees two hundred only)
Only those candidates who qualify in the written examination shall be called for interview. The ratio of candidates short listed through written examination shall be 1:6 i.e. for one advertised post 06 candidates, as far as practicable and will be short listed for viva-voce.	

**IMPORTANT NOTES**

- I. The number of posts to be filled up is subject to increase or decrease.
- II. **Permanent Resident Certificate of Tripura (PRTC) would be required while applying for jobs by direct recruitment as per Notification No.F.23(8)-GA(P&T)/2023, dated 07.07.2023 issued by the Government of Tripura.**

- III. **General Category candidates may also apply for the posts, subject to condition that, if no such suitable candidate is found from ST/SC category, the posts may be filled up from other than those of ST/SC category** as per provision of Rule 17 of the Tripura District Courts (Recruitment and Conditions of Service) Rule, 2014.
- IV. Fees once deposited will not be refunded or adjusted for any other recruitment in future. Candidates are to deposit fees by using Credit Card (Visa/Master/Rupay), Net Banking, Debit Card (Visa/Master/Rupay), Wallets & Cash Cards & UPI only. No other mode of payment will be accepted. Bank charge may apply.

**Disqualification for appointment**– No person shall be eligible for appointment to the service:

- (a) Unless he is a citizen of India; or
- (b) If he has been dismissed from service by the Government, Central Government, High Court, statutory or Local Authority; or
- (c) If he has been convicted of an offence involving moral turpitude; or
- (d) If he has more than one spouse living; or
- (e) If he directly or indirectly tries to influence the recruiting authority by any means.

## **I N S T R U C T I O N S**

### **I) Online Application:**

- a) Candidates have to submit application through Online Application Portal only. The High Court will not entertain any hard copy of application. Before submission of online application, the candidates are to read the instructions carefully in the 'How to Apply' segment of the Online Application Portal.
- b) Online Application Portal will be available on the High Court's Website (<https://thc.nic.in>) from **27.05.2025 (from 11:00 A.M.) to 26.06.2025 (upto 05:00 P.M.)**. To apply the candidates have to click on the 'Recruitment' tab in the Home page of the High Court's website.
- c) Candidates should avoid submitting multiple applications. However, due to any unavoidable circumstances, if any candidate submits multiple applications then he/she must ensure that the application with latest Registration Number is complete in all respect.
- d) In case of multiple applications, the application with the latest Registration

Number shall only be entertained by the High Court and Fee paid against one Registration Number shall not be adjusted against any other Registration Number.

- II) Candidates who are eligible for Written Test will be asked for scrutiny of original marks-sheets/certificates/documents before appearing in the Written Test.
- III) **The candidates already in Government Services shall apply either through proper channel or attach 'No-Objection Certificate' from his/her employer.**
- IV) Candidates shall have to bear their own expenses for appearing in the Selection test.

### **IMPORTANT DATES**

Submission of online application	<b>From 27.05.2025 (from 11:00 A.M.) To 26.06.2025 (upto 05:00 P.M.).</b>
Dates of selection test and downloading of Admit Card	Will be notified later on.
Test Centre, time and duration	Will be mentioned in the Admit Card.

**(Rajib Bhattacharjee)**  
Registrar (Vigilance)  
High Court of Tripura

**Syllabus for competitive examination for appointment of Lower  
Division Clerk (LDC) by direct recruitment in the establishment of  
District Court(s), Tripura**

**WRITTEN EXAMINATION: 85 MARKS**

**Duration: 3 hours**

<b>Parts</b>	<b>Subjects</b>	<b>Standard and scope of Written Paper</b>	<b>Marks</b>
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, precis writing etc.  The standard will be that of H.S (+2 stage) Examination of the Tripura Board of Secondary Education.	30
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation.	25
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country.	30

**VIVA VOCE: 15 Marks**

1	VIVA VOCE	To assess the overall personality of the candidate	15
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**TYPING SPEED TEST ON COMPUTER-50 MARKS**

I	Typing speed test on computer	The candidate must be computer savvy with a typing speed of at least 30 words per minute on computer.	50
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**Syllabus for competitive examination for appointment of  
Stenographers by direct recruitment in the establishment of  
District Court(s), Tripura**

**WRITTEN EXAMINATION: 85 MARKS**

**Duration: 2 hours**

<b>Parts</b>	<b>Subjects</b>	<b>Standard and scope of Written Paper</b>	<b>Marks</b>
I	English	This part of the written paper will be set to test the candidate's proficiency in the language. It may include translation from Bengali into English, narration, precis writing etc.  The standard will be that of H.S (+2 stage) Examination of the Tripura Board of Secondary Education.	50
II	Mathematics	This written paper will be set to test the speed and accuracy of the candidate in making routine calculation.	10
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs of the country.	25

**VIVA VOCE: 15 Marks**

I	VIVA VOCE	To assess the overall personality of the candidate	15
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**SHORT HAND & TYPING SPEED TEST ON COMPUTER-100 MARKS**

I	Short hand & Typing speed test on computer	The candidate must be computer savvy with a capacity to take dictation of 100 words per minute and typing speed of at least 60 words per minute in computer.	100
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**Syllabus for competitive examination for appointment of Group-D posts of various categories by direct recruitment in the establishment of District Courts**

**WRITTEN EXAMINATION: 75 MARKS**

**Duration: 2 hours**

<b>Parts</b>	<b>Subjects</b>	<b>Standard and scope of Written Paper</b>	<b>Marks</b>
I	Letter Writing	This part of the written paper will be set to test the candidate's proficiency in the language. It may include writing letter in Bengali with a view to test the capacity of expression and clarity of thought of the candidate.	25
II	Hand Writing Test	This part of the paper will consist of hand writing test in English and Bengali. The candidates will be asked to copy paragraphs consisting of 60 words each in English and Bengali.	25
III	General Knowledge & Current Affairs	This part of the written paper will be set to test the general intelligence; power of observation and knowledge of the candidate in current affairs.	25

**VIVA VOCE: 25 Marks**

I	VIVA VOCE	To assess the overall personality of the candidate	25
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