

**GOVERNMENT OF TRIPURA
FINANCE DEPARTMENT**

No.F.3(99)/DOT/2021/1501-46,

nd.
Dated, Agartala, the 02 Nov, 2023.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article-309 of the Constitution of India and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the post of Senior Computer Assistant for the Directorate of Treasuries under Finance Department, Government of Tripura namely:

1. Short title and commencement:-

(i) These rules may be called the 'Recruitment Rules, 2023' for the post of 'Senior Computer Assistant' in the Directorate of Treasuries under Finance Department.

(ii) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the post shall be as specified in Column - 1 of the Schedule enclosed.

3. Number, classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in rows 2 to 4 of the Schedule enclosed at Annexure-I.

4. Method of recruitment, age limit, qualifications etc. :-

The method of recruitment to the said post, age limits, qualifications and other matters relating to the said post shall be as specified in rows 5 to 13 of the said Schedule.

5. Disqualification:- No person,

- (a) Who has entered into or contracted a marriage with a person having spouse living; or
- (b) Who, having a spouse living has entered into or contracted a marriage with any person shall be eligible for appointment to the said post.

Provided that the State Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient to do so, it may, by order, for reasons to be recorded in writing and with concurrence of the GA(P&T) Department, relax any of the provisions of these rules with respect to any class or category of persons.

7. Repeal:-

The Recruitment Rules for the aforementioned post existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

8. Savings:-

Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.

9. This Notification is issued as per provisions of the G.O.No.01 dated 29.04.2022 [File No.20(1)-GA(P&T)/19] issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor,


02.11.23
(Apurba Roy)
Secretary to the
Government of Tripura
Finance Department

To
All Secretary-In-Charge/All Heads of Departments.

Copy also to:-

1. The Principal Secretary/Secretary to the Governor of Tripura, Agartala.
2. The Principal Secretary/Secretary to the Hon'ble Chief Minister, Tripura, Agartala.
3. PS/PA to all Ministers, Tripura, Agartala.
4. PS/PA to the Chief Secretary, Agartala, Tripura.
5. The Secretary, Tripura Public Service Commission, Agartala, Tripura.
6. The Additional Secretary, Finance Department, Agartala, Tripura.
7. The Additional Secretary, GA (P&T) Department, Agartala, Tripura.
8. The Additional Secretary, GA (C&C) Department, Agartala, Tripura.
9. The Director, IT Department, Agartala, Tripura.
10. The Director, Treasuries, Agartala, Tripura.
11. The Director, GA (P&S) Department, Agartala, Tripura.
12. The Under Secretary, Law Department, Agartala, Tripura.
13. The Under Secretary, Finance Department, Agartala, Tripura.
14. The Manager, Tripura Government Press, Agartala for publication in the next extra-ordinary issue of Tripura Gazette.
15. The Web Administrator, Finance Department for uploading it to Finance Department's Portal.

SCHEDULE**RECRUITMENT RULES FOR THE POST OF SENIOR COMPUTER ASSISTANT FOR THE DIRECTORATE OF TREASURIES UNDER FINANCE DEPARTMENT, GOVERNMENT OF TRIPURA.**

1.	Name of the Post	:-	Senior Computer Assistant.	
2.	Number of Post	:-	23 (twenty three) plus additional post (s) as and when created by the Government.	
3.	Classification	:-	Group-C (Non-Gazetted).	
4.	Scale of Pay	:-	Pre-revised Scale of Pay	Corresponding revised Scale of Pay
			PB-2, Pay Band Scale Rs.5,700-24,000/-, Grade Pay Rs.2,800/-.	Cell-1 of Level-9 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules, 2018].
			And as revised by the Government time to time.	
5.	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of vacancies to be filled by various methods.	:-	(i) 100% by Direct Recruitment. (ii) Selection will be through competitive examinations to be conducted by the TPSC, as per provision of the New Recruitment Policy vide No.F.20(1)-GA(P&T)/18 dated 05.06.2018 and 29.10.2020. (iii) Selection Procedure:- The Examinations for selection shall consist of 2(two) parts viz. Written Examination-85 marks and Interview-15 marks. Scheme of Examination and Syllabus is enclosed at Annexure-A. (iv) After Written Examination, the number of candidate(s) to be called for Interview will be as per TPSC norms. The TPSC may, at their discretion, fix the minimum qualifying marks in Written Examination. The candidates absent in Interview will not be considered for the final recommendation. (v) Final merit list will be prepared by adding the marks of Written Examination and Interview marks. Recommendation will be made as per requisition and other norms followed by the Commission. (vi) Job profile of the post is mentioned in Annexure-B.	
6.	Age limit for direct recruitment.	:-	21 to 40 years. Upper age limit is relaxable by 5 (five) years in case of SC/ST/Person with Disabilities/Government servant candidates.	

7.	Educational and other qualifications required for direct recruitment.	:-	Bachelor Degree in Computer Application/ Computer Science. OR Graduate in any discipline with at least 1(one) year Diploma Course in Computer or 'O' Level Course Certificate in Computer from recognized Institution. Desirable Qualification:- Knowledge of Bengali or Kokborok. * Permanent Resident Certificate of Tripura (PRTC) would be required while applying for Jobs to the post of Senior Computer Assistant (SCA) by direct recruitment. Power to relax: - Where the State Government is of the opinion that it is necessary or expedient so to do, it may relax the provision as mentioned above with respect to any class or category of persons or posts.
8.	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	Not applicable.
9.	Whether Selection Post or Non-Selection Post.	:-	Selection (as mentioned under Item No.5 above).
10.	Period of probation, if any.	:-	2 (two) years.
11.	In case of recruitment by promotion/transfer on deputation, grades from which promotion/transfer on deputation is to be made.	:-	Not applicable.
12.	If a DPC exists, what is its composition	:-	Not applicable.
13.	Circumstances in which TPSC is to be consulted while making recruitment.	:-	As required under the Tripura Public Service Commission (Exemption from Consultation) Regulations, 1973.
14.	Repeal	:-	Not applicable.


(Apurba Roy)
 Secretary to the
 Government of Tripura
 Finance Department

* Inserted as per provision of Notification vide No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the GA(P&T) Department, Government of Tripura.

SCHEME OF WRITTEN EXAMINATION AND SYLLABUS

Annexure-A

Time: - 2 hours.

Subjects	No. of Question	Marks
ENGLISH Use of appropriate Preposition and Articles, Correction of Sentences, Use of Common Phrases and Idioms, Synonyms and Antonyms.	20 MCQ pattern questions carrying 1 mark each.	20
GK & Current Affairs	20 MCQ pattern questions carrying 1 mark each.	20
Job-oriented	45 MCQ pattern questions carrying 1 mark each.	45
Total		85

Syllabus for Job-oriented Questions

I. Fundamentals of Computer:

History of development of computers, Computer system concepts, Basic components of a computer system, various types of memory, Storage Devices-fundamentals, Data Storage and Retrieval methods, Various Storage Devices, Types of Software-System software, Application software, Utility software, Number System representation and their conversion, Text processing application software, Spread Sheet packages, slide presentation packages, database operation packages, Internet reference tools.

II. Programming Languages:

Basics of programming, problem solving algorithms, C as a high level language and its history, data types, conditional statements and loops, functions, recursive functions vs iterative functions, arrays, storage, classes, pointers, structures and unions, self-referential structures and linked list, file management programming concepts. Introduction to programming with Visual Basic, Controls, Data types, VB Functions and subroutines, Connectivity with database, **Web and Internet Technology:**

Overview of Internet, Internetworking protocols, Layering concepts, Network connectivity issues: connectors, wires and network devices-Routers, switches, gateways, Server Administration, Firewalls, IPV4 and IPV6 addressing concepts, Email and related protocols like SMTP, POP, IMAP, VLAN, VoIP, Web Publishing and Browsing, HTML programming basics, CSS Programming, Internet security management concepts, Information privacy and copy writes issues, Basics of cryptography.

III. Database Management System:

Basic concepts in DBMS, Database system architecture, Database Models and Implementation, ER Model, RMRA Model, File Organization for Conventional DBMS, Introduction to RDBMS, Relational Algebra, Normalization, Query Processing with SQL, PL/SQL and Optimization, Distributed Databases.

IV. Introduction to ICT Resources and Multimedia:

PC Hardware assembling and operation concepts, Utilities-antivirus scanner, malware scanner, Emergency Repair Disk OS and various application software Installations, acquaintance with installation and basic troubleshooting of projector, printers, scanners, routers, switches and Wi- Fi access points, Networking concept, network administration.

Multimedia Introduction to Multimedia concepts, computer fonts and hyper-text, audio fundamentals and representations, Image fundamentals and representation, animation and video file formats, multimedia authoring and authoring tools, image, video and audio compression.

Job Profile for the post of Senior Computer Assistant:-

Technical Job	Supervising the online works of the Department.
	Supporting of different online/offline Government software related works.
	Operation and monitoring of works related to computerization.
	Assisting in development of any new Software Application including training, operation and maintenance support.
	Assisting computer training and workshops.
Normal office works	Diagnosis and troubleshooting of the basic problem with the computer hardware and software.
	File works, noting, drafting, data entry etc.
	Other related duties as and when required.