	TRIPURA PUBLIC SERVICE COMMISSION AGARTALA	Advt. No. 19/2025

Online applications are invited from bonafide citizen of India for selection of candidates by direct recruitment for the post of **Senior Computer Assistant, Group-C, Non-Gazetted** as detailed below:-

Sl No.	Name of department(s)	Vacancy position				Scale of pay
		UR	ST	SC	Total	
01	Department of Industries and Commerce (Information Technology)	02	Nil	Nil	02 Nos.	Cell-1 of Level-9 of Tripura State Pay Matrix, 2018 (Tripura State Civil Services (Revised Pay)(First Amendment) Rules, 2018
02	Home (Jail) Department, Govt. of Tripura	08	05	03	16 Nos. including 01 No. PH.	
03	Finance Department (Taxes organization)	03	05	01	09 Nos. including 01 No. PH	

The number of post to be filled up is subject to increase or decrease following requisition of the Department. Further, for information of all intending candidates that Common Written examination will be held on 18-01-2026 (tentatively) and if the Commission receives requisition for additional vacancy from the Departments by 17-01-2026 the same will be incorporated into this recruitment process.

*** Candidates with Benchmark disabilities will be governed as per the Ministry of Social Justice & Empowerment, Government of India "THE PERSONS WITH DISABILITIES (EQUAL OPPORTUNITIES, PROTECTION OF RIGHT AND FULL PARTICIPATION) Act, 1995" of the Department of Ministry of Law, Justice and Company Affairs Gazettee publication dated 1st January 1996 & subsequent amendments.

33% Reservation for women candidates for **SL No-02** are as follows:-

Sl.No.	Category	Total Vacant post	33% Reservation for Women candidates
1	UR	08	03
2	ST	05	02
3	SC	03	01
	Total	16	06

33% Reservation for women candidates for **SL No-03** are as follows:-

Sl. No	Category	Total Vacant post	33% Reservation for Women candidates
1	UR	03	01
2	ST	05	02
3	SC	01	00
	Total	09	03

Educational and other qualifications required for direct recruitment for SL. No.01,02 & 03 :-

i)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.

ii) Candidates who have obtained degree in B.Sc (Information Technology)/B.Tech (Information Technology)/Master of Computer Application/1 year Post Graduate Diploma in Computer Application (PGDCA), which is done after Graduation) also applied for the aforesaid posts. This is in pursuance of Department of Industries and Commerce (Information Technology) dated 13-02-2024.

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) (SL No-01, 02 & 03) by direct recruitment.

Age:-21 to 40 years as on **31-07-2025**(for Sl. No 01,02 & 03). Upper Age limit is relaxable by 5 years in case of ST/SC/ Person with Disabilities / Government servant candidates. Provided that Govt. Employees belonging to ST/SC/ PH category shall not get this relaxation over and above the general relaxation of 5 (five) years available to them.

The last date of submission of online application is **31-07-2025** . (upto 5.30 PM). The application(s) received after the closing date will not be entertained.

Selection Process
The Selection Process consist of 2(two) successive stage:
1.Written Examination=85 marks(2 hours)
2.Interview/Personality Test=15 marks

For details Scheme of Written Examination, Syllabus and job profile for SL. No. 01,02 & 03 please refer to Annexure A and B & visit https://tpsc.tripura.gov.in.

The Commission will conduct common written examination and common Interview/ Personality Test for SL. No 01, 02 & 03.

a)Candidates will be called for the Common Interview/Personality Test on the basis of result of the Common Written Test as per the following ratio:

Number of vacancies	Number of candidates to be called for Personality Test (Category wise)
1(one)	5(five) candidates
2(two)	8(eight) candidates
3(three) and above	3(three) times the number of vacancies

It is also mentioned here that candidate(s) scoring marks equal to that of the last qualified candidate in the written Test shall also be called for next stage of the recruitment process.

b) The candidates who will be found qualified in the Written Examination will be called to appear in the Interview cum Personality Test. In no case shall a candidate be called for interview cum personality test unless he/she appears in the Written examination.

c) In the list of recommendation, merit position of candidates securing equal marks will be finalized as per their seniority of age.

The same procedure is to be followed for preparing waiting List, if there be any.

Further, provided that, in the list of recommendation, merit position of candidates securing equal marks in aggregate and also of the same age will be decided on the basis of percentage of marks obtained in the minimum educational qualification prescribed in Recruitment Rules/ Service Rules.

d)The interview cum personality test shall be to assess the personal qualities of a candidate e.g. his intellectual ability, social traits, interest in current affairs, critical power of judgment, variety and depth of interest, ability for leadership moral integrity etc.

e) The final selection will be made in order of merit and merit list will be prepared by adding the marks obtained in the written examination and Interview / personality test giving due weightage to their preference and availability of vacancy. If a candidate remains absent in interview cum personality test his/her candidature will not be considered for final selection.

(f) Ranks of the candidates are not prepared for the candidates beyond the recommendation list & wait list (if there be any).

Other Important information:
1. Online Application Portal:

a)Candidates will have to submit application through Online Application Portal only. The Commission will not entertain any hard copy application. Before submission of online application, read carefully the instruction to candidates.

(b) Link for Online Application Portal will be available on Commission's website from **01-07-2025** to **31-07-2025 (5.30 PM).** Before applying for the post, an applicant (New user) shall register his/her bio-data particulars through One Time Profile Registration (OTPR) on the Commission's Website viz. https://tpsc.tripura.gov.in Once applicant registers his/her particulars, a User ID is generated and sent to his/her registered mobile number / email ID. Applicants need to apply for the post using the OTPR User ID through the Commission's website.

(c) Applicants should avoid submitting multiple applications through different registration. However, if due to any unavoidable circumstances, any applicant submits multiple applications then he/she must ensure that the application with latest Application Number is complete in all respect.

(d) In case of multiple applications, the application with latest Application Number shall only be entertained by the Commission and fee paid against one Application Number shall not be adjusted against any other Application Number.

2. (a) Candidates are not required to upload/submit with their respective applications any certificate in support of their claims regarding age, educational qualification, SC/ST etc.

(b) Applicants must be in possession of the prescribed minimum qualification(s) and others for the post on the closing date for submission of application as mentioned in the advertisement. Their admission at all the stages will be purely provisional, subject to their satisfying the prescribed eligibility conditions. Mere issue of admission certificate to the candidate will not imply that his/her candidature has been finally cleared by the Commission.

(c) After publication of result of Written Examination, successful candidates will be asked to submit self attested copies of the relevant documents i.e. Age proof certificate (birth certificate/Admit card of Madhyamik examination), Educational qualifications (Madhyamik onwards), marksheet and certificates, Scheduled Tribes/Scheduled Castes/PH/Ex-SM certificate (if any), PRTC etc. to the Reception Counter of TPSC or By post addressed to the Secretary, TPSC, Agartala, PIN-799001. Submission of such documents including through post will be allowed up to specified time along with forwarding letter failing which candidature will be treated as cancelled. The Commission will not entertain any documents thereafter.

d)On scrutiny of documents, if a candidate is found ineligible as per terms and condition of the advertisement (including prescribed recruitment fees), his/ her candidature will be rejected. If the application is not routed through Proper Channel, at the day of interview candidates will have to submit 'No-Objection' certificate. In that No-Objection certificate, it is to be clearly mentioned that your employer has **'No-Objection'** if you are considered for recruitment to the post for which you have applied for.

e) **Written qualified candidates are instructed to submit sequence of preference for the post of the department in the Prescribed Format which is to be downloaded from the Commission's website.**

3) **Rate of Recruitment Fees:-**

a) Group-C Non- Gazetted posts:-Rs. 200/-(Rupees two hundred) for General Candidates and Rs.150/- (Rupees One hundred & fifty) only for ST/SC/ BPL card holders/Physically Handicapped Candidates.

b)Recruitment fee so deposited, is non-refundable.

(c) If a candidate submits incomplete application in respect of terms & condition of the Advertisement and without requisite recruitment fee, his/her candidature will be rejected.

(4) Decision of the Commission as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.

(5) Assessment and evaluation of necessary documents done by the Commission shall be final and shall not be open to scrutiny by any external authority.

(6) **The Examination venue shall be closed 10 minutes before the Scheduled Commencement of Examination. No candidate shall be allowed entry into the examination venue after closure of entry. No functionary has any direction in this regard.**

(7) Candidates are at liberty to make correction(s) in any field(s) of the 'Online Application Form' for the respective advertisement after closing day of submission of online application window of the said advertisement. The window for making correction(s) only will remain open for 7(seven) days from the closing day of submission of 'Online Application Form'.

After completion of such process the Commission will not entertain any application/representation for making correction(s) any field(s) of the 'Online Application Form'.

(8) Candidates are instructed to visit the Commission's website for information regarding steps of recruitment process time to time.

(9) Mobile Phone/Electronic Gadgets etc. are banned in the Campus of the Examination Premises/Interview Premises. Any Phone/Electronic Gadget found in possession of any candidate in the Examination Premises/Interview premises shall be confiscated forthwith and he/she may be debarred from appearing at the Examination/Interview and also for the Examination(s)/Interview to be conducted by the Commission in future Violation of such instruction will be dealt as per Law.

(10) Entry in the Examination hall/Interview Premises with Jacket, Coat, Pull over & this type of garments will not be allowed.

12|6|2025

(S. Mog, IAS),
Secretary,
Tripura Public Service Commission.

SCHEME OF WRITTEN EXAMINATION AND SYLLABUS

Time:- 2 hours.

Subjects	No. of question	Marks
ENGLISH Use of appropriate preposition and Articles, Correction of Sentences, Use of common Phrases & Idiom, Synonyms & Antonyms.	20 MCQ pattern questions carrying 1 marks each.	20
GK & Current Affairs	20 MCQ pattern questions carrying 1 marks each.	20
Job-oriented	45 MCQ pattern questions carrying 1 marks each.	45
	Total:	**85**

Syllabus for job oriented question

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 & 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.

Continuation of prepage:- **Annexure-A**

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 write issues, Basics of cryptography.

III. **Database Management System:**

Basics 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 & 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 projectors, printers, scanners, routers, switches and Wi-Fi access points, Networking concepts, 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.
	Diagnosis and troubleshooting of the basic problem with the computer hardware and software.
Normal office works	File works, noting, drafting, data entry etc.
	Other related duties and when required.