

Government of Tripura  
Rural Development Department

No.F.8(4)-RD/2021/ 8781.

Dated, Agartala, the 23<sup>rd</sup> August, 2024.

NOTIFICATION

In exercise of the powers conferred by proviso to Article-309 of the Constitution of India and in supersession of all the existing Recruitment Rules for the post mentioned herein, the Governor hereby pleased to make the following rules regulating the method of recruitment to the post of **Office Superintendent** in the Rural Development Department namely:-

**1. Short title Commencement:-**

- a) These rules may be called the Revised Recruitment Rules, 2024 for the post of **Office Superintendent** under Rural Development Department, Government of Tripura.
- b) They shall come into force on and from the date of their publication in the official Gazette.

2. The name of the Post(s) is / are 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, qualification etc.**

The method of recruitment to the posts, 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 so to do, it may, by order, for reasons to be recorded in the writing, and in consultation with the TPSC 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.



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**7. Repeal:-**

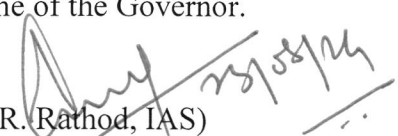
The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules according to the Schedule at Annexure-I enclosed herewith.

**8. Saving:-**

Nothing in these rules shall effect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the 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.03 dated 13.08.2020 [File No.F.20(4)-GA(P&T)/19(Part-II)] and Notification No.F.23(8)-GA(P&T)/2023 dated 07.07.2023 issued by the Government in the GA(P&T) Department.

By order and in the name of the Governor.

  
(Dr. Sandeep R. Rathod, IAS)  
Secretary to the  
Government of Tripura.

Copy to:-

1. The Principal Secretary to the Governor, Tripura, Agartala.
2. The Principal Secretary to the Hon'ble Chief Minister, Govt. of Tripura, Agartala.
3. The P.S/P.A. to all Hon'ble Ministers, Govt. of Tripura, Agartala.
4. The Principal Secretaries/ Commissioners/ Secretaries to the Govt. of Tripura, Agartala.
5. All Head of Department, Govt. of Tripura.
6. All District Magistrate & Collector, Govt of Tripura.
7. The General Manager, GA(Printing & Stationary) Department, Govt. of Tripura with a request to publish this Notification in the extraordinary issue of the Tripura Gazette and 25 spare copies of the Notification may please be supplied to the R. D. Department.
8. The Director, Information and Technology Department, Govt. of Tripura with a request to upload this Notification in Tripura State Portal and RD Department's portal for wide publication.
9. GA(P&T) Department, Govt. of Tripura, Agartala.
10. Finance Department, Govt. of Tripura, Agartala.
11. Law Department, Govt. of Tripura, Agartala.
12. Guard File.

  
(Dr. Sandeep R. Rathod, IAS)  
Secretary to the  
Government of Tripura.

**ANNEXURE-I**

No.F.8(4)-RD/2021

Recruitment Rules for the post of Office Superintendent Grade of Rural Development Department, Govt. of Tripura.

**SCHEDULE**

1	Name of the post	:- Office Superintendent			
2	Number of posts	:- 3 plus additional post, as and when sanctioned.			
3	Classification	:- Group B (Non-Gazetted)			
4	Scale of pay	:- Pre-revised Scale of Pay	Corresponding revised Scale of Pay		
		PB-3, Pay Band Scale Rs.10230-34800/- Grade-Pay-Rs.4600/-.	Cell-1 of <b>Level-12</b> of Tripura State Pay Matrix, 2018 [Tripura State Civil Services(Revised Pay) (First amendment Rules, 2018)]		
		Subject to revision by the Government from time to time.			
5	Method of recruitment whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods.	:- (i) 100% By Promotion failing which by transfer on deputation and failing both by Direct Recruitment.			
		(ii) (a) For direct recruitment selection will be through competitive examinations (Written and viva voce) 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.			
		(b) Written examination-85% and Interview-15% of the total marks.			
		(c) Selection procedure:-			
		Sl.No.	Written Exam	Marks	Duration
		1	English	100	2(two) hours
		2	General Knowledge & Current Affairs	30	1(one) hour
3	Job-oriented subject, Accounts etc.	40	2(two) hours		
4	Viva/interview	30	As per TPSC norms.		
		(d) Syllabus:- Annexed with the Schedule of the RRs as Annexure-A.			
6	Age limit for direct recruitment	:- Upto 40 years. Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/Government servant candidates.			



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7	(i) Educational and other qualification required for direct recruitment.	:-	(i) Graduate Degree from any recognized University with at least 15 years' service experience in office work which should include 5(five) years in the grade of Head Clerk or equivalent post and successful completion of Accounts Training conducted by the State Government. (Experience certificate from the concerned department shall be required to be produced)
	(ii) Desirable Qualification	:-	<p><b>a) Knowledge of Bengali or Kokborok</b>  Note :- (i) The knowledge of Bengali or Kokborok will be assessed in the interview/viva-voce and some marks for interview / viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test.  (ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.</p> <p><b>b) Permanent Resident of Tripura Certificate (PRTC)</b> is required while applying for jobs to this post.</p>
8	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	:-	Age:- No Qualification:- No.
9	Whether Selection post or Non-Selection post	:-	For Direct recruitment: Selection (As per Item No.5(ii) above) For Promotion:- Non-selection.
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.	:-	<p>(i) Promotion from Head Clerk/Accountant grade posts such as Head Clerk/ Accountant (Nazir)/ Head Assistant/ Head Clerk—cum-Accountant/ Accountant who have completed at least 5(five) years' service in the grade and passed the Tripura Accounts Training conducted by the State Government.  (Note:- Feeder posts of the department is Head Clerk/ Accountant)</p> <p>(ii) Transfer on deputation from analogous post failing which by deputation from suitable official holding the post of Head Clerk Grade post under the State Government with 5(five) years regular service in the respective grade with Accounts Training passed.</p> <p>Note:- Departmental candidates who have completed 5(five) years regular services or more in the grade of Head Clerk grade post and have attained the age of 55 years may be exempted from the passing the Accounts Training.</p>



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12	If a DPC exists, what is its composition	:-	Group-B (Non-Gazetted), DPC.
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	:-	The Recruitment Rules for the aforementioned posts existing in this Department are hereby repealed with immediate effect and are replaced by these Recruitment Rules.

  
(Dr. Sandeep R. Rathod, IAS)  
Secretary  
Rural Development Department  
Government of Tripura

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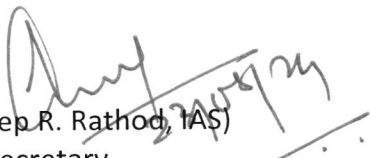
**SYLLABUS OF WRITTEN EXAMINATIONS**

(For direct recruitment to the Office Superintendent Grade Posts through  
TPSC under Rural Development Department)

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
English	Report Writing or Essay, Translation into English from Bengali, Summary/ Précis Writing (Descriptive Type/ Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms. (OMR based MCQ Type)	60	
General Knowledge & Current Affairs.	(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (ii) Elementary knowledge of Indian History, Indian Geography. (OMR based MCQ Type)	30	1(one) hour
Job-oriented	Descriptive and objective questions Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India. (Assembly & Parliament).	40	2(two) hours

**Note:-** Negative Marking on MCQ question (for wrong answer) will remain as per TPSC norms and amended from time to time.

  
 (Dr. Sandeep R. Rathod, IAS)  
 Secretary  
 Rural Development Department  
 Government of Tripura