

**TRIPURA STATE LEGAL SERVICES AUTHORITY
(CONDITIONS OF SERVICE AND THE SALARY
AND ALLOWANCES OF THE OFFICERS AND
OTHER EMPLOYEES RULES, 2012)**

TRIPURA



GAZETTE

Published by Authority

EXTRAORDINARY ISSUE

Agartala, Thursday, December 13, 2012 A. D., Agrahayana 22, 1934 S. E.

PART-I-- Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.GOVERNMENT OF TRIPURA
LAW DEPARTMENT
SECRETARIAT : AGARTALA

No.F.2(15)-LAW/ESTT.2/2011(Part)

Dated, Agartala, the 12th December, 2012.**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of Section 28 of the Legal Services Authorities Act, 1987 (Act No. 39 of 1987) read with rules 9, 12(1), 14 & 17 of the Tripura State Legal Services Authorities Rules, 1998, the State Government, in consultation with the Chief Justice of the Gauhati High Court, hereby makes the following rules, to regulate the method of recruitment and prescribe the salary and allowances and other conditions of service of the officers and other employees of the Tripura State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authorities and the Sub-Divisional Legal Services Committees, namely:-

1. Short title and commencement -

- i. These rules may be called the 'Tripura State Legal Services Authority (Conditions of Service and the Salary and Allowances of the Officers and other Employees) Rules, 2012'.
- ii. They shall come into force on the date of their publication in the Official Gazette.

2. Application - These rules shall apply to all persons appointed to the service including the existing Legal Services Workers of Grade - I and - II and Group - D, whether temporary or permanent, included in such service before or after the commencement of these rules, except the officers of Tripura Judicial Service posted on deputation.

3. Definitions - (1) In these rules, unless the context otherwise requires,-

- a) 'Act' means the Legal Services Authorities Act, 1987 (39 of 1987);
- b) 'direct recruitment' means recruitment otherwise than by promotion or transfer and it includes recruitment by absorption;
- c) 'Executive Chairman' means the Executive Chairman of the Tripura State Legal Services Authority nominated under clause (b) of sub-section (2) of section 6 of the Legal Services Authorities Act, 1987;
- d) 'Gazette' means the Tripura Gazette;
- e) 'Member-Secretary' means the Member-Secretary of the Tripura State Legal Services Authority appointed under sub-section (3) of section 6 of the Legal Services Authorities Act, 1987;

- f) 'Officers and other employees' mean the officers and other employees appointed to the service including the existing Legal Services Workers of Grade-I & Grade-II &

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Group-D, whether temporary or permanent, included in such service before or after the commencement of these rules excluding the officers of Tripura Judicial Service posted on deputation.

g) Existing Legal Services Workers Grade-I corresponds to UDC and Legal Services Workers Grade-II corresponds to LDC - cum Typist respectively.

h) 'section' means a section of the Act:

i) 'Service' means service under the Tripura State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authorities, and the Sub-Divisional Legal Services Committees:

j) 'Schedule' means the schedule annexed to this rules.

k) 'State Government' means the Government of Tripura.

(2) All other words and expressions used and not defined herein but defined in the Act shall have the same meaning respectively assigned to them in the Act.

4. Interpretation - Unless the context otherwise requires, the General Clauses Act, 1897 with its all subsequent amendments shall apply for the interpretation of these rules.

5. Officers and other employees - The Officers and other employees of the Tripura State Legal Services Authority, High Court Legal Services Committee, District Legal Services Authorities and Sub-Divisional Legal Services Committees shall be as specified in the first schedule, as specified in the Act.

6. Appointing Authority - All appointments to the service and promotions therein shall be made by the Member-Secretary in consultation with the Secretary, High Court Legal Services Committee in case of High Court Legal Services Committee, the concerned District Secretary in case of District Legal Services Authority and the concerned Chairman of the Sub-Divisional Legal Services Committee in case of the Sub-Divisional Legal Services Committee with the approval of the Executive Chairman.

8. Method of recruitment, age limit and other qualifications, etc -

(i) The method of recruitment, age limit, qualifications and other matters relating to the appointment and promotion in the service shall be as specified in the Second Schedule.

(ii) The syllabus and rules for the competitive examination for appointment to the service shall be as specified in the Third Schedule.

(iii) The applications for such examinations shall be invited by the Member Secretary by advertising the posts in such manner as he may deem fit and the applications shall be as in Form -A' annexed to the Fourth Schedule.

9. Disqualification for appointment - No person shall be eligible for appointment to the service -

(a) unless he / she is a citizen of India; or

- (b) if he / she has been dismissed from service by the Government, High Court, Statutory or Local Authority; or
- (c) if he / she has been convicted of an offence involving moral turpitude; or
- (d) if he / she has more than one spouse living unless permitted by law governing him / her.

10. Probation, officiation and confirmation.- (1) Every person appointed to the service by absorption from amongst the existing officers and other employees or by other modes of direct recruitment shall be on probation for a period of two years as indicated against each post in the Second Schedule.

(2) Every person appointed to the service by promotion shall be on officiating basis for a period of two years.

(3) At the expiry of the period of probation or officiation, as the case may be, the Executive Chairman shall consider the suitability of the person to hold the post to which he / she is absorbed and/or appointed or promoted, and

(i) if he / she is found suitable to hold the post, the Member-Secretary, with the approval of the Executive Chairman, shall issue an order confirming his / her service in the post; and:-

(ii) if he / she is not found suitable to hold the post to which he / she is absorbed and / or appointed or promoted, the Member-Secretary, with the approval of the Executive Chairman, shall,

(a) if he / she is a promotee, revert him / her to the post held by him / her prior to his / her promotion; and

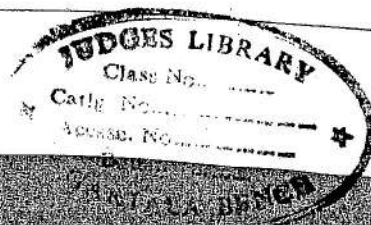
(b) if he / she is a probationer, discharge him / her from service :

Provided that no person shall be discharged from service on such ground without providing him / her a reasonable opportunity of hearing.

11. Promotion - Promotion to all posts shall be made on the basis of seniority-cum-merit unless promotion of a member has been withheld as a penalty.

12. Absorption of existing officers and other employees -

(i) The existing Legal Services Workers of Grade-I & II and Group-D shall be absorbed in the corresponding posts they may be holding in the capacity of Legal Services Workers of Grade-I or Grade-II or Group-D on the commencement of these rules and shall be eligible for pay and allowances and other facilities as admissible to the State Government employees holding equivalent posts provided they fulfill the criteria regarding the age of retirement for such posts. In case the staff concerned employed does not complete 10 years continuous service in the corresponding posts on the date of absorption, he/she will have to be absorbed as a Fixed Pay employee and he/she will get regular scale on completion of further 5 years in the post. However, the staff concerned who has completed 10 years service in the corresponding posts will be absorbed under regular scale in the post.



(ii) The criteria regarding minimum age and qualification prescribed in the second schedule shall not apply for such recruitment by absorption.

(iii) For the purpose of absorption, Post of LD Clerk cum Typist in Group C of the State Government shall be treated as the corresponding post of LSW- Grade- II and the post of UD Clerk shall be treated as the corresponding post of LSW-I.

(iv) after filling up the posts by absorption as above, the employees remaining unabsorbed shall continue till creation of further posts and their absorption unless their services are dispensed with by the State Authority by this time.

13. Seniority- For the purpose of direct recruitment through absorption to the various posts of officers and other employees from amongst the existing persons their seniority shall be determined as per merit list maintained by the State Legal Services Authority during their appointment and where no such merit list is maintained the seniority shall be determined on the basis of the date of joining and where the date of joining is same, it shall be determined on the basis of the seniority of the candidate in terms of age.

14. The conditions of service and the Salary and Allowances of Officers and other Employees:-

(i) The officers and other employees shall be entitled to draw pay and allowances in the scale of pay at par with the State Government employees holding equivalent posts;

(ii) In all matters like age of retirement, pension, Death-cum-Retirement Gratuity pay and allowances, leave, other benefits and entitlements the officers and other employees shall be governed by the State Government rules as are applicable to persons holding equivalent posts.

(iii) The officers and other employees shall be entitled to such other facilities, allowances and benefits as may be notified by the State Government, from time to time.

15. Transfer - Except as otherwise provided in these rules, the Tripura State Legal Services Authority shall have the exclusive power to transfer its officers and other employees including the officers and other employees of the District Authority, High Court Legal Services Committee and the Sub-Divisional Committee on its own establishment or on the establishments of the District Authority or High Court Legal Services Committee or Sub-Divisional Committee, as the case may be. The Member Secretary, with the approval of the Executive Chairman, may make such transfer of the officers and other employees.

16. Disciplinary Authority.- The members of the service shall be under the disciplinary control of the Executive Chairman; and disciplinary proceedings, except as otherwise provided in these rules, may be drawn up against them in accordance with the relevant rules

applicable to the officers and other employees of the State Government holding equivalent posts.

17. Power to relax - Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order and for reasons to be recorded in writing, relax any of the provisions of these rules or schedule thereto with respect to any class or category of persons or posts.

18. Reservation- Except as otherwise provided in these rules, all appointments by absorption or by the other modes of direct recruitment to the service and promotion under these rules shall be subject to the provisions of the Tripura Scheduled Castes and Scheduled Tribes Reservation Act, 1991 as amended in 2005 and rules made thereunder. In case of direct recruitment or promotion on initial absorption, all the existing staff concerned will be absorbed irrespective of whether required SC/ST Candidates have been appointed or not, but roster is to be prepared showing the short fall for future appointment from those categories.

Provided that the officers appointed by transfer on tenure basis or on deputation shall be governed by the special and other rules applicable to their parent service.

19. Other conditions of service.- Other conditions of service of the officers and other employees, for which no specific provisions have been provided, shall be regulated in accordance with such rules as are, from time to time, applicable to such officers and other employees of the State Government drawing the pay and allowances in corresponding scales of pay.

20. Interpretation - If any question arises as to the interpretation of these rules, the decision of the State Government thereon shall be final.

By order of the Governor,

[D.M. Jamatia]
L.R. & Secretary, Law
Government of Tripura

By order of the Governor,

D. P. 12/12/12
[D.M. Jamatia]
L.R. & Secretary, Law
Government of Tripura

Tripura Gazette, Extraordinary Issue, December 13, 2012 A. D.

FIRST SCHEDULE

Sanctioned Posts in the Service

Sl No.	Name of Posts					
		TSLSA	DLSAs	HCLSC	SDLSCs	Total
1.	LDC-cum-Typist (Group-C)	-----	-----	-----	12	12
2.	U.D. Clerk (Group-C)	-----	-----	-----	-----	4
3.	Group-D	1	3	-----	12	16
Grand Total						32

SECOND SCHEDULE

1A	Name of post	UD Clerk
2A	Number of posts	04 plus additional post to be created from time to time
3A	Classification	Group - C
4A	Scale of pay	Pay Band-2 : PB. Scale : Rs.5,310-24,000/- with Grade Pay : Rs.2100/-, subject to revision by the Govt. from time to time.
5A	Method of recruitment -(whether by direct recruitment or by promotion or by deputation / transfer) and percentage of the vacancies to be filled by various methods	By promotion from the cadre of LD Clerk-cum-Typist. If no suitable LD Clerk-cum-Typist is available for promotion, by direct recruitment. However, by initial absorption from the corresponding post.
6A	Age limit for direct recruitment	18 to 37 years. Upper age limit is relaxable by 5(five) years in case of ST / SC / Govt. servants, provided that the ST / SC / Govt. servants shall not get this relaxation over and above the general relaxation of 5 (five) years available to them.
7A	Educational and other qualifications	Must have passed the Bachelor Degree Examination of any Indian University or any other Examination recognized as equivalent by the Government of India, and must be a holder of 1(one) year Diploma in Computer Application in case of direct recruitment. For promotion : Must have put in not less than 05 years of service in the cadre of LD Clerk.
8A	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Not applicable
9A	Whether Selection post or Non-Selection post	Non-selection
10A	Mode of selection if it is a Non-selection post	By absorption or promotion
11A	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer is to be made	From the cadre of LD Clerk-cum-Typist.
12A	If a DPC exists, what is the composition	Not applicable
13A	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

1B	Name of post	LD Clerk-cum-Typist
2B	Number of posts	12 plus additional post to be created from time to time
3B	Classification	Group - C
4B	Scale of pay	Pay Band-2 : PB. Scale : Rs.5,310-24,000/- with Grade Pay : Rs.1800/-, subject to revision by the Govt. from time to time.
5B	Method of recruitment (whether by direct recruitment or by promotion or by deputation / transfer) and percentage of the vacancies to be filled by various methods	By direct recruitment or by deputation
6B	Age limit for direct recruitment	18 to 37 years. Upper age limit is relaxable by 5(five) years in case of ST / SC / Govt. servants, provided that the ST / SC / Govt. servants shall not get this relaxation over and above the general relaxation of 5 (five) years available to them.
7B	Educational and other qualifications	Must have passed the Higher Secondary Examination of any Indian Board or any other Examination recognized as equivalent by the Government of India, and must be a holder of 1(one) year Diploma in Computer Application.
8B	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Not applicable
9B	Whether Selection post or Non-Selection post	Non-selection post in case of direct recruitment by absorption, promotion or transfer and selection in case of direct recruitment otherwise than by promotion or transfer.
10B	Mode of selection if it is a non-selection post.	By absorption from among the candidates who have served at least for 02 years or by transfer or promotion.
11B	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer is to be made	Does not arise
12B	If a DPC exists, what is the composition	Not applicable
13B	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

1C	Name of post	Group - D Employee (Peon / Night Guard / Orderly)
2C	Number of posts	16 plus additional post to be created from time to time
3C	Classification	Group - D
4C	Scale of pay	Pay Band-2 : PB. Scale : Rs.4,530-13,000/- with Grade Pay : Rs.1200/-, subject to revision by the Govt. from time to time.
5C	Method of recruitment (whether by direct recruitment or by promotion or by deputation / transfer) and percentage of the vacancies to be filled by various methods	100% by direct recruitment (80% through open advertisement and 20% from amongst the existing eligible LSWs (Attenders / Gardener / Orderly / Water Carrier / Helper in various designation) on contract basis.
6C	Age limit for direct recruitment	18 to 37 years. Upper age limit is relaxable by 5(five) years in case of ST / SC / Govt. servants, provided that the ST / SC / Govt. servants shall not get this relaxation over and above the general relaxation of 5 (five) years available to them.
7C	Educational and other qualifications	Minimum educational qualification would be Class VIII (eight) passed for all categories of candidates.
8C	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion	Not applicable
9E	Whether Selection post or Non-Selection post	Non-selection
10E	Whether Selection post or Non-Selection post	2(two) years
11E	In case of recruitment by promotion / deputation / transfer, grades from which promotion / deputation / transfer is to be made	Not applicable
12E	If a DPC exists, what is the composition	Not applicable
13E	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

THIRD SCHEDULE

Syllabus and Rules for the Competitive Examination

(see rule 8 (ii))

The Competitive Examination shall include the following subjects and each subject will carry the number of marks shown against it.

WRITTEN EXAMINATION: 60 MARKS IN TOTAL

Parts	Subjects	Standard and Scope of the Written Paper	Marks
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, voice, etc. The standard will be that of HS (+2 Stage) Examination of the Tripura Board of Secondary Education.	40
II	Mathematics	This part of the written paper will be set to test the speed and of accuracy of the candidate in making routine calculations.	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 such as is to be expected of candidates who, having had the usual grounding in subjects taught in Schools have continued to make intelligent interest in thing around them.	10

PRACTICAL EXAMINATION- 25 MARKS

I	Practical Examination	For direct recruitment to all other posts	25
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VIVA VOICE: 15 MARKS

I	Viva Voice	For direct recruitment to all other posts	15
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Rule A: A Selection Committee consisting of the Member-Secretary, TSLA as the Chairman and Three District Secretaries, Deputy Secretary, TSLA to be co-opted by him as Members will be responsible for setting the question papers and for conduct of the various tests / examinations / interviews.

Rule B: For direct recruitment to the post of Stenographers, candidates will be required to undergo a written test of 25 marks, dictation / shorthand test consisting of 60 marks followed by interview for which 15 marks is allotted. Candidate's equivalent to four times the number of advertised posts of Stenographer, in order of merit, will be called for the interview.

Rule C: For direct recruitment to the post of Group - D Employees, candidates will be required to undergo an Objective Type Test consisting of 25 marks of less than one hour duration followed by viva voce for which 15 marks is allotted. Candidates equivalent to six times the number of posts advertised, in order of merit, will be called for the interview.

In viva voce consideration will be given to the candidate's personality, character, intelligence and general suitability. Suitable questions designed to throw light on those matters may be asked.

Rule D: For recruitment to all other posts, the written examination will consist of 60 marks whereas practical examination will consist of 25 marks and Viva Voice 15 Marks as in the tables above. Candidates equivalent to six times the number of posts advertised, in order of merit, will be allowed to sit in the practical examination.

FOURTH SCHEDULE
FORM - A
(see rule 8 (iii))

To
The Member-Secretary,
Tripura State Legal Services Authority,
Agartala: West Tripura.

Affix self-attested
recent Passport Size
Colour Photograph

(Also provide one extra
copy of photograph).

Subject: Application for the post of under the TSLSA., Tripura.

Ref : Your Advertisement bearing No. dated published in
the daily local newspaper the dated on the above subject.

Sir,

With reference to above, I would like to offer myself as a candidate for one of the post of under the TSLSA.. Tripura. Necessary particulars are as follows :

01.	Name of the post applied for	:	
02.	Name of the Applicant (in Block Letters)	:	
03.	Father's / Husband's Name	:	Shri / Late
04.	Present Postal Address	:	Village PO..... : 799 PS. Sub-Division, Dist.....
05.	Age as on the Date of Advertisement	: YY MM DD
06.	Nationality	:	
07.	Caste Status	:	UR / ST / SC
08.	Educational Qualification	:	
09.	Technical Qualification in Computer Application	:	
10.	Working experience, if any	:	
11.	Employment Exchange Regn No.	:	(Valid up to :)
12.	Contact No.	:	Land : Cell :

Date :

Place:

(Full Signature of the Candidate)

(Full Signature of the Candidate)

Enclosed: Attested copies of the aforesaid documents including Permanent Residential Certificate are annexed herewith (..... sheets of paper).

TRIPURA**GAZETTE***Published by Authority***EXTRAORDINARY ISSUE**

 Agartala, Friday, March 27, 2015 A. D., Chaitra 6, 1937 S. E.

 PART--I-- Orders and Notifications by the Government of Tripura,
 The High Court, Government Treasury etc.

 GOVERNMENT OF TRIPURA
 LAW DEPARTMENT
SECRETARIAT : AGARTALA

 Dated, Agartala, the ²⁷12th March, 2015.
NOTIFICATION

In exercise of the powers conferred by sub-sections (1) and (2) of Section 28 of the Legal Services Authorities Act, 1987 (Central Act No. 39 of 1987) the State Government, in consultation with the Chief Justice of the High Court of Tripura, makes the following rules to amend the Tripura State Legal Services Authority (Conditions of Service and the Salary and Allowances of the Officers and other Employees) Rules, 2012.

1. Short title and commencement :-

- (i) These rules may be called "The Tripura State Legal Services Authority (Conditions of Service and the Salary and Allowances of the Officers and other Employees) (Amendment) Rules, 2015" ;
- (ii) They shall come into force on the date of their publication in the official gazette.

2. Amendment of First schedule :-

The 'FIRST SCHEDULE' to the Tripura State Legal Services Authority (Conditions of Service and the Salary and Allowances of the Officers and other Employees) Rules, 2012, (hereinafter referred to as the principal rules) shall be substituted, with the following :

"FIRST SCHEDULE"**Sanctioned Posts in the Service**

Sl. No.	Name of posts	Number of Posts			
		TSLSA	HCLSC	DLSAs	SDLSCs
1.	Office Superintendent	01	-----	-----	-----
2.	Accountant	01	-----	-----	-----
3.	Head Clerk	02	-----	-----	-----
4.	UD Clerk	01	-----	03	-----
5.	Stenographer	01	-----	-----	-----
6.	LD Clerk Cum-Typist	03	-----	-----	12
7.	Driver	02	-----	-----	-----
8.	Group - D (Peon)	03	-----	03	12
	Orderly	02			
	Night Guard	01			
Grand total =					

3. Amendment of Second Schedule :

In the existing "second schedule" of the Principal Rules, shall be substituted with the following :

1. OFFICE SUPERINTENDENT

Sl. No.	Name of post	Office Superintendent
(i)	Number of post	01
(ii)	Classification	Group – B (non-gazetted)
(iii)	Scale of pay	<p>Pay Matrix : A</p> <p>PB. Scale : ₹ 9,570-30,000/- with Grade Pay : ₹ 2,600/-, subject to revision by the Govt. from time to time</p>
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	By Promotion from the post of Head Clerk. If no suitable Head Clerk is available for promotion, by direct recruitment.
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. Servants.
(vi)	Educational and other qualifications	<p>Must have passed the Bachelor Degree Examination of any Indian University or any other Examination recognized as equivalent.</p> <p>In case if direct recruitment, preference will be given to those having adequate knowledge in computer.</p> <p>For promotion: Must have put in not less than 05 years of qualifying service as Head Clerk.</p>
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	-No-
(viii)	Whether Selection, if it is a Non-Selection post	Selection post
(ix)	Mode of selection, if it is a Non-Selection post	By promotion or direct recruitment
(x)	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	From the post of Head Clerk
(xi)	If a DPC exists, what is the composition	DPC does not exist
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

2. ACCOUNTANT

Sl. No.	Name of post	Accountant
(i)	Number of post	01
(ii)	Classification	Group – C (non-gazetted)
(iii)	Scale of pay	Pay Band – 2 : PB. Scale : ₹ 5,310-24,000/- with Grade Pay : ₹ 2,400/-, subject to revision by the Govt. from time to time
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	By Promotion from the post of UD Clerk having five years experience in the post of U.D.C. If no suitable UD Clerk is available for promotion. By direct recruitment.
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. Servants.
(vi)	Educational and other qualifications.	Must have passed the Bachelor Degree Examination of any Indian University or any other Examination recognized as equivalent. Must have put in not less than 05 years of service in the post of U.D. Clerk.
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	-No-
(viii)	Whether Selection, if it is a Non-Selection post	Selection post
(ix)	Mode of selection, if it is a Non-Selection post	By promotion or direct recruitment
(x)	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	From the post of UD Clerk
(xi)	If a DPC exists, what is the composition	-No-
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

3. HEAD CLERK

Sl. No.	Name of post	Head Clerk
(i)	Number of posts	02
(ii)	Classification	Group – C (non-gazetted)
(iii)	Scale of pay	Pay Band – 2 : PB. Scale : ₹ 5,310-24,000/- with Grade Pay : ₹ 2,400/-, subject to revision by the Govt. from time to time
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	By Promotion from the post of UD Clerk. If no suitable UD Clerk is available for promotion, by direct recruitment.
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. Servants.
(vi)	Educational and other qualifications	Must have passed the Bachelor Degree Examination of any Indian University or any other Examination recognized as equivalent. In case if direct recruitment, preference will be given to those having adequate knowledge in computer. For promotion: Must have put in not less than 05 years of qualifying service as UD Clerk.
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	-No-
(viii)	Whether Selection, if it is a Non-Selection post	Selection post
(ix)	Mode of selection, if it is a Non-Selection post	By promotion or direct recruitment
(x)	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	From the post of UD Clerk
(xi)	If a DPC exists, what is the composition	-No-
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

4. Upper Division CLERK

Sl. No.	Name of post	Upper Division Clerk
(i)	Number of posts	04 plus additional post to be created from time to time
(ii)	Classification	Group – C
(iii)	Scale of pay	Pay Band – 2 : PB. Scale : ₹ 5,310-24,000/- with Grade Pay : ₹ 2,100/-, subject to revision by the Govt. from time to time
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	By promotion from the cadre of LD Clerk-Cum-Typist. If no suitable LD Clerk-Cum-Typist is available for promotion, by direct recruitment. However, by initial absorption from the corresponding post.
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. servants, provided that the ST/SC/Govt. servants shall not get this relaxation over and above the general relaxation of 5(five) years available to them.
(vi)	Educational and other qualifications	Must have passed the Bachelor Degree Examination of any Indian University or any other Examination recognized as equivalent by the Government of India, and must be a holder of 1(one) year Diploma in Computer Application in case of direct recruitment. For Promotion : Must have put in not less than 05 years of service in the cadre of L.D Clerk.
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	Not applicable
(viii)	Whether selection post or Non-selection post	Non-selection
(ix)	Mode of selection, if it is a Non-Selection post	By absorption or promotion
(x)	In case of recruitment by promotion/ deputation/ transfer; grades from which promotion/deputation/ transfer is to be made	From the cadre of LD Clerk-Cum-Typist
(xi)	If a DPC exists, what is the composition	- Not applicable
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

5. STENOGRAPHER

Sl. No.	Name of post	Stenographer
(i)	Number of post	01
(ii)	Classification	Group – C (non-gazetted)
(iii)	Scale of pay	Pay Band – 2 : PB. Scale : ₹ 5,310-24,000/- with Grade Pay : ₹ 2400/-, subject to revision by the Govt. from time to time
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	By direct Recruitment
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. Servants.
(vi)	Educational and other qualifications	Must have passed the Bachelor Degree Examination of any Indian University or any other Examination recognized as equivalent with adequate experience in stenography and computer.
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	Not applicable
(viii)	Whether Selection, if it is a Non-Selection post	Selection post
(ix)	Mode of selection, if it is a Non-Selection post	By direct recruitment **
(x)	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	Not applicable
(xi)	If a DPC exists, what is the composition	Not applicable
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

** As per the post creation order of the State Government communicated to SLISA by Law Department vide file no.F.2(15)-Law/Estt.2/2011 (Part)/2254-64 dated 10.07.2014, the post shall be filled up on contractual basis preferably from retired persons as per the existing norms circulated by Finance Department keeping a regular post in abeyance.

6. Lower Division Clerk-Cum-Typist

Sl. No.	Name of post	Lower Division Clerk-Cum-Typist
(i)	Number of posts	15 plus additional post to be created from time to time.
(ii)	Classification	Group – C
(iii)	Scale of pay	Pay Band – 2 : PB. Scale : ₹ 5,310-24,000/- with Grade Pay : ₹ 1,800/-, subject to revision by the Govt. from time to time
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	By direct recruitment or by deputation.
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. servants, provided that the ST/SC/Govt. Servants shall not get this relaxation over and above the general relaxation of 5(five) years available to them.
(vi)	Educational and other qualifications	Must have passed the Higher Secondary Examination of any Indian Board or an other Examination recognized as equivalent by the Government of India and must be a holder of 1(one) year Diploma in Computer Application.
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	Not applicable
(viii)	Whether selection post or Non-selection post	Non-selection post in case of direct recruitment by absorption, promotion, transfer and selection in case of direct recruitment otherwise than by promotion or transfer.
(ix)	Mode of selection, if it is a Non-selection post	By absorption from among the candidates who have served at least for 02 years by transfer or promotion.
(x)	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	Does not arise
(xi)	If a DPC exists, what is the composition	Not applicable
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable

7. DRIVER

Sl. No.	Name of post	Driver
(i)	Number of posts	02 Plus additional post to be created from time to time.
(ii)	Classification	Group – C
(iii)	Scale of pay	Pay Band – 2 : PB. Scale : ₹ 5,310-24,000/- with Grade Pay : ₹ 1800/-, subject to revision by the Govt. from time to time
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	Direct Recruitment (70% of total vacancy shall be filled by direct recruitment while the rest 30% shall be filled up by promotion from regular Group-D employees with valid driving license. In case no qualified Group-D employee is found for promotion said vacancies will be filled up by direct recruitment.
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. Servants.
(vi)	Educational and other qualifications	(i) Educational Qualification should not be less than Class VIII Standard. (ii) He must be a qualified Driver and possess commercial driving license. (iii) Must possess good moral character which shall be certified by two respected persons unconnected with his or by his school or college and (iv) Must be certified to be medically fit by the competent medical authority of the Government of Tripura.
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	-No-
(viii)	Whether Selection, if it is a Non-Selection post	Selection post
(ix)	Mode of selection, if it is a Non-Selection post	By promotion or direct recruitment
(x)	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	From the post of Group-D
(xi)	If a DPC exists, what is the composition	-No-
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable "

-8. Group – D Employee (Peon/Night Guard/Orderly)

Sl. No.	Name of post	Group – D Employee (Peon/Night Guard/Orderly)
(i)	Number of posts	21 Plus additional post to be created from time to time.
(ii)	Classification	Group – D
(iii)	Scale of pay	Pay Band – 1 : PB. Scale : ₹ 4,530-13,000/- with Grade Pay : ₹ 1,200/-, subject to revision by the Govt. from time to time
(iv)	Method of recruitment (whether by direct recruitment or by promotion or by deputation/transfer) and percentage of the vacancies to be filled by various methods.	100% by direct recruitment (80% through open advertisement and 20% from amongst the existing eligible LSWs (Attendants/Gardener/Orderly/Water Carrier/Helper in various designation) on contract basis.
(v)	Age limit for direct recruitment	18 to 40 years. Upper age limit is relaxable by 5(five) years in case of ST/SC/Govt. servants, provided that the ST/SC/Govt. servants shall not get this relaxation over and above the general relaxation of 5 (five) years available to them.
(vi)	Educational and other qualifications	Minimum Educational Qualification would be Class VIII (eight) passed for all categories of candidates.
(vii)	Whether age and educational qualifications prescribed for direct recruitment will apply in case of promotion.	Not applicable
(viii)	Whether Selection, if it is a Non-Selection post	Non-selection
(ix)	Mode of selection post or Non-Selection post	2(two) years
(x)	In case of recruitment by promotion/ deputation/ transfer, grades from which promotion/deputation/ transfer is to be made	Not applicable
(xi)	If a DPC exists, what is the composition	Not applicable
(xii)	Circumstances in which TPSC is to be consulted in making recruitment	Not applicable "

By order of the Governor,

D.M.Jamatia.

L.R. & Secretary, Law.
Government of Tripura.