



**GOVERNMENT OF TRIPURA**  
**GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT**

No.F.23(8)-GA(P&T)/14.

Dated 22nd July, 2016.

**M E M O R A N D U M**

**Sub: Revised General Employment Guidelines for all Departments of the State Government for selection of candidates by open interview for Group-C and Group-D posts to be filled up by direct recruitment.**

The undersigned is directed to state that the Governor, Tripura is pleased to make the following guidelines for selection of candidates by open interview for Group-C and Group-D posts in the various departments of the State Government.

2. These guidelines shall be applicable only prospectively for selection of candidates to fill up all Group-C and Group-D categories of posts by direct recruitment under the State Government based on the existing Recruitment Rules and shall not be applicable to those posts which are recruited through TPSC (as per provision contained in the respective RRs) as well as other autonomous bodies, PSUs/Boards etc. who have their own method of recruitment process. They shall also not apply to those posts for which RR specifically provides for selection by written test or written and viva-voce test. It is made clear that these guidelines for selection of candidates by open interview only shall apply to both Un-Reserved category posts and Reserved category posts.

3. There may be a common Interview Board to be constituted by department concerned for selection of candidates from whole of the State. But if situation so demands due to district-wise or sub-divisional-wise distribution of posts for other policy reasons as the State Government may decide from

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time to time or for large number of candidates from all over the State, the Board may constitute selection committees District-wise or Sub-Division wise. The advertisement in that respect shall explicitly mention the same. The selection made by the selection committees shall be consolidated by the State Board for preparing panel.

4. To select the candidates (Group-C and Group-D category posts) by Open Interview (viva-voce), the guidelines given below shall be strictly followed. The suitability of the candidate shall be evaluated out of 100 (hundred) marks. The manner and head wise awarding of marks shall be by assessing the age, educational qualifications and knowledge on subject, intelligence, aptitude and interest on the field and sense on social commitment, co-curricular field (Culture, Sports etc) and 'need'. Depending on the number of vacancies the concerned department may constitute State Board and where necessary, the Board may constitute district level and sub-divisional level selection committees. The Board or Selection Committee shall not be permanent bodies and shall dissolve after the selection process is complete.

5. Candidates shall be evaluated by the Oral Interview (Viva-voce) method. Marks to each candidate shall be awarded out of 100 (hundred) on the following points (elaborately demonstrated below under **Category-1, Category-2, Category-3 and Category-4**):-

- (i) Age
- (ii) Educational Qualifications
- (iii) General Knowledge i.e. (a) knowledge on subjects (b) Intelligence (c) Aptitude and interest on the field (d) sense on social commitment and (e) Co-curricular field (culture, sports etc.)
- (iv) **'Need'**.

Criteria 'Need' shall be as hereunder:-

- (a) Total income of the family of candidate shall not exceed Rs.1.50 lakh per year and
- (b) There is no member in the family having Government employment.

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6. In the exigencies of service the method of walk-in-interview may also be adopted. This method will exempt the requirement of inviting and processing written applications. But the method of walk-in-interview if adopted shall be given wide publicity.

7. Overall assessment of suitability of the candidates shall be made on the basis of total marks obtained / gained after evaluation of merit on prescribed heads and merit list / panel of names of the selected candidates shall be arranged accordingly.

**CATEGORY-1 - Selection of candidates from Persons with Disabilities for Group-C Posts.**

(i) One mark for completion of each one year shall be awarded to the candidates (awaiting for job) from attaining the age of 18(eighteen) years or from the age he/she acquired the minimum educational qualification(as prescribed in the Recruitment Rules of that post), whichever is later subject to a maximum of **15** marks.

(ii) Maximum marks to be allotted to evaluate degree of disability - **20** marks in following manner:-

**Disability**

- |                               |             |
|-------------------------------|-------------|
| (a) From 40% to less than 60% | = 7 Marks   |
| (b) From 60% to less than 80% | = 14 Marks  |
| (c) From 80% and above        | = 20 Marks. |

(iii) Maximum marks to be allotted to evaluate Educational Qualifications: **20** Marks in following manner:-

- |  |            |
|--|------------|
| (a) From 30% to less than 45% Marks obtained in qualifying Exam. | = 7 Marks  |
| (b) From 45% to less than 60% Marks obtained in qualifying Exam. | = 14 Marks |
| (c) From 60% and above obtained in qualifying Exam.              | = 20 Marks |

(iv) Maximum marks to be allotted to evaluate General Knowledge: **30** Marks

- |  |            |
|--|------------|
| (a) Knowledge on subject to be evaluated out of                      | = 6 Marks  |
| (b) Intelligence to be evaluated out of                              | = 7 Marks  |
| (c) Aptitude and interests on the field to be evaluated out of       | = 6 Marks  |
| (d) Sense of Social Commitment to be evaluated out of                | = 6 Marks  |
| (e) Co-curricular field(culture, sports etc.) to be evaluated out of | = 5 Marks. |

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- (v) 'Need' to be evaluated for **15** marks if fallen under the definition of 'Need'

**CATEGORY- 2 - Selection of candidates for Group-C Posts other than Persons with Disabilities.**

- (i) One mark for completion of each one year shall be awarded to the candidates (awaiting for job) from attaining the age of 18(eighteen) years or from the age he/she acquired the minimum educational qualification(as prescribed in the Recruitment Rules of that post), whichever is later subject to a maximum of **15** marks.

- (ii) Maximum marks to be allotted to evaluate Educational Qualifications: **30** Marks in following manner:-

- (a) From 30% to less than 45% Marks obtained in qualifying Exam. = 20 Marks  
(b) From 45% to less than 60% Marks obtained in qualifying Exam. = 25 Marks  
(c) From 60% and above obtained in qualifying Exam. = 30 Marks

- (iii) Maximum marks to be allotted to evaluate General Knowledge: **30** Marks

- (a) Knowledge on subject to be evaluated out of = 6 Marks  
(b) Intelligence to be evaluated out of = 7 Marks  
(c) Aptitude and interests on the field to be evaluated out of = 6 Marks  
(d) Sense of Social Commitment to be evaluated out of = 6 Marks  
(e) Co-curricular field(culture, sports etc.) to be evaluated out of = 5 Marks.

- (iv) 'Need' to be evaluated for **25** marks if fallen under the definition of 'Need'

**CATEGORY- 3 - Selection of candidates from Persons with Disabilities for Group-D Posts.**

- (i) One mark for completion of each one year shall be awarded to the candidates (awaiting for job) from attaining the age of 18(eighteen) years or from the age he/she acquired the minimum educational qualification(as prescribed in the Recruitment Rules of that post), whichever is later subject to a maximum of **15** marks.

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(ii) Maximum marks to be allotted to evaluate degree of disability - **30** marks in following manner:-

**Disability**

- (a) From 40% to less than 60% = 10 Marks  
(b) From 60% to less than 80% = 20 Marks  
(c) From 80% and above = 30 Marks.

(iii) Maximum marks to be allotted to evaluate General Knowledge: **30** Marks

- (a) Knowledge on subject to be evaluated out of = 6 Marks  
(b) Intelligence to be evaluated out of = 6 Marks  
(c) Aptitude and interests on the field to be evaluated out of = 6 Marks  
(d) Sense of Social Commitment to be evaluated out of = 6 Marks  
(e) Co-curricular field(culture, sports etc.) to be evaluated out of =6 Marks.

(iv) **'Need'** to be evaluated for **25** marks if fallen under the definition of 'Need'

**CATEGORY- 4 - Selection of candidates for Group-D Posts other than Persons with Disabilities.**

(i) One mark for completion of each one year shall be awarded to the candidates (awaiting for job) from attaining the age of 18(eighteen) years or from the age he/she acquired the minimum educational qualification(as prescribed in the Recruitment Rules of that post), whichever is later subject to a maximum of **15** marks.

(ii) Maximum marks to be allotted to evaluate General Knowledge: **60** Marks

- (a) Knowledge on subject to be evaluated out of = 12 Marks  
(b) Intelligence to be evaluated out of = 12 Marks  
(c) Aptitude and interests on the field to be evaluated out of = 12 Marks  
(d) Sense of Social Commitment to be evaluated out of = 12 Marks  
(e) Co-curricular field(culture, sports etc.) to be evaluated out of = 12 Marks.

(iii) **'Need'** to be evaluated for **25** marks if fallen under the definition of 'Need'

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8. This is issued in partial modification of the earlier Memorandum of even number dated 12<sup>th</sup> January 2015, 11<sup>th</sup> March 2016 and 18<sup>th</sup> May 2016 **and this will take prospective effect.**

9. All Departments/Heads of Departments under the Government of Tripura are, therefore, advised to follow the above instructions strictly while selecting candidates for Group-C and Group-D posts by direct recruitment.

10. This is issued with the approval of the Competent Authority.

*R.P. Datta*  
(R. P. Datta)  
Additional Secretary  
to the Government of Tripura.

*R.D. Dept*

*To*  
✓ All Departments / Heads of Departments, Government of Tripura.

Copy to:-

1. The Principal Secretary to the Governor, Tripura.
2. The Principal Secretary to the Chief Minister, Tripura.
3. The PS to the Chief Secretary, Tripura.
4. All Principal Secretaries/Secretaries/Special Secretaries to the Government of Tripura.
5. PS to all Ministers, Government of Tripura.
6. GA(Confidential & Cabinet) Department in response to the reference of Memorandum No. F.1(29)-GA(CAB)/2002 dated 6<sup>th</sup> July,2016.

*R.P. Datta*  
(R. P. Datta)  
Additional Secretary  
to the Government of Tripura.

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