

**Government of Tripura**  
Rural Development Department  
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F. No. 3(51)-RD (TRLM)/2013/Part-III /742-50

Date: 20/05/2017

**MEMORANDUM**

Implementation of National Rural Livelihood Mission (NRLM) and Deen Dayal Upadhyaya Grameen Kaushalya Yojana (DDU-GKY) requires human resources, who are dedicated to the cause of programme and are ready to serve the rural community, by spending time in real rural environment. With a view to select most appropriate and committed human resources for its various positions, the selection procedure of Tripura Rural Livelihood Mission (TRLM) has been revised. A copy of the revised selection procedure is appended. This will have immediate effect.

Encl: As Stated

  
(NR Das) 20.5.17

Joint Secretary  
to the Govt. of Tripura

Copy to:

1. PS to the Hon'ble Minister, RD Department for kind information to the Hon'ble Minister, RD.
2. The Principal Secretary, RD Department for kind information.
3. The CEO, TRLM for kind information.
4. All SMM/ PM/FIC, SMMU, TRLM.
5. The District Mission Managers, Dhalai/ Gomati/ South Tripura for information please.
6. The Block Mission Managers of all BMMUs.
7. Guard File.

  
Joint Secretary 20.5.17

to the Government of Tripura

## SELECTION PROCEDURE OF CONTRACTUAL STAFF IN TRLM

Appropriate Human Resource is required at State, District and Block levels of Tripura Rural Livelihood Mission (TRLM) for efficient implementation of the programmes entrusted to TRLM. For ensuring the selection of the best candidates, selection procedure is of utmost importance.

There are a number of posts to man the different positions of TRLM. These posts may be categorized as shown below.

Category-I- Chief Operating Officer (COO), State Mission Manager (SMM), Programme Manager (PM), Financial Inclusion Coordinator (FIC), Accounts Officer.

Category-II- Assistant Programme Manager (APM), District Coordinator (DC), Block Mission Coordinator (BMC), Cluster Coordinator (CC), MIS Assistant, Accountant

Category-III- Documentation Assistant, Accounts Assistant, Office Assistant

Category-IV- Office Attendants

The recruitment procedure for different Categories is narrated below.

### 1. For Category I and Category-II:

The recruitment procedure for category-I (except COO, FIC and Accounts Officer) and Category II (except Accountant and MIS Assistant) is divided into few steps. These details are given below.

#### a. Common Aptitude Test (CAT):

An objective type (based on MCQ) Aptitude Test of 50 marks for 60 minutes duration will be administered to ascertain reasoning, data interpretation and basic numerical abilities etc. Maximum marks allotted to evaluate the candidates are given below.

Reasoning	- 15
Data Interpretation	- 10
Basic Arithmetic	- 15
English & GK	- 10

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Total	- 50
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Candidates shortlisted on the basis of the result of the CAT, shall be called for next step, i.e. Group Discussion (GD). Parameters for short listing of candidates will be decided by the selection committee.

b. **Bio-Data Form (BDF):** On the same day of CAT the candidates will be asked to fill up Bio-Data Forms. Time given for filling up BDF would be 45 minutes. Besides basic information about the educational background and other details, BDF will also contain certain descriptive questions to understand his/her background, aspirations and skills of writing and expression. The Bio-Data Forms of selected candidates shall be referred to at the personal interview stage.

c. **Group Discussion (GD):** Each group will have 5-8 members who will take approximately 30-40 minutes per GD. The objective of GD is to assess the intellectual, social and emotional maturity of the candidates. Marks will be awarded to the participants on the basis of their performance in GD. Grades will be awarded on the basis of the marks obtained in GD, as mentioned below.

A=90% or more

B=70% to less than 90%

C=60 % to less than 70%

D= less than 60%

All those who are graded C or above will be shortlisted for Personal Interview

d. **Personal Interview (PI):** Personal Interview would be used to assess the thematic knowledge on the specific subject/ sector and functional roles, in addition to understanding the personal motivations, aspirations etc. of the applicant. Marks will be awarded to the participants on the basis of their performance. Maximum marks (30) allotted to evaluate the candidates are given below.

Thematic understanding, intelligence	- 15
General Awareness	- 5
Interest on the field/ personal motivation, aspiration	- 10

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Total - 30

Grades will be awarded on the basis of the marks obtained in PI, as mentioned below.

A=90% or more

B=70% to less than 90%

C=60 % to less than 70%

D= less than 60%

All those who are graded C or above will be shortlisted for the next level.

- e. **Rural Attachment Test (RAT):** In tune with the job profile, a Rural Attachment Test (RAT) for atleast 7 (Seven) days in rural areas of Tripura shall be conducted. All the shortlisted candidates shall undergo this as part of the selection process. During this rural attachment test the candidate shall have to stay in a rural poor family continuously for 7 (seven) days. The details of the field attachment test shall be designed in such a manner so that it brings out the candidate's empathy and working relationship with the poor, interest and understanding of the rural areas, local area specific possibilities and constraints, capability to empathize, facilitate, and communicate to rural people. Field Report (FR) has to be submitted and a Presentation of about 15-20 minutes has to be made by each candidate on the field experience/ findings in the debriefing to the recruitment panel. The candidates those who are found to be failed to stay 7 days continuously in rural areas shall be disqualified for further evaluation on the basis of report and presentation.

**Preparation of Merit list:**

The final merit list shall be prepared for all candidates based on the result of the RAT.

**Table-1: The maximum mark for selection is proposed as follows**

Type	Field Attachment Test		Total
	Report	Presentation	
Category-I	20	30	50

Maximum 3(three) times of total posts (in category wise) shall be shortlisted in order to prepare the merit list.

**2. For COO, FIC & Accounts officer of Category-I -**

Candidates applying for COO, FIC & Accounts Officer shall also be called for a thematic presentation and personal Interview. On the date of interview few thematic topics shall be given to the candidates, out of that a presentation shall be prepared within 45 minutes and presented by the candidate before the interview panel on one topic as per his/her choice. Based on the performance of personal interview and presentation a merit list shall be prepared.

Maximum marks (100) allotted to evaluate the candidates are given below.

**Table-1: The maximum mark for selection is proposed as follows**

Type	Thematic Presentation	PI	Total
Category-I	50	50	100

The distribution of marks for PI is given below

1. Professional Competence (Relevant Experience including team and project management experience, Knowledge on Subject)	- 20
2. Intellectual Maturity (Intelligence, General Awareness)	- 15
3. Personal motivation, aspiration Sense of social commitment, interest in field	-15
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Total	- 50

**3. Accountant and MIS Assistant of Category – II, Category - III and Category - IV:**

The general employment guideline of GA (P & T) department, Government of Tripura for Group-C posts to be field up by direct recruitment shall be followed for Category-II (MIS Assistant, Accountant), Category -III and Group-D posts to be field up by direct recruitment shall be followed for Category- IV.