How to apply

1. Candidates should apply online to the website https://rural.tripura.gov.in/ or https://www.tripurard.in Hard copy of application will not be received.

2. Before applying please be ready with scanned images of the candidate's photograph and signature. Candidates are required to upload their recent photograph (JPEG format, Size: greater than 4 KB and less than 75 KB.) and full signature (JPEG format; Size: greater than 4 KB and less than 75 KB). It must be ensured that image of the photograph and full signature of the candidate must be clear or else the candidature will be summarily rejected without further notification. Uploading of any irrelevant photograph/signature will invite rejection of candidature and appropriate action.

3. A valid E-Mail ID and mobile number of the candidate is mandatory for registration and the E-Mail ID should be kept active for further communication at least till the counselling process is over. The candidate is advised to read the prospectus-cum-instructions and how to apply carefully and then fill the online application form with utmost care as no correspondence regarding change or modifications will be entertained later. The candidates are first required to visit the above mentioned website where the following information is available: Prospectus-cum-instructions, how to apply, guide to online registration, FAQs and important dates. After going through the above information, please click on "Apply Online" tab.

4. The guide to online registration shows each step to be followed. Perform the steps one-by-one to complete the online registration process. It's a sequential process where the next step will only get activated after successful completion of the previous step. Therefore, candidates are advised to complete each step carefully and validate their candidature.

5. Please enter your details in correct place. While entering data please follow the sequence (Exam Details >> Personal Details >> Qualification Details >> Experience >> Upload Documents) of the registration form to get better output. Once each of the tabs in the form is filled up then save the details by clicking on "Submit" button. After submitting, you will be able to review the details of what you have entered so far. Please verify the correctness, quality of images and click on review. If the details entered by you are correct, click on "Apply" button.

6. Otherwise close the tab and click on "Save" to modify your details and perform the action as mentioned in point 5.

7. Once you click on submit, the system will ask to review your application form and apply for final submission. Candidate will get a registration number over email and smsfor future references.

8. You are now a registered candidate. The system will immediately show you 2 options – a) Pay now and b) Pay later & exit. In case you wish to pay later please visit the website https://www.tripurard.in again and login with your registration number and OTP (will be sent on live instance) to follow the instructions step-by-step. Step-1: Pay Now, Staep-2: Check Payment status, Step-3: Download completed application for future reference.

9. Mode of fees payment: There is only one mode of fees payment i.e. online. There would be 3 options in online payment mode which are 1) Credit Card, 2) Debit Card and 3) Internet banking. Applicant will be redirected to 3rd party payment and respective bank with the requisite amount to pay. After completion of payment, it will be again redirected to the website https://www.tripurard.in with a transaction ID and transaction status. If the transaction status is successful, the applicant may login to the website again to check the updated payment status. If amount is debited from the bank account / card and the transaction is not successful, the applicant needs to get 3 banking days to verify payment status again in the website. Please visit your page using your registration and OTP (that generates on the go during login and will be sent through sms at registered mobile number) to see the payment status.

10. Online application process becomes complete only after the payment status shows that the requisite fees have been paid. If even after 5 days of making the payment your page shows a pending status get in touch with the helpline E-Mail and number mentioned in the website.

11. After completing the online application, the candidate should take a printout of the application form. The printout is to be produced with an admit card on the day of the OMR written examination.

12. Candidates are advised in their own interest to apply well in advance before the closing date and not to wait till the last date for depositing fees to avoid possibility of link related problems. R.D. Department does not bear any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the R.D. Department.

13. Candidates should fill in online application form with utmost care.

14. Instruction on Photo/Signature Upload

Before applying online, a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

A. Photograph Image:
   (i) Photograph must be a recent passport style colour picture.
   (ii) Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
   (iii) Dimensions 200 x 230 pixels (preferred)
   (iv) Size of file should be within 30KB.
   (v) Size of file should be more than 5KB.

B. Signature Image:
   (i) The applicant has to sign on white paper with Black Ink/Ballpoint pen.
   (ii) Dimensions 140 x 60 pixels (preferred)
   (iii) Size of file should be within 30KB.
   (iv) Size of file should be more than 5KB.

C. Scanning the photograph & signature:
   (i) The image file should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg. Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.
   (ii) Candidates using MS Windows/MSOffice can easily obtain photo and signature in .jpeg format not exceeding 30 kb respectively by using MS Paint or MSOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 20 KB (photograph) & 10 KB (signature) by using crop and then resize option (Please see point (I) & (II) above for the pixel size) in the 'Image' menu. Similar options are available in other photo editors also.
   (iii) If the file size and format are not as prescribed, an error message will be displayed. While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

D. Procedure for Uploading the Photograph and Signature:

There will be two separate browse buttons for uploading Photograph and Signature. Click on the respective buttons "Upload Photograph / Signature". Browse and Select the location where the Scanned Photograph / Signature file has been saved.
   (i) Select the file by clicking on it.
   (ii) Click the 'Upload Files' button.
   (iii) Check whether the correct photo and signature have been uploaded. If 'yes', then click on 'Close' button. If 'not', please select your correct photo and signature.
   (iv) After the photo and signature are successfully uploaded, go back to the Main page.

➢ Please go through the advertisement, the FAQs and this section thoroughly before applying online. Make sure you fulfil the required eligibility conditions.

- Please follow the eligibility checklist given at the end of the 'information & instructions' section of the advertisement.
- You need not use the "experience" option if you do not have anything relevant to enter.
- Some candidates may face problems converting their CGPA scores. Please mail us to query@tripurard.in for assistance in this regard. Kindly note that it may take 2/3 days to answer your query.
- If you do not receive the payment acknowledgement even on the 3rd day after you have made your online payment, immediately send an E-Mail to the helpline E-Mail with details of your name, registration number etc.