

Government of Tripura
Rural Development Department

PROSPECTUS-CUM-INSTRUCTIONS: ADVERTISEMENT FOR RECRUITMENT FOR POST of
GRS (purely contractual) under MGNREGS
Website for online application: <https://rural.tripura.gov.in/> or <https://www.tripurard.in>

Online applications are invited with effect from 08.08.2019 to 29.08.2019 from the interested and eligible Indian Nationals having permanent residence in Tripura in the prescribed online application form for appointment in purely contractual post of Gram Rozgar Sahayak (GRS) under MGNREGS on fixed pay basis in all GP/VCs of Tripura under RD Department initially for a period of two years extendable as per requirement. Application of the candidate will only be considered for one district i.e. the district of his/her ordinary residence or home district. GRS will be posted at the VC/GP level. Appointment will be made at the District level and the job is transferrable within the district. The details of the vacant posts are as under:

Name of post	GRS (purely contractual)			
Number of posts	1962			
District wise breakup	Number of posts			
	UR	SC	ST	Total
North Tripura	114	37	68	219
Unakoti	79	26	47	152
Dhalai	141	46	84	271
Khowai	107	35	63	205
West Tripura	118	39	70	227
Sepahijala	137	45	81	263
Gomati	164	54	98	316
South Tripura	161	52	96	309
Total	1021	334	607	1962

IMPORTANT NOTES

1. The admission of the candidate in the test will be purely provisional. Since, pre-test verification of document is not done, candidate is required to apply online in her/his own capacity on being satisfied with the terms and conditions of eligibility. However, if it is found later on, that the candidate does not fulfil any of the conditions of the eligibility, his/her candidature will be cancelled at any stage and no appeal against such cancellation will be entertained. Therefore, it is advised that the candidate should read the prospectus carefully and satisfy that he/she fulfils the conditions of eligibility as laid down in the respective Prospectus-cum-Instructions and official notifications.
2. Candidate is required to upload his / her 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 cancelled without further notification. Uploading of any irrelevant photograph/signature will invite cancellation of candidature and appropriate action.
3. The test fees for UR category applicant is Rs. 200/ (Rupees two hundred only) and for reserved category (SC/ST/PH) applicant is Rs. 150/ (Rupees one hundred and fifty only). Banking charges may apply as applicable.
4. Fees once deposited will not be refunded or adjusted for any other test in future. Candidates are to deposit fees through online portal in electronic mode. No offline or cash payments will be entertained.
5. Admit Card will be generated after successful payment only.
6. Mere issue of Admit Card to the candidate will not imply that her/his candidature has been finally approved by the department.
7. A selected number of candidates, depending on the number of district wise posts vacant, will be asked to appear for Computer Skill Test. Shortlisted candidates depending on the number of posts vacant district wise will be invited for interview and document verification. Invitation for certificate verification or interview does not confer any right to any candidate for recruitment.

8. Candidature of the candidate will summarily be rejected if he/she remains absent during certificate verification without further notification.
9. The merit list /result published on official website of department are purely provisional and for immediate information to the candidates. The final merit list will be published only after completion of interview and verification of related documents.
10. Candidates must have PRTC issued by competent authority as proof of permanent residence in Tripura.
11. Question Papers for OMR based written examination will be of Multiple Choice Question (MCQ) type having a total of 120 marks. Syllabus & pattern of question paper is given at para "J" below.
12. In-service candidates have to produce no-objection certificate from the concerned employer at the time of certificate verification or else her/his candidature will be cancelled.
13. Candidates are instructed to bring a printed copy of the completed online application form, admit card, black ball point pen and his/her one photo bearing identity card (like Voter ID, AADHAR etc) for appearing in the OMR based exam, computer skill test and interview. Carrying bags, books, mobile phone, tab, knife or any other communication devices etc. inside the test venue is strictly prohibited.
14. The Department reserves the right to change the programme/terms and conditions etc. All further notifications/updates will be uploaded on the official website of the Department or on the recruitment portal.
15. **Candidates will not be permitted to enter into test room later than 15 mins after commencement of test.**
16. In case of any inadvertent error (technical or otherwise) that may have crept in the answer key/result/merit list etc. being published on official website of R.D. Department, the same will be communicated to all concerned by the notification on the departmental website and steps will be initiated for rectification.

A. ESSENTIAL MINIMUM QUALIFICATION

- (i) Madhyamik / Matriculation examination pass.
- (ii) Working knowledge of computers and android phones to be tested through computer skill test (no certificate required for this).

Note: Candidates are to apply online; hence, there will be no pre-test verification of certificates/mark-sheets and other documents.

B. AGE LIMIT: Age limit is 18 to 40 (forty) years as on 1st January, 2019. Upper age limit is relaxable by 5 years in case of SC/ST/PWD category. Upper age limit is also relaxable for Ex-Serviceman (ESM) as per norms.

C. Emoluments/Entitlements: Rs 15,000/- inclusive of employers EPF contribution with 2% annual increment.

D. TEST FEES: The application fees for UR category is Rs. 200/- and Rs. 150/- for reserved category (SC/ST/PWD).

E. PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION: Online Application can be submitted by logging on to R.D. Department's official website at <https://www.tripurard.in/>.

Follow the steps given below:

- (i) Log on to R.D. Department's official website (<https://www.tripurard.in/>) . Click on the link "apply online".
- (ii) Candidates are to register and create a profile. After registration they must note down the registration number. This registration number will be USER NAME for the candidate.
- (iii) Please note that the mobile number provided has to be unique and more than one registration against one mobile number will not be allowed.
- (iv) Candidates must give all particulars correctly while registering themselves. Any wrong/false information will lead to rejection/cancellation of candidature at any stage without any notice.

- (v) After registration, applicant login can be done by using registration number. Portal will send OTP to the registered mobile number and portal will allow login after the received OTP is entered.
- (vi) While applying online the candidate must ensure that he/she understands and fulfils the norms of eligibility.
- (vii) Before applying online please ensure to have the following documents/files for uploading:
 1. Scanned image of recent passport size photograph of candidate (Size: Greater than 4 KB less than 75 KB).
 2. Scanned image of full signature of candidate (Size: Greater than 4 KB less than 75 KB).
 3. Images should be in JPEG format only.
- (viii) Fees to be remitted only through the online portal.
- (ix) Candidates are instructed to provide working mobile phone number and E-Mail ID. Without this, the Admit Cards will not be accessible.
- (x) Candidates are instructed to finalise the process of online submission of application within stipulated date. Once the date of finalization is over candidates will not be able to proceed further.

F. RECRUITMENT PROCESS

- (i) The screening process will be a 3-step process i.e. 1) OMR based MCQ written examination 2) computer skill test and 3) Interview & Personality Test.
- (ii) The candidates will be shortlisted as per the district wise commensurate number of vacancies for the Computer Skill Test against each district from amongst the candidates who have applied from the district and obtained the highest marks in OMR based exam.
- (iii) The candidates will be shortlisted district wise in the ratio of 1:2 commensurate to the district wise vacancy for the Interview & Personality Test. Final list of selected candidates will be declared district wise based on the performance of the Interview & Personality Test only.
- (iv) When two or more candidates obtain same marks in OMR exam, preference will be given to the candidate having higher percentage of marks in qualifying examination (academic). In case, percentage in qualifying examination is same, then the person having higher qualification will be given preference.
- (v) When two or more candidates obtain same marks in Computer Skill Test, relative position would be judged on the basis of combined performance in the OMR & Computer Skill Test. In case the combined performance is same, then the preference will be given to the candidate having higher percentage of marks in qualifying examination (academic). In case, percentage in qualifying examination is same, then the person having higher qualification will be given preference.
- (vi) Final selection will be purely based on interview & personality test of the candidates selected through above stated 2-step screening process to be conducted by RD Department. In case 2 or more candidates obtain same marks in interview, the relative position would be judged on the basis of combined performance in the OMR & Computer Skill Test. In case the combined performance is same, then the preference will be given to the candidate having higher percentage of marks in qualifying examination (academic). In case, percentage in qualifying examination is same, then the person having higher qualification will be given preference.

G. ADMIT CARD

- (i) Admit Card will be issued to each candidate who has deposited fees and finalized online application by uploading her/his photograph and full signature. In case any discrepancy is noticed about photograph and full signature of candidate, the Department will not issue Admit Card for the concerned candidate.

- (ii) Admit Cards will be issued online and candidate needs to go back to the Registration portal, Login using applicant Login and download the same.
- (iii) Admit Card for written exam will be issued approximately 3 days after the Registration closes. Candidates will be informed through SMS and Email when the admit card is available for download. Further, a notice will be displayed on the Notice board stating that Admit Cards are now available. Candidates are advised not to search for admit cards unless the notice in this regard has been displayed.
- (iv) Candidates are instructed to verify that information on Admit Card is correct and as per information noted in the online Application form. Candidates must report though the **helpline number 8420207400**, if any mismatch is noticed on Admit Card immediately for necessary correction.
- (v) Candidates can check payment status by logging into the Registration Portal. In case of dispute in payment status after successful payment of fees through the online portal, candidate should contact helpline number immediately along with candidate's copy of bank transaction ID.
- (vi) If payment through online portal is not duly received, Admit Card will not be generated.
- (vii) Candidate who does not possess the valid Admit Card shall not be permitted to appear in the exam.

Note: Since there is no provision of pre-test verification of documents for debarring a candidate from applying for being non-eligible, one can apply online and get her/his Admit Card downloaded for appearing at the test. However, if it is noticed at any stage that candidate concerned does not fulfil any of the eligibility criteria his /her candidature will be cancelled at any stage without further notification.

H. CENTRE AND VENUE OF TEST: R.D. Department will conduct OMR based exam for GRS at all districts. Candidates will be informed about the venue of test through downloaded Admit Cards. No written communication will be sent to the candidates. Department will conduct Computer Skill Test for shortlisted candidates at Agartala only. Admit Cards will also be generated for Computer Skill Test & Interview. Interview is likely to be held at Agartala or District Head Quarters. No TA and DA will be paid to candidates for appearing at the OMR based exam, Computer Skill Test and Interview. R D Department reserves the right to allocate any Exam venue in any district to the Candidate.

I. ADMISSION INTO TEST ROOM

- (i) A candidate appearing in a test will have to produce her/his Admit Card to the Officer-in-Charge/Venue Superintendent/Invigilator of the test venue.
- (ii) Candidates are required to produce Admit Card issued by the Department along with one photo bearing identity card in original like, AADHAAR Card / PAN Card / Passport / Driving License / Bank Pass Book / EPIC (Voter ID Card) for admission into test room.
- (iii) Candidate shall be present at test venue 60 minutes before, and take their respective seats in the test room 30 minutes before schedule time of commencement of the test positively. Candidate is also instructed to read instructions of Admit Card carefully and follow them during conduct of test.

J. QUESTION PATTERN:

- (i) **OMR EXAM:** The question paper will be in English. GRSs are expected to work on MIS of NREGASoft which is predominantly in English. The question paper will be of 2 hours duration with 120 MCQs. The question paper will be divided into 3 parts (A, B, & C). Each question will carry 1(one) mark. There will be no negative marking. OMR answer sheets for marking answers and instructions etc will be in English only.

Part-A will be a test on general English (up to class 10 standard) consisting of 40 questions. 10 questions will be based on comprehension test (2 paragraphs with 5 questions each to check the ability of the candidate to decipher sample official instructions) and 10 questions will be to check the ethical values of the candidate.

Part-B will be a test on numerical ability (up to class 08 standard) consisting of 40 questions. The questions will be on application of percentage, mensuration, ratio & proportion, work & time and data interpretation.

Part-C will comprise of 40 questions on general knowledge and will include some questions on Rural Development Schemes of Government of India like MGNREGS, PMAY-G, NRLM and current affairs of India.

- (ii) **Computer Skill Test:** Sample questions / tutorials on Computer Skill Test will be made available on the website at least 15 days based before the date of Computer Skill Test.

K. INSTRUCTIONS FOR USE OF OMR ANSWER SHEET

- (i) OMR Answer Sheet cannot be replaced or changed for incorrect use by the candidate under any circumstances.
- (ii) OMR Answer Sheet contains the following columns which are to be filled in neatly and accurately by candidate with 'Black Ball Point Pen' only. **Use of pencil is strictly prohibited.**
- 1.Name of candidate in capital letters.
 - 2.Signature of Candidate.
 - 3.Roll Number.
 - 4.Registration number
 - 5.Question booklet Series
 - 6.Category
- (iii) OMR Answer Sheet will be scanned by optical scanner; therefore, altering, adding additional circle or anything written outside the circle will invalidate the OMR Answer Sheet. Candidates should ensure that OMR Answer Sheet is not folded.
- (iv) Do not make any stray marks on OMR Answer Sheet.
- (v) Do not write your Roll Number anywhere else except at the specified space on OMR Answer Sheet.
- (vi) Out of four alternatives for each question, only one circle for the correct answer is to be darkened / shaded completely. For example, Question No. 1 in the Question Booklet reads as follows:

Question No.1: The capital city of India is:

- (A) Dubai (B) Delhi (C) Tokyo (D) None of these

The correct response to this Question No. 1 is Delhi which is marked by letter (B) among the four options. Candidate will locate Question No.1 on OMR Answer Sheet and shade/darken the circle B corresponding to the answer. Follow the correct method of shading/darkening as given below:

CORRECT METHOD OF ANSWERING

	A	B	C	D
If your answer is B	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your answer is C	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
If your answer is A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your answer is D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Note:

1. Optical Scanner will not work if the above instructions are violated and no marks will be awarded.
2. Faint or incomplete shading/darkening of circle is a wrong method of marking answer and liable to be rejected by Optical Scanner.
3. Circle, darkened/shaded once is final and not to be changed at all, since it will invalidate the answer.
4. Darkening/shading of more than one circle for any question will invalidate the answer.

- L. BLACK BALL POINT PEN FOR WRITING, DARKENING OR SHADING:** Candidate is instructed to use 'Black Ball Point Pen' for writing/darkening/shading. Before writing/darkening/shading the particulars or responses of Question Booklet and OMR Answer Sheet, candidate must verify all details as noted on downloaded Admit Card to ensure that her/his responses are as per Admit Card.

M. EVALUATION OF OMR ANSWER SHEET

- (i) A fully computerized system is adopted for evaluation of answer scripts using Optical Mark Recognition (OMR) process for preparation of results. Since evaluation will be error free, there is no provision for re-evaluation of OMR Answer Sheet or re-counting of marks scored. No correspondence in this regard will be entertained.
- (ii) On completion of the test, Tentative Answer Keys will be displayed on the official website of R.D. Department. The candidates are instructed to go through the same and in case they have any doubt/confusion/query concerning to any Tentative Answer Keys they can report their feedbacks personally with proper documentation about the doubt/confusion/query to query@tripurard.in within stipulated time.
- (iii) No feedback will be entertained after stipulated time.
- (iv) On completion of evaluation process, Provisional Results will be uploaded on the official website of R.D. Department.

N. VERIFICATION OF CERTIFICATE: During certificate verification, certificate/mark-sheet of academic and professional qualification including other relevant certificates/document of the candidates will be verified. Candidates are instructed to bring the following documents in original during certificate verification.

- (i) Downloaded version of Registration Application form.
- (ii) Downloaded Admit Card of written exam and Computer Skill Test..
- (iii) Permanent Resident of Tripura Certificate (PRTC).
- (iv) Ordinary resident certificate of the home district.
- (v) Original Marksheet /Admit Card of matriculation/madhyamik examination.
- (vi) Caste certificate (if applicable).
- (vii) PWD certificate (if applicable).
- (viii) ESM certificate (if applicable).
- (ix) Mark-sheets of academic qualifications.
- (x) Valid photo identity cards as proof of identity.
- (xi) No-objection certificate from the concerned authority (for in-service candidate).

Note:

- 1. *Candidates are instructed to bring two sets of self-attested photocopy of relevant mark-sheets/certificates/documents.*
- 2. *If a candidate doesn't turn up during certificate verification as per schedule of Department or any discrepancy of fact is found during certificate verification, her/his candidature will be cancelled without further notification.*
- 3. *It must be noted that getting qualifying marks or having one's certificate verified does not confer any right on any candidate for recruitment.*

O. CANCELLATION OF CANDIDATURE: Whatever the case may be where it is found that a candidate's admission to the test has been effected by error, malpractice, suppression of facts or violation of any criteria of eligibilities, the Department will cancel candidature of the candidate and forfeit test fees (if paid) without further notification. Further, if any of the above irregularities is noticed after publication of provisional result, candidature will be cancelled even if name of candidate appears in the merit list. The decision of the Department will be final in such instance.

P. IMPORTANT INSTRUCTIONS PRIOR TO TEST

- (i) A seat indicating roll number will be allocated to each candidate. Candidates should find and occupy seats allotted to them. Candidature of a candidate shall be cancelled if she/he has been found to have changed room or seat other than allotted.
- (ii) **Candidate must produce downloaded Admit Card for admission into test room. Candidate, who does not possess valid Admit Card and one photo identity card as noted at the point no. 9 (b), shall not be permitted to appear in the test.**

- (iii) Candidates will be given OMR Answer Sheet and sealed Question Booklet 5 minutes before commencement of test and Invigilator will instruct the candidates to break/open seal of Question Booklet 2 minutes before commencement of test.
- (iv) After breaking seal of Question Booklet candidate must check that Question Booklet contains same number of pages as mentioned on the first page. In case of any discrepancy in Question Booklet i.e., page missing, tear pages & misprinting, the same should be informed to Invigilator immediately for replacement of Question Booklet.
- (v) Test will start exactly at the scheduled time and an announcement to this effect will be made by Invigilator and candidate who comes more than 15 minutes after commencement of test shall not be permitted to appear.
- (vi) Invigilator will check Admit Cards of all candidates and will also put her/his signatures on OMR Answer Sheet and on Question Booklet.
- (vii) Candidates are also instructed to insert specific information required for OMR Answer Sheet correctly.

Q. PROCEDURES DURING CONDUCT OF TEST

- (i) Candidates are instructed to put their *full signature* at appropriate places of Question Booklet and OMR Answer Sheet. Candidates must sign on Attendance Sheet in the correct place.
- (ii) Immediately on receipt of Question Booklet candidates will fill in required particulars on cover page of Question Booklet with Black Ball Point Pen.
- (iii) Candidates should not open/break seal of Question Booklet unless they are instructed.
- (iv) Candidates are not allowed to carry items like mobile phone, textual material (printed or hand-written), bits of papers, geometry/pencil box, plastic pouch, hand/carry bag, calculator, writing pad, pen drive, eraser, electronic pen/scanner, cardboard or any electronic item which can be used for communication device inside the test venue.
- (v) Tea, coffees, cold drinks, smoking, chewing *gutka*, spiting etc. in test room is strictly prohibited.
- (vi) After completing the test and before handing over OMR Answer Sheet, candidate should check again that all particulars required for OMR Answer Sheet have been filled in correctly. Announcement about beginning and closing of test will be made by Invigilator. Candidate must stop marking their responses immediately at the closing announcement.
- (vii) Candidates will not be allowed to leave his / her seat or test room until duration of the test is over.
- (viii) Candidates should not leave test room without handing over their Answer Sheets and Question Paper Booklet to the Invigilator on duty.
- (ix) Cases where a candidate has not put her/his signature on Attendance Sheet will be deemed not to have handed over OMR Answer Sheet and be treated as unfair means.

R. UNFAIR MEANS: Candidates shall maintain proper silence. Any disturbance in test room shall be deemed as misbehaviour. If a candidate is found using unfair means or impersonating, he/she will be expelled immediately by Officer-in-Charge/Venue-Superintendent and she/he will be debarred for taking test either permanently or for a specified period as per decision of the Board. Some instances of unfair means are as follows:

- (i) If any candidate is found in possession of any item(s) as mentioned at point no. 16 (d) of this Prospectus cum Instructions.
- (ii) If a candidate removes any page(s) from Question Booklet during the test.
- (iii) If a candidate carries Question Booklet or a part of it outside the test hall during test hours before the submission of OMR Answer Sheet.
- (iv) If a candidate submits Question Booklet or OMR Answer Sheet wilfully mutilated by her/him.

- (v) If a candidate leaves the test room before expiry of the scheduled time of test.
- (vi) Any activity which is detrimental for smooth conduct of test.

- S. ROUGH WORK:** The candidate will not practice any rough work on OMR Answer Sheet. Rough work is to be practiced on space provided in Question Booklet.
- T. CHANGING AN ANSWER IS NOT ALLOWED:** The candidate must fully satisfy himself /herself about accuracy of answer before shading/darkening the appropriate circle, once marked no change in answer is allowed. Use of eraser or correction fluid on OMR Answer Sheet is not permissible as OMR Answer Sheets are machine gradable and it may lead to wrong evaluation for which all responsibility lies on candidate.
- U. PERSONS WITH DISABILITY (PWD) CANDIDATE:** Candidate having disability such as Blind or Low Vision (Partially Blind), Partially Deaf and Locomotors Disability (Ortho) can only apply under PWD category. The percentage of disability must be 40% or above. PWD candidates must select type of disability from dropdown box and also mention percentage of disability while filling in online registration form. A candidate who is blind or partially blind may be allowed to appear with a test scribe. Candidate who requires a test scribe is report to the Exam Centre Supervisor on the day of the exam and the decision of the Exam Centre Supervisor regarding the test scribe will be final.
- V. INTERPRETATION**
- (i) In any question of interpretation about any provision of Prospectus-cum-Instructions regarding GRS recruitment or any other point specifically not covered by this, the R.D. Department, Govt. of Tripura will be competent authority to take a final decision.
 - (ii) Prospectus-cum-Instructions for recruiting GRS is subject to alteration/modification without prior notice. Any alteration/modification of Prospectus cum Instructions will be duly notified. Candidates are advised to keep a watch on official website of the Department.
- W. JURISDICTION:** Legal disputes concerning to conduct of GRS recruitment (purely on contractual basis) shall be subject to the jurisdiction of the State of Tripura.

INFORMATION AT A GLANCE	
Date of Notification	08.08.2019
Submission of Online Application	08.08.2019 to 29.08.2019
Last Date for Finalisation of Application	29.08.2019
Last Date of Payment of Fees	29.08.2019
Admit Card Download	02.09.2019 to 14.09.2019
Date of OMR exam	15.09.2019 (Sunday)
Test Centre / venue	As indicated in the Admit Card
Time and duration of OMR exam	11 A.M. to 1:00 P.M. (2 Hours)
District wise list of shortlisted candidates for Computer Skill Test	30th September, 2019
District wise list of shortlisted candidates for Interview	1 st November, 2019
District wise list of successful candidates	31st December, 2019

R.D. Department reserves the right to change the dates and time. The changes will be notified on the official website of R.D. Department.

Sd/-
Vikas Singh
Additional Secretary to the Government of Tripura