

MAHARAJA BIR BIKRAM UNIVERSITY

P.O: Agartala College-799004

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Email:mbbuniversityagt@gmail.com

No.F.2 (28) APPT/Faculty/MBBU/2016/268

Dated,Agartala, the20th December,2016.

Advertisement No. 03(three) Dated: 20.12.2016

Applications are invited in prescribed application forms from bonafide citizens of India permanently residing in Tripura for selection of candidates for the under mentioned posts.

Item No. 01 : 10 (ten) regular posts of **Lower Division Clerk** (ST - 03, SC - 02,UR-05) in the Scale of Pay Rs. 5,700 – 24,000/-, Pay Band 2 with Grade Pay Rs. 2,200/- (**Group-C**) or as revised from time to time.

Essential Qualification:

- i) Should have passed Madhyamik/H.S. or its equivalent examination from any recognized Board.
- ii) Knowledge of typing in English with minimum speed 30(thirty) words P.M. In case of Bengali typist capability of typing at least 25 (twenty five) words P.M.
- iii) Having Knowledge of operating Computer and a Certificate from any recognized Computer Training Institute.

Age: 18 to 40 Years; Relax-able by 5(five) years in case of SC/ST/PH candidates and Government servants. However, the SC/ST/Govt. Servant will not get the further relaxation of 5(five) years over and above relaxation of 5 (five) years which they are already entitled to get as SC/ST candidates.

Item No. 02: 20 (twenty) regular posts of **Group-D(Peon)** (UR – 10, ST – 06, SC-04) in the Scale of Pay Rs. 4,840 – 13,000/-, Pay Band- 1 with Grade Pay Rs. 1,400/- (**Group-D/Peon**) or as revised from time to time.

Essential Qualification:


- i) Minimum Educational qualification for Group-D(Peon) categories of posts would be Class- VIII(Eight) pass for General category of candidate and Class-V (Five) pass for the candidates belonging to the Scheduled tribe and Scheduled Caste.
- ii) Minimum Educational qualification for the post of Sweeper/ Sweeping & Cleaning Assistant (Group-D/Peon Category) would be Class-V(Five) pass which would be relaxable for the candidates of Scheduled Caste and Scheduled tribe categories.

Age: 18 to 40 Years; Relax-able by 5(five) years in case of SC/ST/PH candidates and Government servants. However, the SC/ST/Govt. Servant will not get the further relaxation of 5(five) years over and above relaxation of 5 (five) years which they are already entitled to get as SC/ST candidates.

For prescribed Application Form and other important information, the candidates are requested to please visit the MBB University website (www.mbbuniversity.ac.in)

The filled in Applications along with Bank receipt will be received on all working days during 21-12-2016 to 31-01-2017 from 11:30 am to 04:00 pm at the office of the MBB University, Agartala.

For further details please visit www.mbbuniversity.ac.in


Officer-On-Special Duty
M.B.B.University
Agartala, Tripura

IMPORTANT INFORMATION

1. **Name of the Post:** Lower Division Clerk.

2. **Number of Posts:** 10 (UR-05, ST- 03, SC- 02). The number of posts may increase or decrease under the discretion of recruitment authority. A panel of wait-listed candidates may be prepared category-wise on the basis of order of merit and the panel shall remain valid for one year from the date of publication of result.

3. **Educational Qualification:**

a) **Essential:** i) Should have passed Madhyamik /H.S. or its equivalent examination from any recognized Board.

ii) Knowledge of typing in English with minimum speed 30(thirty) words P.M. In case of Bengali typist capability of typing at least 25 (twenty five) words P.M.

iii) A Certificate regarding training in Computer from a recognized Computer Training Institute approved by the Government is required.

b) **Desirable:** Knowledge of Computer Typing in Bengali.

c) **Relaxation:** ST/SC candidates shall be recruited, even if they do not initially qualify in the Type Test, and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months, they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.

4. **Emoluments:** He/she will be entitled for the scale of Pay Rs.5, 700-24,000/-, Pay Band-2 with Grade Pay Rs.2, 200/- (Group-C) or as revised from time to time.

5. **Age:** 18 to 40 Years; Relax-able by 5(five) years in case of SC/ST/PH candidates and Government servants. However, the SC/ST/Govt. Servant will not get the further relaxation of 5(five) years over and above relaxation of 5 (five) years which they are already entitled to get as SC/ST candidates.

6. **Availability of the Prescribed Application Form:** The Prescribed Application Form can be downloaded from www.mbbuniversity.ac.in and only filled up downloaded application form will be received. No application form will be distributed from the university.

7. **Application Fees:** Rs. 200/-only for UR, Rs.100/-only for SC/ST to be paid only by a Crossed Demand Draft from UBI drawn in favour of the Drawing and Disbursing Officer (DDO) of the MBB University payable at Agartala for the post s mentioned above. No application fee in cash will be received.

8. The last date of submission of duly filled in Application in the prescribed form (downloaded) at the office of the MBBU along with Application Fees is 31-01-2017 by 4 p.m. Applications will be received between 11.30 A.M and 2 P.M, and 2.30 PM and 4 PM on all working days. Applications received after the closing date and time will not be entertained.

9. **Recruitment Process:** Recruitment Process will follow the State Govt. rules.

Dates of written test and/ or interview will be announced in due course.


20/12/16

10. Other Important Information:

i) Applicants must be in possession of the certificates showing their having prescribed minimum qualification(s) as mentioned in the advertisement for the post on the closing date of submission of Application.

Note: At the time of submission of Application Form the following documents (self- attested) should be enclosed.

- a) Age proof certificate
 - b) Educational qualification certificate.
 - c) Total income of the family of candidate from the respective SDM (applicable only for those candidates who want to be considered under the criteria 'Need').
 - d) Bank Crossed Demand Draft for prescribed application fee.
 - e) SC/ST certificate (if applicable).
- ii) Decision of the University as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.
- iii) Canvassing in any form shall be considered as disqualification.
- iv) Any false information or suppression of facts will lead to cancellation of candidature as well as legal action against the candidate.
- v) Candidates will not be allowed to carry Mobile Phone in the premises of the Interview Centre.
- vi) At the time of Viva-voce all candidates should have to produce the original Employment Exchange Card along with the other original documents.
- vii) **APPLICATION INCOMPLETE IN ANY FORM IS LIABLE TO BE REJECTED.**
- viii) The undersigned reserves the right to accept or reject any application without assigning any reason.
- ix) To assess the criteria 'Need' the following matters would be considered:

- a) Total income of the family of candidate shall not exceed Rs. 1.50 lakh per year.
- b) i) There is no member in the family having Government employment.
ii) Self declaration as per format given below.

Self Declaration

I, Sri/Srimati.....S/O, D/O/
Sri/Smt./Late.....
P.O.....P.S.....
Dist.....hereby declare that there is no Govt.
employee in my family. If after inquiry conducted by the University
reveals that the statement made by me is found false, the
candidature for the post of LDC will be liable to be cancelled even if
any appointment is issued in my favour.

This is true to the best of my knowledge and belief.

Signature of Candidate


25/12/16
Officer-On-Special Duty
M.B.B. University



For MBBU Office use only

**APPLICATION FOR THE POST OF
LOWER DIVISION CLERK**

(ALL ENTRIES ARE TO BE MADE IN BLOCK LETTERS)

1. Name of the Candidate:

2. a) Father's Name :

b) Mother's Name:

3. Present Address of the Candidate:

C/o:

Vill :

Sub-Division: Dist:.....

State: PIN:.....

4. Contact No: a) Land line.....

b) Mobile.....

5. Date of Birth:.....

6. Gender: Male / Female

PASSPORT SIZE
RECENT
PHOTOGRAPH TO BE
PASTED WITH GUM
BUT NOT BE STAPPLED
& SHOULD NOT CROSS
THE LINE OF THE BOX



Full Signature of Candidate

7. Category: General / ST / SC

8. Whether Physically Challenged: Yes / No

9. Whether BPL Card Holder: Yes / No

10. Current Employer, if any:.....

11. Experience, if any:.....

12. a) Educational Qualification :

Sl. No.	Examination	Board/University	Year of Passing	Division/ Grade	Percentage of Marks
1					
2					
3					
4					
5					

b) Speed of Computer typing per minute:

a) English (Words Per Minute):

b) Bengali (Words per Minute):

13. Centre for Written Test: AGARTALA

14. Application fee: Rs. 200/- for UR, RS.100/- for SC/ST only by a Crossed Demand Draft from UBI drawn in favour of the Drawing and Disbursing Officer (DDO) of the MBB University payable at Agartala.

I hereby declare that statements made and information furnished as above are true and correct to the best of my knowledge and belief.

Place :

Date :

(Full Signature of the Candidate)

.....
(TO BE FILLED IN BY THE CANDIDATE)

For MBBU Office use only

Received an Application from Mr. / Mrs. _____
for Recruitment to the post of LOWER DIVISOIN CLERK.

Signature of the Receiver with date

IMPORTANT INFORMATION

1. **Name of the Post:** Group-D (Peon)
2. **Number of Posts:** 20 (UR- 10, ST- 06, SC-04). The number of post may increase or decrease under the discretion of recruitment authority. A panel of wait-listed candidates shall be prepared category-wise on the basis of order of merit and the panel shall remain valid for one year from the date of publication of result.
3. **Educational Qualification:**
 - a) **Essential:** i) Minimum Class VIII passed, relaxable up to Class V passed for ST/SC candidates.
ii) Minimum Educational qualification for the post of Sweeper/ Sweeping & Cleaning Assistant (Group-D/Peon Category) would be Class-V(Five) pass which would be relaxable for the candidates of Scheduled Caste and Scheduled tribe categories.
 - b) **Desirable:** Any Experience Certificate like Driving/Electrical work/Computer Repairing/Operator of Photocopier machine or Copying etc.
4. **Emoluments:** He/she will be entitled for the scale of Pay Rs. 4,840-13,000/-, Pay Band- 1 with Grade Pay Rs. 1,400/- (Group-D/Peon) or as revised from time to time.
5. **Age:** 18 to 40 Years; Relax-able by 5(five) years in case of SC/ST/PH candidates and Government servants. However, the SC/ST/Govt. Servant will not get the further relaxation of 5(five) years over and above relaxation of 5 (five) years which they are already entitled to get as SC/ST candidates.
6. **Availability of the Prescribed Application Form:** The Prescribed Application Form can be downloaded from www.mbbuniversity.ac.in and only filled up downloaded application form will be received. **No application form will be distributed from the university.**
7. **Application Fees :** Rs. 200/-only for UR, Rs.100/-only for SC/ST to be paid only by a Crossed Demand Draft from UBI drawn in favour of the Drawing and Disbursing Officer (DDO) of the MBB University payable at Agartala for the post s mentioned above. **No application fee in cash will be received.**
8. **The last date of submission of duly filled in Application in the prescribed form at the office of the MBBU along with Application Fees is 31-01-2017 by 4 p.m. Applications will be received between 11.30 A.M and 2 P.M, and 2.30 PM and 4 PM on all working days. Applications received after the closing date and time will not be entertained.**
9. **Recruitment Process:** Recruitment Process will comprise of the State Govt. rules.
Dates of written test and/ or interview will be announced in due course.
10. **Other Important Information:**

Note: i) At the time of submission of Application Form the following documents (self -attested) must be enclosed.

- a) Age proof certificate
- b) Educational qualifications certificate.

- c) Total income of the family of candidate from the respective SDM (applicable only for those candidates who want to be considered under the criteria 'Need')
- d) Bank Crossed Demand Draft for prescribed application fee.
- e) SC/ST certificate (if applicable).
- ii) Applicants must be in possession of the prescribed certificates showing the candidate having minimum qualification(s) as mentioned in the advertisement for the post on the closing date of submission of Application.
- iii) Decision of the University as to the eligibility or otherwise of a candidate at any stage of the selection process shall be final.
- iv) Canvassing in any form shall be considered as disqualification.
- v) Any false information or suppression of facts will lead to cancellation of candidature as well as legal action against the candidate.
- vi) Candidates will not be allowed to carry Mobile Phone in the premises of the Interview Centre.
- viii) At the time of Viva-voce all candidates should have to produce the original Employment Exchange Card along with the other original documents.

ix) **APPLICATION INCOMPLETE IN ANY FORM IS LIABLE TO BE REJECTED.**

- a. The undersigned reserves the right to accept or reject any application without assigning any reason.
- b. To assess the criteria 'Need' the following matters would be considered:
- c) Total income of the family of candidate shall not exceed Rs. 1.50 lakh per year and
- d) i) There is no member in the family having Government employment.
ii) Self declaration as per format given below.

<u>Self Declaration</u>	
I, Sri/ Srimati.....	S/O, D/O/
Sri/Smt./Late.....	
P.O.....	P.S.....
Dist.....	
hereby declare that there is no Govt. employee in my family. If after inquiry conducted by the University reveals that the statement made by me is found false, the candidature for the post of Group-D (Peon) will be liable to be cancelled even if any appointment is issued in my favour.	
This is true to the best of my knowledge and belief.	
Signature of Candidate	


 Officer-On-Special Duty
 M.B.B.University



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**APPLICATION FOR THE POST OF
GROUP-D(PEON)
(ALL ENTRIES ARE TO BE MADE IN BLOCK LETTERS)**

1. Name of the Candidate:.....

2. a) Father's Name :

b) Mother's Name:.....

3. Present Address of the Candidate:

C/o:

Vill:

Sub-Division: Dist:

State: PIN:

4. Contact No : a) Land line..... *

b) Mobile.....

5. Date of Birth:.....

6. Gender: Male / Female

7. Category: General / ST / SC

PASSPORT SIZE
RECENT
PHOTOGRAPH TO BE
PASTED WITH GUM
BUT NOT BE STAPPLED
& SHOULD NOT CROSS
THE LINE OF THE BOX



Full Signature of Candidate

8. Whether Physically Challenged: Yes / No

9. Whether BPL Card Holder: Yes / No

10. Current Employer, if any:.....

11. Experience, if any:.....

12. Educational Qualification :

Sl. No.	Examination	Board/School	Year of Passing	Division/ Grade	Percentage of Marks
1					
2					
3					
4					
5					

13. Centre for Written Test: AGARTALA

14. Application fee: Rs. 200/- for UR, RS.100/- for SC/ST only by a Crossed Demand Draft from UBI drawn in favour of the Drawing and Disbursing Officer (DDO) of the MBB University payable at Agartala.

I hereby declare that statements made and information furnished as above are true and correct to the best of my knowledge and belief.

Place :

Date :

(Full Signature of the Candidate)

(TO BE FILLED IN BY THE CANDIDATE)

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Received an Application from Mr. / Mrs.....
for Recruitment to the post of **Group-D(Peon)**

Signature of the Receiver with date