

**HIGH COURT OF TRIPURA
AGARTALA**

No.F.84(4)(b)-HC/2019/1413

Dated, Agartala, the 26th August, 2019

ADVERTISEMENT

(For recruitment to the post of Court Manager)

Applications are invited in prescribed form available herewith in the official Website of the High Court of Tripura (<http://thc.nic.in>) from persons who are not below 18 years of age and not more than 45 years in case of candidates belonging to Scheduled Castes & Scheduled Tribes and 40 years in case of others as on **01.01.2019** for filling up 8(eight) vacancies in the post of Court Manager under the High Court of Tripura.

Category of Post	Name of the Post	Number(s) of Vacancies	Scale of pay
Group-A Gazetted	Court Manager	8(eight)	Entry pay per month of ₹64,800/- in the Pay Matrix Level-15 of Tripura State Civil Services (Revised Pay) (First Amendment) Rules, 2018 subject to revision by the State Government from time to time.

Out of **08** posts, **04** posts are for **UR** category, **03** posts are reserved for **Scheduled Tribes** and **01** post is reserved for **Scheduled Caste**.

If no suitable candidate is found from the reserved categories as aforesaid, the posts may be filled up by the candidates other than those of the Scheduled Tribes and Scheduled Castes as per Rules.

The duly filled in applications must reach the office of the **Registrar General, High Court of Tripura, Agartala on or before 30.09.2019** alongwith Postal Order/Bank Draft of ₹500/- (₹250/- in case of Scheduled Tribe and Scheduled Caste candidates) payable at Agartala in favour of the **Registrar General, High Court of Tripura, Agartala** alongwith the documents & photographs as indicated in the application form. Belated and incomplete applications will not be accepted and those will be rejected summarily.


A candidate must be a citizen of India as defined in Articles 5 & 6 of the Constitution of India and must be **B. Tech in Computer Science/Information Technology with a degree in MBA from recognized University/ Institute or MBA in Finance/HR and with 1(one) year Diploma in Computer Science accredited by DOEACC having at least two years of experience in managerial capacity. Preference shall be given to the candidates having experience in the field of law.**

ST/SC candidates of other States should apply as general candidate along with Application fees prescribed for general candidate.

Disqualification for appointment – No person shall be eligible for appointment to the service-

- (a) Unless he is a citizen of India; or
- (b) If he has been dismissed from service by the Government, Central Government, High Court, statutory or Local Authority; or
- (c) If he has been convicted of an offence involving moral turpitude; or
- (d) If he has more than one spouses living; or
- (e) If he directly or indirectly tries to influence the recruiting authority by any means.

No TA/DA will be payable to the candidates for attending the Written Examination, Interview & Project Report etc.


(S.G. Chattopadhyay)
Registrar General
High Court of Tripura
Agartala

N.B. Application stating the above particulars alongwith the following must reach the office of the Registrar General, High Court of Tripura, Agartala on or before **30.09.2019**.

1. The candidates already in Government Services shall apply either through proper channel or attach 'No-Objection Certificate' from his/her employer.
2. Attested copy of certificates relating to Educational Qualifications granted by recognized University/Institute including the qualification in Computer.
3. Attested copy of certificate relating to date of birth (according to Secondary School examination certificate).
4. Attested copy of Caste Certificate (if applicable).
5. 04 (four) copies of self-attested recent passport size photographs.
6. Postal Order/Bank Draft of **₹500/- (₹250/-** in case of Scheduled Tribe and Scheduled Caste candidates) **payable at Agartala in favour of the Registrar General, High Court of Tripura, Agartala.**
7. If any candidate directly or indirectly tries to influence the recruiting authority by any means he/she will be treated as disqualified for appointment.
8. In case of application send by post, envelope containing the application should be captioned "Application for the post of Court Manager".

**HIGH COURT OF TRIPURA
AGARTALA**

SELECTION PROCESS OF THE COURT MANAGER

Whole selection process shall be conducted in two phases namely (1) Written Examination & (2) Interview & Project Report.

The written examination shall consist of an Objective Type (multiple choices) Examination consisting of 3(three) papers with breakup of marks as follows:

Phase-1		
Sl. No.	<u>Paper-I</u> (2 hours duration) Subject components	Maximum marks
1.	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer skills	100
Sl. No.	<u>Paper-II</u> (45 minutes duration) Subject components	Maximum marks
2.	General Knowledge, English, Legal Knowledge & General Aptitude	50
Sl. No.	<u>Paper-III</u> (45 minutes duration) Subject components	Maximum marks
3.	Official language of the State of Tripura	50

Phase-2		
Sl. No.	Subject components	Maximum marks
1.	Interview & Project Report	50

The Objective Type (multiple choices) Examination will consist of 3(three) papers on OMR (Optical Mark Recognition) answer sheet. Paper-III shall be of qualifying in nature and marks secured therein shall not be counted in arriving at the total aggregate of marks obtained.

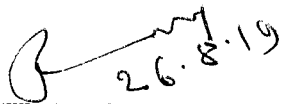
For every correct answer in the Written Examination, the candidate will be awarded 1(one) mark. There shall be no negative mark for wrong answer. The question(s) not attempted will receive no credit or discredit. Candidates have to secure at least 30% marks out of 50 marks to qualify in the official language paper (Paper-III).

No candidate shall be considered to have qualified in Paper-I & Paper-II unless he/she obtains minimum 50% marks in aggregate, provided that there will be relaxation of 5% in Paper-I & Paper-II for reserved category of candidates. Those candidates who qualify in the Written Examination (Phase-I), shall be called (in the ratio of 1:3 i.e. 3 candidates for 1 vacancy in order of merit) for interview & Project Report after checking of original documents/testimonials etc. Interview shall be of 50 marks.

Interview & Project Report:

After declaration of Result of the Written Examination, Interview shall be held at High Court of Tripura campus and /or at other places as notified/decided by the High Court of Tripura, on the dates which shall be notified on the website of High Court of Tripura.

Before Interview, every candidate, by providing him 7(seven) days, shall be asked to prepare a short project report on a given topic/subject communicated through email/SMS or by other means of communication as decided by the High Court. The candidate shall have to submit/send it to the Registrar General so as to reach at least four days prior to the interview. Such project report shall be evaluated by the interview Board during the interview. The Interview & Project Report shall be of 50 marks and minimum 30 marks have to be secured by the candidate to be finally selected.


(S. G. CHATTOPADHYAY)
REGISTRAR GENERAL
HIGH COURT OF TRIPURA,
AGARTALA.

FORM OF APPLICATION

To
The Registrar General,
High Court of Tripura,
Agartala.

Sir,

I propose my candidature, to consider for appointment to the post of Court Manager.

1. Name (In Capital Letters) :-
2. Name of Parents (Father) :-
(Mother) :-
(If lady, then name of husband) :-
3. Address :-

4. Date of Birth (Attach Certificate, may that be a :-
copy of Secondary School examination
Certificate)
5. Details of Educational Qualifications including :-
the qualifications in Computer
(i)
(ii)
(iii)
(iv)
(v)
(vi)
(Attach copies of statement of marks or grades
secured in the examination concerned)
6. Experience :-
(Specify details and attach copies of certificates)
7. If subjected to any criminal case, :-
give necessary details and particulars
8. If, is/was party to any civil litigation :-
(give necessary details and particulars)
9. Particulars of the application fee :-
(Postal Order/Demand Draft)
10. E-mail address of candidate :-
Mobile/Landline No.

SIGNATURE OF CANDIDATE

DECLARATION:

The details and particulars given above by me are true and correct to my personal knowledge. I have neither concealed nor misrepresented any relevant fact.

**SIGNATURE OF CANDIDATE
(FULL NAME OF CANDIDATE)**