



TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar – 799022
Tripura, INDIA

No.F.TU/REG/ADVT./NT/GR-A/2025

Dated: 20th May, 2025

EMPLOYMENT NOTIFICATION

Tripura University invites online application from the eligible Indian Citizens for filling up vacant position of Controller of Examinations, Tripura University:

Sl. No.	Name of the Post	Group	Posts categories						Pay Level
			Total posts	UR	OBC	SC	ST	EWS	
1.	Controller of Examinations (tenure for 5 years)	A	1	1	-	-	-	-	14

Abbreviation: (i) UR-Unreserved, (ii) SC-Scheduled Caste, (iii) ST-Scheduled Tribe, (iv) OBC-Other Backward Caste, (v) EWS – Economically Weaker Sections.

Application Fee (UR): Rs. 1,000/-

Start of submission of online application	22.05.2025 10:00 hours
Last date of submission of online application	21.06.2025 17:00 hours

Online application form is available on the portal <https://tripuraunivnt.samarth.edu.in> and for further information detailed advertisement is also available at University website www.tripurauniv.ac.in


Registrar
Tripura University

Essential qualification

Post Code	Name of the Post & Reservation	Educational qualification and other criterion
A-1	Controller of Examinations (tenure for 5 years) (1-UR)	<p>Qualifications:</p> <p>i) Master's degree with at least 55% of the marks or an Equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p style="text-align: center;">or</p> <p>Comparable experience in research establishment and/ or other institutions of higher education,</p> <p style="text-align: center;">or</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p> <p>Age Limit : Preferably below 57 years</p>

GENERAL TERMS & CONDITIONS

1. The qualifications, emoluments and conditions of service, including age of superannuation, shall be as prescribed by the University/ UGC/ Government of India, as amended from time to time.
2. Candidates are advised to ensure/ satisfy themselves before applying that they possess at least the minimum essential qualifications laid down in the advertisement and ensure that they fulfill all the eligibility norms. Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the candidate shall lead to cancellation of his/her candidature.
3. Method of selection: As per Cadre Recruitment Rules – 2023 of Tripura University.
4. The person appointed against any post shall be governed by the Act/ Statutes/ Ordinances/ Rules of the University and also the CCS (Conduct) Rules, 1964, CCS (CCA) Rule, 1965 or any other rules of the Government of India, as amended from time to time and any other rule/resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
5. Relaxation in age, experience, qualifying marks, etc., will be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be uploaded with the application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
6. The date for determining the eligibility of all candidates in every respect will be the last date of submission of applications.
7. Experience will be considered only after the date of fulfilling the minimum educational qualification as required for the post. Experience will be counted as per the Essential qualification of Non-Teaching Positions mentioned above as shown against the posts.

8. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
(ii) The University may draw a reserved panel to fill up a post. In case a candidate on higher merit regrets to join within a period of six months or resigns/dies after joining, within a period of one year, the offer shall be made to the next candidate in the merit list, (if otherwise in order), to reduce the delay in filling up of the vacancies. Such a vacancy should not be treated as fresh vacancy. (Reference: DoPT OM No.41010/18/97-Estt(B) dated 13th June, 2000)
(iii) The University reserves the right to withdraw the advertisement, either partly or wholly, at any time without assigning any reason.
(iv) Application fee once paid will NOT be refunded and also cannot be adjusted for any other post.
(v) In case of any ambiguity pertaining to the eligibility criteria for any post, the decision of the Executive Council shall be final.
9. The University may verify the antecedents or documents submitted by a candidate at any time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are found fake or the candidate has furnished any false information or has suppressed any information, then his/her service shall be terminated.
10. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the University reserves the right to modify/withdraw/cancel any communication made to the candidate.
11. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the University shall be final.
12. Guidelines to the candidates, who are already employed:
 - a. The candidates in the service of Central or State Government, Autonomous, PSU organizations should submit NOC (in original) at the time of interview (if called for).
 - b. The candidate(s) should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report have to be furnished along with the application form or at the time of verification of documents.
 - c. For drawing equivalence of pay level for applicants from institutions other than Government organizations, the gross monthly emoluments drawn by the applicant should not be less than the initial basic salary of concerned pay level.
13. Canvassing in any form on behalf of any candidate shall be treated as a disqualification which shall lead to cancellation of candidature.

GENERAL INSTRUCTIONS TO THE CANDIDATES

1. The applications are invited through online mode only. Any other mode (e.g. hard copies or email etc.) except SAMARTH Portal shall not be entertained. Please visit the University website: www.tripurauniv.ac.in for details of qualifications and other instructions in this regard from time to time.
2. Applicant shall register and apply online on the portal at <https://tripuraunivnt.samarth.edu.in>
3. Non-submission of the relevant documents shall be treated as incomplete and shall be summarily rejected.
4. Verification of original documents will be carried out as and when needed.
5. No interim correspondence shall be entertained.
6. No travelling allowance (TA) shall be paid to the candidates called for written test or attending the interview.
7. All the correspondence from the University (call letter for written test/ attending the interview etc.) will be made through email only. Therefore, all the candidates are advised to provide correct email address and regularly check their emails besides University website (www.tripurauniv.ac.in) for any update.
8. Amendments/changes, if any, in the advertisement will be published only on the University's website (www.tripurauniv.ac.in)


20/5/25
Registrar
Tripura University