



**AGARTALA MUNICIPAL CORPORATION**  
**AGARTALA**

NO.F.I-5/GS/AMC/2011/(VOL-1) *22392-105* Dated, Agartala, the *24* Jan, 2017.

**NOTIFICATION**

Applications are invited from the bonafide Indian Citizens residing in Tripura as per prescribed proforma given below for appointment to the post of **Ward Secretary** Agartala Municipal Corporation on regular basis through Interview.

Those who have already submitted application on **30.12.2016 & 31.12.2016** as per Notification No. F.I-5/GS/AMC/2011/(VOL-1)19983-87 dated 23.12.2016, published in the daily Local News papers dated 24.12.2016 for the said post should not be submitted further application.

**Details of the post, eligibility and terms and conditions**

|   |   |
|---|---|
| <b>1. Name of the post:-</b>            | <b>Ward Secretary</b>   |
| a)No. of post:-                         | 15( fifteen) UR -8 (1 -PH), ST-5, SC-2  |
| b) Scale of pay :-                      | P.B-2, Rs.5700-24000/- + G.P.2200/-Group C Fixed pay at Rs. <b>6255/-</b> per month (75%).  |
| c)Eligibility :- Academic qualification | a) Minimum educational qualification,Commerce Graduate from recognized University<br>(b)Heaving knowledge of operating Computer and a certificate from any recognized Training Institute. |
| d)Age:-                                 | Not below 18 (eighteen) years and not above 40 years, upper age limit is relaxable up to 5(five) years for SC/ST/PH candidates only as on 01.12.2016..                                    |

**APPLICATION FORMATE**

1.Name of post applied for:-

2.Name ( in capital letters):-

3.Father's/Husband's name:-

4.(a )Present address with with PIN Code :-

(b) Permanent address with PIN Code:-

5.Nationality:-

6.Date of bith:-

7.Category ( whether ST/UR/PH):-

8.Experience if any:-

9.If currently employed,please mention whether in

a) Govt. Deptt/PSU /Autonomous Body:-

10.Income certificate from the concern SDM:-

11.Written declaration on present Employment status of candidate's family.

12.Tel. contact No. with STD:-

13.Accademic Qualification from madhyamik onwards:-

| Sl.No | Examination passed | Year of passing | Board University | Division | Perce ntage of Marks |
|-------|--------------------|-----------------|------------------|----------|----------------------|
| 1     |                    |                 |                  |          |                      |
| 2     |                    |                 |                  |          |                      |
| 3     |                    |                 |                  |          |                      |
| 4     |                    |                 |                  |          |                      |

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14. Computer knowledge with certificatr from any recognized Computer training Intsitute.

| Sl.No | Name of the Course of Computer training passed | Year of passing | Name of the Institution. |
|-------|--|-----------------|--------------------------|
|       |  |                 |                          |
|       |  |                 |                          |
|       |  |                 |                          |

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

Enclosures:

Place:-

Date:-

**Full signature of the applicant**

**Terms and conditions:**

(i).The candidates are required to submit their applications as per format alongwith self attested copies of all documents & testimonials and 2(two) recent copies of passport size photos, addressed to the Municipal Commissioner,AMC, City Centre, Head Office, Agartala. The application will be received on **30<sup>th</sup> January to 7<sup>th</sup> February, 2017 on all working days from 11 A.M to 4.P.M. at AMC, Head Office.**

(ii).For selection, the eligible candidates will be called for an Interview , the date and time of Interview will be intimated to the Local Daily News papers. No separate call letter will be issued.

(iii). The eligible candidates will be called for an Computer Test on the date of Interview.

(iv).No of post may increase or decrease under the discretion of recruitment authority.

(v) The undersigned reserves the right to accept or reject any application without assigning any reason.

(vi) The final selection of candidates will be recommended based on the Revised General Employment Guidelines Notified by the GA(P & T) Govt. of Tripura Vide No.F.23(8)-GA(P & T)/14, dated 23<sup>rd</sup> July, 2016

(vii)The decision of the Interview Board will be the final for selection of Candidates.

(viii)The process of Interview may be cancelled or stopped by the authority without any reasons.

**N.B**

**1. Any false information or suppression of fact will lead cancellation of candidatureas well as legal action against the candidate**

**2. No TA/DA will be given to the candidate for appearing at the interview,**

**3. Candidate should sign. the application in full by Ball pen/fountain pen invariably.**

*(Milind Ramteke, IAS)*  
Municipal Commissioner  
Agartala Municipal Corporation

**Copy for information to:-**

1.The Director, UDD, Govt. of Tripura, Agartala.

2.PRO, AMC for arranging to publish the advertisement in the 4(four) nos.local daily news paper & Dooradarsan Agartala.

3. The Office Notice Board for details.

3.I/C of e-governance Cell, AMC to arrange publication in Websites.

**Copy also to:-**

1The PS to Hon'ble Mayor, for kind information of the Ho'ble Mayor, Agartala Municipal Corporation.

Municipal Commissioner  
Agartala Municipal Corporation

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