

No: SED/STORE/Advt/8(22)/2020/P-I/ 2502

Date-06-05-2025

The date of submission of Online applications for the following Recruitment Notification **04/2024-25 & 05/2024-25** published in local newspaper as well as official website of the society have been extended w.e.f. 07-05-2025 to 16-05-2025 due to receipt of insufficient applications. **The candidates already applied against such notification for the following posts need not to apply further.**

RECRUITMENT NOTIFICATION NO:-04/2024-25

Item No	Name of the Post.	No. of post	Essential Qualification & Experience	Monthly Contract Pay	Age Limit	Department/ Agency
1	2	3	4	5	6	7
01.	Driver (HMV)	02 (UR-01, ST-01)	i)Essential:- a) Must possess valid Heavy Driving License. b)The person should be medically fit for driving heavy vehicle. ii) Qualification:- Should have class VIII passed from any recognized school. iii) Experience:- 5 years driving experience in similar line.	Rs.17,000/-	40 Years.	Tripura Tourism Development Corporation Limited (TTDCL)
02.	Driver (LMV)	01(UR)	i)Essential:- a) Must possess valid LMV Driving License. b)The person should be medically fit for driving light vehicle. ii) Qualification:- Should have class VI passed from any recognized school. iii)Experience:- 5 years driving experience in tourism sector.	Rs.15,500/-	40 Years.	
03.	Driver (LMV)	02 (UR-01, ST-01)	i)Essential Qualification:- A) Should have Class-VIII Passed from any recognized school. B) Must possess valid driving license. C) The Person should medically fit for driving vehicle. D) Minimum 04(Four) Years of experience in the relevant field	Rs.12,500/-	40 Years.	i)TFDPC, ii). NTFP Centre of Excellence
04.	Driver	20 (UR-10, ST-06, SC-04)	i) The person should possess a valid commercial driving license. ii) The Concerned should have at least 05(five) years of valid 'Driving Experience Certificate' of running latest version of cars (viz. Innova, Ciaz, Sx-4, Swift Desire, Ertiga, Ambassador etc.) iii) Having good health condition with sharp eyesight and against which a valid medical certificate from a registered Govt. Medical Officer is required. iv) Minimum educational qualification should be Madhyamik Passed so that the person can put proper entry into Log Book.	Rs.12,500/-	40 Years.	General Administration (Secretariat Administration)Department, Secretariat, Tripura
05.	Office Assistant with Computer Knowledge	02(UR-01, ST-01)	ii) Qualification:- Graduate with at least Diploma in Computer Application. iii)Experience:- At least 3 years of working experience.	Rs.16,500/-	40 Years	Tripura Tourism Development Corporation Limited (TTDCL)
06.	Tourism Executive (Sagarika Paryatan Niwas, Amarapur)	01(UR)	i)Essential:- A)The candidate must have knowledge about history of Tripura and Tripura Tourism. B) Knowledge of speaking English, Hindi and Bengali fluently. C) Resident of Amarapur. ii) Qualification:- Should graduate with IT background from a recognized College or institute.	Rs.15,000/-	40 Years	Tripura Tourism Development Corporation Limited (TTDCL)

07.	Assistant Engineer	01(UR)	<p>i)Essential Qualification:- The education qualification should be a Degree/Diploma holder and application may be allowed from retired JE/AE from Govt./Public Sector.</p> <p>ii)Experience:- Minimum experience of 10 years in the post of JE/AE.</p> <p>iii)The applicant may be physically fit and possess sound health.</p>	Rs.40,000/-	Not more than 62 Years.	Tripura Tourism Development Corporation Limited (TTDCL)
08.	Library Support Administrator	01(UR)	<p>i)Essential Qualification:- Master's Degree in Library Science/Library and information Science/Documentation Science with at least 55% marks or an equivalent grade in a point-scale wherever the grading system is followed.</p> <p>ii)Required Experience:- At least 1 year experience in library at any University/College and having experience of innovative library services, including the integration of ICT in a library.[Retired person from any state/Central Govt. institution having knowledge of the library will be preferable.</p>	Rs.35,000/-	Up to 65 (Sixty Five Years)	MBB University
09.	Accounts Assistant	01(UR)	<p>i)EssentialQualification:-A)Bachelor Degree in Commerce from a recognized University or Institute with excellent academic record.</p> <p>B)Working knowledge of Computer Applications as evidence by a Diploma/Certificate course from a recognized Institute.</p> <p>ii)Required Experience:- At least 02(Two) years experience in the office of Chattered Accountant Firm related to accounts and having experience in file management, handling Accounts, Cashbook registers with knowledge of TDS, GST deductions etc. OR Retired person from any state/central Govt. institution having knowledge and experience of the Account Section will be preferable.</p>	Rs.25,000/-	Up to 65 (Sixty Five Years)	
10.	Personal Assistant	01(UR)	<p>i)Essential Qualifications:- A) Graduate in any discipline from a recognized University/Institute.</p> <p>B) Having knowledge of Computer typing in English with minimum speed of 50(fifty) words per minute and 30(thirty) words per minute in Bengali also have the capability of Short-hand writing to take dictation.</p> <p>ii)Experience:- Retired person from any State/Central Govt. Institution having knowledge Computer typing(Both Bengali and English), Short hand writing will be preferable.</p>	Rs.25,000/-	Up to 65 (Sixty Five Years)	
11.	IT Support Assistant	01(UR)	<p>i)EssentialQualifications:- B.Tech in CSE/IT or First Class MCA from any institution approved by the UGC/AICTE.</p> <p>ii)Experience:-02(Two) years post qualification experience in the field of software development/MIS handling. Capability of Computer typing in English with minimum speed of 40(Forty) words per minute.</p>	Rs.25,000/-	Up to 45 (Forty Five Years)	MBB University
12.	Administrative Assistant	01(UR)	<p>i)Essential Qualifications:- A)Graduate in any discipline from a recognized University/Institute.</p> <p>B) Having knowledge of operating computer and a certificate from a recognized computer training institute. Capability of computer typing in English with minimum speed of 40(Forty) words per minute and 20(Twenty) words per minute in Bengali is required.</p> <p>ii)Experience:- 02(Two) years experience from any State/Central/Any institution.</p>	Rs.20,000/-	Up to 45 (Forty Five Years)	
13.	Office Assistant	01(UR)	<p>i)Essential Qualifications:- A) Graduate in any discipline from a recognized University/Institute.</p> <p>B) Capability of Computer typing in English with minimum speed of 40(Forty) words per minute and 20(Twenty) words per minute in Bengali is required.</p> <p>ii)Experience:- 01(One) year experience from any State/Central/Any Institution.</p>	Rs.17,000/-	Up to 45 (Forty Five Years)	
14.	Library Support Assistant	01(UR)	<p>i)Essential Qualifications:- Bachelor of library and information science/Bachelor of library science.</p> <p>ii)Experience:-Typing, data entry operation or experience of working in a library.</p>	Rs.17,000/-	Up to 45 (Forty Five Years)	

15.	Administrative Support Staff	01(UR)	<p>i)Essential Qualifications:- Graduate in any discipline from a recognized University/Institute.</p> <p>ii)Experience:- 01(One) year experience from any State/Central/ Any institution.</p>	Rs.16,000/-	Up to 45 (Forty Five Years)	
16.	IT Support Staff	01(UR)	<p>i)Essential Qualification:- B.E/B.Tech in Computer Science or IT from any recognized institute or 1st class degree in Master of Computer Application(MCA).</p> <p>ii)Experience:- At least 02(Two) years experience in the field of software development/MIS system handling after acquiring of the above degree..</p>	Rs.47,600/-	40 Years.	Industries & Commerce.
26.	Technical Officer-ECO-Tourism and Bio-diversity	01 (ST)	<p>i)EssentialQualification:- Post graduate degree in the fields of Bio-diversity conservation/ Life Sciences/Forestry/Environmental Sciences/Agriculture/Horticulture/Tourism-Ecotourism.</p> <p>ii)Experience Required:- A) At least 5 years of experience in the field of biodiversity conservation and management and associated standard participatory approaches in Tripura.</p> <p>B) Preferably 3 years of professional experience in externally aided projects or Rural Development which includes also Forest based sustainable resource management and having worked with tribal communities.</p> <p>C) Knowledge of national and state governments/Tripura Forest Department (TFD) bio-diversity conservation capacity building and monitoring mechanisms. Rural ecotourism experience could be an advantage.</p> <p>D) Good Communication skills, including fluency in English. Additional knowledge of Bengali/Tribal language would be advantage.</p> <p>E)Experience of work in protected areas with forest dependent communities will be an advantage.</p> <p>F) Experience in GIS mapping will be advantageous.</p>	Rs.70,000/-	45Years	Department of Forest, Office of the CEO & Project Director, IGDC Creflat Project,PMA
28.	Finance Officer (FO)	01 (ST)	<p>i)EssentialQualification:- CA/M.com/MBA Finance/CA Inter/PG Diploma(Finance/Accounts).</p> <p>ii) Experience Required:- A) 3 years knowledge of government's finance management and auditing systems related to public expenditures and their monitoring guidelines.</p> <p>B) Preferably 3 years in the field of project management related to natural resource management and associate standard participatory approaches which includes fund allocation and utilization from village to PMA based on agreed APO and auditing of accounts.</p> <p>C) 2 years of professional experience in Foreign/ National/State-based Donor-funded development cooperation or any other similar public projects which include planning, management, monitoring and reimbursement/reimbursement procedures and their operationally and external audits(including third party audits)</p> <p>D) Has sufficient experience to mentor finance management related project human resources which include supervision and on demand resolving of issues related to timely and standardized service delivery of each such staff member.</p> <p>E) Candidates applying must be fully versed with and have experience of good computer skills related to financial planning and monitoring.</p> <p>F) Good communication skills, including fluency in English in particular and Bengali/Tribal languages is preferable.</p>	Rs.45,000/-	45Years	Department of Forest, Office of the CEO & Project Director, IGDC Creflat Project,PMA
30.	Chief Accounts Officer	01(UR)	<p>i)Essential Qualification:- Member of the Institute of Chartered Accountant of India, Member of the Institute of Cost & Works Accounts of India(ICWAI) and proficiency in computerized Accounting system(Tally ERP)</p> <p>ii)Experience:- Minimum 3 years experience.</p> <p>iii) Candidate must be permanent resident of the State of Tripura.</p>	Rs.80,000/-	50 years	Tripura Forest Development & Plantation Corporation Limited.

31.	Accountant	01(UR).	i)Essential Qualification:- Minimum Commerce graduate from recognized University. Diploma in Computer application/Accounting software Tally. ii)Experience:- Minimum 04(four) Years of experience in the relevant field.	Rs.39,518/-	40 Years.	Forest Department, NTFP Centre of Excellence. Forest Department, NTFP Centre of Excellence
32.	City Mission Manager (MIS&ME)	01(UR)	i)Desired Qualification:- 2 year full-time Post Graduate Diploma/ Masters in Computer Science, M.Sc.(Computer Science), B.Tech (Computer Science) or MCA from Government recognized institute/University. ii) Desired Experience:- At least 3 years of experience in designing and implementing of MIS & ME for large development projects, preferably poverty reduction project.	Rs.27,500/-	40 Years.	Mission, Director, Tripura Urban Livelihoods Mission (Santirbazar, MC)
34.	Office Assistant	01(UR)	i)Essential:- Bachelor Degree in any field from a recognized University with DCA in software, Hardware & Networking. ii)Experience:- A) Minimum 2 years of Experience in respective field after obtaining the qualification. B) Proficiency in MS Office and Internet.	Rs.20,000/-	40 Years	Office of the Deputy Drugs Controller
35.	Data Entry Operator	02 (SC-01, ST-01)	i)Essential:- Bachelor Degree in any field from a recognized University with DCA in software, Hardware & Networking. ii)Experience:- A) Minimum 2 years of Experience in respective field after obtaining the qualification. B) Proficiency in MS Office and Internet.	Rs.20,000/-	40 Years	Office of the Deputy Drugs Controller
36.	Lab Attendant	02 (SC-01, ST-01)	i)Essential:- 12 th Passed with Chemistry/Biology as one of the subject. ii)Experience:- Experience in relevant field.	Rs.15,000/-	40 Years	
37.	Insurance Medical Officer	01(ST)	i)MBBS(Allopathy) ii) He/She should be a permanent resident of Tripura and preferably a resident of the locality of ESI Dispensary, Kumarghat.	Rs.55,000/-	70 Years	Office of the Chief Executive Officer, Tripura Employees, State Insurance Society
38.	Pharmacist	01(UR)	i) H.S (+2stage) passed with science. ii) Diploma/Degree in Pharmacy. iii) He/She should be a permanent resident of Tripura and preferably a resident of the locality of ESI Dispensary, Kumarghat.	Rs.9,500/-	65 Years.	
39.	Auxiliary Nurse Midwife (ANM)	01(ST)	i) H.S(+2stage) passed with science. ii) Diploma in GNM/Midwife Course. iii) He/She should be a permanent resident of Tripura and preferably a resident of the locality of ESI Dispensary, Kumarghat.	Rs.9,500/-	65 Years.	
40.	Office Assistance	01(UR)	i) Minimum H.S.(+2 stage) passed. ii) Knowledge in computer operation with certificate of minimum 01(one) year course. iii) He/She should be a permanent resident of Tripura and preferably a resident of the locality of ESI Dispensary, Kumarghat.	Rs.9,500/-	40 Years.	
41.	Peon	01(UR)	i) Class VIII Passed. ii) Capacity of reading & writing in Bengali and English language. iii) He/She should be a permanent resident of Tripura and preferably a resident of the locality of ESI Dispensary, Kumarghat.	Rs.7,000/-	40 Years.	Information and Cultural Affairs.
42.	Production Assistant (Group-C)	01(UR)	i)Essential:- Bachelor's Degree from any recognized University. ii)Desires:- Experience in works as Production Assistant and or as production crew films tele-films, short films or documentaries.He/She should have knowledge in English, Hindi, Bengali and Regional Language.	Rs.30,000/-	40 years	
43.	Project Assistant (Med-Tech Sector)	01(UR)	i) B.Sc in Medical Laboratory, Technology with at least 50% marks. ii) At least 3 years experience as Project Assistant in any of the State Government Department. iii) At least 3 years experience of working in any hospital or health care institute. iv) Diploma Certificate in Computer Application from any institute. v) Proficiency Certificate in e-office implementation.	Rs.30,000/-	38 years	Tripura Institution for Transformation under GA Department.

RECRUITMENT NOTIFICATION NO:-05/2024-25

Item No	Name of the Post.	No. of post	Essential Qualification & Experience	Monthly Contract Pay	Age Limit	Department/ Agency
1	2	3	4	5	6	7
01.	Assistant Engineer (Retired)	01(UR)	i) <u>Requirement:-</u> Retired AE(Civil) from any Govt/PSU. ii) <u>Essential:-</u> B.E.(Civil) iii) <u>Experience:-</u> Minimum 05(five) years post qualification experience.	Rs.40,000/-	62 Years	Tripura Tourism Development Corporation Ltd.
02.	Junior Architect	01(UR)	i) <u>Essential:-</u> Degree in Architecture from a recognized University and having valid registration from Council of Architecture(COA). ii) <u>Experience:-</u> Preferably should have at least one year working experience with any organization.	Rs.30,000/-	40 Years	
03.	Junior Engineer (Electrical)	01(UR)	i) <u>Essential:-</u> B.Tech/BE(Electrical) from a reputed institute/Govt. College. ii) <u>Experience:-</u> Minimum 02(Two) years post qualification experience.	Rs.30,000/-	40 Years	
04.	Junior Engineer (Mechanical)	01(UR)	i) <u>Essential:-</u> B.Tech/BE(Mechanical) from a reputed institute/Govt. College. ii) <u>Experience:-</u> Minimum 02(Two) years post qualification experience.	Rs.30,000/-	40 Years	
05.	Accountant	01(UR)	i) <u>Essential:-</u> Graduate Degree in Commerce. ii) <u>Experience:-</u> 3years experience in the related field in Govt.Deptt./PSU(Preferably CS Schemes).Expert in Tally, MS Office and Account related software.	Rs.25,000/-	40 Years	
06.	Office Assistant	01(UR)	i) <u>Essential:-</u> Graduate with at least Diploma in Computers. ii) <u>Experience:-</u> At least 3years working experience.	Rs.16,500/-	40 Years	
08.	Centre Administrator (Women)	01(UR)	i) Law Degree/Master of Social Work. ii) At least 5(five) years experience of working violence against women issues in an administrative set-up with a Govt. or non-Govt. project/Program and preferably with at least 01(one) year experience of counseling either within or outside the same setup.	Rs.21,630/-	40 Years	One Stop Centre, (OSC)Gomati
09.	Case Worker (Women)	02 (UR-01, ST-01)	i)Law Degree/Master of Social Work. ii)At least 3(three) years experience of working violence against women issues in an administrative set-up with a Govt. or non-Govt. project/Program.	Rs.13,953/-	40Years	One Stop Centre, (OSC)Gomati
10.	Psycho-Social Counselor	01(UR)	i)A post Graduate Degree in Social work/Clinical Psychology. ii) At least 03(three) years experience of working as counselor/Psychotherapist in a reputed mental health institute/clinic at the District or State level.	Rs.12,106/-	40 Years	
11.	Office Assistant with Computer Knowledge.	01(UR)	i) <u>Essential:-</u> A Graduate with a Diploma in Computer/IT etc. ii) <u>Experience:-</u> At least 3(three) years experience of data management process documentation and web based reporting formats, video conferencing in either at level of State/District/Non-Government/IT based organization.	Rs.16,453/-	40 Years	
12.	Multi-Purpose Staff/Cook. (Women)	03 (UR-01, SC-01,ST-01)	Any Person who is literate.	Rs.7,286/-	40 Years	

13.	Centre Administrator (Women)	01(UR)	i) Law Degree/Master of Social Work. ii) At least 5(five) years experience of working violence against women issues in an administrative set-up with a Govt. or non-Govt. project/Program and preferably with at least 01(one) year experience of counseling either within or outside the same setup.	Rs.21,630/-	40 Years	One Stop Centre, (OSC) Sepahijala
14.	Case Worker (Women)	01(UR)	i) Law Degree/Master of Social Work. ii) At least 3(three) years experience of working violence against women issues in an administrative set-up with a Govt. or non-Govt. project/Program.	Rs.13,953/-	40Years	
15.	Multi-Purpose Helper (Women)	01(UR)	Any Person who is literate.	Rs.7,286/-	40 Years	

Terms & Conditions:-

- The selected candidates would be appointed on Purely Contract Basis for a term of **(6 or 11) months** and may be extended on performance and requirement of the respective department/Agency/project.
- The selected candidates should come under an agreement as per the norms with the SOFED.
- If required, the candidates shall be called for verification of their original documents for the eligibility of the post/posts. Such date shall be communicated later on.
- The candidates shall be selected through written examination or interview on purely merit basis as per norms of SoFED and the date of such test/interview shall be informed on due course.
- The number of posts mentioned above may increase or decrease at any time.
- The undersigned has the right to cancel the process of recruitment partially or entirely at any time.
- Age relaxation for ST/SC/PH candidates would be provided as per Govt. norms.
- If any candidate is presently working with SoFED shall have to submit his/her NOC from the existing working Dept/Agency.
- The applicants are also requested to retain a copy of the application and application fee receipt with them which will be treated as admit and shall have to be produced at the time of written examination or interview.
- Every candidate has to pay 'Application Processing Fee' @ Rs. 236.00 (Rupees two hundred thirty six) only through NEFT/RTGS/UPI in the following bank account.
 - A/C Title:** - Society for Entrepreneurship Development.
 - Name of the bank & branch:** - Punjab National Bank, G.B. Hospital Branch, Agartala.
 - A/C No:-** 1507200100003166
 - IFSC:-** PUNB0150720

11. The Application Processing Fee can be paid through Net banking/NEFT/any UPI on the above bank account. After successful payment of the fee, the proof of payment shall have to uploaded in the portal.

Application shall be submitted through online mode only in the website <https://sofed.tripura.gov.in> from 07-05-2025. Incomplete, un-matched application and without application processing fee shall be rejected without showing any clarification thereof. No application shall be received physically or by post in any circumstances. The last date for submission of online application is 16-05-2025 up to 5.30P.M.

- The applicants are requested to visit our above website frequently for up to date notification.

MEMBER SECRETARY, SoFED