

No: SED/ESTT/OSC,DM(K)/1(142)/2023/431

Date: - 19 /06/2023

## RECRUITMENT NOTIFICATION NO: 04/2023-24

Applications are invited from the eligible candidates permanently residing in Tripura to recruit in the following posts on purely contract basis for the period of 11 (Eleven) months under different department with All Tripura Service Liabilities (ATSL).

Item No	Name of the post	No. of Post	Essential Qualification & Experience	Monthly Contract Pay	Age Limit	Department/ Agency
1	Helpline Administrator	01(UR)	<b>Essential:</b> Any Local Women having Master in Law/ Social Work/Sociology/Social Science/ Psychology. <b>Experience:</b> i. At least 5 (Five) years of working on women related relevant domains in an administrative set-up with a Government or Non-Government Project/Programme and preferably with 1 year experience of counselling either within or outside the set-up.	18,023/-	40 Years	Directorate of Social Welfare & Social Education
2	Call Operator	10(UR-05, ST-03, SC-02)	<b>Essential:</b> Any local women not having below the Matriculation and having good communication skills in Hindi, English and local regional language. <b>Experience:</b> i. Experience in telecom and web based relevant system.	14,931/-	40 Years	Directorate of Social Welfare & Social Education
3	IT Supervisor	01(UR)	<b>Essential:</b> Any Graduate degree with at least diploma in Computers/IT Etc. <b>Experience:</b> i. Minimum 3 years experience in data management, process documentation and web-based reporting formats, video conferencing at state or district level with government or non-Governmental/ IT based organization.	17,215/-	40 Years	Directorate of Social Welfare & Social Education
4	Multi-Purpose Staff	03(UR-02,ST-01)	<b>Essential:</b> Any person Minimum Class 8 Passed having knowledge in relevant domain.	13,156/-	40 Years	Directorate of Social Welfare & Social Education
5	Centre Administrator (Women)	01 (UR)	<b>Essential:</b> Law Degree / Master of Social Work. <b>Experience:</b> At least 5 (Five) years experience of working violence against women issues in an administrative set up with a Government or Non- Government project/ Programme and preferably with at least 01(One) year experience of counselling either within or outside the same set up.	21,630/-	40 Years	One Stop Centre at Khowai
6	Case Worker (Women)	02 (UR-01, ST-01)	<b>Essential:</b> Law Degree / Master of Social Work. <b>Experience:</b> At least 3 (Three) years experience of working violence against women issues in an administrative set up with a Government or Non- Government project/ Programme. She should be resident of the local community.	13,953/-	40 Years	One Stop Centre at Khowai
7	IT Staff	02 (UR-01, ST-01)	<b>Essential:</b> A Graduate with a Diploma in Computer/ IT Etc <b>Experience:</b> 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-Governmental / IT based organization.	16,453/-	40 Years	One Stop Centre at Khowai
8	Counsellor (Women)	01 (UR)	<b>Essential:</b> A Post Graduate degree in Social Work / Clinical Psychology. <b>Experience:</b> At least 3 (Three) years experience of working as counsellor/ psychotherapist in a reputed mental health institute / Clinic at the District/ State Level.	12,106/-	40 Years	One Stop Centre at Khowai

9	Multi-Purpose Helper (Women)	03( UR-02, ST-01)	Any person preferably women who is literate.	7,286/-	40 Years	One Stop Centre at Khowai
10	Data Entry Operator	01(UR)	<b>Essential:</b> Graduate degree in Computer Science. <b>Experience:</b> i. At least 3 (Three) years of working experience	12,000/-	40 Years	Directorate for Welfare of Minorities
11	Watershed Development Team(WDT)	10(UR-05, ST-03, SC-02)	<b>Essential:</b> I. B.SC (Agri/Horti/B.E/B.Tech/Civil/Agri Engineering. II. Diploma in Civil Engineering/ Watershed Management III. Masters in Social Science (MRMD/MSO/MSW) <b>Experience:</b> Desirable: The candidate should have knowledge in Geo-tagging/MIS/PFMS/GIS/Remote sensing/Community mobilisation & Institution building/Computer application/ Minimum 2 Years working Experience in Watershed Management/any Developmental projects .	<b>20,178/-</b> for B.SC (Agri/Horti/B.E/B. Tech/Civil/Agri Engineering. <b>19,370/-</b> for Diploma in Civil Engineering/ Watershed Management , Masters in Social Science (MRMD/MSO/M SW)	40 Years	State Level Nodal Agency (SLNA) Under Department of Agriculture & Farmers Welfare

**Terms & Conditions:**

1. The selected candidates would be appointed on Purely Contract Basis for a term of 11(**Eleven**) months and may be extended on performance and requirement.
- (2). the selected candidates should come under an agreement as per the norms with the SOFED.
- (3). the candidates shall be selected through written examination or interview whichever is convenient on purely merit basis and the date of such test shall be informed on due course.
- (4). Selection panel would be made as per reservation policy of state Govt.
- (5). Every Candidate shall have to pay ' Application Processing Fee' @ Rs. 236.00 (Rs. 200 + 18 % GST) through NEFT/RTGS/UPI in the following bank Account .

Account Title: Society for Entrepreneurship Development

Name of the Bank & Branch: Punjab National Bank, G.B. Hospital Branch, Agartala. IFSC: PUNB0150720

A/C NO. 1507200100003166

**Application shall be submitted to the Society for Entrepreneurship Development (SoFED), ITI Road, Indranagar, Agartala-799006 up to 5:00 Pm of 1<sup>st</sup> July, 2023. Incomplete application shall be rejected without showing any clarification thereof. Specimen Application may be collected from SoFED Office ITI Road, Indranagar Agartala . The submitted through postal Department shall reach to this end on or before closing date i.e. 5.00 Pm of 1<sup>st</sup> July, 2023. In complete application shall be rejected without showing any reason thereof.**

Sd/-

MEMBER SECRETARY, SoFED

**COMMON APPLICATION FORM**  
**EMPLOYMENT NOTIFICATION NO. 04 /2023-24**

(To be filled by the Office)

**Sl. No/Roll No.**

\_\_\_\_\_/\_\_\_\_\_/2023

Affix a Passport  
size latest  
coloured  
photographed  
and sign on it (Do  
not staple)

To  
The Member Secretary,  
Society for Entrepreneurship Development (SoFED),  
ITI Road, Indranagar, Agartala, Tripura- 799006.

Sub: **Prayer for the post of:** \_\_\_\_\_ **Item No:** \_\_\_\_\_

1. Name of the candidate: SRI / SMT \_\_\_\_\_  
(In Block Letters)

2. Father's / Husband's name: Sri / Late \_\_\_\_\_

3. Permanent address : Vill \_\_\_\_\_ P.O \_\_\_\_\_  
(Copy of PRTC to be enclosed) Sub-Div. \_\_\_\_\_ Dist. \_\_\_\_\_  
Pin. \_\_\_\_\_

4. Present Address : Vill \_\_\_\_\_ P.O \_\_\_\_\_  
Sub-Div. \_\_\_\_\_ Dist. \_\_\_\_\_  
Pin. \_\_\_\_\_

5. Social Category : ST / SC / UR  
(Copy of caste to be enclosed)

6. Contact no : \_\_\_\_\_

7. Email ID : \_\_\_\_\_

8. Date of birth : DD \_\_\_\_\_ / MM \_\_\_\_\_ / YYYY \_\_\_\_\_  
(Admit of Madhyamik/birth certificate to be enclosed)

9. Age as on 01-06-2023 : \_\_\_\_\_ Years \_\_\_\_\_ Month \_\_\_\_\_ Days

10. Educational Qualification: (Copy of mark sheet of final year of examination to be enclosed)

Sl No	Name of the examination (Graduation onwards)	Board/University	Year of passing	Grade/Marks obtained		CGPA to % conversion factor (copy of the conversion factor to be enclosed)
				CGPA	Percentage	
1						
2						
3						
4						

10. Previous experience: (Certificate /Certificates to be enclosed)

SI No	Capacity/ Designation	Experience period (From DD-MM-YYYY to DD-MM-YYYY)	Experience Duration (YY-MM-DD)	Name of the Company/ Organization/Dept
1				
2				
3				
4				

(Page No-02)

### **DECLARATION BY THE CANDIDATE**

I do hereby declare that all the information furnished above is true to the best of my knowledge. If any information furnished above found incorrect/false, my candidature may be disqualified by the authority of SoFED. In addition, if my candidature doesn't match with the requirement of the post/posts, the authority of SoFED is having the right to reject my candidature without showing any reason thereof.

Place:  
Date:

Full Signature of the candidate

Self attested photocopy of the following documents to be enclosed with the application.

- (I). PRTC
- (II). Aadhar Card
- (III). Caste Certificate
- (IV). Age proof (Admit of Madhyamik/Birth Certificate)
- (V). Final Year Mark sheets of Graduation, and Post Graduation etc.
- (VI). Experience Certificates
- (VII). Proof of payment of application fee

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(To be delivered to the candidates)

### **EMPLOYMENT NOTIFICATION NO. 04/2023-24 Acknowledgement cum Admit Card**

**SI. No. / Token No** \_\_\_\_\_ / \_\_\_\_\_ /2023 (to be filled by the office)

(The following to be filled by the candidate)

1. Name of the Post: \_\_\_\_\_

2. Name of the candidate: SRI / SMT \_\_\_\_\_  
(In Block Letters)

3. Father's / Husband's Name: Sri / Late \_\_\_\_\_

Affix a Passport  
size latest  
coloured  
photographed  
and sign on it (Do  
not staple)

(Office Round Seal)

Full Signature of the candidate

Authorised Signatory of SoFED with seal

*(This Acknowledgement cum Admit Card shall have to retain by the candidate and shall also liable to produce at the time of examination/Interview. No duplicate admit card shall be issued to any candidate in any circumstances. No candidate shall be allowed to appear in the examination/Interview without this Acknowledgement cum Admit Card)*

