

Society for Entrepreneurship Development [SOFED] (An ISO 9001:2015 & 10002:2018 Organization)

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

Date: 08/10 /2024

RECRUITMENT NOTIFICATION NO. 02/2024-25

Online applications are invited from the eligible candidates permanently residing in Tripura to recruit in the following posts on purely contract basis for period of (6 or 11) 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	Cook	02 (UR-1,ST-1)	Essential: PRTC/Resident of Tripura, Madhyamik passed. Experience: At least 6 year of regular works experience as cook in any government run guest house/hostel or private hotel having well knowledge of cooking different cuisines and menu for Breakfast/Lunch/Tiffin /Dinner.	20,000	30 to 50 years	Tripura Tourism Development Corporation Ltd. (For Eden Tourist Lodge Jumpui Hill & Sagarika Paryanta Niwas, Amarpur).
2	Assistant Cook	02 (UR-1,ST-1)	Essential: PRTC/Resident of Tripura, VIII passed. Experience: At least 3 year of regular works experience as cook in any government run guest house/ hostel or private hotel having well knowledge of cooking different cuisines and menu for Breakfast/Lunch/Tiffin /Dinner..	12,000	25 to 40 years	Tripura Tourism Development Corporation Ltd. (For Eden Tourist Lodge Jumpui Hill & Sagarika Paryanta Niwas, Amarpur).
3	Office Assistant	01(UR)	XII/ HS passed with proficiency in word processing. Experience: 3 year experience in Tripura is desirable.	22,000	40 year	CREFLAT, Project Management Authority, IGDC Project.
4	Accountant	01(UR)	Minimum Commerce Graduate from recognized University. Diploma in Computer application/ Accounting software Tally Experience: State Government /Central Government/ PSUs in the level of Section Officer/Assistant Accounts Officer or above an having experience in handling Administrative/ Accounts matter. Experience of Environment/ forest would be preferable. N.B: The tenure of contract shall be initially for 6 (Six) month. Which may be extendable	30,000	Below 65 year.	Chief Executive Officer & Member Secretary. Tripura Parks & Gardens Society under Urban Forestry Division.
5	Accountant	1(UR)	Essential: Graduate degree in Commerce. Experience: (a) 3 year experience in the related field in Govt. Deptt./ PSU (preferably CS Schemes) (b) Expert in Tally, MS office & internet.	21,500	40 Year	Mission Director, Tripura Urban Livelihoods Mission.
6	Account Assistant	1(UR) Preferably Female.	Essential: Graduate degree in Commerce. Experience: (a) 1 year experience in the related field in Govt. Deptt./ PSU (preferably CS Schemes) (b) Expert in MS office, Tally & internet.	13,000	40 Year	Mission Director, Tripura Urban Livelihoods Mission.
7	Junior Architect	1(UR)	Essential: Degree in Architecture from a recognized University and having valid registration from Council of Architecture (COA). Experience: (a) Preferably should have at least one year working experience with any organization. Desirable: Knowledge in Bengali /Kakborok	30,000	40 year	Office of the Chief Engineer. Rural Development Department.
8	MIS Specialist, CLTC	4 (UR-2,ST-1,SC-1)	Post graduate/ graduate/ diploma in Computer Science/ Electronics or MCA/PGDCA with minimum 3 to 5 year experience in government /semi government / autonomous semi organization. For Udaipur, Panisagar, Bishalghar & Melaghar ULB's	26,508	40 Year	Mission Director, Urban Development Department.

9	Centre Administrator	1(UR)	Essential: Law Degree/ Master of Social Work. Experience: 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 counseling either within or outside the same set up.	21,630	40 year	One Stop Centre, Office of the District Inspector of Social Education. West
10	Case Worker	1(UR)	Essential: Law Degree/ Master of Social Work. Experience: 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 year	One Stop Centre, Office of the District Inspector of Social Education. West
11	Psycho-Social Counselor	1(UR)	Essential: A post Graduate degree in Social work/Clinical Psychology Experience: At least 3(Three) years experience of working as Counselor/ psychotherapist in a reputed mental health institute/ Clinic at the District/ State Level.	12,106	40 year	One Stop Centre, Office of the District Inspector of Social Education. West
12	Office Assistant with Computer Knowledge.	2 (UR)	Essential: A Graduate with a Diploma in Computer/ IT Etc. Experience: 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.	16,453	40 year	One Stop Centre, Office of the District Inspector of Social Education. West & Unakoti District.
13	Multi- Purpose Staff/ Cook.	2 (UR-1,ST-1)	Any person preferably women who is literate.	7,286	40 year	One Stop Centre, Office of the District Inspector of Social Education. West
14	Junior Engineer (Civil),Degree Holder, TES Gr .V(A)	3 (UR-1,SC-1,ST-1)	Bachelor Degree in Civil Engineering from a recognized University	35,700	40 year	The Housing and Construction Board.
15	Junior Engineer (Civil),Diploma Holder, TES Gr .V(B)	2 (UR-1,ST-1)	Diploma in Civil Engineering from a recognized University	26,025	40 year	The Housing and Construction Board
16	Junior Engineer (Mech)	1 (ST-1)	Essential: (1) Degree in Mechanical Engineering.(2)Diploma in Mechanical Engineer from reputed institute/Govt. College. Experience: Minimum 3 year field Experience.	25,000	40 year	Agartala Municipal Corporation.
17	Training Coordinator.	1(UR)	a) Master in Food Technology/Food Processing with minimum 7-8 year combined experience in food industry and in skill development/ teaching sector. b) Minimum 3 years Industry Experience is mandatory in leading position. c) Must be familiar with MS Office, Documentation in leading position. d) Proficient in English and Bengali is mandatory.	53,130	Up to 45 Year	PMFME Scheme under Directorate of Industries & Commerce
18	Instructional Staff- Food Technology (Sr. Instructor/Instructor/Trainer)	1(UR)	Technical Qualification: A degree in respective Engineering branch from AICTE recognized Institute/ UGC recognized University/ Deemed University with 1(one) year's post qualification experience in a workshop or factory or concerned of repute engaged in production or in teaching in a recognized institution. Or Technical Qualification: 3(three) years Diploma in respective Engineering branch from a AICTE recognized Institute/ UGC recognized University/ Deemed University with 2(two) year's post qualification experience in a workshop or factory or concerned of repute engaged in production or in teaching in a recognized institution	20,000	18 to 40 year	I.T.I. under Directorate of Industries & Commerce

19	Senior Technical Officer (Scientific Studies and Capacity Building)	1(UR)	<p>Essential: Post –Graduate degree in the fields of Natural Resource Management or Land Resource Management, Social Sciences, Mass Communication or Human Resource Management.</p> <p>Experience: 1) At least 7years of experience in the field of human resource Management and capacity building in natural resource management and associated standard participatory approaches.</p> <p>2) At least 7 year of professional experience in Extremely Aided projects which include also human resource management and having worked with tribal communities.</p> <p>3) Knowledge on national and state governments/Tripura Forest Department (TFD) capacity building guidelines and their implementation design.</p> <p>4) Good communication skills, including fluency in English. Additional knowledge of Bengali/Tribal language would be advantage.</p>	70,000	40 year	
20	Senior Finance Officer(SFO)	1(UR)	<p>Essential: A minimum of B.com degree, Degree in Chartered Accountancy, Master's degree in the fields of Finance and Accounts Management, Business Management and Administration, Economics, Programme Finance Management and preferably linked to Land Resource Management or Social sciences, Etc.</p> <p>Experience: 1) At least 7 years of experience in the field of project management related to natural resource management and associated standard Participatory approaches which include fun allocation and its utilization from village to PMA based on agreed APO and auditing of accounts.</p> <p>2)At least 5 years of professional experience in foreign-based (preferably) 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>3) Professional experience in German Financial Cooperation (KFW) could be an advantage.</p> <p>4) Knowledge of Government's finance management and auditing systems related to public expenditures and their monitoring guidelines.</p> <p>5) 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>6) Good communication skills, including fluency in English in particular and Bengali/Tribal language in general.</p>	1,00,000	40 year	CEO & Project Director IGDC Creflat Project
21	Technical Officer (Horti Forestry)	1(UR)	<p>Essential:1) Post graduate degree in Forestry/Horticulture.</p> <p>2) Doctorate on Horti-Forestry matter.</p> <p>Experience:1) At least 3 years of technical experience in the field of Horticulture management and engagement with rural/preferably tribal farmers in Tripura.</p> <p>2) At least 3 years of professional experience in particularly approaches.</p> <p>3) Knowledge of state natural resource production and management related public schemes and implementation guidelines vis-a-vis marketing avenues.</p> <p>4) Good communication skills, including fluency in local tribal languages and additional knowledge of Bengali/English language would be an advantage.</p>	60,000	40 year	CEO & Project Director IGDC CREFLAT Project, PMA

22	Technical Officer (GIS)	1(UR)	Essential: 1) Post Graduate or above Geography/Natural Resource management/Environmental Science/Geographical Information system(GIS) Desirable: Training in Remote Sensing and GIS at reputed institutions like IIRS, NRSA etc. Experience: 1) At least 5 (Five) years of working experience in Remote Sensing and GIS domain. 2) Hands-on working experience in popular GIS s/w specifically ArcGIS and QGIS or any current advanced remote sensing systems. 3) Good spatial, geographical perception and understanding of CRS (coordinate system). 4) Fluent in English and Bengali. 5) Computer literacy in the use of Microsoft Office software.	60,000	40 year	CEO & Project Director IGDC Creflat Project, PMA.
23	Technical Assistant (TA)	2(UR)	Essential: 1) Graduate degree in the technical fields of Science/Engineering. Experience: 1) At least 3 Years of experience in the field of project planning, implementation and monitoring at community level related to forest development, forest conservation, NRM based participatory approaches. 2) At least 3 years of professional experience. 3) Professional experience in the planning and implementation of public schemes. 4) Knowledge of bottom-up planning especially in tribal areas could be advantages 5) Good communication skills, including fluency in any of the leading tribal languages. Knowledge of Bengali an English language would be advantage.	30,000	40 year	
24	Technical Assistant	2 (UR-1,ST-1)	Essential: 1) B.Sc.(Agriculture/ Horticulture) from recognized University with computer skills. Experience: 1) Preference will be given to candidates having degree/diploma in marketing from recognized institute with marketing experience.	25,000	As per state Govt. Norms	Department of Agriculture & Farmer's Welfare
25	Computer Operator	1 (UR-1)	Graduate with 1year diploma in computer application having 2 year practical experience of work.	20,000	As per state Govt. Norms	

Terms & Conditions:

1. 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 project.
2. The selected candidates should come under an agreement as per the norms with the SOFED.
3. 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.
4. The candidates shall be selected through written examination or interview on purely merit basis and the date of such test/interview shall be informed on due course.
5. The number of posts mentioned above may increase or decrease at any time.
6. The undersigned has the right to cancel the process of recruitment partially or entirely at any time.
7. Age relaxation for ST/SC/PH candidates would be provided as per Govt. norms.
8. If any candidate is presently working with SoFED shall have to submit his/her NOC from the existing working Dept/Agency.

Application shall be submitted through online mode only in the website <https://sofed.tripura.gov.in> from 21-10-2024 to 08-11-2024 up to 5.30 P.M. Incomplete application shall be rejected without showing any clarification thereof. No application shall be received physically or by post in any circumstances.

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MEMBER SECRETARY, SoFED