

EMPLOYMENT NOTIFICATIONN

No.F.10(139)/SBHI/2013

Dated, Agartala the January 2014.

Applications are invited for selection of candidates on purely contract basis for a maximum period of 1 (one) year for filling up following posts in different offices /Sub-offices under the Chief Registrar of Births & Deaths in the State of Tripura .

Item No. 1 **Name of Post** : State Co-ordinator ; **Vacancy** : 1 (UR) ;
Remuneration : Rs. 20,000/- (Rupees twenty thousand) only per month .
Essential Qualification : Post Graduate with Statistics/ Bio-Statistics/ Health Statistics / Economics / Mathematics / Commerce / Computer Science / IT / Social Science / Sociology or Graduate in any branch of Engineering.
Candidate should have good command over Hindi/ English & local language of the State .
Candidates should be well conversant with basic computer knowledge in MS - OFFICE / Open Office, statistical tools etc.
Desirable Qualification :
2 years of experience in surveys and statistical analysis.

Item No . 2 **Name of Post** : Data Processing Assistant ; **Vacancy** : 9 (UR-5, SC-1, ST-3) ;
Remuneration : Rs. 15,000/- (Rupees fifteen thousand) only per month .
Essential Qualification : Graduate Degree from any recognized University .
Non Computer Degree candidates must have Diploma/ Certificates in Computers / IT for minimum duration of 1 year from any recognized institute /Organization.
Candidate must be well conversant with typing on Computer .
Candidate should have good command over Hindi/ English & local language of the State .
Desirable Qualification : 1 year experience in relative field like data collection , compilation and data entry etc.

The eligible willing candidates residing permanently in the State of Tripura within the age limit of minimum 18 years in respect of all categories of candidates & Upper age limit for general category candidates shall be 40 years as on 31st January 2014 (relaxable by 5 years for ST , SC & PH candidates) .

Copies of application form can be downloaded from the website www.tripuranrhm.gov.in and also be collected in person from below mentioned address , free of Cost.

All the certificates in support of essential and desirable qualifications must be submitted along with the application and it must be self attested . Candidates are advised to submit preference of districts for his posting (in case of Data Processing Assistant) .

Last date for submitting Application :- The application must reached to the under mentioned address on or before 31/01/2014 . Application received after the last date will not be entertained .

Chief Registrar of Births & Deaths
(Director of Health Services)
Government of Tripura
1st Floor Health Directorate Building
P.N. Complex, P.O. Kunjaban, Gurkhabasti,
Agartala , West Tripura , Pin - 799004

Office of the Chief Registrar of Births and Deaths

APPLICATION FOR THE POST OF :

Affix a recent self
attested passport
size photo

1. Name:-
2. Sex:-
3. Date of Birth: DD /MM /YYYY (in words)
4. Age as on 01.10.2013 :- ____ Years ____ Months ____ Days
5. Father/Husband's Name :-
6. Mother's Name :-
7. Permanent Address :-
8. Correspondence Address :-
9. Contact No . : (Mobile):-
10. E-mail address :-
11. Are you conversant with Hindi/English & local language of the State :
Yes/No.
12. Are you conversant with basic computer knowledge : Yes/No.
13. Educational Qualifications (attach self - attested copy of the documents in support) :

Exam Passed	Institute /University/Board	Subject Offered	Passing Year	Marks obtained (%)
Post Graduate				
Graduate				
Intermediate				
High School				
Others (if any)				

14. Professional Qualification (if any) :-

15. Details of Employment (in chronological order) :-

Name of the Post and Employer	From	To	Basic/ Total Pay	Nature of appointment i.e. whether ad hoc or regular	Nature of duties (in brief)

16. Category : GEN/SC/ST/OBC

(in case of belonging to SC/ST/OBC enclosed the necessary document in support)

17. Whether you are ready for the field visits during the tenure : **Yes/No**

18. Write 8 Preference (s) of the districts for posting (in case of Data Processing Assistant):

1. 2. 3. 4. 5. 6. 7. 8.

I have gone through the vacancy circular /advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post . It is certified to the best of my knowledge and belief ; I bear a good moral character and have no antecedents . The post is purely on short term contract basis and I will not be entitled to any claims , rights, interests or further benefits in terms of regularization or consideration of further appointment to any post , including any claims for any causal , ad-hoc , temporary or regular service in the Government .

Place :

Date :

Signature of the Candidate