	<b>TRIPURA LEGISLATIVE ASSEMBLY SECRETARIAT NEW CAPITAL COMPLEX, AGARTALA</b>	<b>Advt. No. 01/2025</b>
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### ADVERTISEMENT

Online applications are invited from Bonafide citizens of India for selection of eligible candidates for filling up of the following miscellaneous **Group- "C"** posts for the establishment of the Tripura Legislative Assembly Secretariat, New Capital Complex, Agartala.

### IMPORTANT DATES

Submission of Online Application	Form 24.12.2025 <b>(from 11:00 A.M.)</b> to 24.01.2026 <b>(upto 05:00 P.M.)</b> .
Last date and time for making online fee payment	24.01.2026 (upto 05:00 P.M.)
Date of selection test and downloading of Admit Card	Will be notified later on.
Test Centre, time and duration	Will be mentioned in the Admit Card

Details of the posts are as follows: -

#### **1. JUNIOR REPORTER:**

<b>Number of vacancies</b>	<b>3(three) (ST-02, SC-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-10 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	Must be Graduate. Must have minimum speed of 30(thirty) words per minute both English and Bengali type writing and 100 (hundred) words per minute in both English and Bengali Shorthand.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.

Only those candidates who qualify in the short-hand and typing speed test on computer will be allowed to sit in the written examination followed by an interview.

#### **2. TRANSLATOR (ENGLISH):**

<b>Number of vacancies</b>	<b>1(one) (UR-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-10 of TSCS (Revised Pay) (First amendment) Rules, 2018.

<b>Eligibility</b>	<b><u>Educational Qualification:-</u></b> Must be Master Degree in any Branch with fair knowledge in English. Must be capable of Translating from Bengali language to English and vice versa. <b><u>Desirable:-</u></b> Knowledge of Bengali or Kokborok.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.
Only those candidates who qualify in the written examination will be allowed to sit in the interview.	

### 3. L. D. ASSISTANT-CUM TYPIST:

<b>Number of vacancies</b>	<b>1(one) (ST-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	Must have S.F./H.S or its equivalent examination passed with knowledge of typing with minimum speed of 30(thirty) words per minutes in English. Preference will be given to Graduate and to those who know both English and Bengali Type writing.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.
Only those candidates who qualify in the written examination will be allowed to sit in the typing test on computer followed by an interview.	

### 4. RECEPTIONIST:

<b>Number of vacancies</b>	<b>2(Two) (UR-01, SC-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	Must have S.F./H.S or its equivalent examination passed with knowledge of typing with minimum speed of 30(thirty) words per minutes in English. Preference will be given to Graduate and to those who know both English and Bengali Type writing.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred)

	only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.
Only those candidates who qualify in the written examination will be allowed to sit in the typing test on computer followed by an interview.	

#### 5. LIBRARY ASSISTANT:

<b>Number of vacancies</b>	<b>1(one) (UR-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	Must have S.F./H.S or its equivalent examination passed with knowledge of typing with minimum speed of 30(thirty) words per minutes in English. Preference will be given to Graduate and to those who know both English and Bengali Type writing.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.
Only those candidates who qualify in the written examination will be allowed to sit in the typing test on computer followed by an interview.	

#### 6. JUNIOR OPERATOR:

<b>Number of vacancies</b>	<b>1(one) (UR-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	Must have passed Madhyamik or equivalent examination and must have proficiency in operating tape recorders, P.A. equipment and other audio-visual equipment's.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.
Only those candidates who qualify in the written examination will be allowed to sit in the Technical test followed by interview.	

#### 7. ASSISTANT MANAGER MLA's HOSTEL:

<b>Number of vacancies</b>	<b>1(one) (ST-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	Must have passed Matriculation or any other equivalent

	examination. Preference will be given to those having experience in catering line.
<b>Age Limit</b>	Minimum 18 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.
Only those candidates who qualify in the written examination will be allowed to sit in the interview.	

#### 8. DRIVER:

<b>Number of vacancies</b>	<b>5(five) (UR-03, ST-01, SC-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-7 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	A) Class-VIII (eight) standard with valid driving license both heavy and light vehicles. B) Should be capable of undertaking minor repairs of the vehicle.
<b>Age Limit</b>	Minimum 21 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.
Selection and appointment of drivers shall be made through Motor Driving Test of 80 marks followed by an Oral Interview of 20 marks and medical fitness.	

#### 9. SORTER:

<b>Number of vacancies</b>	<b>4(four) (UR-02, ST-01, SC-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-5 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	A) At least Metric Standard. B) Experience of work in Libraries preferable.
<b>Age Limit</b>	Minimum 21 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants, Physically Disabled, Ex-Servicemen and candidates belonging to Scheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.

# **10. WATCH AND WARD:**

<b>Number of vacancies</b>	<b>6(six) (UR-03, ST-02, SC-01)</b> (Fixed pay basis)																			
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-5 of TSCS (Revised Pay) (First amendment) Rules, 2018.																			
<b>Eligibility</b>	A) Class-X (ten) standard having physical fitness as prescribed below :- <table><tr><td></td><td><b>General</b></td><td><b>SC</b></td><td><b>ST</b></td></tr><tr><td><b>Height</b></td><td>167.64 c.m. (5.5 ft.)</td><td>167.64 c.m. (5.5 ft.)</td><td>165 c.m. (5.4.13 ft.)</td></tr><tr><td><b>Chest (Un-expanded)</b></td><td>78.74 c.m. (2.5.83 ft.)</td><td>76.02 c.m. (2.4.94 ft.)</td><td>76.02 c.m. (2.4.94 ft.)</td></tr><tr><td><b>Chest (Expanded)</b></td><td>83.82 c.m. (2.75 ft.)</td><td>81.28 c.m. (2.6.66 ft.)</td><td>81.28 c.m. (2.6.66 ft.)</td></tr></table> <p>For recruitment of Women Watch and Ward (Direct or on Promotion) besides physical fitness, the minimum Height for General and S.C. candidates will be 1.524 mtr. and for S.T. candidates will be 1.500 mtr.</p>					<b>General</b>	<b>SC</b>	<b>ST</b>	<b>Height</b>	167.64 c.m. (5.5 ft.)	167.64 c.m. (5.5 ft.)	165 c.m. (5.4.13 ft.)	<b>Chest (Un-expanded)</b>	78.74 c.m. (2.5.83 ft.)	76.02 c.m. (2.4.94 ft.)	76.02 c.m. (2.4.94 ft.)	<b>Chest (Expanded)</b>	83.82 c.m. (2.75 ft.)	81.28 c.m. (2.6.66 ft.)	81.28 c.m. (2.6.66 ft.)
	<b>General</b>	<b>SC</b>	<b>ST</b>																	
<b>Height</b>	167.64 c.m. (5.5 ft.)	167.64 c.m. (5.5 ft.)	165 c.m. (5.4.13 ft.)																	
<b>Chest (Un-expanded)</b>	78.74 c.m. (2.5.83 ft.)	76.02 c.m. (2.4.94 ft.)	76.02 c.m. (2.4.94 ft.)																	
<b>Chest (Expanded)</b>	83.82 c.m. (2.75 ft.)	81.28 c.m. (2.6.66 ft.)	81.28 c.m. (2.6.66 ft.)																	
<b>Age Limit</b>	Minimum 21 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants,Physically Disabled, Ex-Servicemen and candidates belonging toScheduled Castes and Scheduled Tribes.																			
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.																			

Selection and appointment of Watch and Wards shall be made through Physical and medical fitness test followed by Written and an Oral Interview of 80 and 20 marks.

# **11. JUNIOR COOK :**

<b>Number of vacancies</b>	<b>4(four) (UR-02, ST-01, SC-01)</b> (Fixed pay basis)
<b>Pay Structure</b>	Pay Band-2, ₹5,700-24,000/-, Pay Matrix level-5 of TSCS (Revised Pay) (First amendment) Rules, 2018.
<b>Eligibility</b>	A) At least Primary Standard. B) Experience of work in Cooking preferable.
<b>Age Limit</b>	Minimum 21 years and maximum 40 years for UR and the upperage limit is relaxable by 05 years for Government Servants,Physically Disabled, Ex-Servicemen and candidates belonging toScheduled Castes and Scheduled Tribes.
<b>Fees</b>	Fee for UR category applicant is Rs.400/- (Rupees four hundred) only and that of reserved category (SC/ST) applicant is Rs.200/- (Rupees two hundred) only.

## IMPORTANT NOTES

- I. The number of posts to be filled up is subject to increase or decrease.
- II. **Permanent Resident Certificate of Tripura (PRTC) would be required while applying for jobs by direct recruitment as per Notification No.F.23(8)-GA(P&T)/2023, dated 07.07.2023 issued by the Government of Tripura.**
- III. Fees once deposited will not be refunded or adjusted for any other recruitment in future. Candidates are to deposit fees by using Credit Card(Visa/Master/Rupay), Net Banking, Debit Card (Visa/Master/Rupay), Wallets & Cash Cards & UPI only. No other mode of payment will be accepted. Bank charge may apply.

**Disqualification for appointment**– No person shall be eligible for appointment to the service:

- a) Unless he is a citizen of India; or
- b) If he has been dismissed from service by the Government, Central
- c) Government, High Court, statutory or Local Authority; or
- d) If he has been convicted of an offence involving moral turpitude; or
- e) If he has more than one spouse living; or
- f) If he directly or indirectly tries to influence the recruiting authority by any means.

## INSTRUCTIONS

### I) Online Application:

- a) Candidates have to submit application through Online Application Portal only. The Tripura Legislative Assembly Secretariat will not entertain any hard copy of application. Before submission of online application, the candidates are to read the instructions carefully in the 'How to Apply' segment of the Online Application Portal.
  - b) Online Application Portal will be available on the Tripura Legislative Assembly Secretariat website (<https://tripuraassemblyapplication.in>) from **24.12.2025 (from 11:00 A.M.) to 24.01.2026 (upto 05:00 P.M.)**. To apply the candidates have to click on the 'Recruitment' tab in the Home page of the Tripura Legislative Assembly website.
  - c) Candidates should avoid submitting multiple applications. However, due to any unavoidable circumstances, if any candidate submits multiple applications then he/she must ensure that the application with latest Registration Number is complete in all respect.
  - d) In case of multiple applications, the application with the latest Registration Number shall only be entertained by the Tripura Legislative Assembly and Fee paid against one Registration Number shall not be adjusted against any other Registration Number.
- II) Candidates who are eligible for interview-cum-personality test will be asked for scrutiny of original marks-sheets/certificates/documents before appearing in the interview-cum-personality test.
- III) **The candidates already in Government Services shall apply either through proper channel or attach 'No-Objection Certificate' from his/her employer.**
- IV) Candidates shall have to bear their own expenses for appearing in the Selection test.

## SELECTION PROCESS

The examination shall have the following two parts namely:

### Written Examination:

A limited number of candidates, maximum 5(five) times of total posts (category wise) will be selected merit wise on the basis of the result of the written examination for interview cum personality test subject to securing minimum qualifying marks (40% for UR & 30% for reserved category candidates). Only those candidates who will be declared qualified at the written examination will be allowed to appear in the interview-cum-personality test.

### Interview-cum-personality test:-

- i) The Assembly Secretariat will conduct an interview-cum-personality test of those candidates, who have obtained qualifying marks in the written examination. The pattern of the Interview-cum-Personality Test shall be decided by the Secretariat in accordance with the requirement of the service and the post for which the examination is conducted.
- ii) The interview-cum-personality test shall be to assess the personal qualities of a candidate e.g. his intellectual ability, social traits, interest in current affairs, moral integrity etc.
- iii) In no case shall a candidate be called for interview-cum-personality test unless he/she appears in the written examination.

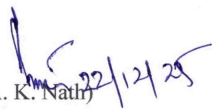
Ratio for calling candidates for interview-cum-personality test provided that he/she secured minimum cut off marks in the written examination.

No of vacancies	No of candidates to be called for interview cum-personality Test (Category wise)
1(one)	5(five) candidates (1:5)
2(two)	8(eight) candidates (1:4)
3(three)and above	3(three) times the number of vacancies (1:3)


- iv) Final Selection shall be made in order of merit on the basis of the marks obtained by a candidate in aggregate in the written examination and the marks obtained by him/her in the interview-cum-personality test and following other norms of the Secretariat in this regard. If a candidate remains absent in interview-cum-personality test his/her candidate will not be considered for final selection.
- v) In the list of recommendation, merit position of candidates securing equal marks will be finalized as per their seniority of age. The same procedure is to be followed for preparing waiting list, if there be any.

**Syllabus for THE WRITTEN EXAMINATION & INTERVIEW** for selection of the candidates of Group-C category of posts under Tripura Legislative Assembly Secretariat will be available in the assembly website (<https://tripuraassemblyapplication.in>) prior to written exam.

Further, provided that, in the list of recommendation, merit position of candidates securing equal marks in aggregate and also of the same age will be decided on the basis of percentage of marks obtained in the minimum educational qualification prescribed in Recruitment Rules.

  
(A. K. Nath)  
Secretary

Tripura Legislative Assembly

	<b>TRIPURA LEGISLATIVE ASSEMBLY SECRETARIAT NEW CAPITAL COMPLEX, AGARTALA</b>	<b>Advt. No. 02/2025</b>
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### **ADVERTISEMENT**

Online applications are invited from Bonafide citizens of India for selection of candidates for direct recruitment to 8 (eight) (i.e. **Peon-04** and **Room Attendant-04**) numbers of Group-D posts under Tripura Legislative Assembly Secretariat, New Capital Complex, Agartala on fixed pay basis.

### **IMPORTANT DATES**

Dates for submission of Online Application	Form 24.12.2025 (from 11:00 A.M.) to 24.01.2026 (upto 05:00 P.M.)
Last date and time for making online fee payment	24.01.2026 (upto 05:00 P.M.)
Schedule date of Computer/OMR Based Examination and downloading of Admit Card	Will be notified later on
Test Centre, time and duration	Will be mentioned in the Admit Card

Details of the posts are as follows: -

Sl. No.	Name of post and scale of pay	Requisition for filling up posts as per 100 point roster verified from the ST/SC.			Remarks
		UR	ST	SC	
1.	<b>Peon,</b> Group-D (Non-Gazetted) Pay Band-1, `4,840-13,000/-, Pay Matrix level-1 of Tripura Pay Matrix, 2018	02	01	01	
		<b>Total- 04 nos.</b>			
2.	<b>Room Attendant,</b> Group-D (Non-Gazetted) Pay Band-1, `4,840-13,000/-, Pay Matrix level-1 of Tripura Pav Matrix. 2018	03 (women-01)	01	00	
		<b>Total- 04 nos.</b>			

The Number of posts to be filled up is subject to increase or decrease following requisition of the Secretariat.

#### **Educational and other qualification: -**

A) Class-VIII standard for General categories and in case of ST/SC candidate's minimum class-V passed.

**Desirable:-** Knowledge of Bengali or Kokborok.

**Age:-** Age limit as per State rule i.e. 18 to 40 years as on **24<sup>th</sup> January, 2026**. Upper age limit is relaxable by 5(five) years in case of ST/SC/PH candidates and Govt. Servants. Provided that Govt. Servants belonging to ST/SC/PH category shall not get this relaxation over and above the general relaxation of 5(five) years available to them.

**\* To apply for the aforementioned post, the applicant must have Permanent Resident Certificate of Tripura (PRTC). This is in pursuance of GA(P&T) Department Notification dated 07.07.2023.**

**Fees:** Fee for UR category applicant is Rs.300/- (Rupees three hundred) only and that of reserved category (SC/ST) applicant is Rs.150/- (Rupees one hundred and fifty) only.

**Selection Process:** -

The examination shall have the following two parts namely:

**Written Examination:**

Written examination (MCQ Type) carrying 85 marks. A limited number of candidates, maximum 5(five) times of total posts (category wise) will be selected merit wise on the basis of the result of the written examination for interview cum personality test subject to securing minimum qualifying marks (40% for UR & 30% for reserved category candidates). only those candidates who will be declared qualified at the written examination will be allowed to appear in the interview-cum-personality test.

**Syllabus for THE WRITTEN EXAMINATION & INTERVIEW** for selection of the candidates of Group-D category of posts under Tripura Legislative Assembly Secretariat.

Subject	Syllabus	Full Marks	Time
English & General Studies (Class-V standard)	(MCQ Type) (i) <u>Knowledge of Bengali or Kok-borok:</u> Vocabulary, Comprehension, Translation (ii) <u>Arithmetic:</u> Addition, subtraction, multiplication, division and their word problem.	30	2(two) hours
	(MCQ Type) Knowledge of English: Part of speech, Gender, Article, Tense, Use of since & for, Punctuation, Framing of 'Wh' questions, basic concept of sentence, Synonym and antonym etc.	20	
General Knowledge and Current Affairs	(MCQ Type) Matter of common experience and current events and problems with special reference to India and Tripura.	20	2(two) hours
	(MCQ Type) (i) Duties of the Group-D post in the Government Department/ Offices. (ii) Name of Sub-Division/ District/ Block of Tripura etc.	15	
Interview	Personal qualities	15	
Total	(Written-85 + Interview-15) = 100	100	

**NB:** All questions will be Computer/ OMR based MCQ Type. No negative marking will be awarded. The Question paper will bilingual (English & Bengali) except the language subject.

**Interview-cum-personality test:-**

- i) The Assembly Secretariat will conduct an interview-cum-personality test of those candidates, who have obtained qualifying marks in the written examination. The pattern of the Interview-cum-Personality Test shall be decided by the Secretariat in accordance with the requirement of the service and the post for which the examination is conducted.
- ii) The interview-cum-personality test shall be to assess the personal qualities of a candidate e.g. his intellectual ability, social traits, interest in current affairs, moral integrity etc.
- iii) In no case shall a candidate be called for interview-cum-personality test unless he/she appears in the written examination.

Ratio for calling candidates for interview-cum-personality test provided that he/she secured minimum cut off marks in the written examination.

No of vacancies	No of candidates to be called for interview cum-personality Test (Category wise)
1(one)	5(five) candidates
2(two)	8(eight) candidates
3(three)	3(three) times the number of vacancies

- iv) Final Selection shall be made in order of merit on the basis of the marks obtained by a candidate in aggregate in the written examination and the marks obtained by him/her in the interview-cum-personality test and following other norms of the Secretariat in this regard. If a candidate remains absent in interview-cum-personality test his/her candidate will not be considered for final selection.
- v) In the list of recommendation, merit position of candidates securing equal marks will be finalized as per their seniority of age. The same procedure is to be followed for preparing waiting list, if there be any.

Further, provided that, in the list of recommendation, merit position of candidates securing equal marks in aggregate and also of the same age will be decided on the basis of percentage of marks obtained in the minimum educational qualification prescribed in Recruitment Rules.

For detailed Schedule of Computer/OMR Based Examination and date of selection test and downloading of Admit Card will be published in the website <https://tripuraassemblyapplication.in>.

(A. K. Nath)

Secretary

Tripura Legislative Assembly