

HIGH COURT OF TRIPURA
AGARTALA

No.F.4 (22)-HC/2026/15909

Dated, Agartala, the 7th July, 2026

ADVERTISEMENT NO. HC-02/2026

(For recruitment to the post of Junior Administrative Assistant)

Online applications are invited in prescribed form available herewith in the official website of the High Court of Tripura (<http://thc.nic.in>) from persons who are not below 18 years of age and not more than 40 years of age in case of others and 45 years in case of candidate belonging to Scheduled Castes & Scheduled Tribes as on **10.08.2026** for filling up of the following **14(fourteen)** vacant posts of **Junior Administrative Assistant** in the establishment of the High Court of Tripura:

Number of Vacancies	14(fourteen) [** Likely to increase/decrease] [UR: 06, ST: 02 & SC: 06]
Pay Structure	In the entry pay of Rs.21,400/- per month in the pay Matrix Level-7 of TSCS (Revised Pay) (First Amendment) Rules, 2018, subject to revision by the Government from time to time
Eligibility	I) <u>Educational Qualification:</u> Must be a Graduate from a recognized University. II) <u>Technical Qualification:</u> Must have Certificate Course in Computer word processing or equivalent from a recognized University/Institute with Typing Speed of 40 words per minute on a Computer.
Fees	Fee for UR category applicant is Rs.500/- (Rupees five hundred only) and that of reserved category (SC/ST) applicant is Rs.250/- (Rupees two hundred and fifty only).

SELECTION PROCESS OF JR. ADMINISTRATIVE ASSISTANT

The entire selection process shall be conducted in two phases, namely, (i) Written Screening Test and (ii) Type Test on Computer & Written Test (English).

Phase – 1		
Sl. No.	Written Screening Test (Objective Type) (Duration: 2 hours)	Maximum Marks
01.	Subject components: English, General Knowledge, Aptitude, Reasoning, Basic Computer Knowledge etc.	100
Only those candidates who secure a minimum of 60% marks, relaxable by 10% in the case of reserved category candidates, shall be called for the Type Test on Computer, followed by a Written Test (English). The ratio of candidates to be shortlisted through Written Screening Test shall be 1:3 (i.e. 03 candidates for each advertised post, as far as practicable, shall be shortlisted for the Type Test on Computer followed by Written Test (English).		
Phase – 2		
Sl. No.	Subject components	Maximum Marks
01.	Type Test (English) on Computer Environment	20
02.	Written Test (English) to evaluate writing skills and overall language proficiency Subject components: English Comprehension, Précis Writing, Paragraph Writing, Letter Writing, Translation from Bengali to English and vice versa, Writing Ability etc.	30
The minimum qualifying marks in the Phase – 2 Test shall be 60%.		

IMPORTANT NOTES

If no suitable candidate of reserved categories is found available as aforesaid, the posts may be filled up by the candidates other than those of the Scheduled Tribes and Scheduled Castes as per Rules.

The number of posts to be filled up is subject to increase or decrease as per requirement and selected panel of candidates will remain valid for 1(one) year from the date of its publication.

ST/SC candidates of other States should apply as general candidate along with application fees prescribed for candidates of general category.

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 Government, High Court, statutory or Local Authority; or
- (c) If he has been convicted of an offence involving moral turpitude; or
- (d) If he has more than one spouses living; or
- (e) 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 High Court will not entertain any hard copy 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 High Court's Website (<https://thc.nic.in>) from **10.07.2026 (from 11:00 A.M.) to 10.08.2026**

(upto 05:00 P.M.). To apply the candidates have to click on the 'Recruitment' tab in the Home page of the High Court's 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 High Court and Fee paid against one Registration Number shall not be adjusted against any other Registration Number.
- ii) Candidates who are eligible for Written Screening Test will be asked for scrutiny of original marks-sheets/certificates/documents before appearing in the Written Screening Test.
- iii) **The candidates already in Government Services shall obtain 'No-Objection Certificate' from his/her employer.**
- iv) Candidates shall have to bear their own expenses for appearing in the Selection test.

SCHEDULE:

Submission & finalization of online application	From 10.07.2026 (From 11:00 A.M.) To 10.08.2026 (Upto 05:00 P.M.).
Dates 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.

(Angshuman Debbarma)
Registrar General