

**OFFICE OF THE
SABROOM NAGAR PANCHAYAT
SABROOM, SOUTH TRIPURA**

No.F.1 (229)-SBM/NP/ESTT/2025/ **1474-83**

Dated:12.08.2025.

To
The Director
Information and Cultural Affairs (ICA) Dept.
Govt. of Tripura
Agartala, Tripura (West).


Subject:-Insertion of recruitment – Notification of **2(Two) nos. Ward Secretary.**
Sir,

In reference of the subject captioned above, I am sending herewith the Notification vide No.F.1 (229)-SBM/NP/ESTT/2025/1473, Dated-12.08.2025 regarding recruitment to the post of **Ward Secretary (Group-C, Non-Gazetted)** in Sabroom Nagar Panchayat. A Copy of Notification is enclosed herewith for your kind perusal.

Therefore, I would request you to please arrange to publish the Notification in the leading news paper of Tripura for wide publicity.

Encl: As Stated above.

Yours' faithfully

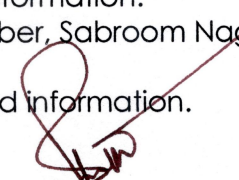

Executive Officer
Sabroom Nagar Panchayat
Sabroom, South Tripura

Copy to:-

1. The District Magistrate & Collector, South Tripura, Belonia for favour of kind information.
2. The Director, Urban Development Department, Govt. of Tripura, Agartala for favour of kind information.
3. The Director, Information Technology, Govt. of Tripura for kind information with a request to upload the NIT in the State portal. E-Mail:state.portal.
4. The DIO, DM Office, South Tripura, Belonia with a request to upload in the District Portal.
5. The Sub-Divisional Magistrate, Sabroom for kind information.

Further copy to:-

1. The Chairperson, Sabroom Nagar Panchayat for kind information.
2. The Vice-Chairperson, Sabroom Nagar Panchayat for kind information.
3. Sri / Smt.,Member, Sabroom Nagar Panchayat for kind information.
4. The Dy. Executive Officer, Sabroom Nagar Panchayat for kind information.
5. Guard file / Notice Board of SNP office.


Executive Officer
Sabroom Nagar Panchayat
Sabroom, South Tripura



OFFICE OF THE
SABROOM NAGAR PANCHAYAT
SABROOM, SOUTH TRIPURA

No.F.1(229)-SBM/NP/Estt/2025/1473

Dated. 12/08/2025.

NOTIFICATION

Applications are invited from Bonafide Indian Citizen permanently residing in Tripura as per prescribed format given below for appointment to the post of **“Ward Secretary (Group-C, Non-Gazetted)”** in Sabroom Nagar Panchayat, Sabroom, South Tripura, pursuant to the Revised Recruitment Rules 2024 for the post of Ward Secretary in Municipality under Urban Development Department issued vide No. F1(25)-UDD/DUD/ULB/Estt/2024/1196-1259 dated. 22-05-2025, on fixed pay basis by keeping the regular scale posts in abeyance as per the concurrence of the Govt. in Finance Department. Recruitment will be done through Written Examination followed by interview as per Govt. guidelines.

Sl. No.	Name of Post	Total No. of Posts	Category of Post	Eligibility Criteria for Candidate	Age Limit	Pay Scale
1.	Ward Secretary	02(Two)	ST- 01 UR- 01	1. Graduate Degree from any Recognized University. 2. Having knowledge of Computer operating. 3. Desirable: Knowledge of Bengali or Kokborok.	18 (eighteen) to 40(forty) years, Upper age limit isrelatable by 5 years in case of ST/SC/PH and Govt. employee.	Pre-revised scale of pay: PB-2, Rs.5700-24,000/- , GP-2200/-, Corresponding revised scale of pay: Cell-I of Level -7 of Tripura State Pay Matrix,2018 [Tripura State Civil Services (Revised Pay) (1 st Amendment Rules 2018)].

Application Format

1. Name of Post Applied for :
2. Name of Applicant (in Block Letter) :
3. Father's / Husband's Name :
4. Permanent Address with PIN Code :
5. Present Address with PIN Code :
6. Date of Birth (Age as on 01/07/2025) :
7. Category (ST/SC/UR) :
8. Nationality :
9. Computer Knowledge (Attach Certificate) :
10. If, currently employed, please mention whether in a Govt. Deptt./PSU/Autonomous Body. :
11. Other Qualification, if any :
12. Contact Number :
13. Experience, if any :
14. Details of Qualification from Madhyamik onwards :

Sl. No.	Examination Passed	Year of Passing	Board /University	Stream	% of Marks	Class/Division/Grade
01						

Date :

Place:

(Full Signature of the Candidate)

Terms & Condition:-

1. The Candidates are required to submit their application as per format along with self-attested copies of all documents & testimonials and 02(two) recent copies of passport size photos, addressed to the office of the Executive Officer, Sabroom Nagar Panchayat, Sabroom, South Tripura. The application will be received from **12/08/2025 to 15/09/2025 on all working days from 11:00 AM to 4:30 PM** at Sabroom Nagar Panchayat Office. No application will be received by post or e-mail and no application will be entertained after stipulated period.
2. Method of recruitment 100% by direct recruitment through Competitive Examination to be conducted by a recruitment board as per principle of New recruitment policy as issued by the State Government vide Notification No. F,20(I)-GA(P&T)/18 dated 05.06.2018 and its revises provisions dated- 29th October,2020.
3. Permanent Resident of Tripura Certificate (PRTC) is required while applying for the post as per Notification No.23(8)-GA(P&T)/2023 dated 0707.2023 issued by the Government in the GA(P&T) Department.
4. No person who has entered into or contracted a marriage with a person having spouse living, or who having a spouse living has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post, provided that the State Govt. may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these Rules.
5. For selection, the eligible candidates will be called for interview after clearing written examination. The date & time of written examination and interview will be intimated through Local Daily Newspapers, No separate call letter will be issued.
6. The undersigned reserves the right to accept or reject any application without assigning any reason.
7. The process of Interview may be cancelled or stopped by the authority without assigning any reason,
8. Period of Probation- 02(Two) years.
9. Sabroom Nagar Panchayat may, at any time, revoke this advertisement in part or whole without assigning any reason.

N.B:-

1. Any false information or suppression of fact will lead to cancellation of candidature as well as legal action against the candidate. In this regard, decision of the Recruitment Board/ Sabroom Nagar Panchayat shall be final.
2. No TA/DA will be given to the candidate for appearing at the examination /interview.
3. Candidates should sign the application in full by ball pen/ fountain pen invariably.

Executive Officer
Sabroom Nagar Panchayat
Sabroom, South Tripura

**(SYLLABUS FOR THE EXAMINATION OF WARD SECRETARY)
THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS: -**

A. General Studies of Urban Local Bodies. (65 marks): -

1. Constitutional framework for Urban Local Bodies in India.
2. Powers and functions of Municipal Corporation /Municipal Council/ Nagar Panchayat.
3. Objectives of a Municipal Corporation/ Municipal Council/Nagar Panchayat.
4. Tripura Real Estate Regulatory Act.
5. What are the sources of Urban Revenue and revenue items.
6. Sanitations and Solid Waste Management.
7. Current affairs-international, national and regional.
8. Economic development in India since independence.
9. History of Urban Local Bodies in India.
10. Tripura Municipal Act.
11. Basic data analysis (Summary Statistics such as mean, median, mode, variance etc.)
12. Urban Planning techniques: -Basic methods of various types of surveys, collection of data, methods adopted to collection of data standards for development and re-development of residential, commercial, industrial and recreational areas, land use planning, socio-economic data for urban planning, inclusive planning and sustainable development.

B. General Knowledge and History of Tripura State (20 marks): -

- i) Formation of Tripura state and merger to the Indian union and category of state.
- ii) Political history of Tripura, names of king/rulers, chief Ministers/Governor different tribes and their culture.

C. Interview/viva-voce - (15marks): -

- (a) Primary Merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for Interview. Number of candidates (category wise) qualified in the Written Examination shall be called for Interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for Interview (Category wise)
01 (One)	05 (five) candidates. (1:5)
02 (Two)	08 (eight) candidates. (1:4)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the Interview will also be called for Interview.

- (b) Final Merit list will be prepared by adding the marks obtained in the Written examination and Interview. In no case a candidate will be called for Interview unless he / she appears in all papers of the Written Exam. If a candidate remains absent in Interview or / and Type Test his/ her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on computer. The Type Test shall be qualifying in nature and it carries no marks.



Executive Officer
Sabroom Nagar Panchayat
Sabroom, South Tripura

APPLICATION FORMAT

To
The Executive Officer,
Sabroom Nagar Panchayat
Sabroom, South Tripura

PASTE
 PASSPORT
 PHOTO

1. Name of Post Applied for : -
2. Name of Applicant (in Block Letter) : -
3. Father's/ Husband's Name : -
4. Present Address with PIN Code : -
5. Permanent address with PIN Code : -
6. Date of Birth : -
- (Age as on 01/07/2025) : -
7. Category (SC/ST/UR) : -
8. Nationality : -
9. Computer Knowledge (Attached Certificate) : -
10. If currently employed, please mention whether in : -
 a Govt. Deptt. / PSU /Autonomous Body.
11. Other Qualification, if any : -
12. Contact No : -
13. Experience if any : -
14. Details of Qualifications from Madhyamik onwards-

Sl. No	Examination Passed	Year of Passing	Board / University	Stream	% of marks	Class/Division/ Grade

Declaration: I hereby declare that, all the information given above is true to the best of my knowledge, if any of the above information is found to be incorrect at a later stage, I shall be liable to be disqualified and removed from the service after selection / joining.

Place: -

Date: -

Full Signature of the candidate