

**JOINT RECRUITMENT BOARD TRIPURA (JRBT)  
DIRECTORATE OF EMPLOYMENT SERVICES & MANPOWER PLANNING  
OFFICE LANE, AGARTALA, TRIPURA (W)  
GOVERNMENT OF TRIPURA**

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**PROSPECTUS CUM INSTRUCTIONS**

**JOINT RECRUITMENT BOARD TRIPURA (JRBT) 2020: GROUP-C -PAPER-I AND PAPER-II  
{AS PER COMMON RECRUITMENT RULES FRAMED BY GA(P&T) DEPARTMENT}**

In accordance with the Common Recruitment Rules Framed by GA (P&T) Department vide GO No.04 dated 7th November, 2020 & Notification No. F. 20(3)\-GA(P&T) / 79 dated 3<sup>rd</sup> February, 2021 for LDC, GO No. 06 dated 14<sup>th</sup> December, 2020 & Notification No. 8.20(2)\-GA(P&T) /2020 dated 3<sup>rd</sup> February, 2021 for Agriculture Assistant (Except TAFS Grade-III) and Recruitment Rules provided by PWD (DWS & WR) for the post of Junior Multi Tasking Operator(Un-common) & Junior Operator (Pump), and RR provided by Department of Agriculture for the post of Agriculture Assistant (TAFS Grade-III), JRBT has laid down the minimum qualifications for a person to be eligible for appointment as a Group-C.

JRBT will conduct a Common Recruitment Written Examination in two papers, namely Paper-I (English) and Paper II (General Knowledge & Cultural Affairs) for a person intending to be a Lower Division Clerk, Agri Assistant (Except TAFS Grade-III), Agri. Assistant (TAFS Grade-III), Junior Multi Tasking Operator (Uncommon) and Junior Operator (Pump). Eligible Indian Nationals can apply online in the prescribed format for the recruitment of 910 Group-C, Non-Gazetted posts vacant in various departments of Government of Tripura on Fixed pay basis by Joint Recruitment Board, Tripura (JRBT) under Directorate of Employment Services & Manpower Planning (DESMP) in addition to 1500 Lower Division Clerk (LDC), Group-C, Non-Gazetted post(s) (fixed-pay basis) already advertised vide Advertisement No. 01/2020 in the Directorate of Employment Services & Manpower Planning (DESMP) website <https://employment.tripura.gov.in/>

Dates of JRBT Examination, 2020 Paper-I & Paper-II and downloading of Provisional Admission Certificate will be notified later on. Test Centre, time and duration of JRBT 2020 Paper-I & Paper-II will be mentioned in the Provisional Admission Certificate. Test Centre may be anywhere in the state of Tripura. Knowledge of Bengali/Kokborok is desirable.

**IMPORTANT NOTES**

- (a) Candidate should read the Prospectus-cum-Instructions, JRBT 2020 and other notifications carefully and satisfy herself/himself that she/he fulfils the criteria.
- (b) In case, if it is found later on that candidate does not fulfil any criterion, her/his candidature will be treated as cancelled at any stage and no appeal against such cancellation will be entertained.
- (c) There is no provision of pre-test scrutiny of mark-sheets/certificates/documents, as such candidate is required to apply online in her/his own capacity on being satisfied with the terms and conditions of eligibilities for Joint Recruitment Examination 2020-21. Candidate's admission in the test will be purely provisional.
- (d) The results published on the official website of JRBT are provisional and for immediate information to the candidates. These cannot be treated as final, since finalisation depends on correctness of facts and figure uploaded and other eligibility conditions.
- (e) Candidates are instructed to bring the Provisional Admission Certificate (Joint Recruitment Examination 2020-21), black ball point pen and one photo bearing identity card (i.e. (i) Voter ID (ii) AADHAR Card (iii) Passport (iv) Driving License (v) PAN Card..) for appearing in the test. Carrying bags, books, mobile phone, tab or any other communication devices/banned items etc. inside the test centre is strictly prohibited.
- (f) The Board (JRBT) reserves the right to change the programme/terms and conditions etc. All further notifications/updates will be uploaded on the official website JRBT.
- (g) Candidate who score pass marks or more will be asked for scrutiny of mark-sheets/certificates/documents.
- (h) Candidature of the candidate will be summarily rejected if she/he remains absent during scrutiny of marksheets/certificates/documents without further notification.

- (i) It must be carefully noted that getting JRBT qualified does not confer any right to any candidate for recruitment, since it is only one of the eligibility criteria for recruitment of Gr-C posts.
- (j) In case of any inadvertent error (technical or otherwise) that may have crept in the answer key / result / merit list etc. being published on the official website of JRBT, the same will be duly intimated and rectified.

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### 1. ELIGIBILITY CRITERIA:

Name of the Post	Details of essential qualification
a) Lower Division Clerk	<p>1. Madhyamik or equivalent examination passed from any recognized Board/ Institution.</p> <p>2. Having knowledge of operating computer and proficiency in typing on computer with keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic Computer Knowledge.</p> <p>3. For selection to Bengali Typist, minimum typing speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board along with basic Computer Knowledge.</p> <p><u>Note:-</u></p> <p>a) Prescribed type-test will be conducted on Computer with Key Board and not in manual type writer machine.</p> <p>b) Type Test on computer will be qualifying in nature and will carry no marks. Subject to fulfilment of other criteria and selection process, all categories of candidates will be recruited even if they do not initially qualify in the Type- Test on computer. If they do not pass the Type-test in 6 (six) months, they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>c) Exemption for Physically Challenged candidates: Physically Challenged candidates who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer will be exempted from typing qualification and Type Test.</p>
b) Agriculture Assistant (Except TAFS Grade-III)	<p><u>Common for Agriculture Assistant (Except TAFS Grade-III) and Agriculture Assistant (TAFS Grade-III):</u></p> <p>Madhyamik or equivalent examination passed from any recognized Board/ Institution.</p>
c) Agriculture Assistant (TAFS Grade-III)	
d) Junior Operator (Pump)	<p><u>Common for Junior Operator(Pump) and Junior Multi Tasking Operator(Un-common) i.e.</u></p> <p>(a) Madhyamik or equivalent examination passed from any recognized Board/ Institution.</p>
e) Junior Multi Tasking Operator (un-common)	<p style="text-align: center;">And</p> <p>(b) National Trade Certificate (NTC) issued by National Council for Vocational Training(NCVT) in any of the following trade (i) Welder (Gas &amp; Electric), (ii) Plumber, (iii) Turner, (iv) Fitter, (v) Mechanic Diesel, (vi) Pump Operator cum Mechanic, (vii) Wireman, (viii) Electrician</p>
<p><b><u>Desirable Qualification for all the above Group-C posts: Knowledge of Bengali/Kokborok.</u></b></p>	
<p>i) The knowledge of Bengali or Kokborak will be assessed in the interview/viva-voce and some marks for interview/viva-voce shall be given for having such knowledge or the Administrative Department may determine the desirable knowledge as qualifying in nature in the written test.</p> <p>ii) For technical/highly skilled posts, where the availability of local candidate(s) is not certain, the concerned Administrative Department may dispense with the above desirable qualification.</p>	

## 2. AGE:

- a) Age limit for direct recruitment is 18 to \*41 years; Upper age limit is relaxable by 5 years in case of ST/SC/PwDs(PH)/ Government servant candidates.  
\*Due to pandemic caused by COVID-19, an additional one time age relaxation of 1 year in upper age limit is allowed to all categories of candidates (Unreserved/reserved candidates and Government servants) as per State Government Memorandum vide No. F.20 (1)-GA(P&T)/18 dated 15<sup>th</sup> July 2020.
- b) Candidates from among the discharged 10,323 ad-hoc teachers can apply regardless of their age as per State Government Memorandum vide No.F.20(3)-GA(P&T)/2020 dated 05<sup>th</sup> November 2020.
- c) As regards to the candidates who had participated in the cancelled recruitment process by the Department of Agriculture, they will be given **one time** age relaxation in the upper age limit subject to providing documentary evidence of their participation in the earlier recruitment processes for the same post(s).
- d) Ex-servicemen will be given age relaxation as per norms for re-employment in the above posts.

### Notes:

- a) "SC/ST Candidates of other States (not recognized by the Govt. of Tripura) should apply for unreserved vacancy as general candidate along with recruitment fee prescribed for General candidates".
- b) 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. Candidates equivalent to 3 (three) times the number of vacancies(1:3) shall be called for interview(category-wise) subject to attainment of minimum qualifying marks in the written examination (35% for UR candidates & 30% for reserved candidates).

## 3. PHYSICALLY HANDICAPPED (PH) CANDIDATES: Candidates having disability such as Blind or Low Vision (Partially Blind), Partially Deaf and Locomotors Disability (Ortho) can only apply under PH category. The percentage of disability must be 40% or above. P.H. candidates must select the type of disability from the dropdown box and also mention percentage of disability while filling in online application.

### Notes:

- a) A candidate who is blind or partially blind may be allowed to appear in JRBT with a scribe/helper.
- b) Candidate who requires scribe/helper is instructed to report to the office of the Joint Recruitment Board, Tripura, within as per instruction for necessary formalities.
- c) The candidate is to ensure that she/he is eligible to use a scribe/helper as per the Government rules governing the recruitment of physically challenged.
- d) The candidate will have to arrange her/ his own scribe/helper at his/her own cost.
- e) The scribe/helper can be from any academic discipline, **having less qualification than that of the candidate.**
- f) Both, the candidate as well as the scribe/helper will have to give an undertaking, in the prescribe format with two copies of passport size photograph of scribe/helper, confirming that the scribe/helper fulfils all the stipulated eligibility criteria for a scribe/helper as mentioned above.
- g) In case later transpires that she/he did not fulfil any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written test.
- h) Candidate, who uses a scribe/helper, shall be eligible for extra time of 20 minute for every hour of the test.

## 4. TEST FEES: The test fees for UR category applicant is Rs. 300/ (Rupees three hundred only) and for reserved category (SC/ST) applicant is Rs. 200/ (Rupees two hundred only). PwD candidates are exempted from fee payment. Fees once deposited will not be refunded or adjusted for any other test in future. Candidates are to deposit test fees online (using debit or credit card & internet banking only). No other mode of payment will be accepted. Bank charges may apply.

Notes: Since provision of pre-test scrutiny of mark-sheets/certificates/documents is not there, a candidate needs to satisfy herself/himself that every selection or input in the online application is correct as per criteria

and terms and conditions of the test. In case a candidate pays less than the actual amount of fees due to selection of wrong category or otherwise, her/his candidature will be treated as cancelled even if she/he gets pass marks or more in the test.

5. **SYLLABUS:** Candidates are instructed to refer to the official website of the Board at <https://www.jrbtripura.com> for detailed structure and content of syllabus.

6. **STRUCTURE AND CONTENT:**

**(I) JRBT PAPER -I (ENGLISH)**

Content (All Compulsory)	MCQs	Marks
<b>Knowledge of English(OMR based MCQ Type):</b> <ul style="list-style-type: none"> <li>• Comprehension</li> <li>• Gap Filling( with Article, preposition, Tense, forms of verbs etc)</li> <li>• Transformation of Sentences ((Exclamatory to Assertive, Affirmative to Interrogative, Affirmative to Negative &amp; vice versa, Simple, Complex, Compound)</li> <li>• Narration</li> <li>• Editing (with Article, Preposition, modals of Verbs, Prefix, Suffix etc)</li> <li>• Error Finding</li> <li>• Voice Change</li> <li>• Synonym &amp; Antonym</li> <li>• Re-arrangement</li> </ul>	40 MCQs	40 Marks
<b>Job oriented questions (OMR based MCQ Type):</b> Administrative Setup, Fundamental knowledge on Application of Technology in office Works, Punctuality, Cleanliness and other related aspects	30 MCQs	30 Marks
<b>N.B:</b> i) All questions will be OMR based MCQ type ii) No negative marking will be awarded. iii) The Question Paper will be bilingual(English and Bengali ) except the language subject.		

**(II) JRBT PAPER -II (GENERAL KNOWLEDGE & CURRENT AFFAIRS)**

Content (All Compulsory)	MCQs	Marks
<b>(i) Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths. (OMR based MCQ Type)</b>		
<b>ii) Elementary knowledge of Indian History, Indian Geography and Constitution of India (OMR based MCQ Type)</b>	100	100
<b>N.B:</b> i) All questions will be OMR based MCQ type ii) No negative marking will be awarded. iii) The Question Paper will be bilingual(English and Bengali ) except the language subject.		

7. **QUESTION PATTERN:** Question Paper (JRBT Paper-I & JRBT Paper-II) will have 70(for Paper-I) and 100(for Paper-II) Multiple Choice Questions (MCQs) of 1 (one) mark each in the subjects under the relevant papers. Candidates have to shade/darken the right choice of answer among the four options. Each right answer will be awarded one mark. **There will be no negative marking.** Question papers will be in English and Bengali only (other than language section). All OMR Answer Sheets for marking answers

and instructions etc. will be in English only. **In case of any discrepancy or confusion concerning the two versions of question papers, the English version will be treated as the authentic/final.**

**8. PROCEDURE FOR ONLINE SUBMISSION OF APPLICATION:** While applying online the candidate must ensure that she/he understands and fulfils the norms of eligibility. Before applying online please ensure to have the following for uploading:

- a) **Scanned image of latest passport size photograph of candidate (In JPG/JPEG format only, Size: up to 100 KB).**
- b) **Scanned image of full signature of candidate (In JPG/JPEG format only, Size: up to 60 KB).**

**Notes:**

- (i) It must be ensured that image of the photograph and full signature of the candidate for uploading must be clear or else your candidature will be summarily cancelled without further notification.
- (ii) Provisional Admission Certificate will not be generated if any irrelevancy is noticed in image of the photograph and full signature of the candidate.
- (iii) Uploading of any irrelevant photograph/signature will invite cancellation of candidature and appropriate action. Online Application can be submitted by logging on to the official website of Joint Recruitment Board, Tripura <http://www.jrbtripura.com> and by no other means.

**FOLLOW THE STEPS GIVEN BELOW:**

**A) Log on to JRBT's official website <https://www.jrbtripura.com> .**

**(i) Step:1 - Registration:** Go to New User Registration. The Candidate has to register himself/herself in this portal using a Valid Unique E-Mail ID or Mobile Number. Once successfully registered, the candidate will get a Registration Number. This Registration Number is a must for all further communication. Once Registered, Candidate may login using the Registration Number or email ID as User ID and Password as set by the Candidate. Password must not be shared for security reasons.

**(ii) Step:2 - Fill Application Form:** After login the Candidate must fill the Online Application Form. After login update your profile by entering all relevant information as per the online application form correctly.

- The candidate is required to provide the following details:
  - Personal Information
  - Contact Information
  - Qualification Details As Per Selected Eligibility Criteria: Candidates having their mark in CGPA, click on "CGPA" and enter exact equivalent percent of CGPA. Convert CGPA in exact equivalent percentage (as per formula given by the University/ Board) up to two decimal points and enter it in the appropriate box in the online application form. For example if the equivalent percentage of CGPA up to 2 decimal point is "59.99" enter "59.99" not "60".
  - Other Information As Per Format Of The Application.

**(iii) Step:3- Uploading Photograph & signature:** Upload clear image of your recent passport size photograph (as enumerated in 'How to apply' section in the registration page) and full signature. The candidate will need to upload the following documents while filling up the Application Form:

- One legible scanned copy of latest passport size colour photograph of the candidate
- One legible scanned copy of full signature of the candidate

Specification	Photo	Signature
File Format	JPEG or JPG	JPEG or JPG
File Size	100 KB	60 KB
File Dimensions	3.5cm X 4.5cm	3.5cm X 1.5cm
Others	<ul style="list-style-type: none"> <li>• Background preferably white</li> <li>• Candidates must be facing forward to the camera</li> <li>• Facial area must not be less than 50% of the Photograph</li> </ul>	<ul style="list-style-type: none"> <li>• Background must be White</li> <li>• Signature must be in full</li> <li>• Preferred ink colour for signature should be blue</li> </ul>

N.B.:- The image of photograph must be clear enough so that the applicant can be recognised by seeing the photograph. The image of full signature must also be clear and legible. Any discrepancy in image of photograph and full signature will lead to rejection of the online application. Uploading of any unwanted photograph will be viewed seriously and strict action will be taken against them who indulge in such activity. Provisional Admission Certificate will not be generated if any discrepancy is detected in uploaded Photo and Signature.

(iv) **Step:4 - Finalize Application:** The Candidate need to Finalize his/her Application to proceed for the Payment Section. The candidate can edit/modify the application form subsequently but must verify all the details before final submission of the form. Once finalized, the candidate will no longer be able to edit his/her application form.

N.B. Online Application and Finalization must be done within the Date and Time mentioned in the advertisement. Beyond that the scope of submission of the final form will automatically be deactivated / disabled.

(v) **Step:5 – Online Payment:** Payment of the 'Application fee' can only be made online through Credit Card/ Debit Card/ Internet Banking facility of any leading bank. Information/PIN/Password etc., of Credit Card/ Debit Card/ Internet Banking must not be shared with others for making payment and JRBT will not be responsible for any fraudulent transaction due to such information sharing. Except online, no other payment mode shall be accepted by the JRBT.

- Once paid, the amount will not be refunded.
- If the amount is deducted from candidate's account, but not reflected in the online system, the candidate is requested to wait at least for 48 hours before trying afresh.
- Payment receipt will automatically be generated after successful payment which can be also printed for future reference, if required.

N.B. Online Payment of Application fee must be made within the scheduled Date as per advertisement.

(vi) **Step:6 - Print Acknowledgment:** Once payment is successfully updated/ reflected into the online system, Candidates will be able to Print the Application Acknowledgment slip. Candidates should print the Application Acknowledgment Page for his/her record and preserve it for future reference.

B) "Forgot Password" link can be used to reset password in case the candidate forgets her/his password.

9. **PROVISIONAL ADMISSION CERTIFICATE:** Provisional Admission Certificate will be issued to each candidate who has deposited fees and finalized online application uploading her/his photograph and full signature as per instructions. Candidate can obtain her/his Provisional Admission Certificate downloaded from the official website of JRBT.

**Notes:**

- a) Candidate is instructed to verify the information noted in the Provisional Admission Certificate is correct as per information uploaded in the Acknowledgement Page. **Candidate must report to the Board if any mismatch is noticed in the Provisional Admission Certificate within 3 days from the last date of downloading the same, for necessary correction.**
- b) The Board will not issue Provisional Admission Certificate to a candidate in case of any discrepancy is noticed about photograph and full signature of the concerned candidate.
- c) In case Acknowledgement Page (online application) is not generated, the candidate should report the same to JRBT office immediately.
- d) If payment is not duly received by JRBT for whatsoever reason may be, Provisional Admission Certificate will not be generated.
- e) Candidate who does not possess the valid Provisional Admission Certificate shall not be permitted to appear in the test under any circumstances.
- f) Provisional Admission Certificate will not be generated if payment is received after stipulated date and candidature of the candidate will stand cancelled without further notification.
- g) Mere issue of Provisional Admission Certificate to the candidate will not imply that her/his candidature has been finally cleared by the Board.

- h) Before generation of the Provisional Admission Certificate, a candidate will have to select one preferred photo bearing Identity Certificate from among the following for appearing in the test: (i) Voter ID (ii) AADHAR Card (iii) Passport (iv) Driving License (v) PAN Card and he/she should bring the preferred selected Photo Bearing Identity Certificate during the day of examination without which the candidates will not be allowed in the examination Hall. The credentials of the selected Photo Bearing Identity Certificate will be reflected in the Provisional Admission Certificate.

**10. TEST CENTER:** Joint Recruitment Board, Tripura will conduct JRBT 2020-21 in the eight districts of Tripura. Test Centre, time and duration of examination will be mentioned in the Provisional Admission Certificate. Test Centre may be anywhere in the state of Tripura. No travelling allowances will be paid to candidates for appearing in the test. The Board (JRBT) reserves the right to change the number of test centre and to re-allot candidates. No written communication will be sent to the candidates.

**Notes:** It is to be noted that JRBT 2020-21 Paper-I may be held on different dates with different sets of question papers as well as JRBT 2020 Paper-II may also be held on different dates with different sets of question papers depending upon the number of applicants.

**11. ADMISSION INTO THE TEST ROOM:** The candidates shall be present in the test centre 90 minutes before, and take their respective seats in the test room 60 minutes before the schedule time of the commencement of test positively. The candidates are also instructed to read the instructions given in the Provisional Admission Certificate carefully and follow them during the conduct of the test. Candidates are required to produce the Provisional Admission Certificate (JRBT 2020) issued by the Board along with one photo bearing identity card, such as: AADHAAR Card / PAN Card / Passport / Driving License / Voter ID Card etc. as selected during the generation of Provisional Admission Certificate, to the Officer-in- Charge / Centre Superintendent / Invigilator of the test centre for admission into the test room. Photocopy of the ID proof can't be accepted as valid ID proof.

**12. IMPORTANT INSTRUCTIONS PRIOR TO TEST:**

- a) A seat indicating roll number will be allotted to each candidate. Candidates should find and occupy their allotted seats only. Any candidate found to have changed the room or the seat on her/his own other than allotted, her/his candidature shall be cancelled and no plea would be accepted for it.
- b) Candidate must produce Provisional Admission Certificate downloaded from JRBT official website and photo identity card for admission into the test room. **A candidate who does not possess valid Provisional Admission Certificate and one photo identity card (in original), as mentioned in the point number 11, shall not be permitted to appear in the test under any circumstances.**
- c) Half an hour before the commencement of the test, each candidate will be given OMR Answer Sheet and five minutes before the commencement of exam sealed Question Booklet will be distributed.
- d) Three minutes before the commencement of the test the candidates will be instructed by the invigilator to break/ open the seal of the Question Booklet.
- e) After breaking the seal of Question Booklet the candidate must check that the Question Booklet contains the same number of pages as mentioned on the first page. In case of any discrepancy in Question Booklet; such as, page missing, tear page or misprinting, the same should be informed to the invigilator immediately for **replacement of Question Booklet of the same series.**
- f) **OMR Answer Sheet supplied to the candidates can't be changed in case of improper use by the candidate under any circumstances. However any defective OMR Answer Sheet can be changed if it is brought to the notice of invigilator before use of the same by the candidate.**
- g) The test will start exactly at the scheduled time and an announcement to this effect will be made by ringing of bell and the invigilator.
- h) **A candidate who comes after the commencement of the test shall not be permitted to appear in the test.**
- i) During the test, invigilator will check Provisional Admission Certificate of all candidates. Ton being satisfied, the invigilator will also put her/his signatures on Provisional Admission Certificate, OMR Answer Sheet and on Question Booklet.
- j) Candidates are instructed to write Question Booklet series and number and OMR Answer Sheets number on the attendance sheet. Candidates are also required to fill in all the fields of the OMR Answer Sheet completely.

- 13. PROCEDURE TO BE FOLLOWED DURING CONDUCT OF TEST:** Candidates are instructed to put their full signature at the appropriate places of the Question Booklet and OMR Answer Sheet. Candidates must sign in the Attendance Sheet. The following points are to be noted carefully during commencement of test:
- Immediately on receipt of the Question Booklet the candidates will fill in the required particulars on the cover page of the Question Booklet with **Black Ball Point Pen**.
  - Candidates should not open/break the seal of the Question Booklet unless they are instructed.
  - Candidates are not allowed to carry items like textual material (printed or hand-written), bits of papers, geometry/pencil box, plastic pouch, hand/carry bags, calculator, writing pad, pen drives, eraser, electronic pen/scanner, cardboard or any electronic item which can be used for communication devices inside the test venue.
  - Tea, coffees, cold drinks, smoking, chewing gutka, spiting etc. in the test room/centre is strictly prohibited.
  - After completing the test and before handing over OMR Answer Sheet, the candidate should check again that all the particulars required in OMR Answer Sheet have been filled in correctly. The announcement about beginning and closing of test will be made by the invigilator. The candidate must stop marking their responses immediately at the closing announcement.
  - Candidates will not be allowed to leave her/his seat or test room until duration of the test is over without the special permission from the concerned authority.
  - Candidates should not leave the test room without handing over their Answer Sheets to the Invigilator on duty .
  - Candidates are permitted to carry the respective Question Booklet at the end of the test hours.

**14. BLACK BALL POINT PEN:** Candidates are instructed to use 'Black Ball Point Pen' only for writing / darkening / shading. Before writing / darkening / shading the particulars or responses of Question Booklet and OMR Answer Sheet, candidate must check about the details as noted in the downloaded valid Provisional Admission Certificate and ensure that her/his responses are as per record of the respective Provisional Admission Certificate.

**15. INSTRUCTIONS FOR USE OF OMR ANSWER SHEET:**

- OMR Answer Sheet contains the following columns which are to be filled in neatly and accurately by the candidate with 'Black Ball Point Pen' only. Use of pencil is strictly prohibited.
  - Name of the candidate in capital letters.
  - Roll Number.
  - Registration Number
  - Question Booklet Number
  - Question Booklet Series.
  - Full signature of the candidate.
- OMR Answer Sheet supplied to the candidates can't be changed in case of improper use by the candidate under any circumstances. However any defective OMR Answer Sheet can be changed if it is brought to the notice of invigilator before use of the same by the candidate.
- OMR Answer Sheet will be scanned by optical scanner; therefore, altering, adding additional circle or anything written outside the circle will invalidate the OMR Answer Sheet. The candidates should ensure that the OMR Answer Sheet is not folded.
- Question Booklets are coded by separate series. Candidate must mention the series of Question Booklet on OMR Answer Sheet at the space provided.
- Do not make any stray marks on the OMR Answer Sheet.
- Do not write your Roll Number anywhere else except at the specified space on the OMR Answer Sheet



- (g) Out of four alternatives for each question, only one circle for the correct answer is to be darkened / shaded completely. For example, Question No. 1 in the Question Booklet reads as follows:

Question No.1: The capital city of India is:

- (A) Dubai (B) New Delhi (C) Tokyo (D) None of these

The correct response to the Question No. 1 is New Delhi which is marked by letter (B) among the four options. Candidate will locate Question No.1 on OMR Answer Sheet and shade/darken the circle B corresponding to the answer. Follow the correct method of shading/darkening as given below:

**CORRECT METHOD OF ANSWERING**

	A	B	C	D
If your answer is B	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your answer is C	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
If your answer is A	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If your answer is D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**INCORRECT METHOD OF ANSWERING**

A	B	C	D	
<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	√ Ticking
<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Crossing
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Partly shading
<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	Shading more than one circles

Notes:

- Optical Scanner will not work if the above instructions are violated and no marks will be awarded.
- Faint or incomplete shading/darkening of circle is a wrong method of marking answer and liable to be rejected by Optical Scanner.
- Circle, darkened/shaded once is final and not to be changed at all, since it will invalidate the answer.
- Darkening/shading of more than one circle for any question will invalidate the answer.

**16. CHANGING AN ANSWER IS NOT ALLOWED:** The candidate must fully satisfy themselves about the accuracy of the answer before darkening the appropriate circle, once marked no change in answer is allowed. Use of eraser or correction fluid on OMR Answer Sheet is strictly prohibited as OMR Answer Sheets are machine gradable and it may lead to wrong evaluation for which responsibility lies on the candidate.

**17. ROUGH WORK:** The candidates are not allowed to practice any rough work on OMR Answer Sheet. Rough work is to be practiced on the space provided along with the Question Booklet.

**18. UNFAIR MEANS:** Candidates shall maintain proper silence inside the test room. Any conversation or gesticulation or disturbance in the test room shall be deemed as misbehaviour. If a candidate is found using unfair means or impersonating, she/he will be expelled immediately by the centre Superintendent/Officer in Charge of the test and she/he will be liable to be debarred for taking test either permanently or for a specified period as per decision of the Board. Some instances of unfair means are as follows:

- If any candidate is in possession of any item(s) as mentioned in the point number 13(c) of this Prospectus-cum-Instructions.
- If a candidate removes any page(s) from the Question Booklet during the test.
- If a candidate carries Question Booklet or a part of it outside the test room during test hours before the submission of OMR Answer Sheet to the invigilator or any authorized person.
- If a candidate submits to an invigilator or any other authorized test official, Question Booklet or OMR Answer Sheet wilfully mutilated by her/him.
- If a candidate leaves the test room before the expiry of scheduled time of the test.
- Anything which is detrimental for smooth conduct of test.

**19. CANCELLATION OF CANDIDATURE:** Whatever the case may be where it is found that a candidate's admission in the test has been effected by error, malpractice, suppression of facts or violation of any of the conditions of eligibility, terms and conditions as laid down in this Prospectus-cum-Instructions, the Board

may cancel the candidate's admission in the test and forfeit the test fees, if any, paid by the candidate, notwithstanding the inclusion of the name of the candidate in the list of candidates registered for the test. The Board may also debar the candidate from appearing in the test of the Board for a specific period whenever any of the mentioned irregularities is noticed during the future date of scrutiny. Further, if any of the above irregularities is noticed during scrutiny of certificate/documents, the candidature will be treated as cancelled even if the name of the candidate appears in the merit list. The decision of the Board will be final in such instance.

- 20. TENTATIVE ANSWER KEYS:** After the completion of the tests, tentative answer keys will be displayed on the official website of JRBT. The candidates are instructed to go through the same and in case they have any doubt with respect to any tentative answer key they can visit the JRBT website submit their challenge online on payment of Rs. 500 /- (Rupees five hundred) only per question through Credit Card/ Debit Card/ Internet Banking facility of any leading bank. Information/PIN/Password etc., of Credit Card/ Debit Card/ Internet Banking must not be shared with others for making payment and JRBT will not be responsible for any fraudulent transaction due to such information sharing. **Except online, no other payment mode shall be accepted by JRBT**
- 21. PROCEDURE FOR SUBMISSION OF CHALLENGE FOR TENTATIVE ANSWER KEYS:**
- Candidate is instructed to submit challenge on line for any doubt with respect to any tentative answer key in the given format for challenge to tentative answer keys (available on the official website of the Board) within the stipulated period.
  - After making payment of **Rs. 500 /- (Rupees five hundred) only per question** through Credit Card/ Debit Card/ Internet Banking facility of any leading bank the candidate can go for another challenge online through payment of another Rs. 500 /- (Rupees five hundred) only i.e challenge fee is to be paid Rs. 500 /- (Rupees five hundred) only per question. For example, if two questions are challenged, candidate is to make payment of Rs. 500 /- (Rupees five hundred) only twice.
  - If the challenge is valid the amount will be returned to the candidate concerned as per schedule of the Board.
  - If the challenge is not valid the amount will be forfeited.
  - No challenge over phone will be entertained and no online communication to this end will be valid.
  - Challenge submitted without online mode and challenge fee will not be entertained.
  - No challenge will be entertained after stipulated period.
- 22. FINAL ANSWER KEYS:** Final answer keys will be frozen and uploaded in course of time after taking appropriate views of experts about the challenges thus received (if any). Once final answer keys are uploaded no appeal with respect to final answer keys will be entertained.
- 23. EVALUATION OF OMR ANSWER SHEET:** A fully computerized system is adopted for evaluation of answer scripts using Optical Mark Recognition (OMR) process for preparation of results. Since the evaluation will be error free under the above process, as such there is no provision for re-evaluation of the OMR Answer Sheet or re-counting of the marks scored. No correspondence in this regard will be entertained.
- 24. Declaration of result:** Provisional Results will be uploaded on the official website of the Board in due course of time.
- 25. SCRUTINY OF MARK-SHEETS/CERTIFICATES/DOCUMENTS:**
- A candidate who secures 35% for UR candidates & 30% for reserved candidates or more marks will be considered to have passed.
  - SC/ST/PH certificate to be obtained from the competent authority.
  - Candidates who score pass marks or more will be asked for scrutiny of certificate/document. Academic and professional qualifications including other relevant certificates of the candidates will be scrutinised.
  - Candidate must bring original copies of all mark sheets/ certificates of academic and professional qualification, Admit Card of matriculation (as proof of age), Caste certificate (if any), PH certificate (if any), Provisional Admission Certificate and Acknowledgement Page of JRBT 2020-21.
  - Candidates must bring one set of self attested photocopy of all certificates documents and one of the photo identity cards at the time of scrutiny of mark-sheets/certificate/document.

- f) In-service candidates must have to produce no-objection certificate from the concerned employer at the time of scrutiny of mark-sheets/certificates/documents or else her/his candidature will be cancelled.

**26. INTERPRETATION:**

- a) In any question of interpretation about any provision of this Prospectus-cum-Instructions: JRBT 2020-21 or any other point specifically not covered by this, the Joint Recruitment Board, Tripura will be competent authority to take a final decision.
- b) The Prospectus-cum-Instructions: JRBT 2020-21 is subject to alteration/modification without prior notice.
- c) Any alteration/modification in the Prospectus-cum-Instructions: JRBT 2020-21 will be duly notified through the official website of the Board.
- d) Candidates are advised to keep a watch on the official website of the Board.

**27. JURISDICTION:** All legal disputes with respect to conduct of JRBT shall be subject to the jurisdiction of the State of Tripura.

**28. IMPORTANT EVENTS:**

Starting date of Submission of Online Application	<b>19.12.2020</b>
Last Date for Finalisation of Application	<b>12.03.2021</b>
Last Date of Payment of Fees, JRBT 2020 Paper-I & II	<b>12.03.2021</b>
Download of Provisional Admission Certificate	<b>01/04/2021 to 15/04/2021</b>
Test Centre, Time and duration	<b>Will be Notified in the Provisional Admission Certificate</b>

/sd  
Controller of Examinations  
JRBT