



TRIPURA UNIVERSITY

(A Central University)
Suryamaninagar – 799022
Tripura, INDIA

No.F.TU/REG/ADVT-Cont/01/2026/2

Date: 23rd September, 2026

Walk-in-interview for assignment of Matron-cum-Clerk

(Purely temporary on contract basis)

A Walk-in-interview for assignment of Matron-cum-Clerk (Female) for a period of **6 (six) months** will be held on 06.10.2026 at 11.00 AM in the Council Hall, Pt. Deendayal Upadhyaya Prashasanik Bhawan, Tripura University:

Sl. No	Name of the assignment	Position	Age	Essential qualifications and other criterion	Monthly consolidated salary
1	Matron-cum-Clerk (Purely temporary on contract basis)	1 (one)	Below 45 years	1. a. Female candidates with a Bachelor's degree from recognized Institute/ University or equivalent. b. Knowledge of computer operations. 2. Desirable: At least 2 years experience in relevant field/job. 3. Required to reside within the premises of the Girls' Hostel Job Description: i. Supervise the day-to-day activities of the PG Girls' Hostel. ii. Ensure the safety, security, discipline and decorum in the hostel and ensure compliance of University/Hostel rules iii. Maintain and monitor attendance, movement, leave and entry/exit records iv. Attend to complaints and day-to-day problems and bring serious matters to the notice of competent authority v. Monitor the cleanliness, sanitation, hygiene and overall upkeep of the hostel premises. vi. Coordinate with housekeeping, security, maintenance and other support staff for smooth functioning of the hostel. vii. Ensure appropriate action during emergencies such as fire, medical emergencies, security incidents or other unforeseen situations. viii. Performing clerical work and record-keeping duties. ix. Assist the Warden in implementing hostel policies, safety measures and welfare programmes. x. Any other duties related to hostel administration and student welfare, as and when assigned by the Warden/University authorities.	Rs. 21,000/-

GENERAL TERMS & CONDITIONS

1. Applicants are advised to ensure / satisfy themselves before applying that they possess the essential qualifications laid down in the advertisement and ensure that they fulfil all the eligibility norms.
Suppression of factual information, supply of fake documents, providing false or misleading information or any other undesirable action by the applicant shall lead to cancellation of her application.
2. The assignment is purely on contractual basis for a period of **6 (six) months** effective from the date of joining.
3. Prescribed qualification is the minimum requirement. Mere possession of the prescribed qualification does not entitle any candidate for selection or interview call.
4. The University shall verify the antecedents or documents at any time or at the time of assignment or during contract period. In case, it is detected that the documents submitted by the applicants are fake or the applicant has a clandestine antecedents/ background and has suppressed any information, then her contract shall be terminated.
5. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of contractual assignment letter, the University reserves the right to modify/withdraw/cancel any communication made to the applicants.
6. Canvassing in any form on behalf of any applicants shall be treated as a disqualification which shall lead to cancellation of her candidature.
7. No interim correspondence shall be entertained.
8. The University reserves the right to fill or not to fill up the post advertised at any time without assigning any reason.
9. TA/ DA will not be paid for attending the interview.
10. Applicants already working elsewhere must produce a Relieving Certificate from their present employer before joining Tripura University.
11. No claim will be admissible for extension/absorption/regularization or appointment in any post/position in the University on the basis of this contractual assignment.

Application Procedure:

Willing eligible candidates may attend the interview on **06.10.2026** with the duly filled-in application form (format attached), along with all original documents and a set of self attested copies of all relevant certificates and testimonials. Candidates should report to the interview venue by **10.00 AM** for documents verification.

No candidate will be allowed to appear for the interview without original documents.



(Prof. Samir Kumar Sil)
Registrar (i/c)
Tripura University

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Registrar (i/c)
Tripura University
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Self attested
photograph has to
be affixed here.

APPLICATION FORM FOR ASSIGNMENT OF MATRON-CUM-CLERK (Purely temporary on contract basis)

1. Notification No _____ Dated _____

2. Name in full (in block letters) :

3. Father's/Mother's/Husband's Name:

4. Permanent Address :

5. Address for correspondence :

6. Date of Birth :
(Attested copy of proof of age to be attached)

7. Age as on last date of application :

8. Category belonging to (Please tick ✓) :

UR	SC	ST	OBC	EWS	PwBD (mention category)

(If SC/ST/OBC/EWS/PwBD, documentary proof to be furnished)

9. Mother tongue:

10. Marital Status :

11. Nationality:

12. Mobile Number:

13. E-mail ID:

14. Academic qualifications (Please attach self attested copies of Mark-sheet):

Examinations	Name of the Board/ University	Year of Passing	Percentage of marks or CGPA obtained	Division/ Class/ Grade	Subject(s)	Remarks (if any)
High School/ Secondary Education						
Intermediate/ Pre-Univ. /Plus 2						
Graduation						
Other Degrees/ Diplomas, if any						

15. Work Experience in chronological order, starting with the first job:-
(Please attach self attested copies of Mark-sheet):

Name & address of Employer	Period of service		Designation	Nature of Appointment Full Time/Part Time / Contractual	Pay scale and basic pay	Total length of service	Nature of work & level of responsibilities
	From	To					

16. Have you ever been punished during your service or convicted by a court of law? (Yes/No)

17. Were you at any time declared medically unfit or asked to submit your resignation or discharged or dismissed? (Yes/No)

18. Do you have any case pending against you in any court of law? (Yes/No)

19. Details of enclosures attached with the application:

- | | |
|-----|-----|
| (a) | (b) |
| (c) | (d) |
| (e) | (f) |
| (g) | (h) |

20. Any other relevant information, if not given above: _____

I certify that the above information is correct and complete to the best of my knowledge and belief. If any of the information furnished by me is found to be incorrect or false at any point of time, my candidature shall stand cancelled. I understand that the assignment shall be purely temporary and may be discontinued at any time, without assigning any reason. I also understand that the assignment shall not confer any right to claim regular appointment or continuation in the University.

Date

Signature of the Applicant

N.B: Where space provided in the form is found to be inadequate, annexure may be given quoting serial numbers under which additional information is supplied.