

State Institute of Public Administration and Rural Development

A.D. Nagar, Agartala, Tripura (W), PIN- 799003

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NO.F.3-4(16)/TRG/SIPARD/17/117

Dated, 2/2/18 Agartala

MEMORANDUM

Subject : *Notice for intending candidates for appearing in the End term examination for the 28th Session of Accounts-cum-Administrative Training course as External Candidate for those who could not succeed in the previous examinations*

The undersigned is directed to say that the end term examination for ongoing 28th Session of Accounts-cum-Administrative Training Course is likely to be held from the 4th week of February 2018. The exact date of examination will be notified in due course.

2. As per the provision of Rules 4(f) of the aforesaid training Rules,1998 narrates that an employee who has completed the training during a session but fails to appear in the examination during that session due to any reason may be allowed to sit for the examination during any of the subsequent sessions. This will also apply to trainees who appear in the examination but cannot successfully complete the training. For this purpose a candidate shall have to apply to the Finance Department , through the Head of Department concerned, for inclusion of his name in the list of candidates for each examination.

3. The application with recommendation of Heads of Departments should reach to this office through Finance Department by **15th February 2018** positively. The intending candidates should submit their application alongwith the following information.

- i) Name and designation of the employee :-
- ii) Name of Department and present place of posting :-
- iii) The name of session in which he/she attended the course :-
- iv) The session in which he/she appeared the end term examination as a regular candidate :-
- v) The session in which he/she appeared the end term examination as a external candidate for the 1st time :-
- vi) The session in which he/she appeared the end term examination as a external candidate for the 2nd time, if any :-
- vii) Subject(s) in which he/she already secured pass marks indicating the name of the relevant examination :-
- viii) Subject(s) in which he/she intend to appear in the present examination :-

4. Attention of Department is also invited to provision of Rule-8(b) of the said rules that a trainee who failed to secure pass marks in one or more paper will not be given more than 2(two) chances and overall 3 (three) chances to clear all the papers. The Departments are requested to keep this provision also in view while recommending application of the employees.

- sd

(Mini Das)
OSD SIPARD

To

All Departments/Head of Departments

Copy forwarded to :-

The Under Secretary, Finance Department with request to ascertain the unsuccessful candidates of previous sessions in consultation with records and registers available with Finance Department and intimate the final list of external candidates to appear for the End Term Examination 28th Session of Tripura Accounts-cum-Administrative Training to Director General SIPARD.