

**A BRIEF GUIDE TO ONLINE REGISTRATION AND SUBMISSION OF APPLICATION FOR RECRUITMENT OF NON TEACHING STAFF(S) AT NATIONAL LAW UNIVERSITY, TRIPURA**

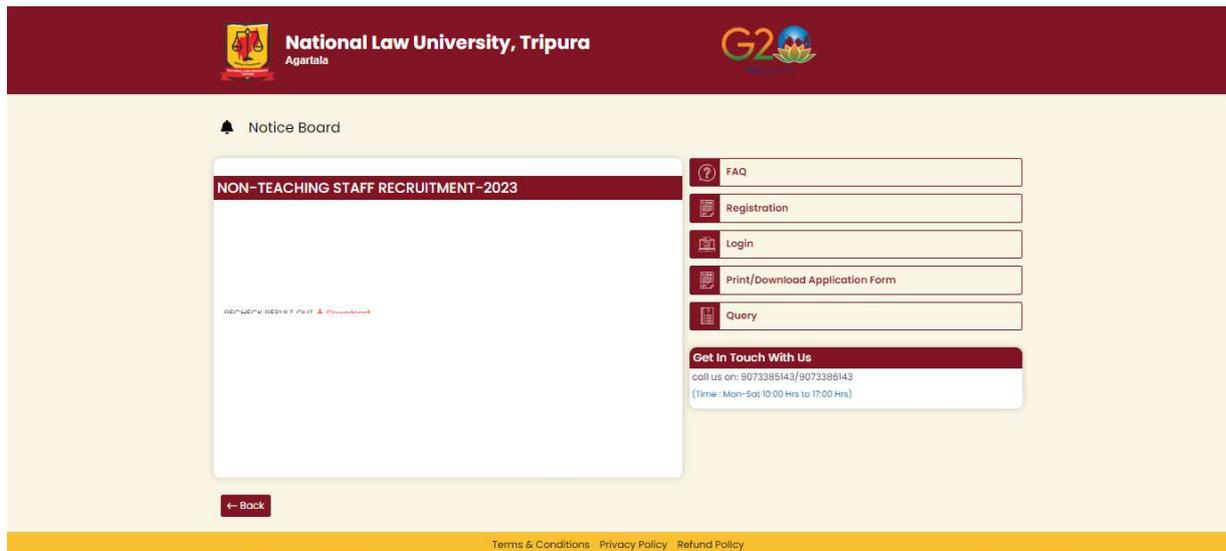
Candidates are allowed to apply for eligible posts in 2 phases as described below. Phase-1 is 'REGISTRATION' and Phase-2 is 'APPLICATION'. Please read carefully the steps below before you apply.

**REGISTRATION PROCESS**

**STEP 1: LOGIN TO THE HOME PAGE & CLICK ON "NON TEACHING STAFF RECRUITMENT 2023" TAB AS IN THE IMAGE BELOW**

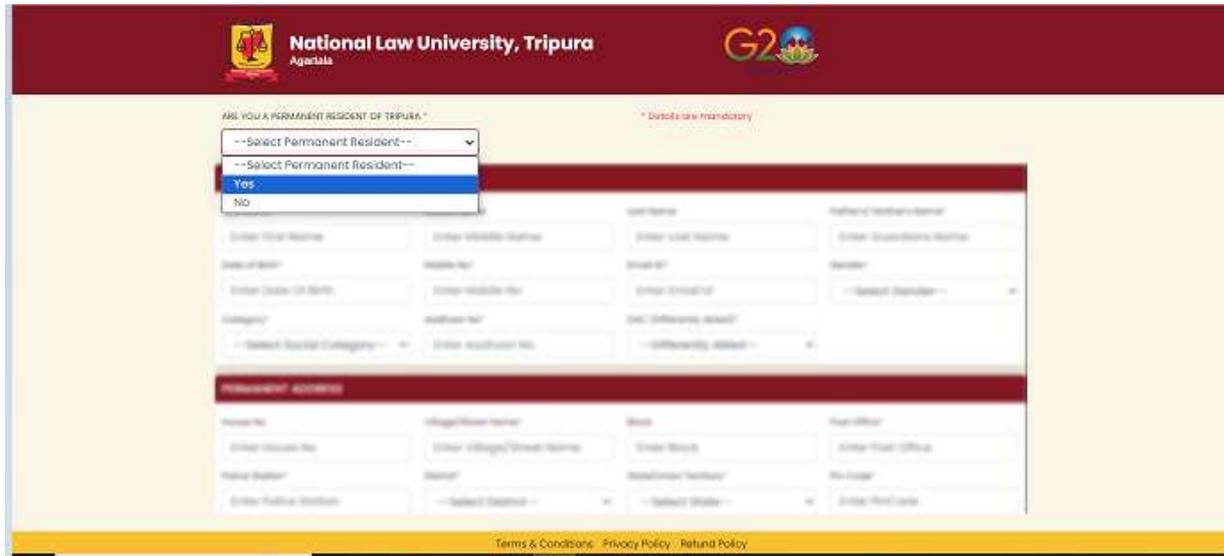


**STEP 2: CLICK ON “REGISTRATION” TAB AS IN THE IMAGE BELOW**



**STEP 3: SELECT YES ON “PERMANENT RESIDENT” TAB**

**NOTE: ONLY THE RESIDENTS OF TRIPURA ARE ELIGIBLE TO APPLY. BY CLICKING YES THE FORM SHALL BE ENABLED FOR THE CANDIDATES**



**STEP 4: ENTER YOUR DETAILS AS PER THE SCREENSHOTS BELOW**  
**PERSONAL DETAILS:**

ARE YOU A PERMANENT RESIDENT OF TRIPURA \* \* Details are mandatory

Yes

**Candidate Registration**

First Name*	Middle Name	Last Name	Father's/ Mother's Name*
RAM	RANJAN	BISWAS	R BISWAS
Date of Birth*	Mobile No*	Email ID*	Gender*
10-FEB-1987	9836520157	anindyacab@gmail.com	MALE
Category*	Aadhaar No*	DAC (Differently Abled)*	
GENERAL	123456789876	NO	

**PERMANENT ADDRESS**

House No	Village/Street Name*	Block	Post Office*
19	TINSUKIA	23	TISSUKIA
Police Station*	District*	State/Union Territory*	Pin Code*
TINSUKIA	North Tripura	TRIPURA	123456

**POSTAL ADDRESS** Same As Permanent Address

## ENTER EDUCATION AND PROFESSIONAL QUALIFICATION DETAILS:

**POSTAL ADDRESS** Same As Permanent Address

House No 19	Village/Street Name* TINSUKIA	Block 23	Post Office* TISSUKIA
Police Station* TINSUKIA	District* North Tripura	State/Union Territory* TRIPURA	Pin Code* 123456

**ACADEMIC QUALIFICATION**

Name of Examination/Course	Board/Council/University	Year of Passing	Specialization	Full Marks	Obtained Marks	Percentage
MADHYAMIK / C	TRIPURA BOARD	2003	COMMERCE	100	98	98.00
UG DEGREE (GR)	TRIPURA	2005	COMMERCE	100	97	97.00 <span style="color: red;">✖</span>
MASTER DEGREE	TRIPURA UNIVERSIT	2009	ECONOMICS	100	78	78.00 <span style="color: red;">✖</span>

[+ ADD MORE ROWS](#)

**TRAINING QUALIFICATION**

Name of Examination/Course*	Course Affiliating State*	Examining Body/ Affiliating Body*	Session*	Passed/ Appeared/ Pursuing *	Year of Passing*
CHARTERED AC	--Select Cours	ICWA	2009	Passed	2015
--Select Cours	--Select Apper		Session	--Select Passe	Year c

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## UPLOAD PHOTO, SIGNATURE AND PRTC DOCUMENT

**UPLOAD DOCUMENT**

Candidate's Photo and Signature should be of file format JPG, JPEG or PNG with size between 5 KB-100 KB

CANDIDATE'S PHOTO * <input type="button" value="Choose File"/> image.jpg	
CANDIDATE'S SIGNATURE * <input type="button" value="Choose File"/> signature.png	
Citizenship Certificate/ PRTC * <input type="button" value="Choose File"/> certificate_compressed.pdf	

← Exit
📄 Preview
✔ Save & Register

**STEP 5: CLICK ON “[PREVIEW](#)” AND CHECK IF ALL INFORMATION ENTERED IS CORRECT**

The screenshot shows the 'PREVIEW' step of the online registration process for National Law University, Tripura. The form is titled 'Candidate Registration' and contains the following information:

**ARE YOU A PERMANENT RESIDENT OF TRIPURA \***  
 **PREVIEW** \* Details are mandatory

**Candidate Registration**

First Name*	Middle Name	Last Name	Father's/ Mother's Name*
<input type="text" value="RAM"/>	<input type="text" value="RANJAN"/>	<input type="text" value="BISWAS"/>	<input type="text" value="R BISWAS"/>
Date of Birth*	Mobile No*	Email ID*	Gender*
<input type="text" value="10-FEB-1987"/>	<input type="text" value="9836520157"/>	<input type="text" value="anindyacab@gmail.com"/>	<input type="text" value="MALE"/>
Category*	Aadhaar No*	DAC (Differently Abled)*	
<input type="text" value="GENERAL"/>	<input type="text" value="123456789876"/>	<input type="text" value="NO"/>	

**PERMANENT ADDRESS**

House No	Village/Street Name*	Block	Post Office*
<input type="text" value="19"/>	<input type="text" value="TINSUKIA"/>	<input type="text" value="23"/>	<input type="text" value="TISSUKIA"/>
Police Station*	District*	State/Union Territory*	Pin Code*
<input type="text" value="TINSUKIA"/>	<input type="text" value="North Tripura"/>	<input type="text" value="TRIPURA"/>	<input type="text" value="123456"/>

**POSTAL ADDRESS** Same As Permanent Address

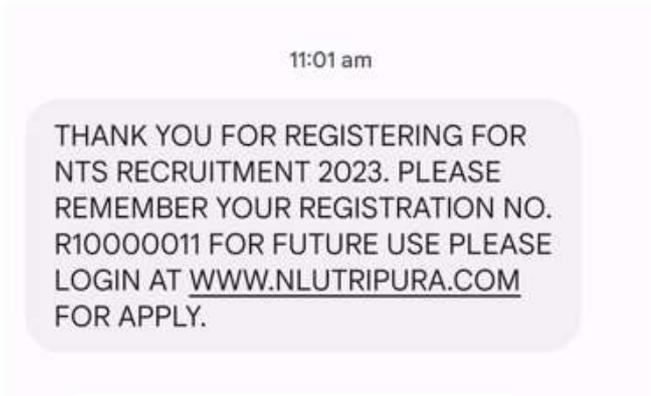
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**NOTE: IF ANY INFORMATION IS FOUND WRONG CLICK ON “[EDIT](#)” AND EDIT THE SAME AS REQUIRED AND THEN CLICK ON “[SAVE & REGISTER](#)” WHEN YOU ARE SURE THAT ALL INFORMATION FILLED UP BY YOU IS CORRECT**

**STEP 6: ON SUCCESSFUL REGISTRATION YOU WILL GET A MESSAGE OF SUCCESS AS PER THE SCREENSHOT GIVEN BELOW**



**AN EMAIL AND SMS CONFIRMATION WILL BE RECEIVED IN THE REGISTERED EMAIL ID AND MOBILE NUMBER CONFIRMING YOUR REGISTRATION NUMBER FOR FURTHER LOGIN**



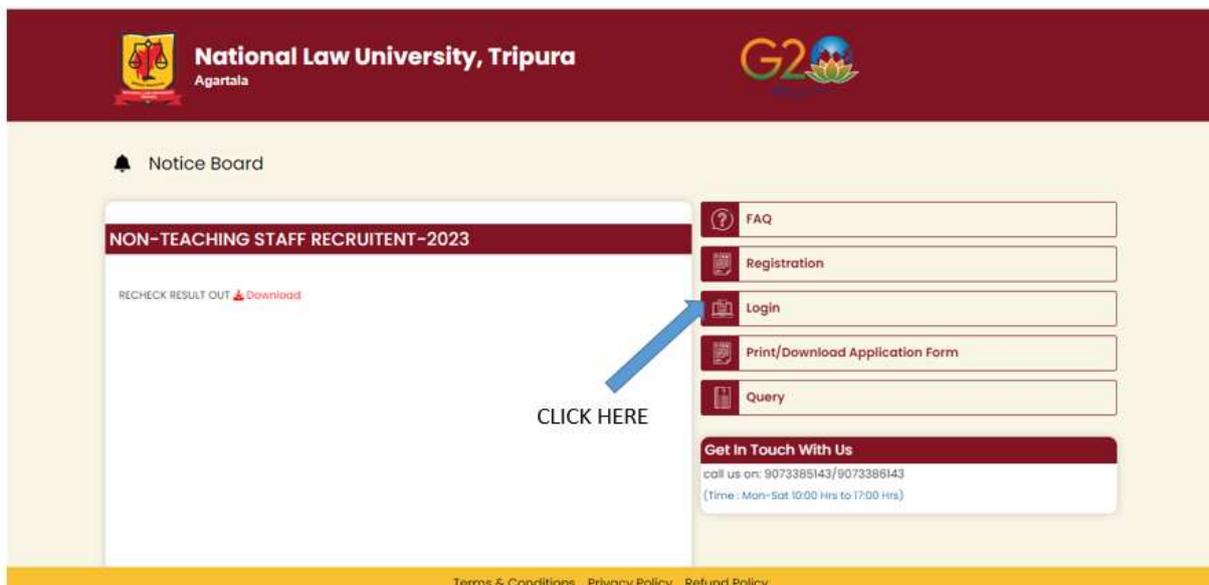
**SMS CONFIRMATION**



**EMAIL CONFIRMATION**

**PROCESS FOR SUBMISSION OF APPLICATION TO ONE OR MORE POSTS AS PER YOUR ELIGIBILITY**

**STEP 7: CLICK ON “LOGIN” TAB TO APPLY FOR MULTIPLE POSTS AS PER YOUR ELIGIBILITY**



**STEP 8: ON LOGIN PAGE ENTER REGISTRATION ID AND REGISTERED MOBILE NO AND CLICK ON “I AM NOT A ROBOT” AND CLICK ON “VERIFY” TO PROCEED FURTHER**

The screenshot shows the login interface for National Law University, Tripura. The header is dark red with the university's logo and name on the left, and a 'G20' logo on the right. The main content area is white and contains a 'Login' form. The form has two input fields: 'Registration No\*' with the value 'R10000011' and 'Mobile No\*' with the value '7001042684'. Below these fields is a reCAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'Verify' button. A 'Back' button is located at the bottom left of the form. A footer at the bottom of the page contains links for 'Terms & Conditions', 'Privacy Policy', and 'Refund Policy'.

**NOTE: LOGIN TO YOUR ACCOUNT WITH YOUR CREDENTIALS TO VIEW YOUR PROFILE AND APPLY TO VARIOUS POSTS.**

**STEP 9: SELECT THE POST ,TICK ON THE DECLARATION, UPLOAD EXPERIENCE CERTIFICATE AND CLICK ON SAVE**

The screenshot shows the application form for National Law University, Tripura. The header includes the university logo and name, and a 'G20' logo. The form is divided into several sections:

- Candidate Personal Details:** Includes fields for Registration No., Name (ANINDYA NEIL MUKHERJEE), Father's/Mother's Name (BHASKAR MUKHERJEE), Date of Birth (10-Feb-1967), Mobile No., Aadhar No., Gender (MALE), Email ID, Category (GENERAL), District (Silphajika), State (Tripura), and DAC (NO).
- VACANCIES ARE AVAILABLE FOR APPLY:** A warning message to check eligibility criteria.
- Job Groups:** Four columns of job groups with radio buttons:
  - Group-A:** ASSISTANT REGISTRAR (selected), ASSISTANT LIBRARIAN.
  - Group-B:** ACCOUNT OFFICER, SYSTEM ADMINISTRATOR, SECTION OFFICER, PRINCIPAL PRIVATE SECRETARY (PPS).
  - Group-C:** JUNIOR ASSISTANT, DATA ENTRY OPERATOR, SEMI PROFESSIONAL ASSISTANT, ELECTRIAN.
  - Group-D:** COOK, MULTI TASKING STAFF.
- APPLICATION FORM:** Includes a 'Declaration' section with a checked box stating 3 years of administrative experience in various sectors. It also has an 'Upload Work Experience' field with a file upload button and the filename 'Passport\_Size\_image\_of\_Nouman.jpg'. At the bottom are 'Save' and 'Submit and Pay' buttons.

**AFTER CLICKING ON SAVE YOUR INFORMATION WILL BE SAVED SUCCESSFULLY WITH A SUCCESS MESSAGE**

**National Law University, Tripura**  
Agartala

**Successfully**  
Your details has been saved.

**Candidate Personal Details**

Registration No : R10000011	Name : ANINDYA NEEL MUKHERJEE	Father's/ Mother's Name : BHASKAR MUKHERJEE	Date of Birth : 10-Feb-1987
Mobile No : 7001042684	Aadhar No : 123456781234	Gender : MALE	Email ID : sayangupta17531@gmail.com
Category : GENERAL	District : Sipahijila	State : Tripura	DAC : NO

**VACANCIES ARE AVAILABLE FOR APPLY (PLEASE SEE THE ELIGIBILITY CRITERIONS IN THE RECRUITMENT NOTICE BEFORE YOU APPLY)**

**Group-A**

- ASSISTANT REGISTRAR
- ASSISTANT LIBRARIAN

**Group-B**

- ACCOUNT OFFICER
- SYSTEM ADMINISTRATOR
- SECTION OFFICER
- PRINCIPAL PRIVATE SECRETARY (PPS)

**Group-C**

- JUNIOR ASSISTANT
- DATA ENTRY OPERATOR
- SEMI PROFESSIONAL ASSISTANT
- ELECTRIAN

**Group-D**

- COOK
- MULTI TASKING STAFF

**APPLICATION FORM**

**Declaration --**

I have the desired experience of At least 5 years experience in the field of Accounts related works in the Government Department /Organisation/Institutions in the Pay Scale of Rs.10230-34,800/- with Grade pay Rs. 4,400/- (PB-3)(Pre revised)

Upload Work Experience\*  
 Passport\_Size\_Image\_of\_Nouman.jpg

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**STEP 10: FINALLY CLICK ON “SUBMIT AND PAY” AND MAKE THE ONLINE FEES PAYMENT**

**National Law University, Tripura**  
Agartala

**Admin Login**

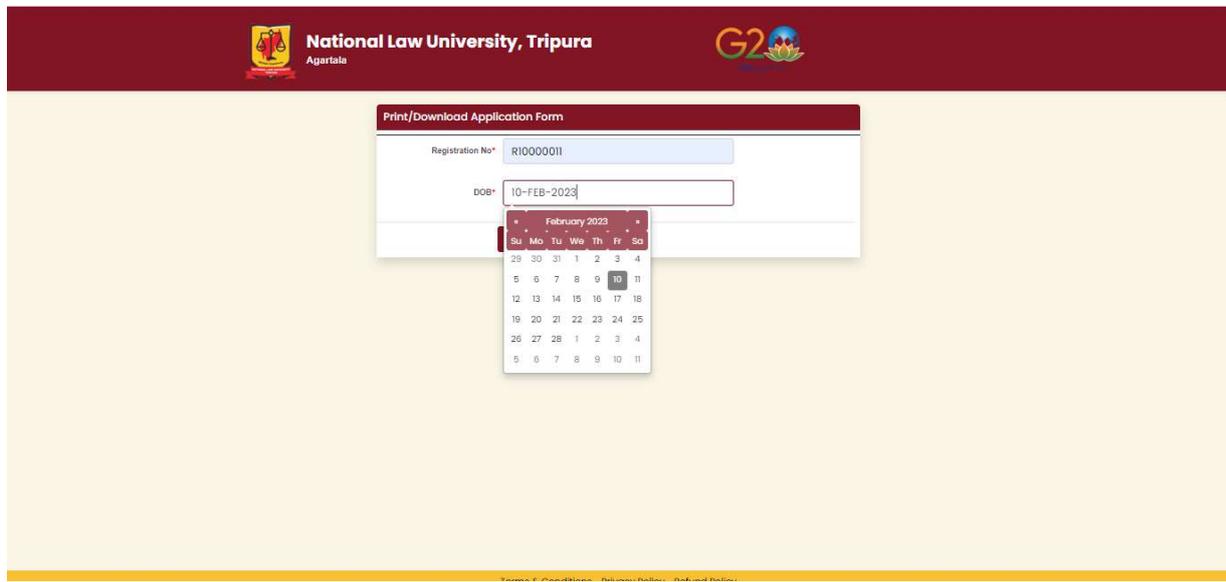
**Make Payment**

Registration No	R10000011
Mobile No	7001042684
Email ID	sayangupta17531@gmail.com
Amount	INR 500.00

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**NOTE: CANDIDATE CAN APPLY TO ONLY ONE POST AT A TIME AND MAKE THE PAYMENT FOR THE SAME. TO APPLY FOR MORE THAN ONE POST THE CANDIDATE HAS TO LOGIN AGAIN.**

**STEP 11: AFTER PAYMENT CLICK ON [“PRINT/DOWNLOAD APPLICATION FORM”](#) TO PRINT YOUR APPLICATION FORM(S) WITH YOUR LOGIN CREDENTIALS**



**APPLICATION FORM IS GENERATED IN PDF FORMAT. YOU MAY SAVE THE SAME FOR FUTURE CORRESPONDENCES**

NATIONAL LAW UNIVERSITY TRIPURA					
APPLICATION FORM FOR NATIONAL LAW UNIVERSITY TRIPURA 2023					
					
Are you a permanent resident of Tripura			YES		
Registration No.	XXXXXXXX		Application No.		
Applied Post For	JUDGE/JUDGE IN CHARGE				
CANDIDATE PERSONAL DETAILS					
NAME OF THE APPLICANT			SANDIPAN SINGH BHOWMIK		
CANDIDATE'S NAME	INDIAN/AR ABORIGINE	EMAIL ID	www.sandipansingh@gmail.com		
MOBILE NO.	9896044444	DATE OF BIRTH	04-04-1987		
GENDER	MALE	CATEGORY	GEN		
Are you currently married	NO				
PERMANENT ADDRESS			CORRESPONDENCE ADDRESS		
HOUSE NO.	4388/ABDA-1	HOUSE NO.	4388/ABDA-1		
VILLAGE/STREET NAME	NEW TOWN	VILLAGE/STREET NAME	NEW TOWN		
BLOCK	ACTION AREA 1	BLOCK	ACTION AREA 1		
POST OFFICE	SAIT	POST OFFICE	SAIT		
POLICE STATION	NEW TOWN	POLICE STATION	NEW TOWN		
DISTRICT	DAK	DISTRICT	DAK		
STATE/JANAPAD TERRITORY	TRIPURA	STATE/JANAPAD TERRITORY	TRIPURA		
PIN CODE	790017	PIN CODE	790017		
ACADEMIC QUALIFICATION					
NAME OF EXAMINATION / COURSE	YEAR OF PASSING	BOARD / COUNCIL / UNIVERSITY	TOTAL MARKS	OBTAINED MARKS	PERCENTAGE
CLASS V	2000	WBSE	400.00	400.00	75.00%
HIGHER SECONDARY / 10+2 / EQUIVALENT	2013	WBSE	400.00	300.00	50.00%
UG DEGREE (GRADUATION)	2017	BAUC	800.00	400.00	50.00%
TRAINING QUALIFICATION					
NAME OF EXAMINATION / COURSE	COURSE AFFILIATING STATE	EXAMINING / BODY / AFFILIATING BODY	SESSION	PASSED / APPEARED / PERCENTAGE	YEAR OF PASSING
SCOLENTS TRAINING BY TRIPURA STATE GOVERNMENT	INDIA/AN AND NEIGHBOR ISLANDS	WBSE	2002/03	Approved	2002
CHARTERED ACCOUNTANCY FROM SCHOOL	ARUNACHAL PRADESH	ANATS	14/22/100	Approved	2001
PAYMENT ACKNOWLEDGEMENT					
PAYMENT STATUS	PAID		APPLICATION FEE		
TRANSACTION ID			TRANSACTION DATE		
BANK DETAILS					
<p>I hereby declare that, the information furnished herein are true and correct to the best of my knowledge and belief. I also agree to abide by the rules &amp; regulations related to the examination and my candidature may be treated as cancelled for any unfair activity that tantamount to the breach of examination conduct rules.</p>					
Place:					
Date: 04-11-2023		Signature of the Applicant			