

**Details of qualifications, experience, scale of pay, examination plan,  
and other requirements, as well as general information and  
instructions, syllabus for candidates.**

INFORMATION SHEET (REVISED)

Advertisement No. ....01/2025.....

Date : 12/07/2025

Sl. No.	Particulars	Description
1.	Name of the Post	: Programme Assistant (Computer)/T-4
2.	Nature of appointment	: Contractual Project Staff
3.	No. of Vacancy	: 01 (One)
4.	Scale of Pay	: ₹ 35,400-1,12,400/- (7th CPC), Level-6  PB-2, Pay : ₹ 9300/- - 34,800/- Plus with GP ₹ 4,200/-  (Pre-revised Pay Band and Grade Pay in 6th CPC), or as prescribed by the funding Agency from time to time.
5.	Age	: Maximum 30 years as on last date of application.  (Age relaxation of 05 years in case of ST/ SC and 03 years in case of OBC and 10(SC/ST) & 8(OBC) years for Person with Disability (PwD) as per Rule/Act. The OBC candidates should furnish 'Non-creamy layer certificate' for the current year)
6.	Qualification	:  ➤ Essential : Bachelor's Degree in Agriculture or any other branch of Science/Social Science relevant to Agriculture or equivalent qualification from a recognized University.
7.	Experience	: Minimum two years' work experience in relevant field.
8.	About Written Test	: The written test of 100 marks shall be conducted for 1.5 hours' duration with consisting of 100 Multiple Choice Questions (MCQs) from relevant subjects, the syllabi of which is detailed in _____KVK Khowai website. The question paper includes the subject neutral common questions related to the job profile (30 nos) and subject specific question (70 Nos).

www.KVK Khowai.org.in

# INFORMATION SHEET (REVISED)

Advertisement No. ...01/2025.....

Date : ..12.03.2025

Sl. No.	Particulars	Description
1.	Name of the Post	: Assistant
2.	Nature of appointment	: Contractual Project Staff
3.	No. of Vacancy	: 01 (One)
4.	Scale of Pay	: ₹ 35,400-1,12,400/- (7th CPC), Level-6 PB-2, Pay : ₹ 9300/- - 34,800/- Plus with GP ₹ 4,200/- (Pre-revised Pay Band and Grade Pay in 6th CPC), or as prescribed by the funding Agency from time to time.
5.	Age	: Maximum 30 years as on last date of application. (Age relaxation of 05 years in case of ST/ SC and 03 years in case of OBC and 10(SC/ST) & 8(OBC) years for Person with Disability (PwD) as per Rule/Act. The OBC candidates should furnish 'Non-creamy layer certificate' for the current year)
6.	Qualification	: ➤ Essential : Bachelor's Degree from a recognized University.
7.	Experience	: Minimum two years' work experience in accounts and office work in any reputed organisation.
8.	About Written Test	: The written test of 100 marks shall be conducted for 02 hours' duration with consisting of 100 Multiple Choice Questions (MCQs) from relevant subjects, the syllabi of which is detailed in <a href="http://www.krktroungi.org.in">www.krktroungi.org.in</a> website. The question paper includes the subject neutral common questions related to the job profile (30 nos) and subject specific question (70 Nos).



INFORMATION SHEET (REVISED)

Advertisement No. .... 01/2025 .....

Date : 12/07/2025

Sl. No.	Particulars	Description
1.	Name of the Post	: Driver (T-1)
2.	Nature of appointment	: Contractual Project Staff
3.	No. of Vacancy	: 01 (One)
4.	Scale of Pay	: ₹ 21,700-69,100/- (7th CPC), Level-3 PB-1, Pay : ₹ 5,200/- - 20,200/- Plus with GP ₹ 2,000/- (Pre-revised Pay Band and Grade Pay in 6th CPC), or as prescribed by the funding Agency from time to time.
5.	Age	: Maximum 30 years as on last date of application. (Age relaxation of 05 years in case of ST/ SC and 03 years in case of OBC and 10(SC/ST) & 8(OBC) years for Person with Disability (PwD) as per Rule/Act. The OBC candidates should furnish 'Non-creamy layer certificate' for the current year)
6.	Qualification	: ➤ Essential : i. Matriculation pass qualification from a recognised Board. ii. Possession of a valid and apocopate Driving License from prescribed will have to pass the practical Skill Test to be taken by an appropriate Committee of Institute/Hqrs. ➤ Desirable : i. One year trade certificate in the relevant field from ITI; or ii. Experience of driving in a recognised Institution; or iii. Experience motor mechanic work.
7.	About Written Test	: The written test of 100 marks shall be conducted for 1.5 hours' duration with consisting of 100 Multiple Choice Questions (MCQs) from relevant subjects, the syllabi of which is detailed in _____ KVK Khowai website. The question paper includes the subject neutral common questions related to the job profile (30 nos) and subject specific question (70 Nos).

www.kvk.khowai.org.in



Centre of Operation  
Chebri, Tripura

# SRI RAMAKRISHNA SEVA KENDRA

AN ALL-INDIA VOLUNTARY ORGANISATION FOR INTEGRATED RURAL  
DEVELOPMENT THROUGH AGRICULTURE AND OTHER ALLIED PURSUITS

81, BONDEL ROAD, KOLKATA - 700 019

Phone : (91)-33-2280-9579, Mobile : 9230613725

E-mail : srskcal@yahoo.co.in

Web : www.sevakendra.org.in

Syllabus for the Written Test for Group B & C Posts in Krishi Vigyan Kendra (Divyodaya), Khowai, Tripura under the host organization of Sri Ramakrishna Seva Kendra, Kolkata (WB); Advertisement No-01/ 2025, dated 12<sup>th</sup> July, 2025.

1. Programme Assistant (Computer)- Total 100 marks MCQs (Subject neutral common questions- 30 marks & Subject Specific relevant to the post- 70 marks)

Section	Subject	Marks (No. of Questions)
Multiple Choice Questions (MCQs) Section 1 to 3 (Subject neutral common questions), Section 4 (Subject Specific relevant to the post)		
Section- 1	General Awareness, Reasoning and General Intelligence, Mathematical Abilities	15 Marks [15 Questions]
Section- 2	Agriculture and allied sciences	10 Marks [10 Questions]
Section- 3	Hindi or English Language	5 Marks [5 Questions]
Section- 4	Knowledge of computer , Internet with special reference to knowledge of Word Processing, Programming, Web Page Designing & Maintenance, ERP, Digitalization, e Governance, Data Analysis Packages. Database Management System, System analysis and design, Data structures and algorithms	70 Marks [70 Questions]
	Total	100 Question = 100 Marks Duration 90 Minutes

*Swami Muktatmananda*

GENERAL SECRETARY  
SRI RAMAKRISHNA SEVA KENDRA





Centre of Operation  
Chabri, Tripura

# SRI RAMAKRISHNA SEVA KENDRA

AN ALL-INDIA VOLUNTARY ORGANISATION FOR INTEGRATED RURAL  
DEVELOPMENT THROUGH AGRICULTURE AND OTHER ALLIED PURSUITS

81, BONDEL ROAD, KOLKATA - 700 019

Phone : (91)-33-2280-9579, Mobile : 9230613725

E-mail : srskcal@yahoo.co.in

Web : www.sevakendra.org.in

2. Assistant- Total 100 marks MCQs (Subject neutral common questions-30 marks & Subject Specific relevant to the post- 70 marks)

Section	Subject	Marks (No. of Questions)
Multiple Choice Questions (MCQs) Section 1 to 3 (Subject neutral common questions), Section 4 (Subject Specific relevant to the post)		
Section- 1	General Awareness, Reasoning and General Intelligence, Mathematical Abilities	15 Marks [15 Questions]
Section- 2	Computer Knowledge (Fundamental & MS Office)	10 Marks [10 Questions]
Section- 3	Hindi or English Language	5 Marks [5 Questions]
Section- 4	Knowledge on Office Procedure i.e. CSMOP FRSR, NPS,EPF, TDS, Basic of GST, Income Tax, GFR, GeM, Administration & Establishment, GoI Rules, Labour Laws, RTI Act, Service Conditions, Central Rules & Regulations, CCS Rules, Leave rules, ACP/ MACP, Financial Accounting, Tally, Statute, Ordinance, Noting and Drafting in both English and Hindi	70 Marks [70 Questions]
	<b>Total</b>	<b>100 Question = 100 Marks Duration 120 Minutes</b>

3. Driver- Total 100 marks MCQs on Subject Knowledge.

Section	Subject	Marks (No. of Questions)
Section- 1	Driving skills and procedures, Duties of drivers, Fuel Efficiency and Fuel Economy, Basic maintenance of the vehicle, Servicing, Emergency handling techniques, Tools and Documents required with the vehicle, Types of Vehicles, Traffic Rules & Regulations, Ability to recognize traffic signals, Traffic signs, Hand signals and Road markings, simple queries about the assemblies of vehicle systems, Vehicle & Environmental Pollution i.e. Petrol and Diesel Vehicle, CNG Operated Vehicle, Noise Pollution, etc, Knowledge of Maintenance of Vehicle, i.e., tyre pressure, battery water level, quantity & grade of oils to be used, coolant, the tension of belts/ hose pipes etc.	100 Marks [100 Questions]
	<b>Total</b>	<b>100 Question = 100 Marks Duration 90 Minutes</b>

Selected candidates will be invited to attend a practical test/ driving test.

*Swami Merkhatmananda*

GENERAL SECRETARY  
SRI RAMAKRISHNA SEVA KENDRA

Application Form

(Programme Assistant- Computer & Assistant Post)

Affix self  
attested recent  
colour passport  
photograph (do  
not staple)

Advertisement No and date:

Application for the post:

- 1 Name of the candidate in Block letters:
- 2 Father's Name:
- 3 Nationality:
- 4 Date of Birth:
- 5 Age (as on closing date of Advertisement):      Year      Month      Day
- 6 Gender (Male/ Female/ Others)
- 7 Marital Status
- 8 Religion
- 9 Category (Please tick)      Gen/ OBC/ SC/ ST
- 10 (a) Full Postal address with pin code
- (b) Permanent address
- (c) Contact details      E- mail ID:      Mob. No.
- (d) Aadhar Number
- 11 Details of Fees payment:      Transaction ID:      Date of Payment:      Bank Name:
- 12 Have you ever been convicted by a court of law for any offence? If so, give details thereof.
13. Educational qualification: The self attested all mark sheets and certificates should be enclosed with application.

Level	Year of Passing	Name of Institute/ University	Subjects	Division & % of Marks
10 <sup>th</sup>				
12 <sup>th</sup>				
Graduation				
Masters				
Others				

14. Experience/ Employment Record. The self attested all experience certificates should be enclosed with application.

Sl. No.	Designation	Emoluments/ Pay Scale (Rs.)	Organization & Place of posting	Period		Total Experience (Year & Month)
				From	To	
1						
2						
3						

15. Others if any:

16. Attach the self attested photocopies of the Aadhar, Birth Certificate, Domicile certificate, Caste certificate, Fees Payment Receipt.

**17. Declaration:** I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars/ information given above being found false/ incorrect and/ or if any discrepancy in the particulars is detected after my appointment, or account of wilful suppression and/ or distortion on my application/ candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

Date & Place:

Signature & Name of Candidates:



**Application Form (Driver Post)**

Advertisement No and date:

Application for the post:

Affix self  
attested recent  
colour passport  
photograph (do  
not staple)

- 1 Name of the candidate in Block letters:
- 2 Father's Name:
- 3 Nationality:
- 4 Date of Birth:
- 5 Age (as on closing date of Advertisement):                      Year                      Month                      Day
- 6 Gender (Male/ Female/ Others)
- 7 Marital Status:
- 8 Religion:
- 9 Category (Please tick)                      Gen/ OBC/ SC/ ST
- 10 (a) Full Postal address with pin code
- (b) Permanent address
- (c) Contact details                      E- mail ID:                      Mobile No.
- (d) Aadhar No. :
- 11 Details of Fees payment:                      Transaction ID:                      Date of Payment:                      Bank Name:
- 12 Have you ever been convicted by a court of law for any offence? If so, give details thereof.
- 13 Details of Driving License- LMV, HMV etc.
- Issuing Authority:
- Registration No:                      Date of Issue:                      Expiry date:
14. Educational qualification: The self attested all mark sheets and certificates should be enclosed with application)

Level	Year of Passing	Name of Institute/ University	Subjects	Division & % of Marks
10 <sup>th</sup>				
12 <sup>th</sup>				
Others				

15. Experience/ Employment Record- The self attested all experience certificates should be enclosed with application.

Sl. No.	Designation	Emoluments/ Pay Scale (Rs.)	Organization & Place of posting	Period		Total Experience (Year & Month)
				From	To	
1						
2						
3						

16. Others if any:

17. Attach the self attested photocopies of the Aadhar, Birth Certificate, Domicile certificate, Caste certificate, Driving license, Fees Payment Receipt.

**18. Declaration:** I do hereby declare that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any particulars/ information given above being found false/ incorrect and/ or if any discrepancy in the particulars is detected after my appointment, or account of wilful suppression and/ or distortion on my application/ candidature is liable to be rejected or my services shall be liable to be terminated forthwith, as the case may be.

Date & Place:

Signature & Name of Candidates