

Frequently Asked Questions (FAQs) - RECRUITMENT FOR GRS

This is only for the Guidance of Candidates.

1. Am I eligible for this Recruitment?

Please read the [ADVERTISEMENT](#) for this recruitment that is available on the Notice board section of this Portal.

2. My permanent address and state of Domicile is NOT from Tripura. Am I eligible for this recruitment?

No. This recruitment is only for candidates whose state of domicile is Tripura.

3. Can I apply Off Line for this recruitment?

No. Application for this recruitment is only available ONLINE.

4. Till when can I apply online for this Recruitment?

Please check the closing date for registration in the Advertisement which is available on the Notice Board.

5. Who can apply online for this recruitment ?

Please refer the Advertisement displayed on the Notice Board for eligibility criterion.

6. Are there any detailed instructions to guide an applicant for submitting an online application?

Please click on the tab "Guide to Online Registration" on the main page of the portal.

7. What should I do if there is lot of delay in accessing the page?

Please log out and try after sometime.

8. Is it necessary to fill up the details related to pin code/ Mobile No./email?

Yes, all the three fields are mandatory to fill.

Pin Code – to communicate with you with physical document.

Mobile No. – to send registration confirmation and updates.

Email ID – to send registration confirmation and updates.

9. Does my mobile number need to be unique or can there multiple applications with the same mobile no?

Mobile No. has to be UNIQUE. Duplicate Mobile No. will not be allowed during Online Registration.

10. Can I make more than one application?

No.

11. Do I have to pay fee for writing this examination?

All candidates need to make payment. Please refer to payment instructions in the Advertisement on the Notice board.

12. How can I check if my application process is complete and received by Tripura RD?

You will get a SMS and Email for successful Online Registration / Payment confirmation. Further you will get another SMS and email as and when your roll no / exam venue etc is allocated.

You can login again and check your application status.

13. How can I make payment of application fees?

After you click on submit for the Application, the "make Payment" button will become active. Please click on that. It will lead you to the Payment gateway where you need to make an online payment.

14. Is there any other payment mechanism?

There is no other payment mechanism except the payment gateway.

15. Can I make cash payment or send a DD to Tripura RD?

NO, There is no other payment mechanism except the payment gateway.

16. I have made payment through the Payment Gateway and the amount is debited to my bank account, but I did not get any confirmation?

Please login and crosscheck your application after 48 hrs. It will show your payment status. If you still find the status as unpaid, please mail us your bank debit proof at query@tripurard.in.

17. I have made payment through the Payment Gateway and the amount is NOT debited to my bank account. What should I do?

Please login and crosscheck your application. It will show your payment status. If you still find the status as unpaid please try to make payment again.

18. I have submitted the Online Application. Should I send the printout of the application to the Tripura RD by post/by hand?

NO, you need to print out the Application form and sign the same. This signed physical copy needs to be deposited along with Admit Card at the time of written examination.

19. I am filling up the various sections in the Online Portal and the process is yet to be completed. I want to change the filled up information in one/many places. How should I do this?

Until you submit and confirm, you can edit your input details in Online Portal.

20. I have submitted my Online Application. I have made some errors. What should I do to remove these errors? or "I want to change my uploaded photograph and signature?"

Once you complete the registration process, confirm and submit the application, no changes can be made.

21. In which format should the scanned photograph and signature be?

It can be in any of the following formats – JPEG, JPG, GIF, PNG. The size of each of the images has to be between 5kb and 75kb, else it may not upload properly.

22. Should the photograph be in Black & white or should it be in colour?

The photograph has to be in color – else the application can be rejected at any stage.

23. What should be the size of the scanned photograph and the signature?

Photograph Size: 45 mm X 35 mm (mm = millimeter). Size of the attachment should be between 5kb and 75kb. Signature – size of image should also be between 5kb and 75kb.

24. How do I upload my signature & photograph?

Save the images on your system. There is an upload option in the registration template where you will have to browse and give the path to these files.

25. My photograph and signature uploaded on the Portal are not appearing to be proper. What should I do?

You can change the same anytime till you confirm and submit the application. If you have already submitted the application, you can mail us the correct images at query@tripurard.in and we will replace the same.

26. What other documents am I supposed to upload in the Application, besides my Photograph and Signature?

No other documents to be uploaded during registration. Please note that document scrutiny will be done at a later stage and if at that stage your documents are incorrect or not available, your application will be treated as cancelled.

27. I did not receive the e-mail intimation for successful submission of my Online Recruitment Application?

Email to us at query@tripurard.in and we will try and respond to your query as soon as possible.

28. After filling up the Online Application, I got Blank Screen / Internet got disconnected / My PC closed / hanged / shutdown. Is my application saved?

No, your application is not saved till you click on final confirm button to save your application.

29. How do I know that my Online Application is saved and have been received ONLINE to Tripura RD?

Once it is saved, you will receive a SMS and Email on your registered Mobile No. and email Id.

30. What details should I retain after completion of submission of my Online Application?

A printed copy of the application and your Registration number.

31. What details should I provide while making correspondence in the Web Portal?

Your Registration no, Name, and DOB

32. Can I take the print out of my finally submitted application after the prescribed closing date?

Yes, the download completed application tab will remain active till the exam date.

33. I am facing problem in completing my Online Application. How should I resolve my problem?

Please send an email to query@tripurard.in – with the problem faced and we will revert to you with a solution.