

Tripura High Court JAA (Junior Administrative Assistant) Syllabus Phase 1

High Court of Tripura — Junior Administrative Assistant · Section-wise syllabus and exam pattern

MARKS
100

TIME
2 h

Section-wise syllabus

Phase 1 — Written Screening Test (100 marks)

English, General Knowledge, Aptitude, Reasoning, Basic Computer Knowledge.

Phase 2 — Written Test in English (30 marks)

English comprehension, Précis writing, Paragraph writing, Letter writing, Translation Bengali to English, Translation English to Bengali, Writing ability.

Phase 2 — Type Test (20 marks)

Typing in English on a computer, 40 words per minute is the eligibility speed.

Keep in mind

Top 3 per post only

Even with 60% in Phase 1, only about three candidates per post — 42 in all — are called to Phase 2. Clearing the cut-off is not enough; you need to rank.

60% in Phase 1, 50% for SC/ST

The screening test needs 60%, relaxed by 10% for reserved categories, before the 1:3 ratio is applied.

Translation is tested

Phase 2's English paper includes translation from Bengali to English and back, along with précis, paragraph and letter writing.

Type in English on a computer

The 20-mark type test is in English on a computer. Eligibility asks for 40 words per minute; practise on a keyboard, not a phone.

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A summary prepared by MockBlast from the official High Court of Tripura syllabus (<https://thc.tripura.gov.in/page/Noticedettc.aspx?Noticeld=26662>). The official document is final. Full guide: mockblast.in/exams/tripura-high-court-jaa/syllabus