



# অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

Apply Online: <https://apscrecruitment.in>

Technical Support email: [cceapsc@gmail.com](mailto:cceapsc@gmail.com) Phone: 1800-572-23-43

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**ADVT. NO. 24/2024**

No.3 PSC/Estt.-14/2024-2025

Dated Guwahati, the 13<sup>th</sup> Dec., 2024

Applications are invited from the intending eligible candidates who are citizens of India as defined in Article 5 to 8 of the Constitution of India for filling up of the vacant posts as indicated below.

- Name of the Post:** :- Junior Administrative Assistant under the Establishment of APSC.
- No. of Posts:** :- 14 (fourteen) Nos.
- Reservation of posts** :-

Name of the Service/Post	Open category		Reserved for OBC/MOBC		Reserved for TT & ADIVASI		Reserved for SC		Reserved for STP		Reserved for STH		Grand Total		Post reserved for PWBD & Type of Disability	Post reserved for Ex-Serviceman
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW		
Junior Administrative Assistant	08	02	04	01	00	00	00	00	00	00	02	01	14	04	00	00

PwBD – Persons with Benchmark Disabilities;

RFW – Reserved for woman.

- Scale of Pay:** - Pay Scale + Grade Pay + Other allowances as admissible to the Assam State Government employees from time to time (per month).

Pay scale	Grade Pay	Pay Band
Rs. 14,000/- to Rs. 70,000/-	Rs. 8700/-	PB - 2

## 5. EDUCATIONAL QUALIFICATION :-

- The applicant must possess a Bachelor's Degree in Arts/Science/Commerce from a recognized University.  
(upload valid supporting documents)
- AND**
- The candidate must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency from a Govt. recognized institute. He/She must have proficiency in Basic Computer Applications like MS-Office (Word, Excel, PowerPoint, Access), Internet etc.  
(upload valid supporting documents)

The decision of the Assam Public Service Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

## 6. ELIGIBILITY CRITERIA:

The candidate applying for the post of Jr. A.A. must have registration in Employment Exchange of Assam / PRC issued in Assam for educational purpose as a proof of residency. (upload valid supporting documents)

## 7. Age:-

The candidate should not be less than 21 years of age and not more than 40 years of age as on 01/01/2024 as per Govt. OM No. ABP. 6/2016/51 dated Dispur, the 2<sup>nd</sup> September, 2020.

The upper age limit is relaxable:

- By 5 years for SC/ST candidates, i.e. upto 45 years.
- By 3 years for OBC/MOBC candidates i.e. upto 43 years.
- For Persons with benchmark disability (PWBD) by 10 years irrespective of SC/ST/OBC and General Category of candidate as per Govt. Memorandum No. ABP 180/2017/105 dated Dispur the 7<sup>th</sup> January, 2019.

The age limit of the candidate will be calculated on the basis of the H.S.L.C./Class – X/Class – XII Examination Admit Card/Pass Certificate/Marksheet issued by a recognized Central/State Board/Council where Age/Date of Birth (DOB) is clearly reflected.

No other document shall be accepted in lieu of the mentioned documents.

## 8. For Government Employees of the state of Assam:

Candidates, already in regular Government service, whether in permanent or temporary capacity other than casual/ad-hoc/daily wages/hourly paid/contract basis, in order to prove their employment, must upload a certificate against the applied post, issued by the competent authority under which he/she is working.

However, candidates, seeking pay protection, continuation in service etc., must upload 'NO OBJECTION CERTIFICATE (NOC)' against the applied post, issued by the competent authority under which he/she is working. (upload valid supporting documents)

**9. The Small Family Norms :-**

As per Govt. notification No. ABP.69/2019/17, dated Dispur, the 6<sup>th</sup> November/2019, candidate have to submit a declaration regarding "The Small Family Norms" in Form – A at the time of applying for the post. (upload valid supporting documents)

*The Advertisement has been issued as per the Service Rule.*

BEFORE FILLING UP THE APPLICATION FORM, CANDIDATES MUST NOTE THAT THE REQUIRED CERTIFICATES RELATING TO AGE, CASTE AND MINIMUM EDUCATIONAL QUALIFICATION WILL BE FETCHED FROM THE OTR PROFILE. CANDIDATES ARE TO UPDATE THE OTR PROFILE IF ANY ADDITIONAL DOCUMENTS ARE TO BE UPLOADED IN SUPPORT OF THE ADVERTISED POST.

- (i) STARTING DATE FOR ONLINE APPLICATION : 20-12-2024
- (ii) CLOSING DATE FOR ONLINE APPLICATION : 09-01-2025
- (iii) LAST DATE FOR PAYMENT OF APPLICATION/PROCESSING FEE : 11-01-2025

**APPLICATION FEES:**

Application fees NIL as per the Govt. Notification No. FEG.32/2016/12 dated Dispur, the 21<sup>st</sup> May 2018.

Under the Digital India initiative by Ministry of Electronics and Information Technology (MeitY), Government of India, APSC has decided to launch its Online Recruitment portal with the help of CSC-SPV, a MeitY approved organization, which will charge a processing fee of Rs. 40.00/- + 18% tax = Rs.47.20/- from each candidate.

Sl. No.	Category	Application fee (Rs.)	Processing Fee Charged by CSC-SPV (Rs)	Taxable amount on processing fee (@18%)	Total Amount (Rs.)
1.	GENERAL	NIL	40	7.20	47.20
2.	SC/ST/OBC/MOBC	NIL	40	7.20	47.20
3.	BPL	NIL	40	7.20	47.20
4.	PWBD	NIL	40	7.20	47.20

(i) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(ii) Fees once paid shall not be refunded under any circumstances nor can the fees be held in reserve for any other examination or selection.

**Persons With Benchmark Disability (PwBD):**

Persons with Benchmark Disability (PwBD) can apply even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules.

**SELECTION PROCESS:** The selection process will consist of three phases:-

**PHASE-I** : Screening test (OMR based). The subject, syllabus, duration and marks are as follows:

Subject	Item/Topics	Duration and Marks
GENERAL STUDIES OMR Based (MCQ)	<ul style="list-style-type: none"> <li>➤ Current affairs (India &amp; Assam)</li> <li>➤ Assam History, Indian History &amp; National Movement</li> <li>➤ Geography (India &amp; Assam)</li> <li>➤ Economy of India &amp; Assam</li> <li>➤ Indian Polity &amp; Constitution of India</li> <li>➤ Numerical Ability</li> <li>➤ General Mental Ability</li> <li>➤ Sports/Books/Author and Important People of Assam</li> <li>➤ Literature, Culture &amp; Festivals of Assam</li> </ul>	Time : 2 hours Marks : 100

**PHASE-II** : On the basis of the performance in the Phase-I, candidates will be called for the Written test (Conventional Type) (Phase-II). The subject, Syllabus, duration and marks are as follows:

Sl. No.	Subject	Marks	Duration
1.	General English (Report Writing, Comprehension, Grammar)	100	3 hours
2.	General Assamese/Alternative English	50	1½ hour
3.	Precis writing, Drafting & General Knowledge	200	3 hours

**PHASE-III** : On the basis of the performance in the Phase-II, candidates will be called for the Computer Practical Test and Interview (Phase-III). The details are as follows:

Sl. No.	Subject	Marks	Duration
1.	Computer Practical Test	50	1½ hour
2.	Interview	48	-

- Final merit list will be prepared on the basis of performance in Phase-II & III.
- The date(s) for holding the examination will be notified later on.

#### **HOW TO APPLY**

1. Applicants are required to apply online through APSC's recruitment website. No other means/mode of application will be accepted and the Application will be summarily rejected.
2. Applicants who have not registered yet, in Online Recruitment Portal of APSC are first required to go to the APSC's recruitment website <https://apscrecruitment.in> and register themselves by clicking on 'Register Here' link and complete the **One Time Registration(OTR)** process by providing basic details.
3. CANDIDATES ARE ADVISED TO REGISTER WITH VALID AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION. DOCUMENT VERIFICATION SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION, WILL BE INTIMATED TO THE CANDIDATES THROUGH THE WEBSITE OF THE COMMISSION IN DUE COURSE OF TIME.
4. After creating an account, applicants need to login with the credentials.
5. After login, applicants need to provide One Time Registration details such as Personal Information, Educational Qualification, Work Experience, Photo (Min size-50 KB & Max size-200 KB and not older than 3 months) & Signature (Min size-50 KB & Max size-200 KB) and other required documents. Once these details are submitted, applicants will be able to download the One Time Registration details. Then applicants can click on **Applicant Section => Apply Section** link for application form submission.
6. The applicants are advised to read the eligibility criteria and other relevant details carefully before applying for the advertisement. Mandatory fields in the online form are marked with \* (asterisk) sign.
7. Candidates must submit the details of documents like Certificate No., Issue date, Issuing authority and upload the documents/certificates (whenever asked for) in support of the claims made by them in the Application Form like, Date of Birth, Experience, Qualification(s) etc. or any other information, in **pdf** file in such a way that the file size does not exceed **2 MB** and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in **200 dpi grey scale**.
8. Pass certificate/ mark sheet of the degree furnished must clearly state the name of the candidate and degree awarded to him/her or subjects are specified as per Advertisement.
9. Document details submitted in the online application form will be verified at the time of DOCUMENT VERIFICATION.
10. Applicant should carefully fill all the information as asked in the application form and click on the declarations checkbox to enable the 'Preview' button before final submission.
11. Applicants must ensure all relevant fields in the application are filled in correctly before final submission, since editing after final submission will not be allowed.
12. Documents such as educational Qualification, age proof, caste etc. required to be uploaded should be checked by going to the preview option before final submission to ensure that the documents are in legible condition.
13. After previewing the details filled in by the applicant he/she can either click 'Submit' for final submission or click 'Cancel' button for necessary corrections before final submission of the Application Form.
14. On completion of form submission applicant has to pay application/processing fee as applicable.
15. Application/Processing fee once paid by the applicant will not be refunded.
16. In case of failure of the payment applicant should click on button '**Validate Payment**' to verify the payment from bank. In instances of double debit i.e. amount debited twice for the same transaction, the bank will automatically refund the fee to the applicant within 5-7 working days.
17. On successful completion of your complete application, an auto-generated email message will be sent on your registered email-id.

18. Application will not be considered if fee is not paid for that application.
19. Applicant may also fill their online form through Common Service Centers. Applicants without debit card/ Internet banking may visit nearest CSC.
20. The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. Fee paid against one "Application Number" shall not be adjusted against any other "Application Number".
21. After submitting the Online Application, the candidates are required to take out a print out of the finally submitted Online Recruitment Application and retain the hardcopy of the Online Application Form.
22. The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.
23. For any payment related issues, one can reach the following helpdesk numbers –  
GRAS Helpline (Telephonic): **1800-212-11-88-66** (From **10:00 AM** to **5:00 PM** on all working days)  
GRAS Helpdesk- <https://assamegras.gov.in/helpdesk/>
  1. Click '**Submit a ticket**' → Click '**Payment Related**'
  2. Fill-in your payment related details. Click '**Submit ticket**'

Bank - For any bank related issue we suggest applicants to contact their respective bank branches.

24. For any other issues related to online application form you can contact the following-  
Email: [cceapsc@gmail.com](mailto:cceapsc@gmail.com)  
Contact No: 1800-572-23-43 (From **10:00 AM** to **5:00 PM** on all working days.)

➤ **POINTS TO NOTE:**

1. The candidates before applying for the post(s)/service(s) should ensure that they fulfill all the eligibility conditions. **Their admission at all the stages of selection in which they are admitted by the Commission will be purely provisional and under scrutiny, subject to their satisfying the prescribed eligibility conditions. If on verification at any time or any stage before or after the Screening Examination/ Written Examination/Viva-voce Interview, it is found that they do not fulfill any of the eligibility conditions; their candidature for the post(s)/service(s) will be cancelled by the Commission.**
2. It is for the candidates themselves to see whether they satisfy the prescribed physical requirement (physical standard) and whether he/she is eligible to apply where Examination of physical standard is conducted by the State Govt. before making any appointment.
3. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.
4. At any stage of the selection process no candidate shall be allowed to change his/her category (of caste etc.)/sub-category/sub-categories as claimed by him/her in the original application form/online application form submitted to the Commission.
5. The candidates who furnish wrong, erroneous or incorrect information in their application form may be disqualified from appearing for any post advertised by the Commission up to a period to be specified by the Commission.
6. In case of detection of any false declaration / statement made by any applicant, his/her application will be rejected and will also be penalized as per prevailing Rules/Law. If in any case, submission of false material facts with a view to hoodwinking the Commission is detected even after the recommendation is made, the Commission may refer the matter to Government for taking necessary action.
7. The candidates shall have to produce identity proof like Pan Card, Driving License, Passport, Current ID card issued by the educational institutions, Voter ID Card, Aadhar Card (wherever applicable) at the time of Screening/Written test.
8. The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <https://apscrecruitment.in>. unless specifically mentioned in the recruitment advertisement.
9. Candidates must attend document verification at a specific place, as may be fixed by the Commission. The Commission does not defray the traveling or other expenses of candidates summoned.
10. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.
11. Candidates will be informed of the final result in due course through APSC website/News paper and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection.
12. **Canvassing in any form will disqualify a candidate.**

➤ **DOCUMENTS/CERTIFICATES TO BE PRODUCED AT THE TIME OF DOCUMENT VERIFICATION.**

The hardcopy of the following Original Documents/Certificates along with **Self-attested** copies and other items specified in the Intimation Letter/Admit Card are to be produced at the time of document verification:-

- a) Class-X/Class-XII Admit Card/Pass Certificate issued by Central/State Board clearly indicating Date of Birth in support of their claim of age.
- b) Certificates & Mark sheets of all examinations from HSLC/Class – X onwards up to the level of qualifying examination.

- c) Degree/Diploma certificate along with mark-sheets pertaining to all the academic years/semester as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- d) Diploma Certificate in Computer Application.
- e) Caste certificate issued by Govt. of Assam for candidate seeking reservation as SC/ST/OBC/MOBC, from the competent authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC/MOBC and the village/town the candidate is ordinarily a resident of.
- f) Employment Exchange Registration Certificate of Assam.
- g) Physically Handicapped certificates issued by the competent authority to Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness and if reservation is claimed by the candidate for the post.
- h) Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad-hoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the post.
- i) The candidates will have to submit Declaration **Form-A**, related to the Assam Public Services (Application of Small Family norms in Direct Recruitment) Rules, 2019 published vide Notification No:ABP.69/2019/17 dated Dispur, the 6<sup>th</sup> November/2019 which may be downloaded from the official website of APSC [www.apsc.nic.in](http://www.apsc.nic.in) (Forms & Downloads Section)
- j) Documentary support for any other claim(s) made.

**NOTE I:** Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted. No document other than the HSLC or Class X/Class – XII Examination Admit Card/Pass Certificate, in which the date of birth is recorded, will be accepted by the Commission for determination of age.

**NOTE II:** Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

**NOTE III:** *Candidates must ensure that they upload all necessary documents before final submission. No documents will be accepted after final submission of application. No other request for document submission will be entertained once the online application process is over.*

➤ **DIRECT RECRUITMENT:**

The Commission will decide the provision for selection in respect of any post/posts or service/services considering the status, cadre and grade or the number of applications received for the advertised post/posts or service/services.

The Commission will also decide to conduct examination/test etc. zone wise, depending upon the numbers of candidates against the districts shown below:

Sl. No.	Name of Zones	Districts covered under the Zones
1	Silchar	Hailakandi, Karimganj, Cachar
2	Jorhat	Golaghat, Dibrugarh, Jorhat, Majuli, Charaideo, Sivasagar & Tinsukia
3	Nagaon	Dima Hasao, Hojai, Nagaon, Morigaon, Karbi Anglong & West Karbi Anglong
4	Tezpur	Biswanath, Dhemaji, Lakhimpur, Sonitpur, Udalguri
5	Kokrajhar	Bongaigaon, Chirang, Dhubri, Goalpara, Kokrajhar & South Salmara
6	Guwahati	Barpeta, Baksa, Kamrup, Kamrup (Metro), Nalbari, Darrang, Bajali & Tamulpur

**NB:** The Commission has the discretion to reduce or increase the number of zones depending upon the number of candidates.

The list of candidates whose applications are found valid or rejected after scrutiny will be made available in the Assam Public Service Commission's website ([www.apsc.nic.in](http://www.apsc.nic.in)) showing grounds of rejection in due course.

*Sd/-*

Deputy Secretary,  
Assam Public Service Commission,  
Jawaharnagar, Khanapara, Guwahati-22.  
Dated Guwahati, the 13<sup>th</sup> Dec., 2024

Memo No.3 PSC/Estt.- 14/2024-2025 (A)

**Copy forwarded to:-**

- 1. All the Hon'ble Member, APSC for kind appraisal.
- 2. The Principal Controller of Examinations, APSC for kind information & necessary action.
- 3. The P.S to the Hon'ble Chairman, APSC for kind appraisal of Hon'ble Chairman.
- 4. The Programmer, APSC for uploading in APSC's website.
- 5. Order File.

*Sd/-*

Deputy Secretary,  
Assam Public Service Commission,  
Jawaharnagar, Khanapara, Guwahati-22.