



# অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

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. 01/2022**

No.20PSC/Estt.- 14/2013-2014/Pt.-III

Dated Guwahati the 1<sup>st</sup> Jan./2022.

Applications are invited from the intending eligible candidates who are citizens of India for filling up of the vacancies as indicated below in the cadre of **Junior Administrative Assistant** under the Establishment of Assam Public Service Commission.

- 1. Name of the Post:** - **Junior Administrative Assistant**
- 2. No. of Posts:** - **13(thirteen) Nos.**

Name of the Service/Post	Open category		Reserved for OBC/MOBC		Reserved for SC		Reserved for STP		Reserved for STH		Reserved for EWS		Grand Total		Post reserved for PWBD & Type of Disability
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
Junior Administrative Assistant	4	1	2	1	1	-	3	1	1	-	2	1	13	4	1 (OH)

- 3. 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. 60,500/-	Rs. 8700/-	PB - 2

#### 4. Educational Qualification :-

- The applicant must possess a Bachelor's Degree in Arts/Science/Commerce from a recognized University. **(Upload valid self-attested 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 self-attested supporting documents.)**

#### 5. ELIGIBILITY CRITERIA:

The candidate applying for the post of Jr. A.A. must have registration in Employment Exchange of Assam/Voter's ID/PRC issued in Assam for educational purpose as a proof of residency.

**(Upload valid self attested supporting documents.)**

**6. Age:-**

The candidate should not be less than 21 years of age and not more than 40 years of age as on **01/01/2022**.

The upper age limit is relaxable :

- (i) By 5 years for SC/ST candidates, i.e. upto 45 years.
- (ii) By 3 years for OBC/MOBC candidates i.e. upto 43 years as per Govt. Notification No. ABP. 6/2016/9 dated Dispur the 25<sup>th</sup> April 2018.
- (iii) 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.

**(Upload valid self-attested supporting documents.)**

The age limit of the candidate will be calculated on the basis of the **Matriculation / HSLC Admit Card or Pass Certificate** issued by a recognized Central/State Board/Council and no other document shall be accepted in lieu of the mentioned documents.

- **The Advertisement has been issued as per the Service Rule.**
- **(i) STARTING DATE FOR ONLINE APPLICATION : 03-01-2022**
- (ii) CLOSING DATE FOR ONLINE APPLICATION : 31-01-2022**

**7. 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. 30.00/- + 18% tax = Rs.35.40/- 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/EWS	Nil	30	5.40	35.40
2.	SC/ST/OBC/MOBC	Nil	30	5.40	35.40
3.	BPL	Nil	30	5.40	35.40
4.	PWBD	Nil	30	5.40	35.40

(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.

- **EWS** candidates must produce valid Income & Assets certificate of the family issued by the officer not below the rank of Circle Officer as per provision of Para 5 of Govt. OM No.ABP.07/2019/4, dated 10-04-2019. Kindly, refer to the Govt. OM No.ABP.07/2019/16 dated 31-12-2019. Candidates may download the specimen copy of EWS Certificate on [www.apsc.nic.in](http://www.apsc.nic.in) under "**Forms & Downloads**".

- **SC/ST/OBC** Candidates claiming reservation in SC, ST or OBC category, they must upload certificate in support of his/her claim from competent authority of the State of Assam. The certificate must be obtained within the closing date of online application and no claim in this regard will be entertained afterwards.

➤ **PERSONS WITH BENCHMARK DISABILITY :**

**\*Candidates applying in PWD category should upload Disability Certificate issued by competent authority.**

Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the **VACANCY DETAILS**, can apply to the respective posts 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. Thus, Physically Handicapped (PH) persons can avail benefit:

(i). Reservation and other concessions and relaxation as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.

(ii). Other Concessions and Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.

- **Mode of selection will be notified in due course of time.**

**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 user registration process by providing basic details.
3. CANDIDATES ARE ADVISED TO REGISTER WITH VALID AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION. INTERVIEW 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-20 KB & Max size-200 KB and not older than 3 months) & Signature (Min size-20 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 Home->Dashboard and see the live advertisements of APSC in 'Apply Section'. Please note that One Time Registration details need to be provided only once.
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 **200 KB** and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in **200 dpi grey scale**.
8. Document details submitted in the online application form will be verified at the time of Document Verification.
9. 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.
10. 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.
11. 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.
12. On successful completion of your complete application, an auto-generated email message will be sent on your registered email-id.
13. Applicant may also fill their online form through Common Service Centers. Applicants without debit card/Internet banking may visit nearest CSCs.
14. ***Candidates with less than 40% disability will not be considered for any relaxation which is applicable to Persons with benchmark disability candidates.***
15. 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.
16. 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.
17. The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.
18. 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 or Written Examination and Computer Test, 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. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.
3. 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.

4. The candidates who furnish wrong, erroneous or incorrect information in their application form may be disqualified from appearing for any post before the Commission up to a period to be specified by the Commission.
5. 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.
6. The candidates shall have to produce identity proof like Pan Card, Driving Licence, Passport, Current ID card issued by the educational institutions, Voter ID Card, Aadhar Card (wherever applicable) at the time of Screening/Written test and Computer Test.
7. 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 <http://www.apscrecruitment.in> unless specifically mentioned in the recruitment advertisement.
8. Candidates must attend a Computer Test at a specific place, as may be fixed by the Commission. The Commission does not defray the traveling or other expenses of candidates summoned for Computer Test.
9. 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.
10. 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 for appointment

***11. Canvassing in any form will disqualify a candidate.***

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

The hardcopy of the online application and the following Original Documents/Certificates along with **Self-attested** copies and other items specified in the Intimation Letter./Admit Card for Computer test are to be produced at the time of document verification, failing which the candidate would not be allowed to appear in the Computer Test:-

- a) Matriculation/10th Standard/HSLC 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 onwards up to the level of qualifying examination.
- c) Degree/Diploma certificate along with mark-sheets pertaining to all the academic years 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) 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.
- e) BPL certificate/EWS certificate issued by Govt. of Assam. (wherever necessary).
- f) Employment Exchange Registration Certificate of Assam.
- g) Physically Handicapped certificate 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 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 Board 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.

• **DIRECT RECRUITMENT:**

**The selection procedure will be notified later on followed by issuing corrigendum/addendum, if required. 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	DimaHasao, Hojai, Nagaon, Morigaon, KarbiAnglong& West Karbi Anglong
4	Tezpur	Biswanath, Dhemaji, Lakhimpur, Sonitpur, Udalguri
5	Kokrajhar	Bongaigaon, Chirang, Dhubri, Goalpara, Kokrajhar, South Salmara, Mankachar
6	Guwahati	Barpeta, Baksa, Kamrup, Kamrup (Metro), Nalbari and Darrang

**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