



**অসম লোকসেৱা আয়োগ**  
**Assam Public Service Commission**

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**ADVT.NO. 12/2017**

No. 7PSC/Estt.-14/2013-2014

Dated Guwahati the 30<sup>th</sup> Oct. /2017

**ADVERTISEMENT**

Applications are invited from the intending eligible candidates who are citizens of India having registration no. in the employment exchange in the state of Assam for filling up of the vacancies as indicated below in the cadre of Junior Administrative Assistant under the Establishment of Assam Public Service Commission in the scale of Pay of PB-2 Rs.14,000 - Rs.49, 000 p.m + Grade Pay Rs.8700 p.m. plus other allowances as admissible under Rules.

- A) Name of the post/posts : **Junior Administrative Assistant**  
B) Number of vacant posts : **12 (twelve)**

Open Category		O.B.C		S.T(P)		S.T(H)		S.C.		TOTAL		Reserved for PWD
Total No. of posts	RFW	Total No. of posts	RFW	Total No. of posts	RFW	Total No. of posts	RFW	Total No. of posts	RFW	Total No. of posts	RFW	
11	03	NIL	NIL	NIL	NIL	01	NIL	NIL	NIL	12	03	NIL

**Examination Fees:**

1. For General Candidate : Rs.250/- (Rupees two hundred and fifty) only.
2. For SC/ST : Rs.150/- (Rupees one hundred and fifty) only.
3. Candidates having BPL certificate : Nil

Fees should be deposited only through Treasury Challan in the Head of Account “NON TAX REVENUE, OTHER NON TAX REVENUE 0051 PSC, 105 STATE PSC” examination fee showing the name of post and receipt of Assam Public Service Commission. Original copy should be submitted along with the application form.

**Age:-**

The candidate should not be less than 18 years and more than 43 years of age as on 01.01.2017. The upper age limit is relaxable by 5 years for SC/ST candidates. The age limit of the candidates will be calculated on the basis of the Matriculation/ HSLC Admit Card/ Certificate issued by a recognized Board/Council. No other document shall be accepted in lieu thereof for the purpose.

**Educational Qualification:-**

- a. The applicants must be Graduate in any discipline (Arts, Science and Commerce) from a recognized University with minimum 45% marks in case of General & OBC candidates, 40% for SC/ST candidates in their degree examination.
- b. The candidates must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency from a recognized institute. They must have good working knowledge of office productivity software tools (independent of any operating system, *i.e.* MS Windows, Linux, MAC etc.) such as word processor, spread sheet, presentation graphics, concept of database, internet and email.

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.

**Mode of Selection:-**

**Phase : I**

The candidates whose applications are accepted will be required to appear in a written test as below:

- i. OMR based multiple choice written test consisting of General English and General Studies
- ii. Precise writing

<i>Sl.No.</i>	<i>Subjects</i>	<i>Type of Examination</i>	<i>Marks</i>	<i>Duration</i>	<i>Remarks</i>
1.	OMR based written test consists of - (a) General English and (b) General Studies (with special emphasis on Assam)	OMR based Multiple Choice Questions (MCQ)	75+75 =150	3 hours	There shall be 150 questions
2.	Precis writing	Conventional	25		In English only
<b><i>TOTAL</i></b>			<b><i>175</i></b>		

The written test (OMR based Multiple Choice Questions Test and Precis writing) of Phase – I will be of Class XII (twelve) standard.

**Phase : II**

(a) **Computer Practical Test** (qualifying only) = 25 marks. Candidates securing 40% marks out of 25 will be treated as qualified for interview/viva-voce.

(b) **Viva-voce/interview**: The viva-voce will carry 25 marks.

The computer test and the viva-voce interview will be held on the same day at the APSC office premises.

The final merit will be made on the basis of the marks secured by the candidates in the written test and the viva-voce interview.

**The written test (OMR based Multiple Choice Questions Test and Precis writing) shall be held only in Guwahati. The candidates will have to bring all the original testimonials i.e. Age proof Certificate, Caste Certificate, Educational Qualification Certificate, Computer Proficiency Certificate, Employment Registration Certificate etc. for verification at the time of viva-voce interview.**

**HOW TO APPLY**

- a. Application form may be downloaded from the APSC's website [www.apsc.nic.in](http://www.apsc.nic.in).
- b. The name of the post applied for should be clearly written in “**bold letters**” in the Envelope containing the application form and it should be addressed to the **Secretary, APSC**.
- c. The last date of receiving duly filled up application form in the Commission's office is fixed on **01/12/2017** during office hours. The candidates must obtain proof of submission of application form.
- d. Applications (including applications received through post) received after the last date fixed for receipt shall not be entertained.
- e. Only applications which are signed by the candidates and accompanied by all particulars as called for in the application form prescribed by the Commission shall be considered and candidates fulfilling all the terms of the advertisement of the respective posts shall be called for a written test as decided by the Commission. A list showing documents submitted along with application form should be enclosed with signature.
- f. (i) All candidates, whether in Government Service or in Government owned undertaking or other similar Organizations/Corporations/Boards/ or in private employment may intimate their controlling authority about their application instead of routing it through the same. However, the fact of the intimation may be appraised to the Commission by the candidate suitably.  
(ii) The Commission shall in no way be responsible in the event of any candidate after appointment is not released by the concerned authority to enable him/her to join the new post.

## **HOW TO FILL UP THE FORM**

- a. Applicants must affix 1 (One) copy of recent photograph on the space provided in the application form firmly with good quality glue/adhesive and also should enclose another copy along with the application. The photograph must be signed prominently. The Commission shall not be responsible for detachment/ loss of the photograph.
- b. The applicant shall furnish self – attested copies of certificate/mark sheet etc. declared by himself/herself to be true copy of the original along with the application.
- c. 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 Rules/Law.
- d. Self attested photocopies of Certificate / Mark Sheet from HSLC onwards and also Caste/ Age Proof Certificate / Employment Registration Certificate /Original Treasury Receipt should be furnished invariably and should be tagged properly without any chance of getting lost during transit. The Commission will not be responsible for any such loss due to improper tagging.
- e. **Incomplete application in terms of the Advertisement will be summarily rejected. No documents will be entertained after the last date of submission of application.**

***CANVASSING DIRECTLY OR INDIRECTLY SHALL DISQUALIFY A CANDIDATE.***

***No TA/DA is admissible for appearing in the Written Test/Computer Practical Test & Viva-voce Interview.***

Sd/-  
Secretary  
Assam Public Service Commission  
Jawaharnagar, Khanapara, Guwahati-22