



APPLICATION FORMAT

Note: PLEASE FILL IN THE FORM ACCORDING TO THE INSTRUCTIONS
(AT PAGE 4) TO CANDIDATES

ADVERTISEMENT NO.....ITEM NO. OF THE POST.....
NAME OF THE POST APPLIED FOR.....
LAST DATE FOR RECEIPT OF APPLICATION.....

1.	Name of the Candidate in full (IN BLOCK LETTERS)	:-	
2.	SEX: MALE/FEMALE	:-	
3.	Father's name in full and occupation, if any	:-	
4.	Present address of the candidate in full for postal communication Village/Town	:-	
	Locality (if village/town or city)	:-	
	Post office	:-	
	Pin Code	:-	
	Telegraph office	:-	
	Police Station	:-	
	Sub-Division	:-	
5.	Home address in full	:-	
	Village/town	:-	
	Locality (if town or city)	:-	
	Post office	:-	
	Pin Code	:-	
	Telegraph Office	:-	
	Police Station	:-	
	Sub Division	:-	
6.	Nationality	:-	
7.	Mention whether the candidate belongs to SC/ST(P)/ST(H)/OBC/MOBC. If 'yes', please state the community and Sub-caste NOTE: ATTACH SUPPORTING DOCUMENTS		
8.	Are you Physically handicapped? If so, mention the category along with supporting documents	:-	
9.	Date of Birth (in Christian era)	:-	
10.	Age on 1st January 200... (As per HSLC/HSSLC Certificate. (ATTACH SUPPORTING DOCUMENTS)	:-	
11.	Particular of the requisite qualifications as given in the advertisement	:-	
	(i) Mention the Degree/Diplomas	:-	
	(ii) Year of passing	:-	
	(iii) Name of the University/College/ Institution from which you have passed	:-	
	(iv) Registration No. (necessary for Doctor)	:-	

12. RECOGNIZED EDUCATIONAL/OTHER PROFESSIONAL QUALIFICATION/ TRAINING COURSES, ETC. (Enclose a separate Sheet, where necessary)

Exam. Passed/Degree/ Training obtained	Division/ Grade/ Class	Percentage of Marks obtained	Year of passing Degree/ Diploma	Duration of Degree/ Diploma/ Training course	Board/ University/ Institution	Subjects taken

Note: ATTACH SUPPORTING DOCUMENTS FOR QUALIFICATION/SUCCESSFUL COMPLETION OF TRAINING AND MARKS (IF ANY) OBTAINED IN EACH EXAMINATION/TRAINING)

13. EXPERIENCE (PARTICULARS OF ALL PREVIOUS AND PRESENT (IF ANY EMPLOYMENT ARE TO BE FURNISHED)

Name and address of the employer	Post held	Whether Central/State Govt. Undertaking/ Private	Permanent/ Temporary	Period		Nature of duty	Reason for leaving the job
				From	To		

NOTE: ATTACH SUPPORTING DOCUMENTS.

14.	If Ex-service man mention personal number	:-	
	Rank	:-	
	Name of Service	:-	
	Period of Service	:-	

(ATTACH SUPPORTING DOCUMENTS)

15.	Extra-Curricular Activities	:-	
	(a) Sport	:-	
	(b) Cultural/Arts	:-	
	(c) Literary	:-	

(ATTACH SUPPORTING DOCUMENTS)

16.	Attach two character certificates-one from a well known person and one from a Gazetted officer and write their names and designation in the spaces provided for the purpose on the right side	1..... 2.....
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17.	Optional subjects and name of the Centre	:-	(a) Subject:- 1. 2.
		:-	(b) Name of the Centre:

(In case of recruitment by written examination only)

18.	Details of fee	:-	Fee to be paid as per rate mentioned in the advertisement (applicable to employed person only)
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Name of the Treasury office	No. and Date of Treasury Receipt	Value Rs. P.	Reason of payment of half rate or non payment should be clearly stated

NOTE: ENCLOSE COPY OF THE ORIGINAL TREASURY RECEIPT

19.	(a) Are you debarred from any examination and/or selection conducted by the UPSC or any State P.S.C (b) Are you debarred from applying for any Government post (Answer 'Yes' or 'Not')	:- :-	
20.	Any other relevant Information	:-	
21.	Details of Enclosures	:-	1. 2. 3. 4.

DECLARATION

I hereby declare that all the Statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission if I am declared by them to be guilty of any type of misconduct mentioned herein.

*I have informed my Head of Office/Department in writing that I am applying for the post (in case of Service holder).

Place:	
Date:	Signature of the Candidate (in full)

* Strike off the sentence if not applicable.

WARNING: Applications which are not in conformity with the requirements in the advertisement and applications which are not in the prescribed form or incomplete or improperly filled in are not accompanied by the attested copies of certificate will be rejected. Application received in the Commission's office after the closing date will not be considered.

Canvassing by a candidate directly or indirectly either to the Chairman or Members of the Commission in respect of his/her candidature shall be treated as a disqualification.

INSTRUCTIONS FOR CANDIDATES

1. The Candidates should carefully go through the terms and conditions of the advertisement, particularly (i) Educational qualification, (ii) Age limit and (iii) Experience, where experience is necessary.
2. Only the applications of the candidates who fulfill all the terms and condition of the advertisements in respect of the post for which they are applicants shall be entertained.
3. There should be separate application and separate Treasury Challan for each post.
4. All candidates whether in Government Service or in Government owned undertaking or other similar organizations/Corporations/Boards/Bodies or in private employments may submit their application direct to the Commission subject to fulfilling the condition at item No. 13 of the application form. If any such candidate forwards his/her application through his/her Controlling Officer/Employer, he/she should ensure that the application reaches the Assam Public Service Commission within the closing date, failing which it is liable to be rejected even if it had been submitted to the Controlling Officer/Employer before the closing date.
5. Applications must be accompanied by attested copies of the under-mentioned documents, which should be tagged well without any chance of getting lost on transit.

Applications which are not accompanied by all or any one of the under mentioned documents shall not be entertained under any circumstances.

- I. Copies of all educational (pass) certificates and Marksheets from Matric/HSLC/HSSLC onwards (attested copies)
- II. Age Certificate issued by the respective Boards/University (attested copy)
- III. Experience Certificates (where necessary) indicating the period of Service/Experience with dates (attested copy)
- IV. Caste Certificate (for SC/ST (P)/ST (H)/OBC/MOBC) from the appropriate authority.
- V. If the candidate is employed, original Treasury challan etc. showing the deposit of Rs. 5.00 (Rs. 2.50 in case of SC and ST candidates) as application fee clearly mentioning the name of the post in the relevant column of the Treasury challan and the following Head of Accounts (in the Head of Accounts column)

HEAD OF ACCOUNTS

“NON TAX REVENUE OTHER NON TAX REVENUE 0051 PUBLIC SERVICE COMMISSION 102 STATE PUBLIC SERVICE COMMISSION APPLICATION/EXAMINATION FEE RECEIPT OF ASSAM PUBLIC SERVICE COMMISSION.”