



অসম লোকসেৱা আয়োগ
Assam Public Service Commission

ADVT. NO. 01/2019

No. 186PSC/DR-5/1/2017-2018

Dated Guwahati, the 7th February/2019

Assam Public Service Commission invites application from Indian Citizens as defined in Articles 5 to 8 of the Constitution of India for the under-mentioned posts under Assam Government in the scale of pay as indicated below and carrying usual allowances as admissible under Rules of the Govt. of Assam.

(A) 1. **Name of Post** : Computer Operator (Typist) in the office of the Assam Public Service Commission.

2. **Number of Post** : 17 (Seventeen) nos.

Name of the service/post	Open category		Reserved for OBC/MOBC		Reserved for SC		Reserved for STP		Reserved for STH		Grand Total		Post reserved for PWD & Type of Disability
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
Computer Operator(Typist) in the office of the APSC	08	02	05	01	01	0	02	0	01	0	17	03	01 (OH)

3. **ESSENTIAL CRITERIA** :

Candidate must having registration in Employment Exchanges in the State of Assam.

(Attach self attested valid supporting documents)

4. **SCALE OF PAY** :-

14000-49000/- with Grade Pay of Rs.6,200/- plus other allowances as admissible under the Rules.

5. **AGE** :-

Must not be less than 18 years and more than 44 years as on 01.01.2019(as per O.M vide No.ABP.6/2016/8 dated 18th April, 2018). The upper age limit is relaxable by -

(i) 3 years for **OBC** candidates and 5 years for **SC/ST** candidates.

(ii) For **Persons with Disabilities (PWD)** by 10 years irrespective of SC/ST/OBC/MOBC and General Category of candidates as per Govt. Notification No. ABP 144/95/121 dated Dispur the 28th October,2015.

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

6. EDUCATIONAL QUALIFICATION :-

- a) Higher Secondary/Class-XII passed from the Govt. recognized Board/Council.
- (b) Candidates must have good working knowledge of office productivity software tools (independent of any operating system i.e. MS Windows, Linux, Mac etc.) such as – i) Word Processor, ii) Spreadsheet, iii) Presentation Graphics, iv) Content of Database, v) Internet and vi) E-Mail.
- (c) Candidates must possess a minimum 6 (six) months completed diploma/certificate in computer proficiency, from a Govt. Of Assam recognized institution (no breaks in qualification admissible) and must have computing knowledge in Assamese and English Language.

(Attach self attested valid supporting documents)

7. SELECTION PROCESS: The process of selection and scheme of examination will be made as per Assam Public Service Commission (Non-Gazetted) Ministerial Staff Service (Amendment) Rules, 2010 and the manner of holding the said examination for Computer Operator (Typist) are as follows:-

- (i) The selection process will consist of two phases. Written Exam of 100 (Phase-I) marks and Computer Practical Test of 100 marks (Phase-II).

Phase-I

Sl. No.	Subject	Total Marks
1.	General English	40
2.	Computer Theory	40
3.	General Awareness	20
Total		100

Phase-II: Against each vacancy four candidates will be short listed on the basis of the marks obtained in the written test. The short listed candidates shall have to appear in the Computer Proficiency Practical Test to be held centrally in Guwahati alongwith original testimonials including duplicate copy of Treasury Challan. The total marks for the Computer Proficiency Practical Test will be 100 marks.

(B) 1. Name of Post : Child Development Project Officer & allied cadres under Social Welfare Department.

2. Number of Post : 73 (Seventy three) nos.

Name of the service/post	Open category		Reserved for OBC/MOBC		Reserved for SC		Reserved for STP		Reserved for STH		Grand Total		Post reserved for PWD & Type of Disability
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
Child Development Project Officer & allied Cadres	37	11	20	6	5	2	7	2	4	1	73	22	2 (i) Blindness or Low vision. (ii) Hearing impairment.

*** Reservation as per draft advertisement received from Government against total numbers of posts in the cadre.**

3. **SCALE OF PAY** :- Rs. 22,000/- to 87,000/- and Grade Pay Rs. 9,700/- of PB-3 plus other allowances as admissible under the Rules.

4. **AGE** :-

The candidates should not be less than 21 years of age and not more than 38 years of age as on 01-01-2019. The upper age limit is relaxable by-

- (i) 5 years for **SC/ST** candidates i.e upto **43** years.
- (ii) 3 years for **OBC/MOBC** candidates i.e upto **41** years as per Govt. Notification No. ABP. 6/2016/9 dated Dispur the 25th April 2018.
- (iii) For **Persons with Disabilities (PWD)** by **10** years irrespective of SC/ST/OBC and General Category of candidates as per Govt. Notification No. ABP 144/95/121 dated Dispur the 28th October, 2015.

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

5. **EDUCATIONAL QUALIFICATION** :-

Graduate in Arts, Science, Commerce from a recognized University and in addition any one of the following qualification:

- a. Post Graduate Degree or Diploma in Social Works/ Labour & Social Welfare/ Sociology/ Anthropology/ Criminology.
- b. Graduate in Child Development/ Home Science/ Nutrition or
- c. Graduate having Philosophy/ Education with Psychology, Economics.

(Attach self attested valid supporting documents)

HOW TO APPLY

- a. 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 **Deputy Secretary, APSC, Jawaharnagar, Khanapara, Guwahati-781022.**
- b. Application form may be obtained by downloading the same from the APSC’s website www.apsc.nic.in (**Application form DR**)
- c. **APPLICATION FEES :**

As per Govt. **Notification No. FEG.32/2016/8-A dated Dispur the 28th October,2016** communicated vide letter No. ABP.60/2014/11 dated 2nd February 2018 the Application Fees for all post under the State Govt. of Assam shown as below:

1. **For General Candidate : Rs.250/- (Rupees two hundred and fifty) only.**
2. **For SC/ST/OBC/MOBC : Rs.150/- (Rupees one hundred and fifty) only.**
3. **Candidates having BPL Certificate : Nil (Candidate having BPL certificate should produce their photocopy of certificate along with the Application Form).**
4. **As per Govt. Notification No. ABP 144/95/121 dated Dispur the 28th October, 2015 for persons with disabilities (PWD) candidates the Application Fees for all posts under the State Govt. of Assam is Nil. (PWD candidates should enclose with the application form photocopy of necessary certificate from a competent authority.**

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 APPLICATION FEE RECEIPT OF APSC”** showing name of post and department.

Original copy of Treasury Challan should be submitted along with the application form.

- a. The last date of receiving duly filled up application form in the Commission's office is fixed on 06/03/2019 during office hours.
- b. Applications (including applications received through post) received after the last date fixed for receipt shall not be entertained.
- c. 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 Screening test / Viva-voce interview, where necessary and as decided by the Commission.
- d. (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 instead of routing it through the same. However, the fact of the intimation may be apprised to the Commission by the candidate.
(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.
- e. The candidates must clearly state the documents enclosed with the application in the relevant section of the application form.

HOW TO FILL UP THE FORM

- a. Applicants must affix 1 (One) copy of recent photograph firmly on the space provided in the application form with good quality glue/adhesive and should also 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. Since the practice of furnishing attested copies of certificates/mark sheets etc. by competent authority has been discontinued by the Govt., the applicant shall furnish copies of certificate/mark sheet etc. declared by himself/herself as certified 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 prevailing Rules/Law. Self attested photocopies of Certificate / Mark Sheet from HSLC onwards and also Caste Certificate / Registration Certificate / Experience Certificate (where necessary) 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.
- d. **Incomplete application in terms of the Advertisement will be summarily rejected. No documents will be entertained after the last date of submission of application.**

WRITTEN TEST / INTERVIEW:

If the number of applications received is large, the

- i. Commission may short-list the number of candidates either on the basis of their marks obtained in the qualifying academic examination required for the post in terms of advertisement.

-OR-

- ii. By holding multiple choice OMR based Screening test or written examination which will be notified in due course.

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) showing grounds of rejections in due course.

- **The Advertisements are issued on the basis of draft advertisement sent by the Government.**

Sd/-

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