

How to submit Online Application Forms (New to APSC's Online Portal)

CREATE AN ACCOUNT

- 1) Visit <https://apscrecruitment.in> and click on **REGISTER** to fill up a registration form with your valid Mobile no. and email-id, make sure you are filling up the form with correct informations. Informations once submitted cannot be changed.

The screenshot shows the 'CREATE AN ACCOUNT' registration form on the APSC portal. The form is divided into several sections: personal details (Full Name, Father's Name, Mother's Name), contact information (Email Address, Mobile Number), and identification (Date of Birth, Indian nationality, Is Permanent Residence of Assam). It also includes dropdown menus for 'Select Gender', 'Select Caste', 'Persons with Benchmark Disability', 'Select State', and 'Select District'. There are input fields for 'Permanent Address' and 'Pincode'. Security features include 'Password', 'Confirm Password', a 'Captcha' field, and an 'Enter OTP' field with a 'Generate OTP' button. At the bottom, there are 'REGISTER' and 'LOGIN HERE' buttons, and a link for 'Already a member?'.

Once you have successfully created an account please login to the System and complete your profile details to submit Application forms for various Advertisements.

Important:- Creating an account and submitting profile details is a part of registration only not Application form Submission. Applicants have to apply separately for every post by clicking on **Applicant Section** → **Apply Section** link in the **Dashboard**.

The screenshot shows the APSC dashboard. At the top, there is the APSC logo and name in Assamese and English. Below that, there is a navigation bar with 'Home', 'Profile', and 'Applicant Section' (circled in red). The 'Applicant Section' link is highlighted. To the right of the navigation bar, there is a 'Registration ID: APSC122000084' and two buttons: 'Instruction to fill up Application' and 'Process to Apply'. Below the navigation bar, there is a 'Whats New' section with 'My Applications' and a list of job advertisements. The first advertisement is for 'Assistant Engineer (Civil) DMA' (ADVT.NO.12/2022) with a start date of 15/11/2022 and an end date of 09/12/2022. The second is for 'Junior Engineer (Civil) DMA' (ADVT.NO.13/2022) with a start date of 22/11/2022 and an end date of 22/12/2022. The third is for 'Assistant Research Officer' (ADVT.NO.15/2022) with a start date of 23/11/2022 and an end date of 22/12/2022. Each advertisement card has an 'Apply' button.

LOGIN

- 2) Visit <https://apscrecruitment.in> and Login with registered Mobile No./Email ID and password.

The screenshot shows the login interface of the Assam Public Service Commission. At the top, there are logos for Digital India, the Government of India, and the Assam Public Service Commission. The page title is in Assamese and English. The central form is titled 'SIGN INTO YOUR ACCOUNT' and contains input fields for 'Mobile Number / Email Id', 'Password', and 'Captcha'. Below the form, there are three buttons: 'Only For CSC User' (with DigitalSeva logo), 'New User? REGISTER HERE', and 'Forgot Password? LOG IN'.

SUBMIT PROFILE DETAILS

- 3) Submit your profile details like Identity proof details, Personal Details, Caste/Category, Address details, Educational Qualification details, Work Experience details and then upload relevant documents.

The screenshot displays the profile submission page. The header includes the Assam Public Service Commission logo and name. Below the header, there is a navigation bar with 'Home', 'Profile', and 'Applicant Section' links, along with the registration ID 'APSC1220000084' and buttons for 'Instruction to fill up Application' and 'Process to Apply'. A warning message states: '*** marks are mandatory. These 5 Steps are only Profile Creation/Registration, not Application Form Submission. Please go to Applicant Section -> Apply Section link for application form submission.' The main content area is titled 'Profile Status: In Progress' and contains a sidebar with five steps: 'Personal Details' (highlighted), 'Other Details', 'Educational Qualification', 'Work Experience Details', and 'Upload Profile Documents'. The 'Personal Details' section is expanded, showing a dropdown for 'Please Select Identity Type' (set to 'Voter ID') and a text input for 'Voter ID' with the value '12345'. Below this are sections for 'Personal Details', 'Category', and 'Address Details', each with a dropdown arrow. At the bottom right, there are 'Save' and 'Save & Next' buttons.

Submit Educational Qualification details

Educational Qualification
✕

* Kindly Add your Qualification details from 10th (HSLC) or equivalent onwards

Qualification Type * <input type="text" value="Graduation"/>	Name of Degree / Certification * <input type="text" value="Bachelor of Arts (BA with Maji"/>	Major Subject <input type="text" value="Assamese"/>
General Subject1 <input type="text" value="Anthropology"/>	General Subject2 <input type="text" value="Bodo"/>	General Subject3 <input type="text" value="Select"/>
State <input type="text" value="ASSAM"/>	Board/University <input type="text" value="Gauhati University, Gopinath"/>	Course Mode* <input type="text" value="Regular Mode"/>
Grading System * <input type="text" value="CGPA"/>	CGPA * <input type="text" value="CGPA"/>	Conversion of CGPA into percentage * <input type="text" value="Percentage"/>
Course Duration * <input type="text" value="3 Years"/>	Year Of Passing * <input type="text" value="2022"/>	Enter Pass Certificate No./Registration No./SI No. * <input type="text" value="dddd"/>
Attempt(s) taken to Pass <input type="text" value="First attempt"/>	Passing Division <input type="text" value="First Division"/>	

Upload relevant documents

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Assam Public Service Commission

assampsc@gmail.com

Home Profile Applicant Section
Registration ID: APSC1220000084
Instruction to fill up Application
Process to Apply

⚠️ * * * marks are mandatory. These 5 Steps are only Profile Creation/Registration, not Application Form Submission. Please go to Applicant Section → Apply Section link for application form submission.

Upload Documents
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Note:- Documents uploaded should be legible when printout is taken. Blur documents will not be accepted. Documents to be verified in later stages. Only PDF document will be accepted.

Sr.No.	Details of Certificate	Certificate No./ Registration No/ Serial No	Status	Edit/View
1	Caste Certificate Issued by Govt. Of Assam	12345	Pending	
2	Voter ID	12345	Pending	
3	10th/HSLC Admit card (Age Proof)	sdsd	Uploaded	
4	PwBD Certificate	hdj-89(II)/96	Pending	
5	BPL Certificate	fgfg	Uploaded	
6	BSc with Major Pass Certificate	12/bb-2012(iii)	Pending	
7	All Semester/Year wise BSc Major mark sheets in a single PDF		Pending	

Upload Photograph and Signature

Upload Images

NOTE:- Please upload your passport size photo with light colour background. The Image resolution should be good not blurred. Application with blurry images will be rejected.

Applicant Photograph *

Applicant Signature *

← 200 px →

← 150 px →

photo.jpg Browse

Note*: Max image size should be 200 KB

← 100 px →

← 150 px →

Signature.jpg Browse

Note*: Max image size should be 200 KB

Back Save

Apply for various posts

4) Click on [Applicant Section](#) → [Apply Section](#) link for application form submission.

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Assam Public Service Commission




Registration ID: APSC1220000084

Instruction to fill up Application Process to Apply

Home Profile **Applicant Section** Apply Section My Applications

Whats New

Junior Engineer (Civil) in the Directorate of Municipal Administration, Ass

 ADVT.NO.12/2022 Assistant Engineer (Civil) DMA Start Date : 15/11/2022 End Date : 09/12/2022 Post : 4 Apply →	 ADVT.NO.13/2022 Junior Engineer (Civil) DMA Start Date : 22/11/2022 End Date : 22/12/2022 Post : 3 Apply →	 ADVT.NO.15/2022 Assistant Research Officer Start Date : 23/11/2022 End Date : 22/12/2022 Post : 1 Apply →
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PAYMENT OF PRESCRIBED FEE



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Assam Public Service Commission



Home Profile Applicant Section

Registration ID: APSC1220000084

Instruction to fill up Application

Process to Apply

Payment Details

Fee Details

Description	Amount
Application fee for Assistant Engineer (Civil) DMA	₹0.00
Processing Fee	₹30.00
Taxable Amount on Processing fee (18.75%)	₹5.40
Total amount to be paid	₹35.40

Payment Details

Name: [Redacted] ah

Email: [Redacted]@gmail.com

Phone: [Redacted] 2

Examination Name: **Assistant Engineer (Civil) DMA**

Total Application Fee ₹35.40

Application form without successful payment will be REJECTED

Cancel **Pay Now**

Without successful payment of total application fee, application will not be considered as Valid Application. Candidates must pay the application fee to complete the application filling process.



GRAS

Government Receipt Accounting System
Directorate of Accounts & Treasuries,
Government of Assam, India

Payment for Assam Public Service Commission (APSC) (CCEAPSC)

Scheme	0051-00-105-0000-000
Bank Account(s)	PSC10615 (₹ 35.40)
Tin No. / Tax ID	
Dealer Name	[Redacted]
Department ID	TRX15112251220220000004
Total Amount	₹ 35.40
Receipt Financial Year	2022-2023
Payment Period	One Time
Payment Mode	<input checked="" type="radio"/> Payment Gateway (UPI payments are also available)
Bank Selection *	AXIS EASYPAY (No Charges) ▼

All the information entered is found correct in the above draft.

Note*: Correction in challan data is not possible once you proceed, click on Cancel button if you want to modify the above information.

Refund of challan will be processed by respective Department

Agree Disagree

Proceed for Payment

Cancel



GOVERNMENT RECEIPT AND ACCOUNT

Payee Name :	BISWAJIT	Date :	05/12/2022
GRN :	AS003455084202223Y	Dept :	Assam Public Service Commission (APSC)
OfficeCode :	PSC000	OfficeName :	ASSAM PUBLIC SERVICE COMMISSION - APSC
ReceiptType :	NA FOR NON TREASURY	TaxId :	TRX08112251220220000012
PID :	5703	AccountHead :	0051-00-105-0000-000
Amount :	47.2		

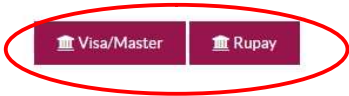
URN : 121390807
(SAVE FOR FUTURE REFERENCE)

Terms and Conditions :

I accept the Terms and Conditions contained herein that shall apply to any person using the services of Easypay provided by Axis Bank for making payments through an online payment gateway service. Each User is therefore

Payment Options

UPI CREDITCARD/DEBITCARD INTERNET BANKING



Remaining Time in this page 2:46

Merchant Name : **GOVERNMENT RECEIPT AND ACCOUNT**

Reference No: 121390807

Transaction Amount: 47.20 INR

CARD NUMBER

Valid Card Number

Card Name

Maestro

Month

--Select--

Year

--Select--

CVV CODE

CVV

Cancel

Submit

ur transaction is processed through a secure 256 bit https internet connection based on secure socket layer technology. For security purposes,your IP address **10.0.132.5** and access time have been logged.

