



GOVERNMENT OF ARUNACHAL PRADESH  
ARUNACHAL PRADESH STAFF SELECTION BOARD  
ITANAGAR

No. APSSB- 13/5/2024/1121

Recruitment Notice

Dated: 06/06/2024

ADVERTISEMENT NO. 2/2024

**COMBINED GRADUATE LEVEL EXAMINATION, 2024**

**IMPORTANT NOTICE:** - Only online applications will be accepted. Application received through any other mode shall be summarily rejected.

Opening Date of Application: <b>12/06/2024 (10:00 AM)</b>
Closing Date of Application: <b>03/07/2024 (03:00 PM)</b>
Tentative date of Stenography Proficiency Test for Post Code 9/24: <b>05/08/2024 (Saturday) onwards</b>
Tentative date of Written examination: <b>08.09.2024 (Sunday)</b>

Online Applications are invited for **Combined Graduate Level Examination, 2024** from eligible candidates for recruitment to Gr 'C' Posts against vacancies for Departments /Offices indicated in table below of this Notice. Only those Applications which are successfully filled through the website of the Board **www.apssb.nic.in** and found in order, shall be accepted. Incomplete applications or applications with partial/or wrong/irrelevant information or filled with junk characters shall be summarily rejected. Candidates should go through the Recruitment Notice carefully before applying for the respective posts and ensure that they fulfil all the eligibility conditions like Age/ Educational and other Qualifications / Experience/ Category etc., as indicated against each Post Code in this Notice. Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely PROVISIONAL at all stages of the recruitment process.

**TABLE A:-**

Post Code	Name of Post	Level in Pay Matrix	Name of Office/ Department	Vacancies				
				APST	UR	PwBD	Ex-SM	Total
5/24	Junior Statistical Assistant	Level - 5 ₹ 29,200/- ₹ 92,300/-	Directorate of Health Services	4	0	0	0	4
6/24	Storekeeper	Level - 5 ₹ 29,200/- ₹ 92,300/-	TRIHMS	6	1	0	0	7

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7/24	Upper Division Clerk (UDC)	Level - 5 ₹ 29,200/- ₹ 92,300/-	Directorate of Higher & Technical Education	1	0	1*	0	2
			Department of Environment, Forests & Climate Change	4	1	0	0	5
			Directorate of Secondary Education	2	0	0	0	2
			Directorate of Health Services	1	1	0	0	2
			Directorate of Accounts & Treasuries	1	0	0	0	1
			Directorate of Audit & Pension	1	0	0	0	1
			Home (Civil Police)	1	0	0	0	1
			Directorate of Elementary Education	1	0	0	0	1
8/24	Librarian	Level - 5 ₹ 29,200/- ₹ 92,300/-	DME, Health & Family Welfare	5	1	1*	0	7
<b>TOTAL (A)</b>				<b>27</b>	<b>4</b>	<b>2</b>	<b>0</b>	<b>33</b>

\* The category of disability and reservation for PwBD vacancy for 1 post each under Directorate of Higher and Technical Education and DME, Health & Family Welfare is (c) Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

**TABLE B:-**

(Only candidates with certificate of DIPLOMA IN STENOGRAPHY FROM A RECOGNISED INSTITUTION are eligible to apply for Post Code 9/24).

Post Code	Name of Post	Level in Pay Matrix	Name of Office/ Department	Vacancies				
				APST	UR	PwBD	Ex-SM	Total
9/24	Personal Assistant (Stenographer Gr-III)	Level - 5 ₹ 29,200/- ₹ 92,300/-	TRIHMS	7	1	0	0	8
			Department of Finance, Planning & Investment	1	0	0	0	1
			General Administration	18	5	0	0	23
<b>TOTAL (B)</b>				<b>26</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>32</b>
<b>GRAND TOTAL (A + B)</b>				<b>53</b>	<b>10</b>	<b>2</b>	<b>0</b>	<b>65</b>

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The Opening date and closing date of application of vacancies are as under:

Opening Date of Application: <b>12/06/2024 (10:00 AM)</b>
Closing Date of Application: <b>03/07/2024 (03:00 PM)</b>
Tentative date of Stenography Proficiency Test for Post Code 9/24: <b>05/08/2024 (Saturday) onwards</b>
Tentative date of Written examination: <b>08.09.2024 (Sunday)</b>

➤Candidates must apply online through the website **www.apssb.nic.in**. The closing date for the submission of online application is **03/07/2024 (03:00 PM)**, after which the link will be disabled. Application received through any other mode would not be accepted and will be summarily rejected.

**The educational qualifications, experience, pay scale, age limit as per Recruitment Rules are as under:**

<b>Post Code</b>	5/24, 6/24 & 7/24
<b>Name of Post</b>	Junior Statistical Assistant, Storekeeper & Upper Division Clerk (UDC)
<b>Educational and other Qualifications</b>	a) Bachelor's Degree from a recognized university b) Minimum 6 (Six) months Diploma in Computer Application from a recognized Board/Institution duly recognized by the Arunachal Pradesh Council for Technical Education/AICTE.
<b>Pay Matrix Level</b>	Level-5 ₹29,200- ₹92,300
<b>Age Limit</b>	Between 18 to 35 years. Age relaxable for APST etc in accordance with the instructions/orders issued by the Government of Arunachal Pradesh from time to time.

<b>Post Code</b>	8/24
<b>Name of Post</b>	<b>Librarian</b>
<b>Educational and other Qualifications</b>	Bachelor's Degree from a recognized university (with) Degree/Diploma in Library Science.
<b>Pay Matrix Level</b>	Level-5 ₹29,200- ₹92,300
<b>Age Limit</b>	Between 18 to 35 years. Age relaxable for APST etc in accordance with the instructions/orders issued by the Government of Arunachal Pradesh from time to time.

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Post Code	9/24
Name of Post	Personal Assistant (Stenographer Gr-III)
Educational and other Qualifications	a) Bachelor's Degree from a recognized university b) Diploma in Stenography from a recognised institution.
Pay Matrix Level	Level-5 ₹29,200- ₹92,300
Age Limit	Between 18 to 35 years. Age relaxable for APST etc in accordance with the instructions/orders issued by the Government of Arunachal Pradesh from time to time.

➤The candidate will have to provide any one of Photo Identity Documents viz. **Aadhaar Card/Voter ID Card/Driving License/PAN Card/ any government authorized Photo Identity Document**. They will have to carry the same ID card in original along with the admit card to the examination centre, failing which they shall not be allowed to appear in the examination. The particulars of candidate such as name, father name etc indicated in Photo Identity Documents of candidates should match with admit card of the candidate issued by the Board.

➤The candidate shall clearly indicate their preference of post(s) as well as Department/Office while filling through online application. Candidates will be allowed to mark their preference only against the vacancies for which they are eligible as per the details provided in the application form and the eligibility criteria mentioned in this advertisement. Applicants are advised to carefully think and indicate their order of preference. Preference once submitted shall be deemed final and under no circumstance will the candidates be allowed to change their order of preference at later stage. The merit list of the candidate shall be determined as per order of preference indicated by the candidate for particular post(s).

### 1. EXAMINATION FEES AND MODE OF PAYMENT:-

- i. A Non-Refundable Fee of ₹ 150 for APST candidates and ₹ 200 for GENERAL candidates (*to be paid online only*).
- ii. Persons with Benchmark Disabilities (PwBD) are exempt from paying the fees.

### 2. ELIGIBILITY CRITERIA: -

- i. The candidate must be a citizen of India.
- ii. **The educational qualification, age, experience as stipulated in the advertisement shall be determined as on the closing date of submission of application.**

### 3. SCHEME OF EXAMINATION:-

➤ The scheme of examination will consist of 2 stages (Stage-1 & Stage-2) for Post Code 9/24 and only Stage-2 i.e., Written Examination for Post Codes 5/24, 6/24, 7/24 & 8/24.

#### ➤ POST CODE 9/24 (PERSONAL ASSISTANT (STENOGRAPHER GR-III))

##### Stage- 1 (Stenography Proficiency Test):

1. The Stenography Proficiency Test, for the Post Code (9/24) will be conducted for 5 minutes @80wpm.

a. Dictation: 5 minutes @ 80 wpm.

b. Transcription: 45 minutes (English)

The test shall be done on computer. An average of 5 key depressions for each word.

c. 8% permissible mistakes in speed test and 10% for APST candidates.

2. There will be a trial passage and another test passage selected beforehand.

3. The trial passage will be dictated by the same person or through Audio/ Video device so that the candidate can get familiar with his/its mode of dictation and accents of pronunciation. The speed as for the test passage, at an interval of one minute in between.

4. The Stenography Proficiency Test Norms shall be same as notified vide Notice No.APSSB-13/2/2023/918, Dated 31/10/2023.

5. The further details of the Stenography Proficiency Test will be notified separately.

➤ For Post Code 9/24, the Stage-1 Stenography Proficiency Test will be a qualifying Test only and only those candidates who qualify Stage-1 shall be eligible for Stage-2, i.e., Written Examination.

➤ The Final merit list will be on the basis of Written Examination only.

##### Stage- 2 (Objective Type Multiple Choice Questions)

A) Junior Statistical Assistant (5/24) / Storekeeper (6/24) / Upper Division Clerk (7/24) / Librarian (8/24) / Personal Assistant (Stenographer Gr-III) (9/24):

*(Objective Type Multiple Choice Questions) 200 Marks: Duration - 2 Hours*

The test will comprise of the following subjects:

- |   |             |
|---|-------------|
| i. General Awareness                                  | -- 50 Marks |
| ii. General Intelligence & Reasoning Ability          | -- 50 Marks |
| iii. Arithmetical & Numerical Ability                 | -- 50 Marks |
| iv. <u>Test of English Language and Comprehension</u> | -- 50 Marks |

**Total: 200 Marks**

#### 4. SYLLABUS:

**(I) Junior Statistical Assistant (5/24) / Storekeeper (6/24) / Upper Division Clerk (7/24) / Librarian (8/24) / Personal Assistant (Stenographer Gr-III) (9/24): -**

**(a) General Awareness – 50 marks (25 questions of 2 marks each)**

Syllabus: - Questions will be designed to test the ability of the candidate's General Awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of Current Events and of such matter of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions, etc. State Specific questions may also be asked.

**(b) General Intelligence & Reasoning Ability - 50 marks (25 questions of 2 marks each)**

Syllabus: -The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

**(c) Arithmetical & Numerical Ability – 50 marks (25 questions of 2 marks each)**

Syllabus: - The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M, H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs.

**(d) Test of English Language and Comprehension – 50 marks (25 questions of 2 marks each)**

Syllabus: - Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

- **A candidate must secure a minimum of 33% or more marks in each subject in the written examination paper. Candidates securing less than 33% of marks in any of the subjects shall be deemed not eligible for selection. There is no negative marking.**

#### 5. HOW TO APPLY: -

Candidates are required to apply online through the website [www.apssb.nic.in](http://www.apssb.nic.in).

**6. SCANNED COPIES OF FOLLOWING DOCUMENTS AND INFORMATION ARE TO BE ATTACHED/UPLOADED:-**

- i. Scanned signature of the candidate on white paper with **black ink pen** (10-50 kb in jpg/jpeg/png format).
- ii. Latest/recent passport size photo (50-100 kb in jpg/jpeg/png format).
- iii. **Diploma Certificate in Stenography from a recognised institution (50-100 kb max in jpg/jpeg/png format) (only for candidates possessing Diploma in Stenography and who have applied for the post of Personal Assistant (Stenography Gr-III).**

**7. PERSONS WITH BENCHMARK DISABILITIES (PwBD):**

➤ **A 'Person with Benchmark disability (PwBD)' means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority**

➤ **Provision of Compensatory Time and assistance of scribe:**

7.1 In case of persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe will be provided, if desired by the candidate.

7.2 In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be provided on submission of a certificate, at the time of filling up of online application, to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at **Annexure-I\***.

7.3 The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No. 29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per **Annexure-IA\***.

7.4 The facility of scribes will be provided to the PwBD / PwD candidates only if he has opted for the same in the online application form.

7.5 The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Board. Appropriate choice in this regard will have to be given by the candidate in the online application form.

7.6 In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to upload the details of the own scribe during the time of online application as per proforma at **Annexure-II\***. The candidates with disabilities (PwD) eligible for scribe as per Para 7.3 above and opting for own scribe shall be required to upload the details of the own scribe during the time of online application as per proforma at **Annexure-IIA\***. In addition, the scribe has to produce a valid ID proof [Aadhar Card/ Voter's ID Card/ Driving License/ PAN Card/ Passport/ ID Card issued by University or College or School/ Employer ID Card/ Any other photo bearing ID Card issued by the Central or State

Government] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be uploaded along with proforma at **Annexure-II/ Annexure-IIA**.

**If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.**

7.7 If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. **If a candidate is detected as assisting another PwBD/ PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.**

7.8 **A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.1, 7.2 and 7.3 above.**

7.9 **The candidates referred at Para 7.1, 7.2 and 7.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.**

7.10 No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.

7.11 Partially blind candidates who wish to write/ indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall, after obtaining authorisation from the APSSB.

7.12 The PwBD/ PwD candidates who have availed the facility of scribes and/ or compensatory time must produce original copies of the relevant documents for the eligibility of scribe/ compensatory time at the time of Document Verification. Failure to produce such original documents will lead to cancellation of their candidature for the examination.

**\* The proforma of Annexure-I, Annexure-IA, Annexure-II & Annexure-IIA will be available on the APSSB website for download.**

## **8. THE SHORTLISTED CANDIDATES WILL HAVE TO SUBMIT COPIES OF THE FOLLOWING DOCUMENTS / INFORMATION TO THE BOARD DURING DOCUMENT VERIFICATION**

- i. Recent passport size Photograph (2 copies).
- ii. Matriculation certificates issued by the Board/University for proof of date of birth.
- iii. Graduation certificate issued by the Assistant Registrar/ Controller of Examination/ Vice Chancellor of the concerned University.
- iv. Graduation mark sheet issued by the Assistant Registrar/ Controller of Examination/ Vice Chancellor of the concerned University.
- v. APST Certificate (if applicable).
- vi. Permanent Resident Certificate (if applicable).
- vii. Certificate of 6 months Diploma in Computer Application from a recognized Board/Institution duly recognized by the Arunachal Pradesh Council for Technical Education/AICTE (if applicable).
- viii. Intimation letter to HoD for those who are in regular Govt. Service.
- ix. PwD certificate in case of vacancy under PwD quota.
- x. Admit Card and printout of online application form.
- xi. Diploma Certificate in Stenography from a recognised institution (only for those who have applied against the Post Code 9/24).
- xii Any other documents as may be relevant including the degree and diploma certificates.



➤ The shortlisted candidates will be required to submit legible self-attested copies of the documents and Admit Card at the time of verification of documents (*any information contained in the attached certificates shall not be considered unless it is claimed in the application form*).

➤ Shortlisted candidates will have to upload copies of the above-mentioned documents on the APSSB portal when notified to do so. The candidates will also have to produce the above-mentioned Certificates/ Documents and mark sheet, both in original and photocopies, during document verification, failing which his/her candidature will be summarily rejected and the final merit list shall be prepared excluding such candidates who failed to produce required documents during the verification process. Candidates may duly take notice that no additional time shall be given for the production of documents.

**NOTE:** -

i. There is no provision for re-evaluation /re-checking of Answer Sheet /Answer Scripts in respect of the examinations conducted by APSSB.

ii. The APSSB reserves the right to cancel/withdraw any question/questions from the Test.

iii. The Board makes the provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of submission of documents and recommends the same to the indenting/ user department. Further, the Appointing Authority i.e., the indenting/user department verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any right of appointment unless the Appointing Authority is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.

iv. The Board reserves the right to conduct medical tests for examining the candidates belonging to PwD category if it deems necessary.

**9. AGE:-**

The candidates must not be less than 18 years and above 35 years of age as on **03/07/2024**

Category	Age Relaxation
APST	Relaxable upto 05 (five) years.
PwBD	10(Ten) years upper age relaxation for PwBD (15 years for APST)

## **10. CENTRES OF EXAMINATION: -**

i. A candidate must give option for 03 (three) centres, in the order of priority, from the undermentioned list of centres. No request for change of centre will be considered later under any circumstance. Hence, the candidates should select the centres carefully, and indicate the same correctly in their applications:

- a) Bomdila            b) Seppa            c) Pasighat    d) Aalo  
e) Itanagar            f) Naharlagun    g) Ziro            h) Tezu  
i) Namsai            j) Changlang      k) Tawang    l) Khonsa

ii. The Board will endeavour to accommodate the candidates in centres opted by them. However, the Board reserves the right to cancel any Centre and ask the candidates of that centre to appear from another centre. Board also reserves the right to divert candidates of any centre to some other Centre to take the examination without citing any reasons.

## **11. GENERAL INSTRUCTIONS FOR CANDIDATES:-**

i. The vacancies published are provisional and subject to change. The Board reserves the right to increase or decrease the vacancies for any post in any category due to administrative reasons or in public interest. In case the vacancy position is reduced to any number or even withdrawn by the user department, the Board shall not be liable to compensate the applicant for any consequential damage/loss.

ii. The Board reserves the right to reject the candidature of any candidate at any stage of recruitment.

iii. The Board reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities / malpractice noticed by the Board. The Board also reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre, if required.

iv. The Board reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. The Board also reserves the right to direct the candidates of any centre to another centre to take the exam. **No request for change in date, time and centre of exam will be accepted under any circumstances.**

v. The Board reserves the right to change or make amendment in the examination scheme at any time before the examination, if so required.

vi. The candidature of the candidate to the written examination is provisional and subject to the outcome of any direction/decision/order/pronouncement of any Court of Law and mere issue of Admit Card or appearance at the examination does not entitle him/her to any claim for the post.

vii. No request or representations will be entertained for issuance of admit cards after closing date for download of admit cards.

viii. The applicants are advised to fill up the application form carefully. They will not be allowed to edit/modify the details after the closing date. Application with incomplete or invalid details will be summarily rejected.

ix. In case an applicant applies multiple forms for the same post, only the latest application form shall be considered by APSSB.

x. Abbreviations used are denoted as under: APST - Arunachal Pradesh Scheduled Tribe, PRC – Permanent Resident Certificate, UR – Unreserved.

xi. Use of Calculator, Laptop, Palmtop, other digital instrument/Mobile/Cell Phone/Pager/ Watches etc is/are not allowed. In case any candidate is caught / found in possession of any gadget/instrument, he/she would be debarred from the examination and legal proceedings shall also be initiated against the candidate.

xii. Candidates are advised not to bring any of the above gadgets in the exam centre as no arrangements for keeping/security of these items would be available at the centre.

xiii. If any candidate uses offensive/abusive/foul language/obscene picture, he/she will be liable for necessary penal action under relevant provision of the IT Act.

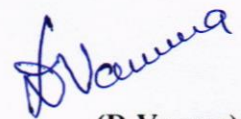
xiv. Individual Admit Cards will not be sent to the candidates and have to be downloaded from the website [www.apssb.nic.in](http://www.apssb.nic.in).

xv. Candidates are advised to keep track of the Board website [www.apssb.nic.in](http://www.apssb.nic.in) for any latest information related to the examination.

xvi. All concerned shall note that the Board has established series of checks to ensure that there is no impersonation and mischief. The selected candidates will be subjected to detailed scrutiny including document verification and biometrics. Candidates may also note that their candidature is provisional, and if at any stage of examination they are found involved either in violating any of the guidelines or found involved in any malpractices like impersonation, using unfair means etc. then strict action shall be taken against them which may include police action, lodging of FIR and debarment from all future examinations conducted by APSSB.

Copy To:

1. The Chairman, APSSB for information please.
2. The Member, APSSB for information please.
3. Notice Board.
4. Office Copy.



(D Varma) IAS  
Secretary cum CoE (APSSB)  
Secy-cum-Controller of Exam.  
A.P. Staff Selection Board  
Govt. of Arunachal Pradesh  
Itanagar



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