

**ARUNACHAL PRADESH
PUBLIC SERVICE COMMISSION
ITANAGAR**

No.PSC-R(B)20/2020

Dated Itanagar, the 12th February 2021

ADVERTISEMENT

Online applications are invited from the Grade of Upper Division Clerk (UDCs) of District General Administration Ministerial Services who have rendered 6(six) years of regular service for filling up of 13(thirteen) posts of Assistant Section Officer(ASO) (Group-'B' Non-Gazetted) under Arunachal Pradesh Civil Secretariat in the Pay scale of Rs. 35,400-1,12,400/- in level -6 of the pay Matrix. Out of 13(thirteen) posts, 11(eleven) posts are reserved for APST candidates and 2(two)posts are un-reserved.

1. HOW TO APPLY :

- (a) Before applying Online Application for the post, candidate must mandatorily register themselves in **ONE TIME REGISTRATION (OTR)**.
- (b) Candidates are required to apply online using the website www.appsc.gov.in. Detail instructions for One Time Registration (OTR) and Online Application are available on the above mentioned website. The applicants are advised to submit only single application; however, if due to any unavoidable situation, if he/she submits another/multiple applications, then he/she must ensure that application with the higher Registration IDs (RID) is complete in all respect like applicants' details, , photograph, signature, Photo ID, fee etc. The applicants who are submitting multiple applications should note that only the applications with higher RID shall be entertained by the Commission and fee paid against one RID shall not be adjusted against any other RID.
- (C) Those who have already registered in OTR, they need not register again they can directly log in to fill up online form using their user ID and password.

The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and binding. No candidate shall be admitted to the Written Examination unless he/she holds a certificate of Admission from the Commission for that purpose.

2. **ELIGIBILITY CRITERIA:-**

- A. Serving UDCs under District General Administration Ministerial Services who have rendered 6(six) years of regular Service can only apply for the post.
- B. As per Govt. order/OM, the minimum educational qualification is Bachelor Degree from a recognized University.

3. **METHOD OF SELECTION :-**

The eligible candidate will have to appear in the written examination in the following subjects:-

1. General Knowledge	----- 50 Marks
2. General English & letter Writing	----- 50 Marks
3. Fundamental Rules, conduct Rules and CCA Rules General Provident Fund Rules	----- 100 Marks
4. Office Procedure	-----100 Marks
5. Viva-Voce	-----40 Marks
Total Marks - 340 Marks	

A candidate who has secured a minimum of 33 % or more marks in each written examination papers and has secured 45% of marks out of aggregate total marks in the written examination papers shall be eligible for Interview/Viva-Voce, In other words selection for viva-voce test shall be based on the aggregate total marks secured in the written examination papers and subject to ratio of 1:3. The candidates securing less than 33% of marks in any of the written examination paper shall not be eligible for appearing in the viva-voce.

N.B The Commission will conduct recruitment test (Objective Type) before written examination, if it is deemed necessary to do so.

4. **Scanned copies of following documents and information are to be uploaded while filling-up the online application.**

- (i) Signature of the candidate on white paper with black ink pen(20-50 kb in jpg format).
- (ii) Latest/Recent colour passport size photo(40-100 kb in jpg format).
- (iii) APST Certificate for APST and PRC/Adhar Card for candidates other than APST .
- (iv) Appointment order of UDCs.
- (v) Educational Qualification Certificate:-
- Class-X Certificate/Marksheet
 - Class-XII Certificate/Marksheet
 - Graduation/Degree Certificate

Qualified candidates will have to produce the above mentioned Certificates/Documents and marksheets in original at the time of interview, failing which he/she will not be allowed to appear in the interview.

5. The decision of the Commission as to the eligibility or otherwise of candidate for admission to written examination or selection will be final and no correspondence or personal enquiry will be entertained.

6. **Closing Date for Online Application :- 12th March, 2021** (TILL 1600 Hours)

7. **Examination Fee:** Candidates are required to pay fee of Rs.100/- (Rupees one hundred) only for APST candidates and Rs. 150/- (Rupees one hundred fifty) only for General candidates through online mode.

8. A candidate who is or has been declared by the Commission to be guilty of :-

- (a) Obtaining support for his/her candidature by any unfair means or,
- (b) Impersonation, or
- (c) Procuring impersonation by any person, or
- (d) Submitted fabricated documents or documents which have been tampered with
or
- (e) Making false or incorrect statement or suppressing material fact or information
or
- (f) Resorting to any other irregular or improper means in connection with his/her candidature for the examination or
- (g) Using unfair means during the examination or
- (h) Writing irrelevant matter, including obscene language or pornographic matter in the scripts or
- (i) Misbehaving in any other manner in the Examination Hall, or
- (j) Harrasing or doing bodily harm to the Supervisory Officers/Invigilators/Staff employed by the Commission for the conduct of examination or
- (k) Violating any of the instructions issued to the candidate along with their Admission Certificate/Call Letter permitting them to take the examination, or commission or as the case may be attempting the commission of all or any of the acts specified in the foregoing clauses by a candidate may, in addition to rendering him liable to criminal prosecution be liable:-
 - a) To be disqualified by the Commission from the Examination for which he/she is a candidate, or
 - b) To be debarred permanently or for specified period.
 - (i) By the Commission from any examination or selection held by them.
 - (ii) By the state Government from any employment under them, and
 - c) If he/she is already in-service under the Government, disciplinary action under the relevant rules shall be instituted.

- d) Provided that no penalty under these rules shall be imposed except after :-
- (i) Giving the candidate an opportunity of making such representation in writing as he wishes to make in that behalf, and
 - (ii) Taking the representation if any, submitted by the candidate within the period allowed to him into consideration.
 - (iii) Provided further that if any candidate found to have been debarred by any other Commission the candidate shall stand so debarred for the purpose of this Commission.

CANDIDATES ARE STRONGLY ADVISED TO APPLY ONLINE WELL IN TIME WITHOUT WAITING FOR THE LAST DATE FOR SUBMISSION OF ONLINE APPLICATION.

Jayant Kr. Ray
(Dr. Jayant Kr. Ray)IAS
Secretary

No. PSC-R(B)20/2020
Copy :-

Dated Itanagar the 12th February, 2021

1. All Principal Secretaries/Commissioners/Secretaries, Govt. of A.P. Itanagar.
2. The Secretary(GA), Govt. of A.P. Itanagar with reference to letter No.ESTT(A) 01/2020/294 Dated 14th Aug' 2020.
3. All Addl./Joint/Deputy Secretaries/Under Secretaries, Govt. of A.P. Itanagar.
4. The State Informatic Officer, NIC Itanagar for information & necessary action.
5. The Editor/Manager, **The Arunachal Times, Itanagar/The Echo of Arunachal, Itanagar/ The Eastern Sentinel, Itanagar** with a request to publish the advertisement of 8 sized Font in one their paper. There should be Ashoka Emblem on the top left corner of the Advertisement. The bill in triplicate with a copy of the advertisement published may be sent to the undersigned for payment.
6. Notice Board.
7. Office copy.

Jayant Kr. Ray
(Dr. Jayant Kr. Ray)IAS
Secretary