



ASSAM PUBLIC SERVICE COMMISSION

No. 7PSC/Estt-14/2009-10

Advt. No. 1/2010
Dated Guwahati the 16th August, 2010

ADVERTISEMENT

Applications are invited from the Indian citizens as defined in Articles 5 to 8 of the Constitution of India in prescribed format attached herewith for filling up the under-mentioned posts in the office of the Assam Public Service Commission in the scale of pay as indicated against each and carrying usual allowances as admissible under the Rules of the Govt. of Assam.

(A) 1 (ONE) POST OF PRIVATE SECRETARY TO CHAIRPERSON

(1) SCALE OF PAY: Rs.8000-40000/- with Grade pay of Rs.5900/- plus other allowances as admissible under the Rules.

(2) AGE: Must not be less than 21 years and more than 38 years as on 01.01.2010. Upper age limit is relaxable by 5 years in case of SC/ST candidates.

(3) EDUCATIONAL QUALIFICATION: Must be graduate in Arts/Science/Commerce or equivalent examination from a recognized university.

(4) OTHER QUALIFICATIONS:

(i) Passed the speed test of 150 words per minute in English Stenography conducted by the Commission.

(ii) A candidate should complete 3 years of continuous service in the cadre of Stenographer Grade-I under State Govt./Commission.

(iii) Must have computer knowledge in Windows and MS office.

(B) 1(ONE) POST STENOGRAPHER GRADE-I (ENGLISH)

(1) SCALE OF PAY: Same as A(1) above.

(2) AGE: Same as A(2) above..

(3) EDUCATIONAL QUALIFICATION: Same as A(3) above.

(4) OTHER QUALIFICATIONS:

(i) Passed the speed test of 120 words per minute in English Stenography conducted by the Board/ Commission.

(ii) A candidate should complete 3 years of continuous service in the cadre of Stenographer Grade-II & Grade-III taken together under State Govt./Commission.

(iii) Must have computer knowledge in Windows and MS office.

(5) SELECTION PROCESS: The scheme of selection for Stenographer Grade-I will comprise of two parts: (a) Stenography speed test (b) Composition in English carrying 50 marks with 1 hour duration.

(C) 4 (FOUR) POST OF JUNIOR ADMINISTRATIVE ASSISTANT (LDA)

(1) SCALE OF PAY: Rs.5200-20200/- with Grade pay of Rs.2500/- plus other allowances as admissible under the Rules.

(2) AGE: Must not be less than 18 years and more than 38 years as on 01.01.2010. Upper age limit is relaxable by 5 years in case of SC/ST candidates.

(3) EDUCATIONAL QUALIFICATION: Must be Graduate in any discipline from recognized University with minimum 45% (40% for SC/ST candidates) marks in their Degree examination.

(4) OTHER QUALIFICATIONS: Must possess computers skills for handling data and text on computer.

(5) RESERVATION OF POSTS. STP-3 Nos. (2-Backlog), OBC/MOBC-1 (Backlog).

(6) 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 and interview for Junior Administrative Assistants are as follows:-

(i) General English including General Knowledge and Quantitative Aptitude-100 marks

(ii) Precis writing & Drafting (either in English or in Assamese)-100 Marks

(iii) General Assamese/Bengali/Bodo/Alternative English-50 marks

(iv) Knowledge of Computer (Computer test)-50 marks

(v) Interview-30 marks

The candidates whose applications are accepted will be required to appear for the competitive examination on the subjects as indicated at serial (i), (ii) and (iii) above to be held at the place and date to be notified later on.

(a) The paper in General Assamese/Bengali/Bodo/Alternative English shall be of qualifying nature and the candidate shall have to secure minimum 20 marks to qualify. Marks obtained in this paper shall not be counted for determining the rank.

(b) Only those candidates who qualify in the competitive examination taken on the subjects mentioned at Sl. (i), (ii) and (iii) above, shall be asked to appear for the computer test.

(c) The test in the knowledge of computer shall be of qualifying nature, i.e. the marks obtained by the candidates for computer test shall not be counted for final ranking. However, candidates have to obtain minimum 20 marks out of 50 in the computer test to qualify.

(c) The test in the knowledge of computer shall be of qualifying nature, i.e. the marks obtained by the candidates for computer test shall not be counted for final ranking. However, candidates have to obtain minimum 20 marks out of 50 in the computer test to qualify.

(d) The final ranking will be determined on the basis of marks obtained in (i), (ii) and viva-voce taken together.

(D) 4 (FOUR) POST OF TYPISTS

(1) SCALE OF PAY: Rs. 5200-20200/- with Grade pay of Rs.2100/- plus other allowances as admissible under the Rules.

(2) AGE: Must not be less than 18 years and more than 38 years as on 01.01.2010. Upper age limit is relaxable by 5 years in case of SC/ST candidates.

(3) EDUCATIONAL QUALIFICATION:

(a) Higher Secondary/Class-XII passed from the Govt. recognized Board/Council

(b) The minimum typing speed for English is 30 WPM and for Assamese is 20 WPM.

(c) 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) Contempt of Database, (v) Internet and (vi) E-Mail.

(d) Candidates must possess a minimum 6 (six) months diploma/certificate in computer proficiency, from a recognized institution.

(4) RESERVATION OF POSTS: STP-1 (Backlog), STH-1 (Backlog) SC-1, Open Category-1.

(5) 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 Typist are as follows:-

(i) The selection process will consist of two phases. In the first phase Type Speed-Test in English and Assamese will be conducted at the date, time and venue notified later. In the second phase all those candidates who qualify the Type Test shall be called for Computer Test. The final ranking will be determined on the basis of Type Test and Computer Test taken together.

The last date of submission of application form duly filled up to the Secretary, Assam Public Service Commission, Khanapara, Guwahati-22 is fixed on 06.09.2010

Original Treasury Challan for Rs.50.00 in case for the posts under item (B) (C) & (D) above for Open Category and OBC/MOBC candidates and Rs.25.00 for SC and ST candidates as Examination fee should have to be deposited under the full Head of Account 'NON TAX REVENUE-OTHER NON TAX REVENUE-0051-PSC, 102-STATE PUBLIC SERVICE COMMISSION EXAMINATION FEE RECEIPT OF A.P.S.C.'.

HOW TO APPLY: The candidates for the above posts should submit the following:

(i) Govt. servant should apply through proper channel.

(ii) Duly filled in application form as per prescribed format printed herewith. NEWS PAPER CUTTING WILL NOT BE ACCEPTED. Candidate can also download the application form from the A.P.S.C. website www.apsc.nic.in

(iii) A recent passport size photograph should be pasted on the right top corner of the application. Two additional copies of passport size photograph should also be attached along with the application.

(iv) Original Treasury Challan in case for the posts under item No. (B) (C) & (D).

(v) Self-attested copies of certificates, supporting the following:

(a) Educational qualification and technical qualification (including mark sheets) and diploma/certificate in computer proficiency

(b) Date of birth (Admit card or Pass certificate of HSLC/Class X Examination)

(c) Certificates issued by competent authorities prescribed by the Govt. regarding their status as SC/ST/OBC/MOBC.

NO APPLICATION FORM WILL BE ACCEPTED AFTER THE CLOSING DATE. INCOMPLETE AND DEFECTIVE APPLICATIONS NOT ACCOMPANIED WITH ALL NECESSARY ENCLOSURES/NOT IN PROPER FORM WILL SUMMARILY BE REJECTED. NO TA/DA WILL BE ADMISSIBLE FOR ATTENDING THE TEST/INTERVIEW. APPLICATION-FORM IN NEWS PAPER CUTTING WILL BE SUMMARILY REJECTED.

NB : (i) Canvassing directly or indirectly will disqualify a candidate.

(ii) **CONDITION:** Govt. servant joining the service of the State Govt. on or after 1st February, 2005 shall not be governed by the existing Assam Service (Pension) Rules, 1969 and orders issued there under from time to time. So far as their pension and other retirement benefits are concerned they will be governed by a new set of pension Rules, which are already formulated with the Contributory Pension Scheme announced by the Govt. of India vide letter No.25014/14/2001-AIS(II) dated 08.09.2009.

Sd/- Secretary

**Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22.**

Janasanyog/1770/10