

**GOVERNMENT OF ARUNACHAL PRADESH
ARUNACHAL PRADESH STAFF SELECTION BOARD
ITANAGAR**



No. APSSB-13/74/2021

Dated: 15th March, 2023.

ADVERTISEMENT NO. 1/2023

COMBINED LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION-2023.

Online applications are invited from eligible candidates belonging to the departments listed below for recruitment to Gr. 'C' posts of i) **Junior Secretariat Assistant (JSA)** and ii) **Lower Division Clerk (LDC)** in Pay Level 4: ₹25,500- ₹81,100/- under **Limited Departmental Competitive Examination (LDCE)** Quota for the vacancies as indicated against the respective Departments/Offices in the table below.

Only those candidates who have been certified as eligible by their Head of Department are eligible to apply. Login credentials will be sent to these candidates through e-mail & SMS to their respective e-mail addresses and mobile nos. furnished by their Departments in order to apply.

APSSB will not entertain any representations from candidates with regards to eligibility and the same shall be determined solely by the concerned Head of Department. Candidature of Applicants shall be purely PROVISIONAL at all stages of the recruitment process.

The details of the vacancies under LDCE Recruitment Quota as per requisitions received from the indenting Offices/ Departments are as follows:

Post code	Name of post	Name of Office/ Department	Eligibility	Vacancies			
				APST	UR	PwD	Total
1/23	Junior Secretariat Assistant (JSA)	Secretariat Administration	MTS of AP Civil Secretariat with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/ Institution.	12	03	-	15
2/23	Lower Division Clerk (LDC)	1. Directorate of Civil Aviation	Skilled contingency staff with minimum 12 (Twelve) years of continuous service in the Department/Office & possessing Class-XII pass certificate from a recognized Board/ Institution.	01	-	-	01
		2. O/o Registrar, Cooperative Societies.	Skilled contingency staff with minimum 12 (Twelve) years of continuous service in the department/office & possessing Class-XII pass certificate from a recognized Board/ Institution.	-	01	-	01
		3. Tax, Excise & Narcotics	MTS with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/Institution.	02	01	-	03
			Skilled contingency staff with minimum 12 (Twelve) years of continuous service in the department/office & possessing Class-XII pass certificate from a recognized Board/Institution.	02	01	-	03

[Handwritten Signature]

2/23	Lower Division Clerk (LDC)	4. O/o DC, Upper Siang	MTS with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/Institution.	01	-	-	01
		5. O/o DC, West Kameng	MTS with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/Institution.	02	-	-	02
		6. O/o DC, Tirap	MTS with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/Institution.	-	01	-	01
		7. O/o DC, Lower Subansiri	MTS with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/Institution.	02	-	-	02
		8. O/o DC, Upper Subansiri	MTS with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/Institution.	01	-	-	01
		9. O/o DC, Namsai	MTS with 8 years of regular service in the grade & possessing Class-XII pass certificate from a recognized Board/Institution.	01	-	-	01
Grand Total				24	07	-	31

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

Opening Date of Application – 17/03/2023, 1500 hours
Closing Date of Application – 31/03/2023, 1500 hours
Tentative date of written examination – 30/04/2023 (Sunday)
Tentative date of Skill Test – 14/05/2023 (Sunday)

The eligible candidates must apply online in APSSB's application portal www.apssb.nic.in. The last date for the submission of online application is 31-03-2023 till 1500 hrs after which the link will be disabled. Applications received through any other mode would not be accepted and will be summarily rejected.

The required Eligibility Criteria, Educational Qualifications, Pay Scale, Age Limit as per Recruitment Rules are as under:

Post Code	1/23
Name of Post	Junior Secretariat Assistant (JSA)
Educational and other Qualifications	a) Class XII pass certificate from a recognized Board or Institution. b) Typing Speed test of 35 words per minute on computer (35 words per minute corresponds to 10500 Key Depression per hour) (KDPH) on an average of 5 Key Depression for each word.
Pay Matrix Level	Level-4 ₹25,500- ₹81,100/-
Minimum Qualifying Service	Multi Tasking Staff (MTS) of the Arunachal Pradesh Civil Secretariat who possess educational qualification of Class XII certificate from a recognized Board or Institution and rendered 8 (eight) years of regular service in the grade.
Age Limit	Should not be more than 45 years (50 years in case of candidates belonging

to APST).

Post Code	2/23
Name of Post	Lower Division Clerk (LDC)
Educational and other Qualifications	a) Class XII pass certificate from a recognized Board or Institution. b) Typing Speed test of 35 words per minute on computer (35 words per minute corresponds to 10500 Key Depression per hour) (KDPH) on an average of 5 Key Depression for each word.
Pay Matrix Level	Level-4 ₹25,500- ₹81,100/-
Minimum Qualifying Service	a. Multi Tasking Staff (MTS) of the concerned Department with 8 (Eight) years of regular service in the grade, and possessing Class-XII pass certificate from a recognized Board/ Institution. <i>(or)</i> b. Skilled Contingency Staff with minimum 12 (Twelve) years of continuous service as skilled contingency in the concerned Department/Office and possessing Class-XII pass certificate from a recognized Board or Institution.
Age Limit	Should not be more than 45 years (50 years in case of candidates belonging to APST).

The candidate will have to provide a valid **Aadhaar Card/ Government authorized Photo Identity Card**. 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.

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)*.

2. ELIGIBILITY CRITERIA:

- The candidate must be a citizen of India.
- The educational qualification, required length of service, age, category as stipulated in the advertisement shall be determined as on the closing date of submission of application i.e. 31/03/2023.
- The name of the candidate should be in the certified list of eligible candidates submitted by the HOD.

3. SCHEME OF EXAMINATION:

The scheme of Limited Departmental Competitive Examination will consist of two stages as indicated below:

A) Junior Secretariat Assistant (JSA):

Stage- 1 (Objective Type Multiple Choice Questions) 300 Marks: Duration- 3 Hours.

The test will comprise of the following subjects:

- General English -- 100 Marks.
- General Knowledge -- 100 Marks.
- Office Procedure -- 100 Marks.

Total: 300 Marks.

Each subject paper for the post of JSA will consist of 50 questions of 2 marks each.

Stage- 2 (Skill Test):

The candidates shall have to compulsorily pass Typing Speed test of 35 words per minute on computer (35 words per minute corresponds to 10500 Key Depression per hour) (KDPH) on an average of 5 Key Depression for each word. The Typing Test is of qualifying nature only.

B) Lower Divisional Clerk (LDC):

Stage-1 (Objective Type Multiple Choice Questions) 100 Marks: Duration 2 Hours.

i) One paper of General English, General Knowledge, Elementary Mathematics and Official Procedure. -- 100 Marks.

The question paper for the post of LDC will consist of 4 sections. Each section will carry 25 questions of 1 mark each.

Stage- 2 (Skill Test):

The candidates shall have to compulsorily pass Typing Speed test of 35 words per minute on computer (35 words per minute corresponds to 10500 Key Depression per hour) (KDPH) on an average of 5 Key Depression for each word. The Typing Test is of qualifying nature only.

4. SYLLABUS:

(a) General English (common for JSA and LDC)

Syllabus: Spot the Error, Fill in the Blanks, Synonyms/ Homonyms, Antonyms, Spellings/ Detecting mis-spelt 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.

(b) General Knowledge (common for JSA and LDC)

Syllabus: Questions are designed to test the candidate's general awareness of the environment around him and its application to society. Questions are also designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspect as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to History, Culture, Geography, Economic Scene, General policy and scientific research.

(c) Office Procedure (common for JSA and LDC)

Syllabus: CCS Leave Rules, Conduct Rules, Mail handling, Filing and indexing, Receipt, Issue & Dispatch, Handling and operation of different types of Office Machines and basic knowledge of routine office activities.

(d) Elementary Math (for LDC only)

Syllabus: - The test of Arithmetical and Numerical Abilities will cover number systems including questions on Simplification, Decimals, Data Interpretations, Fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, profit and Loss, Discount, Simple and Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs etc.

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 subject shall be deemed not eligible for selection. There is no negative marking.

The total number of candidates shortlisted for Stage 2 (Skill Test) will be in 1:3 ratio i.e. if total vacancies are 10 then 30 candidates will be shortlisted for Stage 2.

Note:

Only the shortlisted candidates from Stage-1 as per the prescribed ratio will be allowed to appear for Stage-2 i.e. Skill Test.

The marks secured in the Skill Test will not be counted for preparation of the final Merit list. However, the candidate must qualify in Stage-2/Skill Test.

Other details, if any, of Skill Test will be informed in the official website.

The final merit list for all the posts shall be prepared on the basis of marks secured in written examination only.

5. HOW TO APPLY: Eligible departmental candidates are required to apply online only through the website www.apssb.nic.in using their unique login credentials/ passwords which will be sent to their respective mobile numbers & e-mail IDs.

6. SCANNED COPIES OF FOLLOWING DOCUMENTS AND INFORMATION ARE TO BE ATTACHED/ UPLOADED AT THE TIME OF ONLINE APPLICATION:

- 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).

Further, the Shortlisted candidates will have to produce the below mentioned Certificates/ Documents and mark sheet in original during document verification stage, failing which, his/her candidature will be summarily rejected.

1. Matriculation certificates issued by the Board/University for proof of date of birth.
2. Class XII pass certificate & marksheet issued from a recognized Board/University.
3. APST Certificate (if applicable).
4. Any other document, as may be relevant.

Note:

- i. There is no provision of 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 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 recommend 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 test for examining the candidates belonging to PwD category if it deems necessary.

7. AGE:


The candidates for JSA and LDC posts should not be more than 45 years (50 years in case of candidates belonging to APST) on the closing date of application i.e. on **31-03-2023**.

8. GENERAL INSTRUCTIONS FOR CANDIDATES:

- i. The vacancies published are provisional and subject to change. 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 setup 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.
- xv. Candidates are advised to keep track of the Board website 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 at any stage of examination if 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.



Secretary-cum-CoE, APSSB
Govt. of Arunachal Pradesh

Memo. No. APSSB-13/74/2021

Copy to:

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

Dated: 15th March' 2023.


Secretary-cum-CoE, APSSB
Govt. of Arunachal Pradesh

Secy-cum-Controller of Exam.
A.P. Staff Selection Board
Govt. of Arunachal Pradesh
Itanagar