



# অসম লোকসেৱা আয়োগ

## ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022

Apply Online: <https://apscrecruitment.in>

Technical Support email: [cceapsc@gmail.com](mailto:cceapsc@gmail.com) Phone: 1800-572-23-43

**ADVT. NO. 24/2024**

No.3 PSC/Estt.-14/2024-2025

Applications are invited from the intending eligible candidates who are citizens of India as defined in Article 5 to 8 of the Constitution of India for filling up of the vacant posts as indicated below.

- Name of the Post** :- Junior Administrative Assistant under the Establishment of APSC.
- No. of Posts** :- 14 (fourteen) Nos.
- Reservation of posts** :-

Name of the Service/Post	Open category		Reserved for OBC/MOBC		Reserved for TT & ADIVASI		Reserved for SC		Reserved for STP		Reserved for STH		Grand Total		Post reserved for PWBD & Type of Disability	Post reserved for Ex-Serviceman
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW		
Junior Administrative Assistant	08	02	04	01	00	00	00	00	00	00	02	01	14	04	00	00

❖ **PwBD — Persons with Benchmark Disabilities;**

❖ **RFW — Reserved for woman.**

- Scale of Pay:-** Pay Scale + Grade Pay + Other allowances as admissible to the Assam State Government employees from time to time (per month).

Pay scale	Grade Pay	Pay Band
Rs. 14,000/- to Rs. 70,000/-	Rs. 8700/-	PB - 2

- EDUCATIONAL QUALIFICATION :-**

a) The applicant must possess a Bachelor's Degree in Arts/Science/Commerce from a recognized University. (upload valid supporting documents)

AND

b) The candidate must possess a minimum 6 (six) months Diploma/Certificate in computer proficiency from a Govt. recognized institute. He/She must have proficiency in Basic Computer Applications like MS-Office (Word, Excel, PowerPoint, Access), Internet etc.

**(upload valid supporting documents)**

The decision of the Assam Public Service Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

**6. ELIGIBILITY CRITERIA:**

The candidate applying for the post of Jr. A.A. must have registration in Employment Exchange of Assam / PRC issued in Assam for educational purpose as a proof of residency.

**(upload valid supporting documents)**

**7. Age:-**

The candidate should not be less than 21 years of age and not more than 40 years of age as on **01.01.2024** as per Govt. OM No. ABP. 6/2016/51 dated Dispur, the 2nd September, 2020.

**The upper age limit is relaxable:**

- (i) By 5 years for SC/ST candidates, i.e. upto 45 years.
- (ii) By 3 years for OBC/MOBC candidates i.e. upto 43 years.
- (iii) For Persons with benchmark disability (PwBD) by 10 years irrespective of SC/ST/OBC and General Category of candidate as per Govt. Memorandum No. ABP 180/2017/105 dated Dispur the 7th January, 2019.

The age limit of the candidate will be calculated on the basis of the H.S.L.C./Class-X/Class-XII Examination Admit Card/Pass Certificate/Marksheet issued by a recognized Central/State Board/Council where Age/Date of Birth (DOB) is clearly reflected. No other document shall be accepted in lieu of the mentioned documents.

**8. For Government Employees of the state of Assam:**

Candidates, already in regular Government service, whether in permanent or temporary capacity other than casual/adhoc/daily wages/hourly paid/contract basis, in order to prove their employment, must upload a certificate against the applied post, issued by the competent authority under which he/she is working.

However, candidates, seeking pay protection, continuation in service etc., must upload 'NO OBJECTION CERTIFICATE (NOC)' against the applied post, issued by the competent authority under which he/she is working. (upload valid supporting documents)

**9. The Small Family Norms :-**

As per Govt. notification No. ABP.69/2019/17, dated Dispur, the 6th November/2019, candidate have to submit a declaration regarding "The Small Family Norms" in Form – A at the time of applying for the post. (upload valid supporting documents)

**The Advertisement has been issued as per the Service Rule.**

BEFORE FILLING UP THE APPLICATION FORM, CANDIDATES MUST NOTE THAT THE REQUIRED CERTIFICATES RELATING TO AGE, CASTE AND MINIMUM EDUCATIONAL QUALIFICATION WILL BE FETCHED FROM THE OTR PROFILE. CANDIDATES ARE TO UPDATE THE OTR PROFILE IF ANY ADDITIONAL DOCUMENTS ARE TO BE UPLOADED IN SUPPORT OF THE ADVERTISED POST.

- > (i) **STARTING DATE FOR ONLINE APPLICATION** : 20-12-2024
- (ii) **CLOSING DATE FOR ONLINE APPLICATION** : 09-01-2025
- (iii) **LAST DATE FOR PAYMENT OF APPLICATION/PROCESSING FEE** : 11-01-2025

**SELECTION PROCESS:** The selection process will consist of three phases:-

**PHASE-I :** Screening test (OMR based). The subject, syllabus, duration and marks are as follows:

Subject	Item/Topics	Duration and Marks
GENERAL STUDIES OMR Based (MCQ)	<ul style="list-style-type: none"> <li>&gt; Current affairs (India &amp; Assam)</li> <li>&gt; Assam History, Indian History &amp; National Movement</li> <li>&gt; Geography (India &amp; Assam)</li> <li>&gt; Economy of India &amp; Assam</li> <li>&gt; Indian Polity &amp; Constitution of India</li> <li>&gt; Numerical Ability</li> <li>&gt; General Mental Ability</li> <li>&gt; Sports/Books/Author and Important People of Assam</li> <li>&gt; Literature, Culture &amp; Festivals of Assam</li> </ul>	Time : 2 hours Marks : 100

**PHASE-II:** On the basis of the performance in the Phase-I, candidates will be called for the Written test (Conventional Type) (Phase-II). The subject, Syllabus, duration and marks are as follows:

SI.No.	Subject	Marks	Duration
1	General English (Report Writing, Comprehension, Grammar)	100	3 hours
2.	General Assamese/Alternative English	50	1½ hour
3.	Precis writing, Drafting & General Knowledge	200	3 hours

**PHASE-III:** On the basis of the performance in the Phase-II, candidates will be called for the Computer Practical Test and Interview (Phase-III). The details are as follows:

SI.No.	Subject	Marks	Duration
1.	Computer Practical Test	50	1½ hour
2.	Interview	48	-

- > Final merit list will be prepared on the basis of performance in Phase-II & III.
- > The date(s) for holding the examination will be notified later on.

**NB:** For detail advertisement please visit APSC's official website [www.apsc.nic.in](http://www.apsc.nic.in) (Recruitment Advertisement link).

**Sd/- Deputy Secretary,  
Assam Public Service Commission,  
Jawaharnagar, Khanapara, Guwahati-22.**