



GOVERNMENT OF ARUNACHAL PRADESH
ARUNACHAL PRADESH STAFF SELECTION BOARD
ITANAGAR

No. APSSB - 13/5/2025/224

Dated: 11-04-2025

Recruitment Notice
ADVERTISEMENT NO.-02/25
Combined Graduate Level Examination 2025

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

Opening Date of Application:- 18-04-2025 (10:00 AM)
Closing Date of Application:- 07-05-2025 (03:00 PM)
Tentative Date of Written Examination:- 15-06-2025
Tentative Date of Stenography Proficiency Test:- 24-05-2025

Online Applications are invited for Combined Graduate Level Examination 2025 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.

1. DETAILS OF POSTS:-

Post Code	Name of Post	Level in Pay Matrix	Name of Office/Department	Vacancies				
				APST	UR	Total	PwBD	Ex-SM
04/25	Personal Assistant (Stenographer Gr-III)	Level-5(2 9200-923 00)	Power (Electrical)	2	0	2	0	0
			Public Works Department	1	0	1	0	0
			Town Planning	1	0	1	0	0
			UD and Housing	4	0	4	0	0
05/25	Recorder Kanungo(RK)	Level-4(2 5500-811 00)	Land Management	1	0	1	1	0

Post Code	Name of Post	Level in Pay Matrix	Name of Office/Department	Vacancies				
				APST	UR	Total	PwBD	Ex-SM
06/25	Upper Division Clerk (UDC)	Level-5(2 9200-923 00)	Agriculture	1	0	1	0	0
			Audit and Pension	1	1	2	0	0
			DC Changlang	1	0	1	0	0
			DC Dibang Valley	1	0	1	0	0
			DC East Kameng	3	1	4	0	0
			DC East Siang	3	2	5	0	0
			DC Keyi Panyor	4	1	5	0	0
			DC Lepa-Rada	1	1	2	0	0
			DC Lohit	6	1	7	0	0
			DC Longding	2	0	2	0	0
			DC Lower Dibang Valley	1	1	2	0	0
			DC Lower Siang	1	0	1	0	0
			DC Namsai	1	1	2	1	0
			DC Tawang	5	1	6	0	0
			DC Tirap	4	1	5	0	0
			DC Upper Siang	2	1	3	0	0
			DC Upper Subansiri	4	0	4	0	0
			DC West Kameng	2	1	3	0	0
			DC West Siang	4	1	5	0	0
			Disaster Management	0	1	1	0	0
			Election	3	0	3	0	0
			Public Health Engineering and Water Supply	1	0	1	1	0
			Public Works Department	4	2	6	0	0
			Registrar of Cooperative Societies	2	1	3	0	0
			Secondary Education	2	0	2	0	0
Grand Total				68	18	86	3	0

* The category of disability and reservation for PwBD vacancy for 01 post each under (i) DC Namsai, (ii) Public Health Engineering and Water Supply, and (iii) Land Management is Category 1 = PwBD Deaf and hard of hearing.

* Only candidates with certificate of Diploma in Stenography from a recognised institute are eligible to apply for Post Code 04/25(Personal Assistant (Stenographer Gr-III)).

2. EDUCATIONAL QUALIFICATIONS, EXPERIENCE, PAY SCALE, AGE LIMIT AS PER RECRUITMENT RULES:-

Post Code	04/25
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(29200-92300)
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
Post Code	05/25
Name of Post	Recorder Kanungo (RK)
Educational and Other Qualifications	Bachelor's Degree from a recognized university
Pay Matrix Level	Level-4(25500-81100)
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
Post Code	06/25
Name of Post	Upper Division Clerk (UDC)
Educational and Other Qualifications	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
Pay Matrix Level	Level-5(29200-92300)
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's 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 posts 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 posts.

3. EXAMINATION FEES AND MODE OF PAYMENT:-

- A Non-Refundable Fee of 150 for APST candidates and 200 for unreserved candidates (to be paid online only).
- Persons with Disabilities (PwD) are exempt from paying the fees.

4. ELIGIBILITY CRITERIA:-

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

5. SCHEME OF EXAMINATION:-

For Post Code 4/25, the scheme of examination will consist of 2 stages (Stage-1 & Stage-2). For Post Codes 5/25 and 6/25 there shall be only Stage-2 i.e., Written Examination

I. Stage- 1 (Stenography Proficiency Test)

- Only applicable for Post Code 4/25 - Personal Assistant (Stenographer Gr-III).
- The Stenography Proficiency Test, for the Post Code (4/25) will be conducted for 5 minutes @80wpm.
 - Dictation: 5 minutes @ 80 wpm.
 - Transcription: 45 minutes (English)

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

 - 8% permissible mistakes in speed test and 10% for APST candidates.
- There will be a trial passage and another test passage selected beforehand.
- 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.

5. The Stenography Proficiency Test Norms shall be same as notified vide Notice No.APSSB-13/2/2023/918, Dated 31/10/2023.
6. Further details of the Stenography Proficiency Test will be notified separately.
 - **For Post Code 4/25, 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**

II. Stage- 2 (Objective Type Multiple Choice Questions)

1. For all posts, i.e., Personal Assistant (Stenographer Gr-III) (4/25) / Recorder Kanungo (5/25)/ Upper Division Clerk (6/25).
2. Components of Objective Type Multiple Choice Questions shall be as follows:

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

- | | |
|---|-------------|
| 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

III. Syllabus:

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

Questions in this section will test 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)

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)

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)

Questions in this component will test the candidate's understanding and knowledge of English Language and will be based on spotting the error, filling 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.

6. HOW TO APPLY:-

Candidates are required to apply online through the website www.apssb.nic.in .

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

- Scanned signature of the candidate on white paper with black ink pen (10-50 kb in jpg/jpeg/png format).
- Latest/recent passport size photo (50-100 kb in jpg/jpeg/png format).
- Diploma Certificate in Stenography from a recognised institution (in jpg/jpeg/png format of size 50-100 kb) by candidates who are applying for the post of Personal Assistant (Stenography Gr-III) (Post Code 04/25).

8. 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:

- 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.
- 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*.

- iii. 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*.
- iv. The facility of scribe will be provided to the PwBD/ PwD candidates only if he has opted for the same in the online application form.
- v. 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.
- vi. 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 candidate with disabilities(PwD) eligible for scribe as per Para iii 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 Licence/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-II A.

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.

- vii. 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.
- viii. 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 i, ii and iii above.
- ix. The candidates referred at Para i, ii and iii 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.
- x. No attendant other than the scribe for eligible candidates will be allowed inside the Examination Hall.
- xi. 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.
- xii. 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-II A will be available on the APSSB website for download.

9. THE SHORTLISTED CANDIDATES WILL HAVE TO SUBMIT COPIES OF THE FOLLOWING DOCUMENTS / INFORMATION TO THE BOARD DURING DOCUMENT VERIFICATION:-

- i. Recent passport size Photograph
- 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. Diploma in Stenography from a recognised institution (For Post Code 04/25)
- vi. Certificate of 6 months Diploma in Computer Application from a recognized Board/Institution duly recognized by the Arunachal Pradesh Council for Technical Education/AICTE (for Post Code 06/25)
- vii. APST Certificate (if applicable)
- viii. Permanent Resident Certificate (if applicable)
- ix. Intimation letter to HoD for those who are in regular Govt. Service
- x. PwD certificate in case of vacancy under PwD quota
- xi. Admit Card and printout of online application form
- xii. Any other documents as may be relevant

- The shortlisted candidates will be required to submit legible self-attested copies of the documents and Admit Card along with the hard copy of print out of online application form 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 for skill test 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 on the date scheduled for skill test, failing which his/her candidature will be summarily rejected and final merit list shall be prepared excluding such candidates who failed to produce required documents during verification process. Candidates may duly take notice that no additional time shall be given for production of documents.

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.

10. AGE:-

The candidates must not be less than 18 years and above 35 years of age as on closing date of application

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

11. 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) Tawang
 - b) Bomdila
 - c) Seppa
 - d) Itanagar Capital Region (ICR)
 - e) Papum Pare
 - f) Ziro
 - g) Aalo
 - h) Pasighat
 - i) Tezu
 - j) Namsai
 - k) Changlang
 - 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.

12. 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.
- 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 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.

(Taro Mize) APCS

Jt. Secretary cum Dy. CoE (APSSB)
Joint Secretary -cum-
Dy. Controller of Examination
A.P Staff Selection Board
Govt. of Arunachal Pradesh
Itanagar

Copy To:

1. The Chairman, APSSB for information please.
2. The Member, APSSB for information please.
3. All Deputy Commissioner, Govt. of Arunachal Pradesh for information, with a request for wide publicity in their respective districts.
4. Notice Board
5. Office Copy



(Taro Mize) APCS

Jt. Secretary cum Dy. CoE (APSSB)

Joint Secretary -cum-
Dy. Controller of Examination
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