



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

ADVT.NO: 20/2023

Website for Online Application System: <https://apscrecruitment.in>

Technical Support email: cceapsc@gmail.com Phone: 1800-572-23-43

No.17 PSC/Estt.-1/98-99/Pt-I

Dated Guwahati, the 15th June /2023

Assam Public Service Commission invites application from Indian Citizens as defined in Articles 5 to 8 of the Constitution of India for the under-mentioned post under establishment of the APSC..

A) 1. **Name of the Post:** - Stenographer Grade-I (English)

2. **Online Application :** - Start Date From : 26-06-2023

End Date : 25-07-2023

Last Date for submission of fees : 27-07-2023 (05:00 P.M.)

3. **No. of Post:** - 01 (one)

| Name of the Service/Post | Open category | | Reserved for OBC/MOBC | | Reserved for SC | | Reserved For STP | | Reserved For STH | | Reserved for EWS | | Grand Total | | Post reserved for PWBD & Type of Disability |
|------------------------------|---------------|-----|-----------------------|-----|-----------------|-----|------------------|-----|------------------|-----|------------------|-----|-------------|-----|---|
| | Total | RFW | Total | RFW | Total | RFW | Total | RFW | Total | RFW | Total | RFW | Total | RFW | |
| Stenographer Gr.-I (English) | 01 | - | - | - | - | - | - | - | - | - | - | - | 01 | - | - |

4. **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. 30,000/- to 1,10,000/- | Rs. 13,300/- | P.B. -4 |

5. **Eligibility Criteria:-**

- No candidate shall be eligible to sit for speed test at 150 w.p.m in English unless he/she had passed the speed test at 120 w.p.m in English conducted by the Board constituted and recognized by the Government.
- Passing the speed test at 150 w.p.m in English will make one eligible for appointment as Stenographer Grade –I subject to the condition that appointment to the post of Stenographer Grade –I in English shall be made only after he/she had rendered a minimum 06(six) years of service as Stenographer Grade –II or Grade –III or in both the cadres taken together. Inclusion of names in the select list is against the probable vacancies only and it will not confer any right for automatic employment to the selected person.
- The candidate applying for the post of Stenographer Grade-I must have registration in Employment Exchange of Assam/Voter's ID/PRC issued in Assam for educational purpose as a proof of residency.
(Upload relevant document)

6. **Educational Qualification:-**

Minimum educational qualification is passed Degree examination or equivalent examination from a recognized University. (Upload relevant document)

7. **Age:**

The candidates should not be less than 21 years of age and not more than 38 years of age as on 01-01-2023. The upper age limit is relaxable as -

(i) By 5 years for SC/ST(P)/ST(H) candidates of Assam i.e. upto 43 years .

(ii) By 3 years for OBC/MOBC candidates of Assam i.e. upto 41 years as per Govt. Notification No. ABP. 6/2016/9 dated Dispur the 25th April 2018.

(iii) For persons with Benchmark Disabilities (PWBD) by 10 years irrespective of SC/ST/OBC and General Category of candidates i.e. upto 48 years as per Govt. Notification No. ABP 144/95/121 dated Dispur the 28th October, 2015.

The age limit of the candidates will be calculated on the basis of the **Matriculation /HSLC Admit Card** issued by a recognized Central/State Board/Council which is to be uploaded while filling up the online application. No other document shall be accepted. **(Upload relevant document)**

NOTE-I: The candidates applying for the Post should ensure that they fulfill all the eligibility conditions for recruitment to the Post. If on verification at any time before or after the Stenography Proficiency Test /Objective Type Written Test, it is found that they do not fulfill any of the eligibility conditions; their candidature for the Post will be cancelled by the Commission.

APPLICATION FEES:

Under the Digital India initiative by Ministry of Electronics and Information Technology (MeitY), Government of India, APSC has decided to launch its Online Recruitment portal with the help of CSC-SPV, a MeitY approved organization, which will charge a processing fee of Rs. 40.00/- + 18% tax = Rs.47.20/- from each candidate.

| Sl. No | Category | Application fee (Rs) | Processing Fee Charged by CSC-SPV (Rs) | Taxable amount on processing fee (@18%) | Total Amount (Rs) |
|--------|----------------|----------------------|--|---|-------------------|
| 1. | General | 250 | 40 | 7.20 | 297.20 |
| 2. | SC/ST/OBC/MOBC | 150 | 40 | 7.20 | 197.20 |
| 3. | BPL | Nil | 40 | 7.20 | 47.20 |
| 4. | PWBD | Nil | 40 | 7.20 | 47.20 |

- Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- BPL Candidates must upload BPL certificate for claiming application fee relaxation.
- Fee once paid shall not be refunded under any circumstance nor can the fee be held in reserve for any other examination or selection.

SC/ST/OBC

Candidates belonging to SC, ST or OBC category, they must upload certificate in support of his/her claim of fee relaxation from competent authority of the State of Assam. The certificate must be obtained within the closing date of online application and no claim in this regard will be entertained afterwards.

PERSONS WITH BENCHMARK DISABILITY (PWBD)

***Candidates applying in PWD category should upload Disability Certificate issued by competent authority.**

Physically Handicapped (PH) Persons or Persons with disabilities, can apply to the respective post even if the post is not reserved for them but has been identified as Suitable. However, such candidates will be considered for selection to such post by general standard of merit. Persons suffering from not less than 40% of relevant disability shall alone be eligible for the benefit of reservation and other relaxations as permissible under the rules. Thus, Physically Handicapped (PH) persons can avail benefit:

(i) Reservation and other concessions and relaxation as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PH candidates.

(ii) Other Concessions and Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.

HOW TO APPLY

- Applicants are required to apply online through APSC's recruitment website. No other means/ mode of application will be accepted and the Application will be summarily rejected.

2. Applicants who have not registered yet, in Online Recruitment Portal of APSC are first required to go to the APSC's recruitment website <https://apscrecruitment.in> and register themselves by clicking on 'Register Here' link and complete the One Time Registration(OTR) process by providing basic details.
3. CANDIDATES ARE ADVISED TO REGISTER WITH VALID AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION. INTERVIEW SCHEDULE AND REQUIREMENTS WITH REGARD TO COPIES OF CERTIFICATES TO BE SUBMITTED IN RESPECT OF CLAIMS MADE IN THE ONLINE APPLICATION, WILL BE INTIMATED TO THE CANDIDATES THROUGH THE WEBSITE OF THE COMMISSION IN DUE COURSE OF TIME.
4. After creating an account, applicants need to login with the credentials.
5. After login, applicants need to provide One Time Registration details such as Personal Information, Educational Qualification, Work Experience, Photo (Min size-50 KB & Max size-200 KB and not older than 3 months) & Signature (Min size-50 KB & Max size-200 KB) and other required documents. Once these details are submitted, applicants will be able to download the One Time Registration details. Then applicants can click on **Applicant Section** => Apply Section link for application form submission.
6. The applicants are advised to read the eligibility criteria and other relevant details carefully before applying for the advertisement. Mandatory fields in the online form are marked with * (asterisk) sign.
7. Candidates must submit the details of documents like Certificate No., Issue date, Issuing authority and upload the documents/certificates (whenever asked for) in support of the claims made by them in the Application Form like, Date of Birth, Experience, Qualification(s) etc. or any other information, in pdf file in such a way that the file size does not exceed 2 MB and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in 200 dpi grey scale.
8. Pass certificate/ mark sheet of the degree furnished must clearly state the name of the candidate and degree awarded to him/her or subjects are specified as per Advertisement.
9. Document details submitted in the online application form will be verified at the time of Personal Viva-Voce Interview.
10. Applicant should carefully fill all the information as asked in the application form and click on the declarations checkbox to enable the 'Preview' button before final submission.
11. Applicants must ensure all relevant fields in the application are filled in correctly before final submission, since editing after final submission will not be allowed.
12. Documents such as educational Qualification, age proof, caste etc. required to be uploaded should be checked by going to the preview option before final submission to ensure that the documents are in legible condition.
13. After previewing the details filled in by the applicant he/she can either click 'Submit' for final submission or click 'Cancel' button for necessary corrections before final submission of the Application Form.
14. On completion of form submission applicant has to pay application fee along with processing fee as applicable.
15. Application fee once paid by the applicant will not be refunded.
16. In case of failure of the payment applicant should click on button 'Validate Payment' to verify the payment from bank. In instances of double debit i.e. amount debited twice for the same transaction, the bank will automatically refund the fee to the applicant within 5-7 working days.
17. On successful completion of your complete application, an auto-generated email message will be sent on your registered email-id.
18. Application will not be considered if fee is not paid for that application.
19. Applicant may also fill their online form through Common Service Centers. Applicants without debit card/Internet banking may visit nearest CSCs.
20. Candidates with less than 40% disability will not be considered for any relaxation which is applicable to Persons with benchmark disability candidates.
21. The applicants are advised to submit only single Online Recruitment Application for each post; however, if somehow, if he/she submits multiple Online Recruitment Applications for one post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. Fee paid against one "Application Number" shall not be adjusted against any other "Application Number".
22. After submitting the Online Application, the candidates are required to take out a print out of the finally submitted Online Recruitment Application and retain the hardcopy of the Online Application Form.
23. The candidates are advised to submit the Online Recruitment Application well in advance without waiting for the closing date.

24. For any payment related issues, one can reach the following helpdesk numbers –
GRAS Helpline (Telephonic):1800-212-11-88-66 (From 10:00 AM to 6:00 PM on all working days)

GRAS Helpdesk- <https://assamegras.gov.in/helpdesk/>

1. Click 'Submit a ticket' → Click 'Payment Related'
2. Fill-in your payment related details. Click 'Submit ticket'

Bank - For any bank related issue we suggest applicants to contact their respective bank branches.

25. For any other issues related to online application form you can contact the following-
Email: cceapsc@gmail.com
Contact No: 1800-572-23-43 (From 10:00 AM to 5:00 PM on all working days.)

POINTS TO NOTE:

1. The candidates before applying for the post(s)/service(s) should ensure that they fulfill all the eligibility conditions. Their admission at all the stages of selection in which they are admitted by the Commission will be purely provisional and under scrutiny, subject to their satisfying the prescribed eligibility conditions. **If on verification at any time or any stage before or after the Stenography Proficiency Test/ Objective Type Written Test**, it is found that they do not fulfill any of the eligibility conditions; their candidature for the post(s)/service(s) will be cancelled by the Commission.
2. It is for the candidates themselves to see whether they satisfy the prescribed physical requirement (physical standard) and whether he/she is eligible to apply where Examination of physical standard is conducted by the State Govt. before making any appointment.
3. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.
4. At any stage of the selection process no candidate shall be allowed to change his/her category (of caste etc)/sub-category/sub-categories as claimed by him/her in the original application form/online application form submitted to the Commission.
5. The candidates who furnish wrong, erroneous or incorrect information in their application form may be disqualified from appearing for any post before the Commission up to a period to be specified by the Commission.
6. In case of detection of any false declaration / statement made by any applicant, his/her application will be rejected and will also be penalized as per prevailing Rules/Law. If in any case, submission of false material facts with a view to hoodwinking the Commission is detected even after the recommendation is made, the Commission may refer the matter to Government for taking necessary action.
7. The candidates shall have to produce identity proof like Pan Card, Driving License, Passport, Current ID card issued by the educational institutions, Voter ID Card, Aadhar Card (wherever applicable) at the time of **Stenography Proficiency Test/ Objective Type Written Test**.
8. The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website <http://www.apscrecruitment.in> unless specifically mentioned in the recruitment advertisement.
9. In respect of equivalent clause in Essential Qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of advertisement, then the candidate is required to produce order/letter in this regard, indicating the Authority (with number and date) under which it has been so treated otherwise the Online Recruitment Application is liable to be rejected.
10. Candidates must, if required, attend a personal interview at such place, as may be fixed by the Commission. The Commission does not defray the traveling or other expenses of candidates summoned for interview.
11. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Government may require.
12. Candidates will be informed of the final result in due course through APSC website/News paper and any interim enquiries about the result are therefore, unnecessary and will not be attended to. The Commission do not enter into correspondence with the candidates about reasons for their non selection for interview/appointment.
13. Canvassing in any form will disqualify a candidate.

DOCUMENTS/CERTIFICATES TO BE PRODUCED on the day of Objective Type Written Test.

The hardcopy of the online application and the following Original Documents/Certificates along with **Self-attested** copies and other items specified in the Intimation Letter./Admit Card for **Objective Type Written Test** are to be produced on the day of the Objective Type Written Test.

- a) Matriculation/10th Standard/HSLC Admit Card/Pass Certificate issued by Central/State Board clearly indicating Date of Birth in support of their claim of age.
- b) Certificates & Mark sheets of all examinations from HSLC onwards up to the level of qualifying examination.
- c) Degree/Diploma certificate along with mark-sheets pertaining to all the academic years as proof of educational qualification claimed. In the absence of Degree/Diploma certificate, provisional certificate along with mark sheets pertaining to all the academic years will be accepted.
- d) Experience certificates, whenever specifically mentioned in the advertisement (The experience column of the online application form should be filled as and when specifically mentioned in the advertisement/online application form)
- e) Caste certificate in Assam Govt. format by candidate seeking reservation as SC/ST/OBC/MOBC, from the competent authority indicating clearly the candidate's Caste, the Act/Order under which the Caste is recognized as SC/ST/OBC/MOBC and the village/town the candidate is ordinarily a resident of.
- f) BPL certificate/EWS certificate in Assam Govt. Format (wherever necessary)
- g) Physically Handicapped certificate issued by the competent authority to Physically Handicapped persons eligible for appointment to the post on the basis of prescribed standards of Medical Fitness and if reservation is claimed by candidate for the post.
- h) **Persons already in Regular Government service, whether in permanent or temporary capacity other than casual/ad-hoc/daily wages/hourly paid/contract basis are however required to submit a declaration that they have informed in writing to their Head of Office/Department that they have applied for the post..**
- i) The candidates will have to submit Declaration Form-A, related to the Assam Public Services (Application of Small Family norms in Direct Recruitment) Rules, 2019 published vide Notification No:ABP.69/2019/17 dated Dispur, the 6th November/2019 which may be downloaded from the official website of APSC www.apsc.nic.in (Forms & Downloads Section)
- j) Documentary support for any other claim(s) made.

NOTE I: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted. No document other than the HSLC or Class X Board Examination Admit Card/Pass Certificate, in which the date of birth is recorded, will be accepted by the Commission for determination of age.

NOTE II: Candidates are warned that they should not furnish any particulars that are false or suppress any material information in filling up the application form. Candidates are also warned that they should in no case correct or alter or otherwise tamper with any entry in a document or its attested/certified copy submitted by them nor should they submit a tampered/fabricated document. If there is any inaccuracy or any discrepancy between two or more such documents or their attested/certified copies, an explanation regarding this discrepancy should be submitted.

METHOD OF SELECTION:

The selection of candidates for recruitment to the post will consist of the following:

(A) Candidates whose applications are accepted will be required to appear in **Stenography Proficiency Test** at 150 wpm in English as follows:-

| Name of Post | Stenography Speed | Time for dictation of trial passage | Time for dictation of test passage | Time for revision of test passage by candidate | Time for transcription |
|--------------------------------|-------------------|-------------------------------------|------------------------------------|--|------------------------|
| Stenographer Grade-I (English) | 150 WPM | 2 min | 3 min | 10 min | 45 min |

The minimum qualifying marks in the **Stenography Proficiency Test** shall be of 40 marks.

(B) Against each vacancy four candidates who have qualified in the **Stenography Proficiency Test** will be shortlisted on the basis of the marks obtained in the **Stenography Proficiency Test** who will have to appear in the **Objective Type Written Test**.

The Objective Type Written Test shall be of 2 hours duration and total marks shall be of 100 with the following subject-wise distribution :-

| Sl.No. | Subject | Marks | Duration |
|--------|---|-------|----------|
| 1. | English | 50 | 2Hrs |
| 2. | Knowledge and ability to operate Computer | 20 | |
| 3. | General Knowledge (Out of 30 marks, 10 marks shall be on Assam History) | 30 | |
| Total | | 100 | |

The names of the candidates recommended for appointment shall be arranged on the basis of the aggregate marks obtained by the candidates in the Stenography Proficiency Test and the Objective Type Written Test. In case two or more candidates acquire equal aggregate marks, the names of such candidates shall be arranged according to the marks obtained in the Stenography Proficiency Test.

Place of Examination: The Stenography Proficiency Test and Objective Type Written Test will be held at Guwahati.

The list of candidates whose applications are found valid or rejected after scrutiny will be made available in the Assam Public Service Commission's website (www.apsc.nic.in) showing grounds of rejection in due course.

- The Advertisement has been issued as per the Assam Stenographers Service Rules, 1995 & amendments made thereafter.

N.B.: THIS CANCELS THE EARLIER ADVT. NO.09/2022, DTD. THE 7TH MAY, 2022 FOR THE POST OF STENOGRAPHER GRADE-I (ENGLISH), DUE TO NON-AVAILABILITY OF ELIGIBLE CANDIDATES.


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

Memo No.17 PSC/Estt.-1/98-99/Pt-I (A),

Dated Guwahati, the 15th June /2023

Copy forwarded to:-

1. P.S. to the Hon'ble Chairman, for kind appraisal of the Hon'ble Chairman, APSC.
2. Principal Controller of Examinations, APSC for information and necessary action.
3. The Deputy Secretary, Secretariat Administration Department, Dispur, Guwahati-6.
4. Programmer, Computer Section, APSC for uploading in the APSC website.
5. The Director of Employment and Craftsmen Training, Assam, Rehabari, Guwahati-8.
6. The Deputy Chief University Employment and Guidance Bureau, Guwahati, Assam.
7. The Asstt. Employment Officer, University Employment Information and Guidance Bureau, Dibrugarh University, Dibrugarh, Assam.
8. The Employment Officer, Employment Exchange, Dhubri/ Kokrajhar/ Bongaigaon/ Barpeta/ Goalpara/ Nalbari/ Mangaldoi/ Tezpur/ Lakhimpur/ Dhemaji/ Dibrugarh/ Tinsukia/ Sivasagar/ Jorhat/ Golaghat/ Nagaon/ Morigaon/ Karimganj/ Silchar/ Hailakandi/ Haflong/ Diphu and Guwahati.
9. The Secretary, District Council, DimaHasao-Haflong/KarbiAnglong, Diphu for wide publicity in their respective jurisdiction.
10. The Deputy Commissioner, Karbi Anglong, Diphu and Deputy Commissioner, DimaHasao, Haflong for wide publicity in their respective jurisdiction.
11. All Deputy Commissioners/SDOs/Secretary, Mahkuma Parishad etc. for wide publicity in their respective jurisdiction.
12. Centre for information and Career Development managed by OSOM Education Trust, Navagiri Road, Chandmari, Ghy-3.


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