## GOVERNMENT OF ARUNACHAL PRADESH
## ARUNACHAL PRADESH STAFF SELECTION BOARD
## C-SECTOR, ITANAGAR

No. APSSB-172/2021     **Vacancy Notice**     Dated: 10th May 2021

### ADVERTISEMENT NO.10/2021
### Combined Higher Secondary (10+2) Level Examination, 2021

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

Online Applications are invited from eligible candidates for recruitment to Gr 'C' Posts against vacancies for following 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. Candidates should go through the Recruitment Notice carefully before applying for the respective posts and ensure that they fulfill 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

The details of the vacancies provided by the indenting Offices/Departments are as follows:

| Post code | Name of post | Level in Pay matrix | Name of Office/Department | District | Vacancies | | | |
|---|---|---|---|---|---|---|---|---|
| | | | | | APST | UR | PwD | Total |
| 73/21 | LDC (District Establishment) | Level-4 ₹25,500-₹81,100/- | DC Capital Complex | Capital Complex | 2 | 0 | 0 | 2 |
| | | | DC Changlang | Changlang | 0 | 1 | 0 | 1 |
| | | | DC East Kameng | East Kameng | 3 | 0 | 0 | 3 |
| | | | DC Kra Daadi | Kra Daadi | 11 | 3 | 0 | 14 |
| | | | DC Lohit | Lohit | 4 | 0 | 0 | 4 |
| | | | DC Lower Dibang Valley | Lower Dibang Valley | 1 | 0 | 0 | 1 |
| | | | DC Namsai | Namsai | 1 | 0 | 0 | 1 |
| | | | DC Shi Yomi | Shi Yomi | 10 | 0 | 0 | 10 |
| | | | DC Tawang | Tawang | 1 | 0 | 0 | 1 |
| | | | DC Tirap | Tirap | 0 | 1 | 1* | 2 |
| | | | DC Upper Subansiri | Upper Subansiri | 4 | 1 | 0 | 5 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | | DC West Kameng | West Kameng | 5 | 1 | 0 | 6 |
| | | | DC West Siang | West Siang | 3 | 1 | 0 | 4 |
| | | | Total | | 43 | 7 | 1* | 51 |
| 74/21 | LDC | Level-4 ₹25,500-₹81,100/- | Department of Agriculture | Not applicable | 2 | 0 | 0 | 2 |
| | | | APPSC | Not applicable | 2 | 0 | 0 | 2 |
| | | | Tax, Excise & Narcotics | Not applicable | 8 | 2 | 0 | 10 |
| | | | TRIHMS | Not applicable | 3 | 1 | 0 | 4 |
| | | | Directorate General of Police | Not applicable | 8 | 3 | 0 | 11 |
| | | | DHS | Not applicable | 3 | 0 | 0 | 3 |
| | | | Chief Electoral Office | Not applicable | 17 | 0 | 0 | 17 |
| | | | APIC | Not applicable | 1 | 0 | 0 | 1 |
| | | | Director (Civil Aviation) | Not applicable | 1 | 0 | 0 | 1 |
| | | | PCCF | Not applicable | 10 | 0 | 0 | 10 |
| | | | State Election Commission | Not applicable | 2 | 0 | 0 | 2 |
| | | | DH&TE | Not applicable | 5 | 1 | 0 | 6 |
| | | | UD & Housing | Not applicable | 7 | 2 | 0 | 9 |
| | | | DoTCL | Not applicable | 1 | 0 | 0 | 1 |
| | Data Entry Operator | | Chief Electoral Office | Not applicable | 14 | 3 | 0 | 17 |
| 75/21 | Junior Secretariat Assistant | Level-4 ₹25,500-₹81,100/- | SAD | Not applicable | 8 | 0 | 0 | 8 |
| 76/21 | Agriculture Field Assistant (Jr) | Level-4 ₹25,500-₹81,100/- | Department of Agriculture | Not applicable | 9 | 2 | 0 | 11 |
| 77/21 | Laboratory Assistant | Level-3 ₹21,700-₹69,200/- | Department of Agriculture | Not applicable | 1 | 0 | 0 | 1 |
| 78/21 | Record Keeper/ Record Clerk/ Computer Operator | Level-4 ₹25,500-₹81,100/- | TRIHMS | Not applicable | 7 | 2 | 0 | 9 |
| Grand Total | | | | | 154 | 24 | 1* | 179 |

* Note: The category of disability and reservation for PwD vacancy shall be intimated later.

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

| Opening Date of Application – **18/05/2021, 1000 hours** |
| Closing Date of Application – **17/06/2021, 1500 hours** |
| Tentative date of written examination – **01/08/2021** |

Candidates must apply online through the website **www.apssb.nic.in** . The closing date for the submission of online application is 17-06-2021 till 1500 hrs after which the link will be disabled. Application received through any other mode would not be accepted and will be summarily rejected.

The educational qualifications, experience, pay scale, age limit as per Recruitment Rules are as under:

| Post Code | 73/21, 74/21 |
|---|---|
| Name of Post | Lower Division Clerk (LDC), Data Entry Operator (DEO) |
| **Educational and other Qualifications** | a) Class XII pass certificate from a recognized Board or Institution. <br> 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. <br> c) 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-4  ₹25,500- ₹81,100/- |
| **Age Limit** | Between 18 to 32 years. Age relaxable for APST etc in accordance with the instructions/order issued by the Government of Arunachal Pradesh from time to time. |

| Post Code | 75/21 |
|---|---|
| Name of Post | Junior Secretariat Assistant (JSA) |
| **Educational and other Qualifications** | a) Class XII pass certificate from a recognized Board or Institution. <br> 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/- |
| **Age Limit** | Between 18 to 32 years. Age relaxable for APST etc in accordance with the instructions/order issued by the Government of Arunachal Pradesh from time to time. |

| Post Code | 76/21 |
|---|---|
| Name of Post | Agriculture Field Assistant Jr. (AFA) |
| Educational and other Qualifications | Class-XII (Sc) Passed from a recognized Board/Institution |
| Pay Matrix Level | Level-4 ₹25,500- ₹81,100/- |
| Age Limit | Between 18 to 32 years. Age relaxable for APST etc in accordance with the instructions/order issued by the Government of Arunachal Pradesh from time to time. |

| Post Code | 77/21 |
|---|---|
| Name of Post | Laboratory Assistant |
| Educational and other Qualifications | Essential<br>a) Class XII passed with Science subject.<br>b) Passed certificate course in Laboratory Assistant from a Recognised institution.<br>Desirable<br>a) 2(two) years practical experience. |
| Pay Matrix Level | Level-3 ₹21,700- ₹69,200/- |
| Age Limit | Between 18 to 32 years. Age relaxable for APST etc in accordance with the instructions/order issued by the Government of Arunachal Pradesh from time to time. |

| Post Code | 78/21 |
|---|---|
| Name of Post | Record Keeper/ Record Clerk/ Computer Operator |
| Educational and other Qualifications | a) 12th Pass or equivalent from recognized Board<br>b) 1 (one) year Diploma course in Computer Application. |
| Pay Matrix Level | Level-4 ₹25,500- ₹81,100/- |
| Age Limit | Between 18 to 32 years. Age relaxable for APST etc in accordance with the instructions/order issued by the Government of Arunachal Pradesh from time to time. |

➤ 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)*.

➢ 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 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 post(s) 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 circumstances 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 post(s).

## 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)*.
ii. Persons with Disabilities (PwD) are exempt from paying the fees.

## 2. ELIGIBILTY CRITERIA

i. The candidate must be a citizen of India.
ii. **The educational qualification, age, experience as stipulated in the advertisement shall be determined as on the closing date of submission of application.**
iii. The vacancy for APST against the District Offices **(Post code 73/21)**is reserved only for the APST candidates who are domicile of that particular district as notified vide OM No. AR-47/10 dated 2/6/2011.Such APST candidate should be a PRC holder of that particular District.
iv. The vacancies in the unreserved category shall be open to all as per above Govt. notification.

## 3. SCHEME OF EXAMINATION:

The scheme of examination will consist of two stages against posts indicated below:
**Only Stage-1:**
- Agriculture Field Assistant (Jr.) (Code: No.76/21)
- Laboratory Assistant (Code:No.77/21)

## Both Stage-1 and Stage-2:

- Lower Division Clerk (Code: No.73/21, 74/21) and Data Entry Operator (Code: No.74/21)
- JSA (Code: No.75/21)
- Record Keeper/Record Clerk/Computer Operator (Code: No.78/21)

## Stage- 1 (Objective Type Multiple Choice Questions) 300 Marks:

The test will comprise of the following subjects:

(a) General English – 100 marks (50 questions of 2 marks each)

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) Elementary Math - 100 marks (50 questions of 2 marks each)

Syllabus:-i) Number Systems: Computation of Whole Number, Decimal and Fractions, Relationship between numbers.

ii) Fundamental arithmetical operations: Percentages, Ratio and Proportion, Square roots, Averages, Interest (Simple and Compound), Profit and Loss, Discount, Partnership Business, Mixture and Allegation, Time and distance, Time and work.

iii) Algebra: Basic algebraic identities of School Algebra and Elementary surds (simple problems) and Graphs of Linear Equations.

iv) Geometry: Familiarity with elementary geometric figures and facts: Triangle and its various kinds of centres, Congruence and similarity of triangles, Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles.

v) Mensuration: Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square Base.

vi) Trigonometry: Trigonometry, Trigonometric ratios, Complementary angles, Height and distances (simple problems only) Standard Identities like $\sin^2\Theta + \cos^2\Theta = 1$ etc.

vii) Statistical Charts: Use of Tables and Graphs: Histogram, Frequency polygon, Bar-diagram, Pie-chart.

viii) General Intelligence: It would include questions of both verbal and nonverbal type. The test will include questions on Semantic Analogy, Symbolic operations, Symbolic/ Number Analogy, Trends, Figural Analogy, Space Orientation, Semantic Classification, Venn Diagrams, Symbolic/ Number Classification, Drawing inferences, Figural Classification, Punched hole/ pattern-folding & unfolding, Semantic Series, Figural Pattern-folding and completion, Number Series, Embedded figures, Figural Series, Critical Thinking, Problem Solving, Emotional Intelligence, Word Building, Social Intelligence, Coding and de-coding, Other subtopics, if any Numerical operations.

(c) General Knowledge – 100 marks (50 questions of 2 marks each)

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.

- The test will be of Objective Type Multiple Choice Questions comprising of 150 questions as mentioned above. Each question will carry 02(two) marks. The candidate will have to complete the test in 03(three) hours.

- A candidate must secure a minimum of 33% or more marks in each subject in the written examination paper and must secure 45% of marks out of aggregate total marks in the written examination paper. The candidate 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.

## Stage- 2 (Skill Test):

A Skill Test of qualifying nature will be conducted comprising of the following:

1. Typing Test

   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.

2. Basic Computer Application (50 marks)
   a. Word processing (Microsoft word)
   b. Spreadsheets (Microsoft excel)
   c. Slides (Microsoft powerpoint)

The candidate will have to secure at least 33% (16.5 marks) in aggregate to qualify the Basic Computer Application Test.

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.
- **Skill Test will be of Qualifying nature only, the marks secured will not be counted for preparation of the final Merit.**
- **The candidate must Qualify in Stage-2.**
- Other details, if any, of Skill Test will be informed in the official website.
- **Stage-2 (Skill Test) of the examination is not applicable for candidates for the post of Agriculture Field Assistant (Jr.) (76/21) and Laboratory Assistant (77/21).**
- The Final merit for all the posts shall be prepared on the basis of marks secured in written examination only.

4. **HOW TO APPLY:** Candidates are required to apply online through the website **www.apssb.nic.in** .

5. **SCANNED COPIES OF FOLLOWING DOCUMENTS AND INFORMATION ARE TO BE ATTACHED/UPLOADED.**

   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).

6. **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. Class XII pass certificate issued issued by the Board/University.
   iv. Class XII marksheet issued by the Board/University.
   v. APST Certificate (if applicable).
   vi. Permanent Resident Certificate (if applicable).
   vii. Certificate of 6 months Diploma in Computer Application from a recognized Board/Institution duly recognized by the Arunachal Pradesh Council for Technical Education/AICTE (if applicable).

| viii. | Certificate of 1 year Diploma in Computer Application from a recognized Board/Institution duly recognized by the Arunachal Pradesh Council for Technical Education/AICTE (if applicable). |
| ix. | Certificate course in Laboratory Assistant from a Recognised institution (if applicable). |
| x. | Any other document as may be relevant. |
| xi. | Intimation letter to HoD for those who are in regular Govt. Service. |
| xii. | PwD certificate in case of vacancy under PwD quota. |

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

**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 must not be less than 18 years and above 32 years of age as on 17/06/2021

| Category | Age Relaxation |
|----------|----------------|
| APST | Relaxable upto 05 (five) years. |
| PwD | 10 years upper age relaxation for PwD (15 years for APST) |

## 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 incase 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/Electronic 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.

(Santosh Kumar Rai) ,IAS
Secretary cum CoE, APSSB
Govt. of Arunachal Pradesh

Memo No. APSSB-172/2021                                          Dated: 10th May 2021
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 and with a request to make publicity in their respective districts.
4. The Director (IPR), Naharlagun with a request to publish in one issue of two local State Dailies.
5. The Head of Programme, DD (Arunprabha), DDK Itanagar with a request to arrange for broadcasting in DD (Arunprabha).
6. The Station Director, All India Radio, Itanagar/ Pasighat/ Tezu/ Tawang/ Ziro with a request to broadcast at suitable time.
7. The Editor (Advertisement section), Employment News, Publications Division, Ministry of Information & Broadcasting, Govt of India, VII Floor, Soochna Bhavan, C.G.O Complex, Lodhi Road, New Delhi - 110003
8. Notice Board.
9. Office Copy.

(Santosh Kumar Rai), IAS
Secretary cum CoE, APSSB
Govt. of Arunachal Pradesh