



# অসম লোকসেৱা আয়োগ

## ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

**ADVT.NO.19/2024**

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

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

No.5PSC/E-5/2024-25

Dated Guwahati, the 9<sup>th</sup> September, 2024

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 posts under Assam Government in the scale of pay as indicated below and carrying usual allowances as admissible under Rules of the Govt. of Assam.

A) 1. **Name of the Post:** - Stenographer Grade-II in Assam Secretariat (Janata Bhawan) under General Administration Department.

2. **Online Application:** - Start Date From : 13.09.2024  
End Date : 03.10.2024  
Last Date for submission of fees : 05.10.2024

3. **No. of Posts:** -

(i) Stenographer Grade –II (English) : 26 (Twenty-six)  
(ii) Stenographer Grade-II (Language) : 10 (Ten) } Total: 36 (thirty six) nos.

Name of the Service/Post	Open category		Reserved for OBC/MOBC		Reserved for SC		Reserved For STP		Reserved For STH		Grand Total		Post reserved for PwBD & Type of Disability	Total post reserved for Ex-Servicemen
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW		
Stenographer Gr-II (English)	12	03	07	02	02	01	03	01	02	01	26	08	1 (one) post for blindness and low vision	01
Stenographer Gr-II (Language)	05	02	02	01	01	Nil	01	Nil	1	Nil	10	03	Nil	Nil

\*Reservation as per draft advertisement received from Government against total numbers of posts in the cadre.

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. 22,000/- to 97,000/-	Rs.9,400/-	P.B. -3

5. **Eligibility Criteria:-**

A. **Educational Qualification:**

Minimum education qualification is passed the Degree examination or equivalent examination from a recognized University with proficiency in Stenography.

N. B. :- Further details in mode of selection.

## 6. Age:

The candidates should not be less than 21 years of age and not more than 38 years of age as on 01-01-2024. The upper age limit is relaxable as –

- (i) By 5 years for SC/STP/STH candidates i.e. upto 43 years.
- (ii) By 3 years for OBC/MOBC candidates 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 as per Govt. Memorandum No. ABP 180/2017/105 dated Dispur the 7<sup>th</sup> January, 2019.
- (iv) The maximum age in respect of Ex-servicemen shall be 50(fifty) years for Un-reserved category.
  - (i) The maximum age in respect of Ex-servicemen who belong to OBC/MOBC shall be relaxed by 3(three) years over their general age limit of 50(fifty) years i.e. upto 53(fifty-three) years.
  - (ii) The maximum age in respect of Ex-servicemen who belong to SC/ST shall be relaxed by 5(five) years over their general age limit of 50(fifty) years i.e. upto 55(fifty-five) years.

The age limit of the candidates will be calculated on the basis of **the 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 above-mentioned documents for age proof.

**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 and /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 including Ex-servicemen candidates	250	40	7.20	297.20
2.	SC/ST/OBC/MOBC including Ex-servicemen candidates	150	40	7.20	197.20
3.	BPL	Nil	40	7.20	47.20
4.	PwBD including Ex-servicemen candidates	Nil	40	7.20	47.20

- a) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.
- b) To avail application fees relaxation prescribed for SC/ST/OBC/BPL/PwBD candidates must produce certificate of the claimed category issued by competent authority.
- c) **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 claiming reservation in SC, ST or OBC category, they must upload certificate in support of his/her claim 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)

Physically Handicapped (PH) Persons or Persons with disabilities, as indicated against various item(s) in the VACANCY DETAILS, can apply to the respective posts 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 of:

- i) Reservation and other Concessions & Relaxations 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 & Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PH candidates.

Candidates claiming reservation in PwBD category, they must upload certificate in support of his/her claim from competent authority while filling the online application form. The certificate must be obtained within the closing date of online application and no claim in this regard will be entertained afterwards.

Candidates suffering LOCO-MOTOR with writing extremity will be allowed the help of a scribe, if required. The scribe should not possess educational qualifications higher than the requisite qualification for the post. The facility of scribe will be provided to such candidates on production of a certificate at the time of Written Examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per proforma at **Annexure – I**. The candidates have discretion of opting for his/her own scribe or request the Commission for the same and suitable provisions in Online Application have been made in this regard. The details of scribe in case candidates are bringing their own scribe, will have to submit an undertaking (Format provided in **Annexure-II**) to the Commission through the Commission's mail Id (**apscquery@gmail.com**) or By hand/Post within 7 days from the date of issue of admit card for the Written Examination.

### **EX-SERVICEMEN**

Ex-Servicemen candidates would be required to submit the Ex-Servicemen Identity Card issued by the Zila Sainik Welfare Office and Discharge Book.

### **HOW TO APPLY**

1. 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.
3. CANDIDATES ARE ADVISED TO REGISTER WITH VALID AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION, AS ALL CORRESPONDENCE WILL BE MADE THROUGH E-MAIL BY THE COMMISSION. 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, applicant will be able to see the live advertisements of APSC in 'Apply Section'.
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. Applicant can click on 'Apply' to fill up the application form.
8. 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/jpeg** file in such a way that the file size does not exceed **200 KB** and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in **200 dpi grey scale**.
9. **Document details submitted in the online application form will be verified on a notified date.**
10. An applicant is required to upload the scanned images of his/her recent photograph and signature in JPG/JPEG format.
  - a. Size of the photograph (passport size) (Max size–200 KB)
  - b. Size of the signature (Max size–200 KB)
11. 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.
12. Applicants must ensure all relevant fields in the application are filled in correctly before final submission, since editing/cancellation after final submission will not be allowed.
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. Applicant's 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 the post; however, if somehow, if he/she submits multiple Online Recruitment Applications for the post, then he/she must ensure that Online Recruitment Application with the higher "Application Number" is complete in all respects including fee. The applicants, who submit multiple Online Recruitment Applications, should note that only the Online Recruitment Application with higher "Application Number" shall be entertained by the Commission and 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](mailto: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/ and 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 Licence, Passport, Current ID card issued by the educational institutions, Voter ID Card, Aadhar Card (wherever applicable) at the time of **Stenography Proficiency Test/ and 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 AT THE TIME OF INTERVIEW/DOCUMENT VERIFICATION:**

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 are to be produced on the day of Document Verification.

- a) 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.
- 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 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 6<sup>th</sup> November/2019 which may be downloaded from the official website of APSC [www.apsc.nic.in](http://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 Class-X/Class-XII Examination Admit Card/Pass Certificate/Marksheet, 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.

**(Upload relevant documents)**

## 7. MODE OF SELECTION:

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

- a. The scheme of selection of candidates for recruitment to the post of Stenographer Grade-II will comprise of the following two parts:-
  - i. Stenographer Proficiency Test.
  - ii. Objective Type Written Test.
- b. Candidates whose applications are accepted will be required to appear in Stenography Proficiency Test at 100 wpm in English and 90 wpm in Language (Assamese, Bengali and Hindi) 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-II (English)	100 WPM	2 min	5 min	10 min	60 min
Stenographer Grade-II (Language)	90 WPM	2 min	5 min	10 min	90 min

### Note:

- “Language” means Hindi or Assamese or Bengali Language.
  - “Stenography” means taking dictation and preparing type written transcribed copy of the passage.
  - “WPM” means Word Per Minute speed in taking dictation.
- i. There will be a trial passage and another test passage selected beforehand.
  - ii. The trail passage will be dictated by the same person who will dictate the test passage so that the candidate can get familiar with his mode of dictation and accents and pronunciation. The trail passage will be dictated twice at the same speed as for the test passage, with an interval of one minute in between.
  - iii. The candidate shall have to get minimum 460 correct transcribed words against dictation of 5 minutes @ 100 words per minute in respect of Language Stenography and 414 correct transcribed words against dictation of 5 minutes @ 90 words per minute in respect of Language Stenography to qualify the Stenography Test.
  - iv. The minimum qualifying marks in the Stenography Proficiency Test shall be 40 marks.
  - v. For minimum correct transcribed word, the candidate shall be awarded 40 marks in the Stenography Test. For each additional correct transcribed word, another 2 marks shall be awarded in addition to 40 marks.
  - vi. The candidates qualifying in the Stenography Proficiency Test shall be shortlisted for Objective Type Written Test.
  - vii. 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.

### c. Objective Type Written Test:

- (A) 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	2 Hours
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	

(B) 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.

8. **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](http://www.apsc.nic.in)) showing grounds of rejection in due course.


➤ The Advertisement has been issued as per the relevant service rule.

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

Memo No.5PSC/E-5/2024-2025 (A)

**Copy forwarded to:-**

1. All the Hon'ble Members, APSC for information.
2. The Additional Secretary to the Govt. of Assam, GAD.
3. The Secretary, APSC for information.
4. The Principal Controller of Examinations, APSC for information and necessary action.
5. The PS to the Hon'ble Chairman, APSC for kind appraisal of the Hon'ble Chairman.
6. The Programmer, APSC for uploading in APSC's website.
7. Order File.

  
Under Secretary,  
Assam Public Service Commission  
Jawaharnagar, Khanapara, Guwahati-22  
Dated Guwahati, the 9<sup>th</sup> September, 2024

  
Under Secretary,  
Assam Public Service Commission  
Jawaharnagar, Khanapara, Guwahati-22