



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

Vacancy Notice

No. APSSB-13/69/2021

Dated: 10th Dec' 2022

ADVERTISEMENT NO.12/2021

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

| | |
|---|-----------------------|
| Website Address | www.apssb.nic.in |
| Total vacancies | 81 |
| Opening Date of Application | 15.12.2021 (1000 hrs) |
| Closing Date of Application | 05.01.2022 (1500 hrs) |
| Date for Downloading of Admit Card | 21.01.2022 (1100 hrs) |
| Tentative date of Stenographer Proficiency Test | 29.01.2022 onwards |
| Tentative date of Written Examination for the shortlisted candidates after the Skill Test | 06.02.2022 (SUNDAY) |

Online Applications are invited from eligible candidates for recruitment to Personal Assistant (Stenographer Gr-III) against vacancies for following Department /Offices indicated in Para 2 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 and ensure that they fulfill all the eligibility conditions like Age / Educational and other Qualifications/ Experience/ Category. 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.

2. The details of the vacancies provided by the indenting Offices are as follows:

| Post code | Name of post | Level in Pay matrix | Name of Office | Vacancies | | | |
|--------------|--|--|--|-----------|------------|-----------|-----------|
| | | | | APST | Unreserved | PwD | Total |
| 81/2 1 | Personal Assistant (Stenographer Gr-III) | Level-5 ₹29,200 - ₹92,300 /- | General Administration | 62 | 8 | 1(O H) | 71 |
| | | | Urban Development & Housing | 3 | 1 | 0 | 4 |
| | | | Arunachal Pradesh Public Service Commission | 1 | 0 | 0 | 1 |
| | | | Tomo Riba Institute of Health and Medical Sciences | 1 | 1 | 0 | 2 |
| | | | Public Works Department | 2 | 1 | 0 | 3 |
| Total | | | | 69 | 11 | 1 | 81 |

3. In pursuance of Government decision and in view of the change in Scheme of Examination due to modification in Recruitment Rules for the post, the recruitment notice for Personal Assistant (Stenographer Gr-III) (Post code 01) advertised vide Advertisement No. 03/2019 dated 09-01-2019 and Addendum dated 31-07-2019 are hereby cancelled. Consequently, it has also been decided to provide commensurate age relaxation to the candidates who have already verified their applications in order to enable them to be eligible to appear in the examination as per this Advertisement.

4. **Such Verified candidates need not apply afresh. However, they need to indicate their preference of Departments through a separate link activated for them.** The list of verified candidates is available on the website www.apssb.nic.in. The Opening date and closing date of application for the vacancies are as under:

| | |
|-----------------------------|-------------------|
| Opening Date of Application | 15.12.2021 (1000) |
|-----------------------------|-------------------|

| | |
|---|---------------------------------|
| Closing Date of Application | hrs) 05.01.2022(1500 hrs) |
| Date for Downloading of Admit Card | 21.01.2022 (1100 hrs) |
| Tentative date of Stenographer Proficiency Test | 29.01.2022 onwards |
| Tentative date of Written Examination for the shortlisted candidates after the Skill Test | 06.02.2022 (SUNDAY) |

5. Candidates must apply online through the website www.apssb.nic.in. The closing date for the submission of online application is **05/01/2022 till 1500 hrs**, after which the link will be disabled. Application received through any other mode will not be accepted and shall be summarily rejected. The educational qualifications, experience, pay scale, age limit as per Recruitment Rule are as under:

| | |
|---|---|
| Post Code | 81/21 |
| Name of Post | Personal Assistant (Stenographer Gr-III) |
| Educational and other Qualifications | Graduation/ Bachelor's Degree in any discipline from a recognized University |
| Pay Matrix Level | Level-5 ₹29,200- ₹92,300/- |
| 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. |

Note:

1. 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**).
2. The candidates will have to upload the details of any one of Photo Identity Documents viz. **Aadhaar Card/Voter ID Card/Driving License/PAN Card/ any government authorized Photo Identity Document** while filling up the online application form. 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 of candidates should match with admit card of the candidate issued by the Board.

3. The candidate shall clearly indicate their preference of Department/ Office while filling through online application. Applicants are advised to carefully 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 Department.

6 . EXAMINATION FEES AND MODE OF PAYMENT:

- I. A Non-Refundable Fee of ₹ 150 for APST candidates and ₹ 200 for UNRESERVED candidates (*to be paid online only*).
- II. Persons with Disabilities (PwD) are exempted from paying the fees.

7. ELIGIBILITY CRITERIA

- I. The candidate must be a citizen of India.
- II. **The educational qualification stipulated in the advertisement shall be determined as on the closing date of submission of application.**
- III. The vacancies in the unreserved category shall be open to all as per Govt. notification.
- IV. The admit card shall be downloaded from website of the Board www.apssb.nic.in from 21.01.2022 onwards.
- V. **Admit card** shall be issued only to those candidates whose application are filled online, found to be complete in all respects and requisite payment of examination fee is made.

8. SCHEME OF EXAMINATION:

The scheme of examination will consist of two stages, as indicated below:

Stage- 1 (Stenographer Proficiency Test):

A Stenographer Proficiency Test of qualifying nature will be conducted as follows:

1. It will be conducted for 5 minutes @ 80 wpm.
2. There will be a trial passage and another test passage selected beforehand.
3. The trial passage will be dictated by the same person or through audio/video device. The trial passage will be dictated twice at the same speed as for the test passage, with an interval of one minute

in between.

4. The candidate shall have to get minimum 368 correct transcribed words against dictation of 5 minutes @ 80 words per minutes.
5. The minimum qualifying marks in the stenographer Proficiency Test shall be 40 marks.
6. For minimum correct transcribed words, 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 subject to maximum of 100 marks.

Note:

The total number of candidates shortlisted for Stage 2 (Objective type written test) will be in 1:3 ratio i.e. if total vacancies are 10 then 30 candidates will be shortlisted for Stage 2. However, in case there are more than 1 candidate with equal marks in the cut-off range for determining 1:3 ratio, then all such candidates with equal marks shall be eligible to be included for Stage 2 of the examination.

Document verification will be conducted on 06.02.2022 after completion of written test for those candidates who have qualified in Stenographer proficiency test. Detailed instructions will be contained in the Admit card.

9. **Stage- 2 (Objective Type Multiple Choice Questions) 100**

Marks:

The test will comprise of the following subjects:

| Subject | Marks | No. of questions | Duration |
|---|------------|------------------|----------|
| English | 50 | 50 | 2 hours |
| Basic computer knowledge and ability to Operate computers | 30 | 30 | |
| General knowledge | 20 | 20 | |
| Total | 100 | 100 | |

Syllabus:

(a) General English – 50 marks (50 questions of 1 mark each)

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) Basic Computer Knowledge - 30 marks (30 questions of 1 mark each)

i) Knowing computer: What is Computer, Basic Applications of Computer; Components of Computer System, Central Processing Unit (CPU), VDU, Keyboard and Mouse, Other input/output Devices, Computer Memory, Concepts of Hardware and Software; Concept of Computing, Data and Information; Applications of IECT; Connecting keyboard, mouse, monitor and printer to CPU and checking power supply.

ii) Operating Computer using GUI Based Operating System: What is an Operating System; Basics of Popular Operating Systems; The User Interface, Using Mouse; Using right Button of the Mouse and Moving Icons on the screen, Use of Common Icons, Status Bar, Using Menu and Menu-selection, Running an Application, Viewing of File, Folders and Directories, Creating and Renaming of files and folders, Opening and closing of different Windows; Using help; Creating Short cuts, Basics of O.S Setup; Common utilities.

iii) Understanding Word Processing: Word Processing Basics; Opening and Closing of documents; Text creation and Manipulation; Formatting of text; Table handling; Spell check, language setting and thesaurus; Printing of word document.

iv) Using Spread Sheet: Basics of Spreadsheet; Manipulation of cells; Formulas and Functions; Editing of Spread Sheet, printing of Spread Sheet.

v) Introduction to Internet, WWW and Web Browsers: Basic of Computer networks; LAN, WAN; Concept of Internet; Applications of Internet; connecting to internet; What is ISP; Knowing the Internet; Basics of internet connectivity related troubleshooting, World Wide Web; Web Browsing softwares, Search Engines; Understanding URL; Domain name; IP Address; Using e-governance website

vi) Communications and collaboration: Basics of electronic mail; Getting an email account; Sending and receiving emails;

Accessing sent emails; Using Emails; Document collaboration; Instant Messaging; Netiquettes.

vii) Making Small Presentation: Basics of presentation software; Creating Presentation; Preparation and Presentation of Slides; Slide Show; Taking printouts of presentation / handouts.

(c) General Knowledge - 20 marks (20 questions of 1 mark each)

Syllabus: - Questions will be designed to test the ability of the candidates General Knowledge 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 and Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions etc. State specific questions may also be asked.

Note:

- A. The test will be of Objective Type Multiple Choice Questions comprising of 100 questions as mentioned above. Each question will carry 01(one) mark. The candidate will have to complete the test in 02(two) hours.
- B. A candidate must secure a minimum of 33% marks in each subject and 45% marks out of aggregate total marks in the written examination paper. Candidates securing less than the prescribed marks shall be deemed not eligible for selection.
- C. **There is no negative marking.**
- D. Only the shortlisted candidates from Stage-1 (Stenography Proficiency Test) as per the prescribed ratio will be allowed to appear for Stage-2, i.e. Written Test.
- E. **Stenography Proficiency Test will be of Qualifying nature only, the marks secured will not be counted for preparation of the final Merit.**
- F. **The candidate must Qualify in Stage-1.**
- G. Other details, if any, of Stenography Proficiency Test will be informed through the official website.
- H. The Final merit shall be prepared on the basis of marks secured in

objective type written examination only.

10. HOW TO APPLY:

A. Candidate are required to apply online through the website **www.apssb.nic.in**

B. 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).

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

A. Recent passport size Photograph.

B. Matriculation certificates issued by the Board/University for proof of date of birth.

C. Graduation certificate issued by the Assistant Registrar/Controller of Examination/ Vice Chancellor of the concerned University.

D. Graduation marksheet issued by the Assistant Registrar/Controller of Examination/ Vice Chancellor of the concerned University.

E. APST Certificate not older than 06 months (if applicable).

F. Permanent Resident Certificate not older than 06 months (if applicable).

G. Intimation letter to HoD for those who are in regular Govt. Service.

H. PwD certificate in case of vacancy under PwD quota.

I. Any other document as may be relevant.

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:-

A. There is no provision of re-evaluation /re-checking of Answer Sheet / Answer Scripts in respect of the examinations conducted by APSSB.

B. The APSSB reserves the right to cancel/withdraw any question/questions from the Test.

C. The Board makes provisional selection of the candidate on the basis of information provided in the application and document/certificates provided by the candidate at the time of submission of document 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.

D. The Board reserves the right to conduct medical test for examining the candidates belonging to PwD category if it deems necessary.

12. AGE: The candidates must not be less than 18 years and above 32 years of age as on 05.01.2022.

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

Note:

Commensurate age relaxation shall be provided to the verified candidates whose details are already uploaded on the Board's website, in pursuance of Government decision.

13. BIOMETRICS OF CANDIDATES AND SCRUTINY OF DOCUMENTS:

The biometrics of the candidates taken at the time of FIRST PHASE TEST will be validated / matched before the qualified candidates are allowed to appear in the Second Phase written Test. Further, their document shall be verified immediately after the written examination. Submission of any incorrect information or forged document at any stage will lead to disqualification of the candidate and may also render him / her liable to criminal prosecution. Original documents of a candidate may be put to check at any later stage of the recruitment process also. All the Photostat copies submitted by the candidates will have to be duly self-attested by the candidate.

14. GENERAL INSTRUCTIONS FOR CANDIDATES

A. 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.
- B. The Board reserves the right to reject the candidature of any candidate at any stage of recruitment.
- C. 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 setup a new examination centre and divert the candidates to appear at that examination centre, if required.
- D. 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.
- E. The Board reserves the right to change or make amendment in the examination scheme at any time before the examination, if so required.
- F. 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.
- G. Individual Admit Cards will not be sent to the candidates and have to be downloaded from the website **www.apssb.nic.in**.
- H. No request or representations will be entertained for issuance of admit cards after closing date for download of admit cards.
- I. 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.
- J. In case an applicant applies multiple forms for the same post, only the latest application form shall be considered by APSSB.
- K. The Board reserves the right to cancel or modify the advertisement or part of it at any stage
- L. Abbreviations used are denoted as under: APST - Arunachal Pradesh Scheduled Tribe, PRC - Permanent Resident Certificate, UR - Unreserved.
- M. 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.
- N. 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.
- O. 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.
- P. Candidates are advised to keep track of the Board website

www.apssb.nic.in for any latest information related to the examination.

Q. 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.

Sd/-

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

Memo No. APSSB-13/69/2021

Dated 10th Dec' 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 The Arunachal Times and two other local 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.

**Signed by Santosh Kumar
Rai**

Date: 10-12-2021 16:45:25

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