



**GOVERNMENT OF ARUNACHAL PRADESH
ARUNACHAL PRADESH STAFF SELECTION BOARD
ITANAGAR**

No. APSSB-13/74/2021

Vacancy Notice

Dated: 29th April' 2022

(THIS EXAMINATION IS ONLY FOR ELIGIBLE DEPARTMENTAL CANDIDATES)

ADVERTISEMENT NO. 1/2022

COMBINED LIMITED DEPARTMENTAL COMPETITIVE EXAMINATION- 2022.

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

Online Applications are invited from eligible departmental candidates for recruitment to Gr. 'C' posts of i) **LDC/ LDC-cum-Computer Operator/ LDC-cum-Data Entry Operator**, ii) **Junior Secretariat Assistant (JSA)** & iii) **Driver** in Pay Level 4: ₹25,500- ₹81,100/- under **Limited Departmental Competitive Examination (LDCE)** for the vacancies as indicated against the respective Departments/Offices in the table below. Eligible in-service candidates belonging to the below listed Departments should go through the Recruitment Notice carefully before applying for the respective posts and ensure that they fulfill all the eligibility conditions like Qualifying Service/ 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 under LDCE Recruitment Quota provided by the indenting Offices/Departments are as follows:

Post code	Name of post	Name of Office/ Department	Category/ Eligibility	Vacancies			
				APST	UR	PwD	Total
82/22	LDC / LDC-cum-Computer Operator/ LDC-cum- Data Entry Operator	1. Chief Engineer (UD & Housing)	Skilled contingency staff with minimum 12 (Twelve) years of continuous service & class-XII pass from a recognized Board/ Institution.	03	01	-	04
		2. Directorate of SCERT	Skilled contingency staff with minimum 12 (Twelve) years of continuous service & class-XII pass from a recognized Board/ Institution.	-	01	-	01
		3. Directorate of Trade & Commerce	Regular MTS with 8 years of regular service & class-XII pass from a recognized Board/ Institution.	02	-	-	02
		4. Tax, Excise & Narcotics	Skilled contingency staff with minimum 12 (Twelve) years of continuous service & class-XII pass from a recognized Board/ Institution.	02	01	-	03

		5. Directorate of Higher & Technical Education	Regular MTS with 8 years of regular service & class-XII pass from a recognized Board/ Institution.	02	-	-	02
			Skilled contingency staff with minimum 12 (Twelve) years of continuous service & class-XII pass from a recognized Board/ Institution.	02	-	01*	03
		6. SE (Electrical), APEC-I, Dept. of Power, Naharlagun.	Regular MTS with 8 years of regular service & class-XII pass from a recognized Board/ Institution.	01	01	-	02
			Skilled contingency staff with minimum 12 (Twelve) years of continuous service & class-XII pass from a recognized Board/ Institution.	-	01	-	01
		7. SE (Coordination), PWD, A.P.	Regular MTS with 8 years of regular service & class-XII pass from a recognized Board/ Institution.	03	01	-	04
			Skilled contingency staff with minimum 12 (Twelve) years of continuous service & class-XII pass from a recognized Board/ Institution.	02	-	-	02
82/22	LDC / LDC-cum-Computer Operator (District Establishment)	1. DC Office, Yingkiong	Regular MTS with 8 years of regular service & class-XII pass from a recognized Board/ Institution.	-	01	-	01
		2. DC Office, Bomdila	Regular MTS with 8 years of regular service & class-XII pass from a recognized Board/ Institution.	02	-	-	02
83/22	Junior Secretariat Assistant (JSA)	Secretariat Administration	Regular MTS with 8 years of regular service & class-XII pass from a recognized Board/ Institution.	12	03	-	15
84/22	Driver	1. Director of Health Services	Skilled Contingency Drivers who have completed 10 years of continuous service & possessing class-X pass certificate from a recognized Board/ Institution.	04	-	-	04
		2. SE (Coordination), PWD, A.P.	-do-	02	-	-	02
		3. Department of Environment & Forests.	-do-	12	4	-	16
		4. DC Office, Bomdila.	-do-	03	-	-	03
Grand Total				52	14	1*	67

***NOTE: Category of Disability :** The primary category of disability and reservation for 1 (one) PwD vacancy in the Directorate of Higher and Technical Education as intimated by the Department is- **a) Blindness and low vision**, failing which a candidate may be selected from the following categories of Disability- (b) deaf and hard of hearing; (c) Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness.

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

Opening Date of Application – 02/05/2022 , 1500 hours
Closing Date of Application – 24/05/2022, 1500 hours
Tentative date of written examination – 12/06/2022 (Sunday)

Eligible candidates must apply online through the website www.apssb.nic.in .The closing date for the submission of online application is **24-05-2022** 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, Pay Scale, Age Limit as per Recruitment Rules are as under:

Post Code	82/22
Name of Post	Lower Division Clerk (LDC)/ LDC –cum-Computer Operator/ LDC-cum-Data Entry Operator (DEO)
Educational and other Qualifications	a) Class XII pass certificate from a recognized Board or Institution. 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	Should not be more than 45 years (50 years in case of candidates belonging to APST).

Post Code	83/22
Name of Post	Junior Secretariat Assistant (JSA)
Educational and other Qualifications	a) Class XII pass certificate from a recognized Board or Institution. 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	Should not be more than 45 years (50 years in case of candidates belonging to APST).

Post Code	84/22
Name of Post	Driver
Educational and other Qualifications	a) Class X pass certificate from a recognized Board or Institution. b) Possession of valid Driving License.
Pay Matrix Level	Level-4 ₹25,500- ₹81,100/-
Age Limit	Not applicable (As per Driver RR, Sept' 2019).

- 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.

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. ELIGIBILITY 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 candidate must fulfill the eligibility criteria under either one of the categories, as mentioned below. Further, the candidates must mandatorily upload at the time of the online application, a Certificate/ Undertaking issued by his/her Head of Department/Office certifying his/her eligibility for this examination –

A. Eligibility for Lower Division Clerk (LDC) & Junior Secretariat Assistant (JSA) under LDCE:

- a) Regular Multi Tasking Staff (MTS) of the concerned Department having rendered minimum 8 (Eight) years of regular service in the feeder post, and possessing Class-XII pass certificate from a recognized Board/ Institution.
- b) Skilled Contingency Staff with minimum 12 (Twelve) years of continuous service as skilled contingency in the Department/Office and possessing Class-XII pass certificate from a recognized Board/ Institution.

B. Eligibility for Driver under LDCE:

- a) Contingency Skilled Driver who have completed 10 years of continuous service and who possess Educational Qualification of class-X pass certificate from a recognized Board or Institution.
- iv. The candidates for LDC, JSA should not be more than 45 years and (50 years in case of candidates belonging to APST) on the closing date of application i.e. on **24/05/2022**. However, there is no applicable age limit for the post of Driver.

3. SCHEME OF EXAMINATION:

The scheme of examination will consist of two stages against posts indicated below:

A) Lower Division Clerk/ LDC-cum-Computer Operator/ LDC-cum-Data Entry Operator:

Stage- 1 (Objective Type Multiple Choice Questions) 100 Marks: Duration- 2 Hours.

The test will comprise of the following subjects:



- i) One paper of General English, General Knowledge, Elementary Mathematics and Official Procedure. -- 100 Marks.

Stage- 2 (Skill 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. The Typing Test is of qualifying nature only.

B) Junior Secretariat Assistant (JSA):

Stage- 1 (Objective Type Multiple Choice Questions) 300 Marks: Duration- 3 Hours

The test will comprise of the following subjects:

- | | | | |
|------|------------------------|----|------------|
| i) | General English | -- | 100 Marks. |
| ii) | General Knowledge | -- | 100 Marks. |
| iii) | Elementary Mathematics | -- | 100 Marks. |

Total: 300 Marks.

Stage- 2 (Skill 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. The Typing Test is of qualifying nature only.

C) Driver:

Stage- 1 (Objective Type Multiple Choice Questions) 100 Marks: Duration- 2 Hours.

The test will comprise of the following subjects:

- i) One paper of General English, General Knowledge, Elementary Mathematics, Road Safety and Traffic Signages. -- 100 Marks.

Stage- 2:

- | | | |
|---------------|----|--------------------|
| Driving Test | -- | Qualifying nature. |
| Physical Test | -- | Qualifying nature. |

4. SYLLABUS:

- (a) **General English:** 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:** The test of Arithmetical and Numerical Abilities will cover number systems including questions on Simplification, Decimals, Data Interpretations, Fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, Profit and Loss, Discount, Simple and Compound Interest, Mensuration, Time & Work, Time and Distance, Tables and Graphs etc.
- (c) **General Knowledge:** 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.

(d) Office Procedure (For LDC posts only): CCS Leave Rules, Conduct Rules, Mail handling, Filing and indexing, Receipt, Issue & Dispatch, Handling and operation of different types of Office Machines and basic knowledge of routine office activities.

e) Road Safety and Traffic Signage (For Driver posts only): Basic Road Rules, Driving methods and speed limits, Understanding Signals: Knowledge of traffic signage for road safety, Difficult driving condition: Driving on wet surface, Driving in fog, Night driving, Running on pavement, Brake failure, Towing, Fitness to drive, Basic knowledge about provisions of the Motor Vehicle Act, Essential knowledge about vehicle pollution (Do's and Don'ts), Awareness about documents required for driving-Registration, Licensing, Insurance, Driving Offences, Fitness to drive-First aid kit, Good health & Road safety, Driving under influence of drugs/ liquors.

- The Stage 1 test will be of Objective Type Multiple Choice Questions. For Lower Division Clerk (LDC) & Driver posts, each question will carry 01 (one) mark, and the candidates will have to complete the test in 02 (two) hours; while for the post of Junior Secretariat Assistant (JSA), each question will carry 02 (two) marks and the candidates 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.

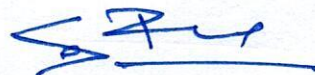
Note:

- 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/ Driving/ Physical 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/ Driving Test will be informed in the official website.
- The final merit list 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 AT THE TIME OF ONLINE APPLICATION:

- 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).



- iii. Undertaking/ Certification of Eligibility issued by HoD/HoO concerned (**Strictly as per the format prescribed at Annexure-A**).

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

- i. Matriculation certificates issued by the Board/University for proof of date of birth.
- ii. Class XII pass certificate & marksheet issued from a recognized Board/University for applicants of LDC & JSA posts.
- iii. Class X pass certificate & marksheet issued from a recognized Board/University for applicants of Driver post.
- iv. APST Certificate (if applicable).
- iv. Undertaking/ Certification of Eligibility issued by HoD/HoO concerned (**Strictly as per the format prescribed at Annexure-A**).
- v. PwD certificate in case of vacancy under PwD quota.
- vi. Any other document as may be relevant.

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 for LDC, JSA should not be more than 45 years and (50 years in case of candidates belonging to APST) on the closing date of application i.e. on **24/05/2022**. However, there is no applicable age limit for the post of Driver.

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 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.
- 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

Copy to:

1. The Chairman, APSSB for information please.
2. The Member, APSSB for information please.
3. The Director (IPR), Naharlagun with a request to publish in one issue of two local State Dailies.
4. The Department/ District Administration concerned for information, in reference to their requisitions.
5. Notice Board.
6. Office Copy.



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

CERTIFICATE OF ELIGIBILITY

This is to certify that Shri/ Smti (Name), has been serving as (Regular/ Contingency & Name of Post) in the (Name of Department/ Directorate/ District Administration) since (Date & Year of Joining). Further, it is certified that he/ she has completed..... (No. of Years) and is eligible to appear for the Limited Departmental Competitive Examination-2022 to be conducted by APSSB for the post of

**Signature with official
seal of HoD/HoO**