

PSC-R(B)/13/2010

**ARUNACHAL PRADESH
PUBLIC SERVICE COMMISSION
ITANAGAR**

A D V E R T I S E M E N T

Dated Itanagar, the 30th August, 2010.

Applications in prescribed format are invited from the citizens of India for filling up of the following Group "C" categories of posts under **Arunachal Pradesh Civil Secretariat and Arunachal Pradesh Public Service Commission, Itanagar.**

(I) UPPER DIVISION CLERK – 7 (seven) posts of UDC under the AP Civil Secretariat and 1 (one) post under Arunachal Pradesh Public Service Commission Itanagar in the Pay Scale of Rs. PB-1, Rs. 5200-20,000 + GP Rs. 2800/- P.M plus other allowances as admissible to the Government employees of Arunachal Pradesh. The vacancy position is subject to variation. The break-up of these posts as per various provisions of reservation are as under:-

- | | |
|---|------------------------|
| (a) Total No. of posts - 07 posts (AP. Sectt.) + 01 post (AP PSC) | = 8 Posts |
| (b) Reserved for APST | = 06 Posts |
| (c) Unreserved | = 01 Post (AP Sectt.) |
| (d) Ex-Servicemen | = 01 Post (AP Sectt.) |

2. ELIGIBILITY:- Candidates applying for the post must possess Bachelor Degree in any discipline from a recognized University.

3. METHOD OF SELECTION:- The candidates shall have to appear in the written examination to be conducted by the Arunachal Pradesh Public Service Commission at Itanagar on the following subjects followed by Viva-Voce test.

- | | |
|------------------------------|-------------|
| (i) General Knowledge | - 100 marks |
| (ii) General English | - 100 marks |
| (iii) Elementary Mathematics | - 100 marks |
| (iv) Viva-Voce Test | - 100 marks |

Ex-servicemen candidates if any should submit their relevant certificates as proof of being ex-serviceman with their application forms.

(II) RECEPTIONIST: 1 (one) post of Receptionist under Arunachal Pradesh Public Service Commission, Itanagar in the pay scale of Rs.5200-20,000 + GP Rs. 2800/- P.M plus other allowances as admissible to the Government employees. This post is reserved for APST only.

2. ELIGIBILITY:- Candidates applying for the post must possess Bachelor Degree in any discipline from a recognized University.

3. METHOD OF SELECTION:- The candidates shall have to appear in the written examination to be conducted by the Arunachal Pradesh Public Service Commission at Itanagar on the following subjects followed by Viva-voce test.

- | | |
|----------------------|-----------|
| 1. General English | 100 Marks |
| 2. General Knowledge | 100 “ |
| 3. Mathematic | 100 “ |
| 4. Viva-Voce Test | 40 “ |

III. (1) LOWER DIVISION CLERK – 02 (two) posts of LDC under Arunachal Pradesh Public Service Commission, Itanagar in the pay scale of Rs. 5200-20,200+GP Rs. 1900/-PM plus other allowances as admissible to the Government employees of Arunachal Pradesh. **2 (two) posts are reserved for APST only.** The vacancy position is subject to variation.

2. ELIGIBILITY:- Candidates applying for the post of Lower Division Clerk must possess Matriculation Certificate or an equivalent from a recognized Board/University.

3. METHOD OF SELECTION:- The candidates should qualify with a minimum typing speed of 30 words per minute in the speed test to be conducted by the Commission. Typing Speed Test carries 150 marks.

However, “in the case of indigenous Arunachal Pradesh Schedules Tribes, the minimum typing speed may be relaxed upto 20 (twenty) words per minutes for probationary appointment for a maximum period of six months only, and on or before completion of the probationary period the candidate shall have to qualify with a minimum typing speed test of 30 (thirty) words per minute, failing which the probationary appointment will be terminated forthwith”.

Those candidates who qualify the Typing Speed Test will be called for Written Examination comprising of the following subjects followed by Viva-Voce Test.

- | | |
|--|-------------|
| (i) General Knowledge & Elementary Mathematics | - 75 marks. |
| (ii) English Essay & Letter Writing | - 75 marks |
| (iii) Typing Speed Test | -150 marks |
| (iv) Viva-Voce Tests | - 50 marks |

Selection will be done on the basis of performance in Typing Speed Test, Written Examination and Viva Voce Test.

NOTE:- The qualifying marks in all these written examinations for UDC, Receptionist and LDC will be 33% in each paper and 45% in aggregate.

4. AGE LIMIT FOR I,II& III: The Candidates applying for all categories must not be less than 18 years of age and more than 28 years of age as on **30-09-2010**.

The upper age limit is relaxable upto maximum of 5 years in case of APST candidates, and for ex-servicemen age relaxation will be extended in accordance with the orders issued by the Government from time to time.

5. HOW TO APPLY:- Along with the Application Form, candidates must have to enclose Treasury Challan of Rs. 40/- for General Candidates (Rs.10/- for APST Candidates) under the Head of Account 0051-PSC to be drawn at Itanagar(which is non-refundable) in favour of the Secretary Arunachal Pradesh Public Service Commission, Itanagar, alongwith 3(three) copies of recent Passport size photographs duly attested by a Gazetted Officer and along with attested copies of document in support of Age, Educational Qualification, Tribe etc.

6. PRESCRIBED APPLICATION FORMAT:- The Application Format for the above mentioned posts can be obtained from the Office of the Arunachal Pradesh Public Service Commission, Itanagar on all working days from 10.00 AM to 4.00 PM on payment of Rs.50/- upto **30-09-2010**.

7. LAST DATE FOR RECEIPT OF APPLICATION:- The last date of receiving application by the Commission is upto **30-09-2010** till 4.00 PM.

8. OTHER RULES:- (1) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to interview or selection will be final and no correspondence/personnel enquiries will be entertained.

(2) Candidates already in service may apply direct to the Commission with a No Objection Certificate issued by his/her Head of Department.

(3) Application in prescribed format alongwith self addressed post card should be sent in a cover/envelop superscribed “ **APPLICATION FOR THE POST OF UDC/RECEPTIONIST /LDC.**

(4) Application received after the closing date or incomplete in any respect will be rejected. Date of birth as recorded in Matriculation Certificate issued by the Board only will be accepted.

(5) The Commission will not be responsible for delay in receipt of Application, due to any reason whatsoever.

NOTE:- Application Form other than the one procured from the Arunachal Pradesh Public Service Commission, Itanagar will be summarily rejected. No duplicate or typed out Form will be entertained. Application Forms not fulfilling the following conditions and the conditions given in the application forms shall be rejected. Application once rejected shall not be reaccepted.

Candidates should ensure that the following attested documents are enclosed with the application form.

1. **3 (three) attested photos (one to be attached in the space provide in the application form and another in the space provided in the attendance sheet and third for the Admit Card.**
 2. **S/T Certificate (incase of APST Candidate)**
 3. **CI-X Passed Certificate (CBSE/State Board).**
 4. **Bachelor Degree Certificate.(For UDC & Receptionist).**
 5. **NOC from concerned department (incase of candidate already in the Govt. Service).**
 6. **Treasury Challan of Rs.10/- for APST and Rs.40/- for Non-APST.**
 7. **PRC for General Candidate.**
 8. **Certificates as proof of being ex-servicemen if in case of ex-servicemen candidates.**
- Please visit the Commission's website [www. appsc.gov.in](http://www.appsc.gov.in). for detail information.**

(Huzar Lollen), IAS
Secretary.

Memo No. PSC-R(B)13/2010 Dated Itanagar, the 30th Aug'2010.

Copy:-

1. The Secretary to Governor, Arunachal Pradesh, Itanagar.
2. The PPS to Hon'ble Chief Minister, AP, Itanagar.
3. PS to Speaker/Dy. Speaker, AP, Itanagar.
4. PS to all Minister, Arunachal Pradesh.
5. PS to Chief Secretary, Govt. of AP, Itanagar.
6. All Commissioner/Secretaries, Govt. of AP, Itanagar/
7. All Head of Departments Govt. of AP, Itanagar.
8. The Secretary (Gazetteer), Govt. of AP, Itanagar.
9. All Dy. Commissioner/Addl. Dy. Commissioner, Govt. of AP, Itanagar.
10. The Under Secretary (SA), AP Civil Secretariat, Itanagar with reference to his letter No. Estt(A)55/88 dtd. 30-07-2010.
11. The Director (IPR), Govt. of AP, Naharlagun for publication of the advertisement in the next issue of the Arunachal News letter.
12. The Station Director (AIR), Itanagar/Pasighat/Tezu/Tawang with a request to arrange broadcasting at a suitable time.
13. The Employment Officers of Districts, AP.
14. The Resident Commissioner/Dy. Resident Commissioner, New Delhi/Shillong/Guwahati/Kolkata/Tezpur.

15. The Supdt. SSC Branch , AP. Sectt.
16. The Manager, The Echo of Arunachal, Itanagar with a request to publish the advertisement of 8 sized font in one issue of their paper. There should be Ashoka Emblem on the top left corner of the advertisement. The bill in triplicate with a copy of the advertisement published may be sent to the undersigned for payment.
17. The Manager, The Sentinel Arunachal, with a request to publish the advertisement of 8 sized font in one issue of their paper. There should be Ashoka Emblem on the top left corner of the advertisement. The bill in triplicate with a copy of the advertisement published may be sent to the undersigned for payment.
18. NIC, Itanagar for uploading in the Commission's [website www. appsc.gov.in](http://www.appsc.gov.in).
19. Notice Board.
20. Office Copy.

(Huzar Lollen), IAS
Secretary.