



GOVERNMENT OF ARUNACHAL PRADESH
ARUNACHAL PRADESH STAFF SELECTION BOARD
ITANAGAR

No. APSSB-13/2/2023/917

Recruitment Notice

Dated: 31/10/2023

ADVERTISEMENT NO. 5/2023

Personal Assistant (Stenographer Gr-III) Examination-2023

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

Opening Date of Application: 15/11/2023 (10:00 AM)
Closing Date of Application: 05/12/2023 (03:00 PM)
Tentative date of Stenographer Proficiency Test: 21/01/2024 (Sunday) onwards
Tentative date of Written Examination: 25/02/2024 (Sunday)

Online Applications are invited for **Personal Assistant (Stenographer Gr-III) Examination-2023** from eligible candidates for recruitment to Group 'C' Posts against vacancies for Departments /Offices indicated in table below. Only those applications which are successfully filled through the website of the Board www.apssb.nic.in and found in order shall be accepted. Incomplete applications or applications with partial/or wrong/irrelevant information or filled with junk characters shall be summarily rejected. Candidates should go through the Recruitment Notice carefully before applying for the post and ensure that they fulfil all the eligibility conditions like Age/ Educational and other Qualifications / Experience/ Category etc., as indicated against the 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.

Post Code	Name of Post	Level in Pay Matrix	Name of Office/ Department	Vacancies			
				APST	UR	PwD	Total
15/23	Personal Assistant (Stenographer Gr.-III)	Level-5, Rs.29,200- Rs.92,300/-	Arunachal Pradesh Public Service Commission	1	0	0	1
			General Administration	62	8	1*	71
			Planning and Investment	3	0	0	3
			Public Works Department	2	1	0	3
			Urban Development & Housing	4	1	0	5
			Water Resources Department	4	0	1**	5
			TRIHMS	1	1	0	2
			Total	77	11	2	90

* The category of disability and reservation for PwD vacancy for 1 post of Personal Assistant (Stenographer Gr-III) under O/o General Administration is Locomotor

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Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.

**** The category of disability and reservation for PwD vacancy for 1 post of Personal Assistant (Stenographer Gr-III) under Water Resources Department is Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy.**

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

Opening Date of Application: 15/11/2023 (10:00 AM)
Closing Date of Application: 05/12/2023 (03:00 PM)
Tentative date of Stenographer Proficiency Test: 21/01/2024 (Sunday) onwards
Tentative date of Written Examination: 25/02/2024 (Sunday)

Candidates must apply online through the website www.apssb.nic.in. The closing date for the submission of online application is **05/12/2023 (3:00 PM)**, 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	15/23
Name of Post	Personal Assistant (Stenographer Gr. III)
Educational and other Qualifications	i) Graduation/Bachelor Degree from a recognized University. ii) Diploma in Stenography from a recognized Institution.
Pay Matrix Level	Level-5, ₹29,200- ₹92,300/-
Age Limit	Between 18 to 35 years with 5(five) years relaxation for APST candidates in accordance with the instructions/orders issued by the Government of Arunachal Pradesh from time to time.

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 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 circumstance 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.

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).


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- 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.**

3. SCHEME OF EXAMINATION:-

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

Stage-1 (Stenographer Proficiency Test):

1. Stenographer Proficiency Test will be conducted for 5 minutes @ 80 wpm.
 - a. Dictation: 5 minutes @ 80 wpm.
 - b. Transcription: 45 minutes (English).
Skill Test shall be done on computer. An average of 5 key depressions for each word.
 - c. 8% permissible mistakes in speed test and 10% for APST candidates.
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 so that the candidate can get familiar with his/its mode of dictation and accents of pronunciation. The speed as for the test passage, at an interval of one minute in between.

Stage- 2 (Objective Type Written Test) 200 Marks:

The test will comprise of the following subjects:

(a) General Awareness – 50 marks (25 questions of 2 marks each)

Syllabus:- Questions will be designed to test the ability of the candidate's General Awareness 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 & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations /Institutions, etc. State Specific questions may also be asked.

(b) General Intelligence & Reasoning Ability - 50 marks (25 questions of 2 marks each)

Syllabus:-The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test will also include

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questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(c) Arithmetical & Numerical Ability – 50 marks (25 questions of 2 marks each)

Syllabus: The test of Arithmetical and Numerical Abilities will cover Number Systems including questions on Simplification, Decimals, Data Interpretation, Fractions, L.C.M, H.C.F, Ratio & Proportion, Percentage, Average, Profit & Loss, Discount, Simple & Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs.

(d) Test of English Language and Comprehension – 50 marks (25 questions of 2 marks each)

Syllabus: Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/ detecting misspelled 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.

Note:

1. **Marks in Stenography Proficiency Test will not be added to the aggregate and it will be a qualifying test only.** The name of the candidates shall be arranged on the basis of marks obtained by the candidate in objective type written test only. **A candidate must secure a minimum of 33% in each subject (section) in the written examination paper.**
 2. All the candidates who qualify the Stenography Proficiency Test shall be called for the Objective Type Written Test.
 3. The written test will be of Objective Type Multiple Choice Questions comprising of 100 questions as mentioned above. Each question will carry 02(two) marks. The candidate will have to complete the test in 02 (two) hours.
 4. There is no negative marking.
 5. **The candidate must qualify in Stage-1.**
 6. Other details, if any, of Stenography Proficiency Test will be informed through the official website.
 7. The final merit shall be prepared on the basis of marks secured in objective type 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).

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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. Graduation certificate issued by the Assistant Registrar/Controller of Examination/Vice Chancellor of the concerned University.
- iv. Graduation marksheet issued by the Assistant Registrar/Controller of Examination/Vice Chancellor of the concerned University.
- v. APST Certificate (if applicable).
- vi. Certificate of Diploma in Stenography from a recognized Institution.
- vii. Intimation letter to HoD for those who are in regular Govt. Service.
- viii. PwD certificate in case of vacancy under PwD quota.
- ix. Admit Card and printout of online application form.
- x. Any other documents 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:

1. There is no provision of re-evaluation /re-checking of Answer Sheet /Answer Scripts in respect of the examinations conducted by APSSB.
2. The APSSB reserves the right to cancel/withdraw any question/questions from the Test.
3. 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.
4. 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 35 years of age as on 05/12/2023.

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

8. CENTRES OF EXAMINATION:-

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9. GENERAL INSTRUCTIONS FOR CANDIDATES:-

- i. The vacancies published are provisional and subject to change. The Board reserves the right to increase or decrease the vacancies for any post in any category due to administrative reasons or in public interest. 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 set up 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/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 if at any stage of examination, they are found involved either in

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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.



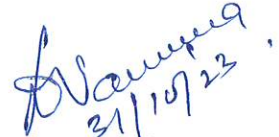
(D Varma) IAS
Secretary cum CoE (APSSB)

Memo No.APSSB-13/2/2023

Dated 31/10/2023

Copy to:

1. The Chairman, APSSB for information please.
2. The Member, APSSB for information please.
3. Office Copy.



(D Varma) IAS
Secretary cum CoE (APSSB)