



# অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

Apply Online: <https://apscrecruitment.in>

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

\*\*\*\*\*

**ADVT. NO.07/2024**

No.3PSC/Estt.-32/2023-2024

Dated Guwahati, the 8<sup>th</sup> March, 2024

Applications are invited from the intending eligible candidates who are citizens of India having registration no. in the employment exchange in the state of Assam for filling up of the vacancies as indicated below in the cadre of **Computer Operator** under the Establishment of Assam Public Service Commission.

- Name of the Post:** - **Computer Operator** in the office of the Assam Public Service Commission
- No. of Posts:** - **17 (Seventeen) 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	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
Computer Operator	08	02	05	01	01	0	02	0	01	0	17	03	01 (HI)

- 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. 14,000/- to Rs. 60,500/-	Rs. 6200/-	PB - 2

#### 4. Educational Qualification :

- Higher Secondary/Class-XII passed from the Govt. recognized Board/Council.
- Candidates must have good working knowledge of office productivity software tools (independent of any operating system i.e. MS Windows, Linux, Mac etc.) such as – i) Word Processor, ii) Spreadsheet, iii) Presentation Graphics, iv) Content of Database, v) Internet and vi) E-Mail.
- Candidates must possess a minimum 6(six) months completed diploma/certificate in computer proficiency, from a Govt. of Assam recognized institution (no breaks in qualification admissible) and must have computing knowledge in Assamese and English Language.

- Age:** The candidate should not be less than 18 years and more than 40 years as on 01-01-2024 as per Govt. O.M. No.ABP.6/2016/51, Dated Dispur, the 2<sup>nd</sup> September, 2020. The upper age limit is relaxable by –

- 5 (five) years for SC/ST candidates i.e. 45 years
- 3 (three) years for OBC/MOBC candidates i.e. 43 years.
- For Person with Disabilities (PWD) by 10 (ten) years irrespective of SC/ST/OBC/MOBC and General Category of candidates.

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.

❖ The Advertisement has been issued as per concerned Service Rules.

BEFORE FILLING UP THE APPLICATION FORM, CANDIDATES MUST NOTE THAT THE REQUIRED CERTIFICATES RELATING TO AGE, CASTE AND MINIMUM EDUCATIONAL QUALIFICATION WILL BE FETCHED FROM THE OTR PROFILE. CANDIDATES ARE TO UPDATE THE OTR PROFILE IF ANY ADDITIONAL DOCUMENTS ARE TO BE UPLOADED IN SUPPORT OF THE ADVERTISED POST.

- (i) STARTING DATE FOR ONLINE APPLICATION : 14-03-2024  
(ii) CLOSING DATE FOR ONLINE APPLICATION : 13-04-2024  
(iii) LAST DATE OF FEE PAYMENT : 18-04-2024

#### 6. Application Fees:

Application fees NIL as per the Govt. Notification No. FEG.32/2016/12 dated Dispur, the 21<sup>st</sup> May 2018.

Under the Digital India initiative by Ministry of Electronics & 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 of processing fee (@ 18%)	Total Amount (Rs)
1.	General	NIL	40	7.20	47.20
2.	SC/ST/OBC/MOBC	NIL	40	7.20	47.20
3.	BPL	NIL	40	7.20	47.20
4.	PwBD	NIL	40	7.20	47.20

(i) Applications without the prescribed fee would not be considered and summarily rejected. No representation against such rejection would be entertained.

(ii) Fees once paid shall not be refunded under any circumstances nor can the fees be held in reserve for any other examination or selection.

#### 7. Eligibility Criteria:

As a domicile proof of the candidate for the post of Computer Operator, Permanent Resident Certificate issued in Assam for educational purpose/Employment Exchange Registration Certificate will be treated as proof of residency and he/she must upload a copy of the same.

8. **The Small Family Norms:** As per Govt. notification No.ABP.69/2019/17, dated Dispur, the 6<sup>th</sup> November/2019, candidate have to submit a declaration regarding "The Small Family Norms" in Form - A at the time of applying for the post (Upload necessary documents)

9. **For Government Employees of the state of Assam:** Candidates, already in regular Government service, whether in permanent or temporary capacity other than casual/ad-hoc/daily wages/hourly paid/contract basis, in order to prove their employment, must upload a certificate against the applied post, issued by the competent authority under which he/she is working.

However, candidates seeking pay protection, continuation in service etc., must upload 'NO OBJECTION CERTIFICATE' (NOC) against the applied post issued by the competent authority under which he/she is working.

#### 10. Persons with Benchmark Disability:

\*Candidates applying in PwBD category should upload Disability Certificate issued by competent authority.

Persons with Benchmark Disability (PwBD) as indicated against various item(s) in the VACANCY DETAILS can apply to the respective post 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, Persons with Benchmark Disability (PwBD) can avail benefit:

(i) Reservation and other concessions and relaxation as permissible under the rules only when degree of physical disability is 40% or more and the posts are reserved for PwBD candidates.

(ii) Other Concessions and Relaxations as permissible under the rules only when degree of physical disability is 40% or more and the posts are suitable for PwBD candidates.

#### **11. Selection Process:**

The selection process will consist of two phases. Screening Test (OMR based) of 100 (Phase-I) marks and Computer Practical Test (including Speed Test) of 100 marks (Phase-II).

#### **PHASE – I :**

Sl. No.	Subjects	Marks
1.	General English	40
2.	Computer Theory	40
3.	General Awareness	20
<b>Total</b>		<b>100</b>

#### **PHASE - II :**

Against each vacancy 04 (four) candidates will be short listed on the basis of the marks obtained in the Screening Test. The short listed candidates shall have to appear in the Computer Proficiency Practical Test to be held centrally in Guwahati along with original testimonials.

#### **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 and complete the **One Time Registration(OTR)** process by providing basic details.
3. CANDIDATES ARE ADVISED TO REGISTER WITH VALID AND ACTIVE E-MAIL ADDRESS IN THE ONLINE APPLICATION. INTERVIEW SCHEDULE AND 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, applicants need to provide One Time Registration details such as Personal Information, Educational Qualification, Photo (Min size-50 KB & Max size-200 KB and not older than 3 months) & Signature (Min size-50 KB & Max size-200 KB) and other required documents. Once these details are submitted, applicants will be able to download the One Time Registration details. Then applicants can click on **Applicant Section => Apply Section** link for application form submission.
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. 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** file in such a way that the file size does not exceed **2 MB** and is legible when a printout taken. For that purpose, the applicant may scan the documents/certificates in **200 dpi grey scale**.
8. Pass certificate/ mark sheet of the degree furnished must clearly state the name of the candidate and degree awarded to him/her or subjects are specified as per Advertisement.

9. 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.
10. Applicants must ensure all relevant fields in the application are filled in correctly before final submission, since editing after final submission will not be allowed.
11. Documents such as educational qualification, age proof, caste etc. required to be uploaded should be checked by going to the 'Preview' option before final submission to ensure that the documents are in legible condition.
12. 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.
13. On completion of form submission applicant has to pay processing fee as applicable by clicking on **PAY NOW** button.
14. Processing fee once paid by the applicant will not be refunded.
15. In case of payment failure 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.
16. On successful payment of your completed application, an auto-generated email message will be sent on your registered email-id.
17. Application will not be considered if fee is not paid for that application.
18. Applicant may also fill their online form through Common Service Centers. Applicants without debit card/ Internet banking may visit nearest CSCs.
19. The applicants are advised to submit only single Online Application for each post; however, if somehow, if he/she submits multiple Online Applications for a post, then he/she must ensure that Online Application with the higher "Application Number" is complete in all respects including fee. Fee paid against one "Application Number" shall not be adjusted against any other "Application Number".
20. After submitting the Online Application, the candidates are required to take out a print out of the finally submitted Online Application and retain the hardcopy of the Online Application Form.
21. The candidates are advised to submit the Online Application well in advance without waiting for the closing date.
22. For any payment related issues, one can reach the following helpdesk numbers –

GRAS Helpline (Telephonic): **1800-102-1686** (From **10:00 AM to 5:00 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.

23. 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 Screening Examination and Computer 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. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.
3. 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.

4. 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.
5. 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.
6. The candidates shall have to produce identity proof like Pan Card, Driving License, Passport, Current ID card issued by the educational institutions, Voter ID Card, Aadhaar Card (wherever applicable) at the time of Screening Test and Computer Test.
7. The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Application on the website <http://www.apscrecruitment.in> unless specifically mentioned in the advertisement.
8. Candidates must attend a Computer Test at a specific place, as may be fixed by the Commission. The Commission does not defray the traveling or other expenses of candidates summoned for Computer Test.
9. 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.
10. 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 does not enter into correspondence with the candidates about reasons for their non selection for appointment

**11. Canvassing in any form will disqualify a candidate.**

➤ **DOCUMENTS/CERTIFICATES TO BE PRODUCED AT THE TIME OF 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/Admit Card for Computer test are to be produced at the time of document verification, failing which the candidate would not be allowed to appear in the Computer Test.

- a) Matriculation/10th Standard/HSLC Admit Card/Pass Certificate issued by Central/State Board clearly indicating Date of Birth in support of their claim of age.
- b) Certificates & Mark sheets of all examinations from HSLC onwards up to the level of qualifying examination.
- c) Certificates & Mark sheets of diploma/certificate in computer proficiency, from a Govt. of Assam recognized institution.
- d) Caste certificate issued by Govt. of Assam for 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.
- e) PRC/Employment Exchange Registration Certificate of Assam.
- f) 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.
- g) 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.
- h) **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)**
- i) Documentary support for any other claim(s) made.
- j) Affidavit must be submitted if any discrepancy found in original documents.

**NOTE I:** Date of birth mentioned in Online Application is final. No subsequent request for change of date of birth will be considered or granted. No document other than the HSLC or Class X Board Examination Admit Card/Pass Certificate, 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.

**NOTE III:** *Candidates must ensure that they upload all necessary documents before final submission. No documents will be accepted after final submission of application. No other request for document submission will be entertained once the online application process is over.*

The Commission will also decide to conduct examination/test etc. zone wise, depending upon the numbers of candidates against the districts shown below:

Sl. No.	Name of Zones	Districts covered under the Zones
1	Silchar	Hailakandi, Karimganj & Cachar
2	Jorhat	Golaghat, Dibrugarh, Jorhat, Majuli, Charaideo, Sivasagar & Tinsukia
3	Nagaon	Dima Hasao, Hojai, Nagaon, Morigaon, Karbi Anglong & West Karbi Anglong
4	Tezpur	Biswanath, Dhemaji, Lakhimpur, Sonitpur & Udalguri
5	Kokrajhar	Bongaigaon, Chirang, Dhubri, Goalpara, Kokrajhar & South Salmara
6	Guwahati	Barpeta, Baksa, Kamrup, Kamrup (Metro), Nalbari, Darrang, Bajali & Tamulpur.

**NB:** The Commission has the discretion to reduce or increase the number of zones depending upon the number of candidates.

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

Dated Guwahati the 8<sup>th</sup> March, 2024

Memo No.3PSC/Estt.-32/2023-2024 (A),

**Copy forwarded to:**

1. The Director of Information and Public Relations, Assam, Last Gate, Dispur, Guwahati-6 for publication of the advertisement in all leading news papers of Assamese/English/Bengali for wide publication.
2. The P.S to the Hon'ble Chairman, APSC for kind appraisal of Hon'ble Chairman.
3. The Principal Controller of Examinations, APSC for kind information & necessary action.
4. The Programmer, APSC for uploading in APSC's website.
5. Order File.

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