

HOW TO FILL UP THE FORM

- a. Applicants must affix 1 (One) copy of recent photograph firmly on the space provided in the application form with good quality glue/adhesive and should also enclose another copy along with the application form. The photograph must be signed prominently. The Commission shall not be responsible for detachment/ loss of the photograph.
- b. Since the practice of furnishing attested copies of certificates/mark sheets etc. by competent authority has been discontinued by the Govt., the applicant shall furnish copies of certificate/mark sheet etc. declared by himself/herself as “certified to be true copy of the original” along with the application form.
- c. Applications must be accompanied by **self attested** copies of the under-mentioned documents, which should be tagged well without any chance of getting lost in transit.

Applications which are not accompanied by anyone of the under-mentioned documents/ requirements will not be entertained.

1. Original treasury Challan depositing prescribed application fee wherever necessary as per terms of advertisement containing details of posts applied for.
2. Age proof certificate (HSLC/Class X Board Admit Card/Pass Certificate).
3. Certificates & mark sheets of all examinations from HSLC onwards up to the level of qualifying examination.
4. Caste certificate (wherever necessary) of reserved categories issued by appropriate authority.
5. Disability certificate (wherever necessary)
6. Two copies of recent passport size photograph with white background.
7. Signature (scanned copy to be uploaded in online mode when available)
8. Experience certificates (wherever necessary) indicating the period of Service/Experience with dates.
9. **BPL certificate/EWS certificate (wherever necessary).**

Self attested photocopies should be tagged properly without any chance of getting lost during transit. The Commission will not be responsible for any such loss due to improper tagging.

Incomplete application in terms of the Advertisement will be summarily rejected. No documents will be entertained after the last date of submission of application.

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 Preliminary Examination/Screening Examination or/and Main/Written Examination and Interview 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. It is for the candidates themselves to see whether they satisfy the prescribed physical requirement (physical standard) and whether he/she is eligible to apply where Examination of physical standard is conducted by the State Govt. before making any appointment.
3. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.
4. 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.
5. 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

6. 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.

DIRECT RECRUITMENT:

The selection procedure will be notified later on followed by issuing corrigendum/addendum, if required.

The commission will decide the provision for selection in respect of any post/posts or service/ services considering the status, cadre and grade or the number of applications received for the advertised post/posts or service/ services.

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 and Darrang

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

The list of candidates whose applications are found valid or rejected after scrutiny will be made available in the Assam Public Service Commission's website (www.apsc.nic.in) showing grounds of rejection in due course.

- **The Advertisement has been issued as per the service rule.**

Sd/-

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