



অসম লোকসেৱা আয়োগ

ASSAM PUBLIC SERVICE COMMISSION

Jawaharnagar, Khanapara, Guwahati-781022.

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

Technical Support email: cceapsc@gmail.com Phone: 1800-572-23-43

ADVT. NO.30/2025

No.4PSC/Estt-11/2025-2026

Dated Guwahati, the 8th September, 2025

Applications are invited from the intending eligible Indian citizens as defined in Articles 5 to 8 of the Constitution of India for filling up of the vacancy as indicated below under the Establishment of **Assam Public Service Commission**.

1. **Name of the Post** : Grade-IV in the office of the Assam Public Service Commission.
2. **No. of posts** : 20 (twenty)
3. **Reservation of posts:**

Name of the service/post	Open Category		Reserved for OBC/MOBC		Tea Tribe & Adivasi Community		Reserved for SC		Reserved for ST(P)		Reserved for ST(H)		Grand Total		Post reserved for PwBD	Total Post reserved for Ex-Servicemen
	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW		
Grade-IV	10	03	05	02	01	00	02	01	01	00	01	00	20	06	01 (HI)	00

*PwBD – Persons with Benchmark Disabilities; RFW – Reserved for Women.

- (i) **STARTING DATE FOR ONLINE APPLICATION** :10-09-2025
- (ii) **CLOSING DATE FOR ONLINE APPLICATION**: 09-10-2025
- (iii) **LAST DATE FOR PAYMENT OF APPLICATION FEE**: 11-10-2025

4. **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. 12,000/- to Rs. 52,000/-	Rs. 3,900/-	PB - 1

5. **Eligibility Criteria:-**

The candidate must be an Indian Citizen as defined in Article 5 to 8 of the Constitution of India and must be a permanent resident of Assam.

(a) As a domicile proof, a candidate must upload a copy of the valid **Permanent Resident Certificate** issued in Assam for educational purpose or **Employment Exchange Registration Certificate**.

(Upload relevant documents)

(b) For verification of Education qualification **Employment Exchange Registration** of Assam is mandatory.

(Upload relevant documents)

6. **Education qualification :-**

The educational qualification shall be minimum Class-VIII passed and the maximum HSSLC (Class 12) or equivalent examination passed and **those who have educational qualification higher than this maximum eligibility educational qualification on the date of application shall not be eligible to apply.** (As per Govt. Notification No. ABP.29/2022/22 dated 15th March, 2022).

(Upload necessary documents)

In this regard candidates will have to submit declaration 'Annexure-I'.

7. **Age:-** The candidates should not be less than 18 years of age and not more than 40(forty) years as on **01-01-2025**. (The upper age limit is relaxable as per Govt. Notification No.ABP.6/2016/51 dated 2nd September, 2020)

- (i) By 5 years for SC/ST candidates, i.e. upto 45 years.
- (ii) By 3 years for OBC/MOBC/Tea Tribes & Adivasi Community candidates i.e. upto 43 years.
- (iii) Persons with benchmark disability (PwBD) by 10 years irrespective of SC/ST/OBC and UR Category of candidates.

The age limit of the candidates will be calculated on the basis of the School Certificate/HSLC Admit Card/Certificate issued by a recognized school /Board/Council clearly reflecting the **Age/ Date of Birth** or other government documents i.e. Birth Certificate issued by Competent Authority/ PAN Card/ Aadhaar Card/ Driving License.

(Upload relevant documents)

8. **For PwBD Category Candidate:**

To be eligible for consideration under PwBD category, a candidate must possess Benchmark Disability (40%) and must produce necessary certificate issued by the Competent Authority.

(Upload relevant 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.

(Upload relevant documents)

10. **The Small Family Norms :**

As per Govt. notification No. ABP.69/2019/17, dated Dispur, the 6th November/2019, candidates have to submit a declaration regarding "The Small Family Norms" in Form - A at the time of applying for the post.

(Upload relevant documents)

11. **Mode of selection, syllabus etc.:-**

The selection will be made consisting of 2 (two) phases as under:

A. **PHASE-I (Screening Test):**

The Commission will conduct a screening test in OMR based Multiple Choice Question to shortlist the number of candidates. The subject, syllabus, duration and marks are as follows:

Sl	Subject	Syllabus, topics and allocation of marks	Standard	Duration and marks
1	GENERAL STUDIES (MCQ) OMR Based	(i) Arithmetic-20 marks (ii) G.K (Assam specific) -20 marks (iii) Reasoning - 20 marks (iv) Social Science - 20 marks (v) Science - 10 marks (vi) Elementary English - 10 marks	Class-VI,VII &VIII	Time: 2 hours Marks: 100

B. **PHASE-II (Interview):**

On the basis of the performance in Phase-I, candidates will be called for interview (Phase-II) taking into the consideration the category-wise reservation in the ratio @ 1:5.

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

However, under the Digital India initiative by Ministry of Electronics and 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, etc of Rs.47.20/- from each candidate.

Sl. No	Category	Application fee (Rs)	Processing Fee Charged by CSC-SPV(Rs)	Total Amount (Rs)
1.	General	Nil	47.20	47.20
2.	OBC/MOBC	Nil	47.20	47.20
3.	SC/ST/BPL/PwBD	Nil	47.20	47.20

(i) Applications without the processing 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.**

➤ **HOW TO APPLY:**

1. Applicants are required to apply online through the APSC Recruitment website <https://apscrecruitment.in>. No other means/mode of application will be accepted.
2. Applicants must first register on the recruitment website by clicking on the 'Grade-IV' button and then selecting 'Register'.
3. **Applicants are advised to register with a valid and active e-mail address and mobile number.**
4. After registration, applicants should log in using their registered e-mail/mobile number and password.
5. After login, applicants need to provide the required registration details as asked in the form.
6. Applicants must carefully read the eligibility criteria and other relevant details before applying. Mandatory fields are marked with an asterisk (*).
7. Applicants must upload the required documents/certificates (e.g. Date of Birth, Educational Qualifications, caste/category, PwBD, Domicile proof etc.) in **PDF format**, ensuring that:
 - a) File size does not exceed **5 MB**,
 - b) The file is legible in print,
 - c) Scanning is done at **200 dpi in greyscale** (recommended).
8. Applicants must upload their **recent Photograph** (size: 50 KB – 200 KB, not older than 3 months) and **Signature** (size: 50 KB – 200 KB).
9. Uploaded documents will be verified at later stages of the recruitment process.
10. Applicants should fill all details carefully and tick the declaration checkbox to enable the **Preview** option before final submission.
11. No editing of the application will be allowed after final submission. Applicants must therefore ensure all details and uploads are correct.
12. Before submission, applicants should check uploaded documents (educational qualification, age proof, caste certificate, etc.) using the Preview option to confirm that the documents are clear and legible.
13. After previewing, applicants may either click '**Proceed to Pay**' to continue or '**Cancel**' to make necessary corrections.
14. After filling all the necessary details on the application form, applicants must pay the prescribed fee/charges, as applicable. Applications will not be considered valid unless the processing fee payment is completed.
15. **Fee once paid will not be refunded.**

16. In case of payment failure/pending, applicants should click '**Check Status**' to verify payment with the bank/GRAS. In instances of double debit i.e. amount debited more than once for the same transaction, bank will automatically refund the fee within 5-7 working days.
17. Upon successful submission, an auto-generated confirmation e-mail/SMS will be sent to the registered e-mail ID/Mobile No.
18. Applicants may also fill their form through **Common Service Centres (CSCs)** and those applicants without debit card/Internet banking facilities may visit the nearest CSC.
19. After final submission, applicants must take a print-out of the submitted Online Application Form and retain the hard copy for future reference.
20. Applicants are advised to submit their Online Application well in advance, without waiting for the closing date.
21. For **Payment related queries**, contact **GRAS Helpdesk** at 1800-102-1686 (10:00 AM – 6:00 PM on all working days). For bank-related issues, applicants should contact their respective banks.
22. For **any other issues** related to the Online Application Form, contact:
 - a) E-mail: **cceapsc@gmail.com**
 - b) Helpline No.: **1800-572-23-43** (10:00 AM – 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 test and Interview, 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. **If on verification at any stage of the selection process, it is found that a candidate possesses educational qualification exceeding the maximum eligibility educational qualification i.e HSSLC (Class-12) on the date of application, he/ she will be barred from the recruitment process before declaration of Phase-I result.**
3. The Commission reserves the right to cancel/amend the entire/part of the process of recruitment at any time without assigning any reason thereof. However communication to the effect shall be made in public domain/ related website regarding the same.
4. No request for withdrawal of candidature received from a candidate after he/she has submitted his/her application will be entertained under any circumstances.
5. 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.
6. The candidates who furnish wrong, erroneous or incorrect information in their application form may be disqualified from appearing for any post advertised by the Commission up to a period to be specified by the Commission.
7. 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/ appointment is made, the Commission will take necessary action accordingly.
8. The candidates shall have to produce identity proof like Pan Card, Driving License, Passport, Voter ID Card, Aadhar Card (wherever applicable) at the time of Screening test / Interview.
9. The date for determining the eligibility of all candidates in every respect shall be the closing date for submitting the Online Recruitment Application on the website **<https://apscrecruitment.in>**, unless specifically mentioned in the recruitment advertisement.
10. Candidates must, if required, attend a personal interview/VIVA-VOCE 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 interview.

11. Candidates must be in sound bodily health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as Commission may require.
12. Candidates will be informed of the final result in due course through APSC website/News paper. The Commission does not enter into correspondence with the candidates about reasons for their non selection for interview/appointment.
13. Canvassing in any form will disqualify a candidate.

➤ **DOCUMENTS/CERTIFICATES TO BE PRODUCED AT THE TIME OF INTERVIEW.**

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 interview are to be produced at the time of interview, failing which the candidate would not be allowed to appear in the Interview:-

- a) Class- VIII/ Class- IX/ Class-X/ Class-XII Examination, Admit Card/Pass Certificate/ Marksheet issued by recognized school/Central/State Board or other government documents i.e. Birth Certificate issued by Competent Authority/ PAN Card/ Aadhaar Card/ Driving License clearly indicating Age/Date of Birth in support of their claim of age.
- b) Certificates & Mark sheets regarding educational qualification.
- c) 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.
- d) BPL certificate issued by Govt. of Assam. (wherever necessary).
- e) **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 6th November/2019 which may be downloaded from the official website of APSC www.apsc.nic.in (Forms & Downloads Section)**
- f) Documentary support for any other claim(s) made.

NOTE I: Date of birth mentioned in Online Recruitment Application is final. No subsequent request for change of date of birth will be considered or granted.

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.

➤ **DIRECT RECRUITMENT:**

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

SI No.	Name of Zones	Districts covered under the Zones
1	Silchar	Hailakandi, Sribhumi & 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 Mankachar
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.

Sd/-
Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Memo No.4PSC/Estt-11/2025-2026 (A)

Dated Guwahati, the, 8th September, 2025

Copy forwarded to:

1. P.S to the Hon'ble Chairman, APSC.
2. Principal Controller of Examinations, APSC.
3. Computer Section, APSC for uploading in APSC's website.
4. Order File.

[Signature]
Secretary

Assam Public Service Commission
Jawaharnagar, Khanapara, Guwahati-22

Annexure-I

SELF DECLARATION FORM

(To be uploaded along with the Application Form)

I, _____ (Name of Applicant),
son/daughter of _____ (Father's/Mother's
Name), do hereby solemnly declare as follows:

- 1) That I am an applicant for the post of Grade-IV vide Advt. No. 30/2025 dated 08-09-2025.
- 2) That I understand that the educational qualification for the said post is minimum class VIII passed and the maximum HSSLC (Class 12) or equivalent examination passed and those who have educational qualification higher than this maximum eligibility educational qualification on the date of application shall not be eligible to apply.
- 3) That my highest educational qualification does not exceed **HSSLC/Class XII (Higher Secondary or equivalent)**.
- 4) That the information provided by me in the online application form is true, complete, and correct to the best of my knowledge and belief.
- 5) That I understand that if any information/declaration submitted by me is found to be false or incorrect at any stage, my candidature shall be liable to be cancelled and I shall be liable for legal action as per rules.

I hereby submit this declaration in support of my application.

Date:

Signature of the Applicant (in full)

Place: