



অসম লোকসেৱা আয়োগ  
ASSAM PUBLIC SERVICE COMMISSION  
Jawaharnagar, Khanapara, Guwahati-781022

**ADVT. NO.08/2020**

Commission's website: <http://www.apsc.nic.in>  
Website for Online Application System: <https://apscrecruitment.in>

**No.23PSC/E-3/2020-21**

**Dated Guwahati, the 8<sup>th</sup> September, 2020**

The Assam Public Service Commission will hold the Preliminary Examination of the Combined Competitive Examination, 2020 for screening candidates for the Main Examination for recruitment to the services/posts as per the actual number of vacancies as shown below, in accordance with the Assam Public Services Combined Competitive Examination (Amendment) Rules, 2019.

Sl. No.	Name of the service	OC		Reserved for OBC/MOBC		Reserved for SC		Reserved for STP		Reserved for STH		Reserved for EWS		Grand Total		Posts Reserved for PWBD and type of Disability
		2	3	4	5	6	7	8	9	10	11	12	13	14	15	
	1	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	Total	RFW	
1.	Assam Civil Service (Jr. Grade)	53	15	29	8	8	2	14	4	7	2	10	3	121	34	4(Locomotor)
2.	Assam Police Service (Jr. Grade)	30	9	20	6	4	1	5	1	2	NIL	8	2	69	19	NIL
3.	Superintendent of Taxes	5	1	NIL	NIL	NIL	NIL	NIL	NIL	NIL	NIL	1	NIL	6	1	NIL
4.	District Transport Officer	1	NIL	1	NIL	1	NIL	NIL	NIL	1	NIL	1	NIL	5	NIL	NIL
5.	Labour Inspector	4	1	7	2	1	NIL	1	NIL	NIL	NIL	5	1	18	4	NIL
6.	Inspector of Taxes	9	2	6	1	2	NIL	6	1	2	NIL	2	NIL	27	4	1 (HI)
7.	Inspector of Excise	2	NIL	2	NIL	NIL	NIL	2	NIL	NIL	NIL	1	NIL	7	NIL	NIL
8.	Block Development Officer	6	2	10	3	3	1	4	1	3	1	7	2	33	10	4(1-VI, 1-HI, 1-LoCo, 1-Autism etc.)
9.	Asstt. Employment Officer	NIL	NIL	1	NIL	NIL	NIL	NIL	NIL	NIL	NIL	3	NIL	4	NIL	NIL
10.	Sub-Registrar	10	3	11	3	1	NIL	5	1	2	NIL	2	NIL	31	7	1(Locomotor)
11.	Assistant Manager of Industries	1	NIL	5	1	NIL	NIL	1	NIL	NIL	NIL	3	1	10	2	1(Locomotor)
	<b>Total</b>	<b>121</b>	<b>33</b>	<b>92</b>	<b>24</b>	<b>20</b>	<b>4</b>	<b>38</b>	<b>8</b>	<b>17</b>	<b>3</b>	<b>43</b>	<b>9</b>	<b>331</b>	<b>81</b>	<b>11</b>

**RFW= Reserved for Women, PWBD= Persons with Benchmark Disabilities, EWS=Economically Weaker Section  
VI= Visually Impaired, HI= Hearing Impaired**

## IMPORTANT

### 1. CANDIDATES TO ENSURE THEIR ELIGIBILITY FOR THE EXAMINATION:

All candidates (male/female) are requested to carefully read the Assam Public Services Combined Competitive Examination (Amendment) Rules, 2019 notified by the Govt. of Assam Personnel (A) Department available on the Commission's website <http://www.apsc.nic.in> and this advt. of Examination is derived from these Rules. The candidates applying for the Examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission to all the stages of examination will be purely **provisional** subject to satisfying the prescribed eligibility conditions. Mere issue of e-Admit Card to the candidate will not imply that his/her candidature has been finally cleared by the Commission. The Commission takes up verification of eligibility conditions with reference to original documents only after the candidate has qualified for Interview/Personality Test.

### 2. CENTRES FOR THE PRELIMINARY & MAIN EXAMINATION:

(A) The centres for the Combined Competitive (Preliminary) Examination are BARPETA, BONGAIGAON, BISWANATH CHARIALI, DHEMAJI, DHUBRI, DIBRUGARH, DIPHU, GOALPARA, GOLAGHAT, GUWAHATI, HAFLONG, HAMREN, HATSINGIMARI, HOJAI, JORHAT, KAJALGAON, KARIMGANJ, KOKRAJHAR, MAJULI, MANGALDOI, MORIGAON, MUSHALPUR, NAGAON, NALBARI, NORTH LAKHIMPUR, SILCHAR, SIVASAGAR, SONARI, TEZPUR, TINSUKIA AND UDALGURI.

(B) The Combined Competitive (Main) Examination will be held in **GUWAHATI only**.

(C) The exact dates for Preliminary and Main Examination respectively will be notified in due course.

(D) The centres and the date (even after it is notified) for holding examination may, however be changed by the Commission at its discretion owing to unforeseen exigencies. Candidates admitted to the examination will be informed of the time-table and place or places of examination. The candidates should note that no request for change of centre will be granted.

### 3. PAY SCALE ADMISSIBLE FOR EACH CADRE /POST:

Sl. No.	Name of posts	Scale of Pay+Grade Pay + other allowances as admissible to the Assam State Government employees from time to time (per month)
(i)	Assam Civil Service (Jr.Grade)	Pay scale 30,000/- 1,10,000/-, Grade Pay 13,300/-, PB-4
(ii)	Assam Police Service(Jr.Grade)	Pay scale 30,000/- 1,10,000/-, Grade Pay 12,700/-, PB-4
(iii)	Superintendent of Taxes	Pay scale 30,000/- 1,10,000/-, Grade Pay 12,700/-, PB-4
(iv)	District Transport Officer	Pay scale 30,000/- 1,10,000/-, Grade Pay 12,700/-, PB-4
(v)	Assistant Manager of Industries	Pay scale 22,000/- 97,000/-, Grade Pay 11,500/-, PB-3
(vi)	Block Development Officer	Pay scale 22,000/- 97,000/-, Grade Pay 10,900/-, PB-3
(vii)	Asstt. Employment Officer	Pay scale 22,000/- 97,000/-, Grade Pay 9,100/-, PB-3
(viii)	Labour Inspector	Pay scale 22,000/- 97,000/-, Grade Pay 9,100/-, PB-3
(ix)	Inspector of Taxes	Pay scale 22,000/- 97,000/-, Grade Pay 9,100/-, PB-3
(x)	Inspector of Excise	Pay scale 22,000/- 97,000/-, Grade Pay 9,100/-, PB-3
(xi)	Sub Registrar	Pay scale 22,000/- 97,000/-, Grade Pay 9,100/-, PB-3

### 4. HOW TO APPLY:

**CANDIDATES ARE REQUIRED TO APPLY FOR THE PRELIMINARY EXAMINATION THROUGH THE WEBSITE "<https://apscrecruitment.in>" ONLY. NO OTHER MODE FOR SUBMISSION OF APPLICATION IS ALLOWED.**

**A)** The Online Applications can be filled up from **10-09-2020 to 10-10-2020 till 12:00 Midnight** after which the link will be disabled. Detailed instruction for filling up online application is available at **Appendix I**.

**B)** Candidates are not required to upload any document along with their online application in support of their claims regarding Age, Educational Qualifications, Category viz. Scheduled Castes/ Scheduled Tribes/Other Backward Classes/ Economically Weaker Sections and Persons with Benchmark Disabilities etc. which will be verified at the time of the Viva-Voce Interview only. However candidates need to provide details of the concerned certificates (BPL, EWS, PWBD as applicable) while filling the online application form. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the Examination. Their admission at all the stages of examination for which they are admitted by the Commission viz. Preliminary Examination, Main (Written) Examination and Personality Test (Interview) will be purely provisional, subject to their satisfying the prescribed eligibility conditions. If on verification at any time before or after the Preliminary Examination,

Main (written) Examination and Personality Test (Interview), it is found that they do not fulfill any of the eligibility conditions; their candidature for the examination will be cancelled by the Commission.

**C)** While filling in his/her Application Form, the candidate should carefully decide about his/her choice of centre for the examination. If any candidate appears at a centre other than the one indicated by the Commission in his/her Admission Certificate, he/she will not be allowed to sit in the examination (Both Prelims & Mains).

**D)** Since the applications are submitted online, the question of submission of application through proper channel in case of the candidates already employed becomes redundant. However, such candidates shall intimate their appropriate appointing authority about submission of application in writing.

**E)** Persons already in Government Service, whether in a permanent or temporary capacity or as work charged employees other than casual or daily rated employees or those serving under the Public Enterprises are however, required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the Examination at the time of Viva-Voce Interview. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidates applying for/appearing at the examination, their application will be liable to be rejected/candidature will be liable to be cancelled.

**F) Persons with Benchmark Disabilities:**

(i) The Persons with Benchmark Disabilities in the categories of blindness, locomotor disability (both arm affected – BA) and cerebral palsy will be provided the facility of scribe, if desired by the person. In case of other category of Persons with Benchmark Disabilities as defined under section 2(r) of the Rights of Persons with Disabilities Act, 2016, the facility of scribe will be provided to such candidates on production of a certificate at the time of C.C. (Prelims) Examination to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on behalf, from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a Government Health Care institution as per proforma at **Appendix – II**. The candidates have discretion of opting for his/her own scribe or request the Commission for the same and suitable provisions in Online Application have been made in this regard. The details of scribe in case candidates are bringing their own scribe, will have to submit an undertaking (Format provided in **Appendix III**) to the Commission through the Commission's mail Id ([cceapsc@gmail.com](mailto:cceapsc@gmail.com)) or by hand/Post within 7 days from the date of issue of admit card for the C.C (Prelims) Examination.

(ii) The Commission's scribe as well as candidate's own scribe should be less than the minimum qualification criteria of the Examination. However, the qualification of the scribe should always be matriculate or above.

**G)** EWS candidates may refer to the Govt. OM No.ABP.07/2019/4, dated 10-04-2019 regarding format of EWS certificate and Govt. OM No.ABP.07/2019/16 dated 31-12-2019. However, a sample format is provided in the **Appendix IV**.

**NOTE: The applicants are advised to submit only a single application; however, if due to any unavoidable situation, he/she submits multiple applications, then he/she must ensure that the application with the higher Application Number is complete in all respects which will be accepted by the Commission. The fee paid against one Application Number shall not be adjusted against any other Application Number.**

**5. FEES FOR PRELIMINARY EXAMINATION:**

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 of Rs. 30.00/- + 18% tax = Rs.35.40/- from each candidate.

Sl. No	Category	Application fee (Rs)	Processing Fee Charged by CSC-SPV (Rs)	Taxable amount on processing fee (@18%)	Total Amount (Rs)
1.	General/EWS	250	30	5.40	285.40
2.	SC/ST/OBC/MOBC	150	30	5.40	185.40
3.	BPL	Nil	30	5.40	35.40
4.	PWBD	Nil	30	5.40	35.40
5.	Women Candidate	Nil	30	5.40	35.40

**NB:**

1. As per the provision of the Assam Public Services CCE (Amendment) Rules, 2019 Government strives to have a workforce which reflects gender balance, therefore the women candidates are encouraged to apply and shall be exempted from application fees.
2. Fee once paid by the candidate will not be refunded.
3. Fees for the Main Examination will be notified in due course of time.
4. Application shall be summarily rejected if the prescribed fee is not deposited. (Please refer instructions for filling online Application Form)

**6. ELIGIBILITY:**

- (a) Nationality: The candidate must be an Indian citizen.
- (b) Age: The candidate should not be less than 21 years and more than 38 years of age on 01.01.2020.

**Relaxation:** The upper age limit is relaxable

- (i) By 5 years for SC/STP/STH candidates i.e. upto 43 years.
- (ii) By 3 years for OBC/MOBC candidates i.e. upto 41 years as per Govt. Notification No. ABP.6/2016/9 dated Dispur the 25<sup>th</sup> April, 2018.
- (iii) For persons with Benchmark Disabilities (PWBD) by 10 years irrespective of SC/ST/OBC and General Category of candidates as per Govt. Notification No. ABP 144/95/121 dated Dispur the 28<sup>th</sup> October, 2015.

**The age limit of the candidates will be calculated on the basis of the Matriculation /HSLC Admit Card/Certificate issued by a recognized Board/Council, and no other document shall be accepted in lieu thereof for the purpose.**

- (c) The candidate must hold a Degree from any of the Universities incorporated by an Act of Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University under Section 3 of the University Grants Commission Act, 1956 or possess such qualification as may be declared equivalent by the Government.
- (d) Candidates must possess the prescribed qualification on the date of submission of their applications.
- (e) **Candidates awaiting results of the qualifying examination for eligibility on the closing date of submission of application need not apply.**
- (f) Persons with Benchmark Disabilities should ascertain the post for which a particular category of disability is entitled for reservation as per the advertisement and should apply/opt for the preference accordingly at the time of filling up the forms for Main Examination.
- (g) As per Govt. notification no.ABP.69/2019/17, dated 06/11/2019 candidates have to submit a declaration regarding "The Small Family Norms" in Form-A at the time of applying for the **C.C. (Mains) Examination**.

**NOTE: THE CANDIDATES BELONGING TO RESERVED CATEGORY OF OTHER STATES WILL BE TREATED AS GENERAL CANDIDATES AND THEY CAN COMPETE ONLY AGAINST OPEN CATEGORY VACANCIES.**

**7. STAGES OF THE EXAMINATION:**

The Combined Competitive Examination consists of two successive stages:-

- (i) The Preliminary Examination (Objective Type)
- (ii) The Main Examination (written & interview)

**(I). PRELIMINARY EXAMINATION:**

- a) The Preliminary Examination will consist of two papers of objective type multiple choice questions of two hours duration each.

Paper-I	General studies I	Marks=200	Time=2hrs	Objective type multiple choice question paper
Paper-II	General Studies II	Marks=200	Time=2hrs	Do
	<b>Total marks</b>	<b>400</b>		

- b) The questions will be of objective type with multiple choices
- c) OMR (Optical Mark Recognition) answer sheet will be provided for answering questions.
- d) Candidates will have to use **ONLY BLACK/BLUE BALL PEN**.
- e) USE OF ERASER, CHEMICAL, CORRECTION FLUID etc. for correcting options once marked in the OMR answer sheet is prohibited and answer sheets bearing traces of such use shall not be evaluated.

- f) This Examination is meant to serve as a screening test only.
- g) The marks obtained in the Preliminary Examination by the Candidates who are declared qualified for admission to the Main Examination will not be counted for determining the final order of merit.
- h) There will be negative marking for incorrect answers as detailed below:
- (i) There are four alternatives for the answers to every question. A penalty of one-fourth (.25) of the total marks assigned to that question will be deducted for each wrong answers marked by a candidate.
  - (ii) If a candidate marks more than one answer, it will be treated as a wrong answer even if one of the given answers happen to be correct and there will be same penalty as above for that question.
  - (iii) If a question is left blank i.e no answer is given by the candidate, there will be no penalty for that question.
- (i) The General Studies II paper of the Combined Competitive (Prelim) Examination will be a qualifying paper with minimum qualifying marks fixed at 33%. The Commission will draw a list of candidates to be qualified for Combined Competitive (Main) Examination based on the criterion of minimum qualifying marks of 33% in General Studies Paper-II of Combined Competitive (Prelim) Examination and total qualifying marks of General Studies paper- I of Combined Competitive (Prelim) Examination as may be determined by the Commission.
- (j) The candidates may refer to the Assam Public Services Combined Competitive Examination (Amendment) Rules, 2019 for syllabi of General Studies I & General Studies II.

**(II). MAIN EXAMINATION:**

The Main Examination consists of (A) Written Examination and (B) Interview Test.

**(A) WRITTEN EXAMINATION:**

- a) On the results of the Preliminary Examination, the number of candidates to be admitted to the written part of the Main Examination will be 11 to 12 times the number of vacancies notified for each category. The selection will be strictly on the basis of merit adhering to the norms of Vertical and Horizontal Reservation as per prescribed law in force.
- b) The questions of the examination will be of conventional type. The written examination will consist of the following papers:

• **Qualifying Language Papers: (in the level of Class X)**

1. **Paper A (300 marks- 3Hours duration)-** any one of the language from Assamese, Bengali, Bodo. Candidates from Dima-Hasao, Karbi Anglong and West Karbi Anglong districts who have not studied any of these languages in school shall be exempted from appearing for this Paper A.
2. **Paper B- English (300 marks- 3Hours duration)**

**N.B.**

- a. The marks obtained in these two papers shall not be counted for determining the final order of merit.
- b. The minimum qualifying marks in Paper 'A' and Paper 'B' will be 25%.

• **Papers to be counted for order of merit (written Examination)**

Sl. No	Papers	Type of Paper	Marks	Duration in Hours
1	Paper 1	Essay	250	3 Hrs
2	Paper 2 to 6	General Studies	250 for each paper	3 Hrs for each paper
3	Paper 7	Optional Subject, Paper 1	250	3 Hrs
4	Paper 8	Optional Subject, Paper 2	250	3 Hrs
5	Interview Test (After qualifying in written test)		275	
<b>Total</b>			<b>2275</b>	

**Optional Papers:**

The list of Optional subjects for the Main Examination:

(The standard and syllabi of the Optional subjects are approximately those of Degree Level Course of the Universities)

1. Agriculture
2. Anthropology
3. Animal Husbandry and Veterinary Science
4. Botany

5. Chemistry
6. Civil Engineering
7. Commerce and Accountancy
8. Economics
9. Electrical Engineering
10. Geography
11. Geology
12. History
13. Law
14. Literature of any one of the following languages: Assamese, Bengali, Bodo, Hindi, Sanskrit, English
15. Management
16. Mathematics
17. Mechanical Engineering
18. Medical Science
19. Philosophy
20. Physics
21. Political Science and International Relations
22. Psychology
23. Public Administration
24. Sociology
25. Statistics
26. Zoology

The candidates may refer to the Assam Public Services Combined Competitive Examination (Amendment) Rules, 2019 available in the Commission's website for syllabi of the above mentioned optional subjects.

**(B) Interview Test:**

**MARKS 275**

On the results of the written part of the Main Examination the number of candidates to be called for interview will be about thrice the number of vacancies advertised. The selection will be strictly on the basis of merit adhering to the norms of Vertical and Horizontal Reservation as per prescribed law in force.

The candidates will be interviewed by a board that will have before them a record of his/her career. He/She will be asked questions on matters of general interest. The objective of the interview is to assess the personal suitability of the candidate for a career in public service by a board of competent and unbiased observers. The test is intended to judge the mental caliber of a candidate. In broad terms this is really an assessment of not only his intellectual qualities but also social traits and his interest in current affairs. Some of the qualities to be judged are mental alertness, critical powers of assimilation, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.

The technique of the interview is not that of a strict cross-examination but of a natural, though directed and purposive conversation which is intended to reveal the mental qualities of the candidate.

The interview test is not intended to be a test either of the specialized or general knowledge of the candidates which has been already tested through their written papers. Candidates are expected to have taken an intelligent interest not only in their special subjects of academic study but also in the events which are happening around them both within and outside their own State or Country as well as in modern currents of thought and in new discoveries which should rouse the curiosity of well educated youth.

The interview, however, will not have any qualifying marks. The marks scored at the interview will be added to the marks scored in the written Examination (Main) and the ranking of the candidates will be determined on the basis of the total marks obtained.

The Commission shall recommend exactly the same number of candidates for different posts as notified.

The candidates will be allotted cadre strictly on the basis of merit cum preferences opted by candidates in their applications for the Main Examination

The Commission shall not recommend a candidate for a post which he/she has not opted for.

## **8. ADMISSION CERTIFICATES (ADMIT CARD):**

- (a) Admission certificate indicating the eligible candidate's Roll no., venue and programme of the exam will be uploaded in the Commission's website, for appearing in the Preliminary/Main examination.
- (b) The mere fact that a certificate of admission has been issued will not imply that his/her candidature has been finally cleared by the Commission. Candidates may note that the Commission takes up the verification of eligibility conditions only after the candidates have qualified for the Main Examination.
- (c) Candidates must produce a photo identity proof of any of the following in the examination hall:
- Pan Card
  - Driving Licence
  - Voters ID card
  - Bank Passbook containing photograph
  - ID Card issued by the educational Institution where he/she is studying presently
  - ID card issued by Government or public sector undertaking.
- (d) The Commission reserves the right to cancel the candidature of any candidate as and when any ineligibility condition is detected. If any information declared by the candidate is found to be false at any stage; the candidate will be penalized as per prevailing law/rules.
- (e) The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final.

**Sd/-  
Secretary**

Assam Public Service Commission  
Jawaharnagar, Khanapara, Guwahati-22

Memo No.23PSC/E-3/2020-21 (A)

Dated Guwahati, the 8<sup>th</sup> September, 2020

### **Copy forwarded to:-**

- The Director, Printing and Stationeries Deptt., Assam Govt. Press, Bamunimaidam, Guwahati-21 for immediate publication in the next two issues of Assam Gazette. 2 printed copies of the advertisement may kindly be sent to this office for record.
- The Director of Information and Public Relation, Assam, Last gate, Dispur, Guwahati-6. In enclosing herewith a CD along with 5 (Five) hard copies of the aforesaid advertisement mentioned in the BOX, he is requested to take steps for publication of the same in one issue of each of the established daily newspaper – one English (preferably The Assam Tribune) and one Assamese published from Guwahati and one established daily newspaper published from Upper Assam and another established daily newspaper published from Barak Valley for wide publicity. He is also requested to instruct the Advt. Manager of the newspaper concerned to send a copy of each newspaper publishing the advertisement to the undersigned at their own expenses.
- The Secretary to the Government of Assam, Personnel (A) Deptt. Dispur, Guwahati-6 for information and necessary action.
- The Joint Secretary to the Government of Assam, Home (B) Deptt. Dispur, Guwahati-6 for information and necessary action.
- The Director of Employment and Craftsmen Training, Assam, Rehabari, Guwahati-8 together with 30 copies of advertisement for publicity.
- The Chief executive Member, Karbi- Anglong District Council, Diphu
- The Chief executive Member, N.C.Hills Autonomus Council, Haflong.
- The Chief executive Member, BTAD, Kokrajhar
- The Addl. D.I.P.R., Haflong for publicity
- All Deputy Commissioners/ Sub- Divisional Offices (Civil)
- Programmer, APSC for uploading in the website
- Order File.

**For giving publicity in their respective districts.**

**Sd/-  
Secretary**

Assam Public Service Commission  
Jawaharnagar, Khanapara, Guwahati-22

**Necessary instructions regarding filling up of online applications**

1. Applicants are required to apply online through APSC's recruitment website. No other means/ mode of application will be accepted.
2. Applicants are first required to go to the APSC's recruitment website <https://apscrecruitment.in> and register himself or herself by clicking on '**Register Here**' link.
3. Applicants are required to have a valid Email ID and Mobile Number for registering and creating login credentials.
4. After creating an account, applicants need to login with the credentials.
5. After login, applicant will be able to see the live advertisements of APSC in '**Apply Section**'.
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. Online Application Form is available in English and Assamese Language but it can only be filled in English Language.
8. Applicant can click on '**Apply**' to fill up the application form.
9. An applicant is required to upload the scanned images of his/her recent photograph and signature in JPG/JPEG format.
  - a. Size of the photograph (passport size) (**Min size-20 KB & Max size-200 KB**) and resolution 155 pixel (Width) X 250 pixel (Height)
  - b. Size of the signature (**Min size-15 KB & Max size-200 KB**) and resolution 155 pixel (Width) X 105 pixel (Height)
10. 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.
11. After previewing the details as filled in by the applicant he/she can either click '**Submit**' for final submission or click '**Cancel**' button for necessary corrections before final submission.
12. Applicants must ensure all relevant fields in the application are filled in correctly before final submission, since editing/cancellation after final submission will not be allowed.
13. On completion of form submission applicant has to pay application fee along with processing fee as applicable.
14. Application fee once paid by the applicant will not be refunded.
15. In case of failure of the payment 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 completion of your complete application, an auto-generated email message will be sent on your registered email-id.
17. Applicant's 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. Candidates with less than 40% disability will not be considered for any relaxation which is applicable to Persons with benchmark disability candidates.
20. For any payment related issues, one can reach the following helpdesk numbers –
  - a. GRAS Helpline (Telephonic): **1800-212-11-88-66** (From **10:00 AM to 6:00 PM** on all working days )
  - b. GRAS Helpdesk- <https://assamegras.gov.in/helpdesk/>  
Click '**Submit a ticket**' → Click '**Payment Related**'  
Fill-in your payment related details. Click '**Submit ticket**'
  - c. Bank - For any bank related issue we suggest applicants to contact their respective bank branches.
21. For any other issues related to online application form you can contact the following-
  - a) Email: [cceapsc@gmail.com](mailto:cceapsc@gmail.com)
  - b) Contact No: **0361-2363117** (From **10:00 AM to 5:00 PM** on all working days)

**Certificate regarding physical limitation in an examinee to write**

This is to certify that, I have examined Mr./Ms./Mrs..... (name of the candidate with benchmark disability), a person with ..... (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o....., a resident of ..... (Village/Town/City),.....(District), .....(State), Pin Code..... and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

**Signature**

(Chief Medical Officer/Civil Surgeon /  
Medical Superintendent of a Government Health Care Institution.)

**Note:** Certificate should be given by a specialist of the relevant stream/disability (eg. Visua Impairment– Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).

**Letter of Undertaking for Using Own Scribe  
(To be filled by the candidates with benchmark disabilities)**

I....., a candidate with.....(name of the disability) appearing for the ..... (name of the examination) bearing Roll No..... at.....(name of the centre) in the District .....,

I do hereby state that ..... (name of the scribe) will provide the service of scribe for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is .....In case, subsequently it is found that his/her qualification is not as declared by the undersigned and is beyond or same as the minimum qualification required for this examination, I shall forfeit my right to the post and claims thereto.

Place:

Date:

(Signature or thumb impression of the candidate with Disability)

**Government of Assam**

(Name & Address of the authority issuing the certificate)

**INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONS (For seat in Educational Institutes and posts under Govt. of Assam)**

Certificate No. ....

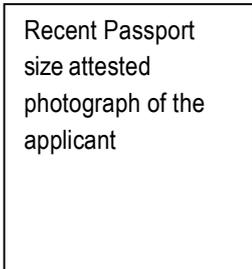
Date: .....

VALID FOR THE YEAR.....

This is to certify that Shri/ Smt./ Kumari.....son/daughter/wife of  
.....permanent resident of .....  
.....Village/Street.....Post Office  
..... District .....in the State of Assam,  
Pin Code..... whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/ her 'family\*\*' is below **Rs. 8 lakh ( Rupees Eight Lakh only)** for the financial year .....His/her family does not own or posses any of the following assets\*\*\*.

- I. 15 Bigha of agricultural Land and above in rural area.
- II. 1 Bigha of residential land and above in rural area.
- III. 1.5 Katha of land in notified Municipal Corporation/ Municipal Board/ Town Committee Area.
- IV. House of built up area more than 1000 Sq.ft. and above in notified Municipal Corporation /Municipal Board/ Town Committee area.

Shri/ Smt./ Kumari ..... belongs to the  
.....caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (**in the state of Assam**).



Signature with seal of Office.....

Name.....

Designation.....

**\*Note 1** : Income covered all sources i.e. salary, agriculture, business, profession, etc.

**\*\*Note 2** : The term 'Family' for this purpose includes the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/ her spouse and children below the age of 18 years.

**\*\*\*Note 3** : The property held by 'Family' in different locations or different places / cities have been clubbed while applying the land or property holding test to determine EWS status.