



**USE BLACK BALL POINT PEN ONLY
WHILE FILLING UP THE FORM**

**HOW TO APPLY (INSTRUCTIONS TO CANDIDATES)
(Detach this page while submitting the application form)**

1. The Candidates should carefully go through the terms and conditions of the advertisement, particularly (i) Educational qualification (ii) Age limit and (iii) Experience where experience is necessary.
2. Only those candidates who fulfill all the terms and conditions of the advertisement in respect of the post for which they are applicants shall be entertained. Others need not apply.
3. The amount of Examination fees/Application fees if specifically asked in the Advertisement shall be deposited by the candidate through treasury challan/online mode, wherever applicable.
4. (i) All candidates whether in Government Service or in Government owned undertaking or other similar organizations/Corporations/Boards/Bodies or in private employments may submit their application direct to the Commission subject to fulfilling the condition laid down in the advertisement and with intimation that his/her controlling officer has been informed about his/her application for the posts. If any such candidate forwards his/her application through his/her Controlling Officer/Employer, he/she should ensure that the application reaches the Assam Public Service Commission within the closing date, failing which it is liable to be rejected even if it had been submitted to the Controlling Officer/Employer before the closing date.
(ii) The Commission shall in no way be responsible in the event of any candidate after appointment is not released by the concerned authority to enable him/her to join the new post.
5. Applications must be accompanied by self attested copies of the under-mentioned documents, which should be tagged well without any chance of getting lost on transit.
Applications which are not accompanied by anyone of the under mentioned documents will not be entertained.
 - (I) Copies of all educational certificates and Mark sheets from Matric/HSLC onwards.
 - (II) Age proof Certificate issued by the respective Board/Council/Govt. Authority.
 - (III) Experience Certificates (where necessary) indicating the period of Service/Experience with dates.
 - (IV) Copy/Copies of original Treasury Challan as proof of depositing examination fees/application fees wherever necessary as per terms of advertisement containing details of post applied for.
 - (V) All documents/certificates and other testimonials must be attested by the candidates with his/her own signature.
6. The candidates shall have to produce identity proof like Pan Card, Driving License, Passport, current ID card issued by educational Institutions, Voter ID Card at the time of Written Test and Viva-Voce Interview. Aadhar card may be produced, if available.
7. The candidates should visit the Commission's website www.apsc.nic.in regularly. If the Commission decides to hold written examination/screening test, the syllabus will be uploaded only in the APSC website.
8. The eligible candidates shall have to download the Admit cards/Call letters from the APSC website.

10. Date of Birth (in Christian era)

:-

DD			MM		YYYY		

11. Age on 1st January, 20.....
(As per HSLC or equivalent exam)

:-

Years			Month(s)			Day(s)	

NOTE: ATTACH SUPPORTING DOCUMENTS

12. (A) Whether any experience required as per advertisement (details of name of institution, location, post, period of working etc. should be shown. Only experiences relevant to the advertisement should be mentioned)

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NOTE: ATTACH SUPPORTING DOCUMENTS

(Use separate sheet, if necessary)

(B) For Doctors (All branches, please specify)

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(i) Registration No.

(ii) Name of registering authority

NOTE: ATTACH SUPPORTING DOCUMENTS

13. **ACADEMIC/PROFESSIONAL QUALIFICATION/TRAINING COURSES, ETC. from HSLC onwards (Use separate sheet, if necessary) NOTE: ATTACH SUPPORTING DOCUMENTS**

Name of Exam	Division /Grade/ Class	PC(%) of Marks obtained	Year of passing	Duration of course	Institution/Board/University	Subjects taken

14. **EMPLOYMENT / EXPERIENCE** (PARTICULARS OF ALL PREVIOUS AND PRESENT EMPLOYMENT ARE TO BE FURNISHED) (Use separate sheet, if necessary)

Sl. No.	Name and Address of the employer	Post held	Nature of Work/Duty	Period		Whether Central/State Govt. Undertaking/ Private
				From	To	
1.						
2.						
3.						
4.						

15. **If Ex-Serviceman mention** (only for **Grade-III** post)

Personal Number :-

Rank :-

Name of Service :-

Period of Service :-

Date of Retirement/Release :-

(Attach copy of discharge certificate/Ex Serviceman ID card)

16. Details of fee :- **Application/Examination Fee** to be paid as per the rate **specifically mentioned** in the Advertisement in the HEAD OF THE ACCOUNTS, "**NON TAX REVENUE OTHER NON TAX REVENUE 0051 PUBLIC SERVICE COMMISSION 105 STATE PUBLIC SERVICE COMMISSION APPLICATION/EXAMINATION FEE RECEIPT OF ASSAM PUBLIC SERVICE COMMISSION**". (No fee is to be paid if not asked for and the column should be left blank.)

***BPL candidates must submit BPL certificate issued by competent authority for exemption from payment of fees.**

Name of the Treasury Office	No. and Date of Treasury Receipt	Value		Category (Gen/SC/STP/STH/OBC)
		Rs.	P.	

NOTE: ENCLOSE COPY OF THE ORIGINAL TREASURY RECEIPT. NO DUPLICATE/PHOTOCOPIES WILL BE ACCEPTED.

17. Optional Subjects :- 1.
(Wherever applicable) 2.

18. Examination Centre :-
(if applicable)

19. (a) Are you debarred from any examination :- **Yes/No**
and /or selection conducted by the UPSC
or any State P.S.C.
- (b) Are you debarred from applying for any :- **Yes/No**
Government post
(* If yes, submit details)

20. **Details of Enclosures (Put serial numbers on Annexure):-**

Sl. No.	Details	No. of sheets	Sl. No.	Details	No. of sheets
1.			2.		
3.			4.		
5.			6.		
7.			8.		
9.			10.		

DECLARATION

I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief. I understand that action can be taken against me by the Commission if I am declared by them to be guilty of any type of misconduct mentioned herein.

* I have informed my Head of Office/Department in writing that I am applying for the post (in case of Service holder).

Place :

Date :

Signature of the Candidate
(In full)

* Strike off the sentence if not applicable.

WARNING: Applications which are not in conformity with the requirements laid down in the advertisement and applications which are not in the prescribed form or incomplete or improperly filled in or are not accompanied by self attested copies of certificates, mark sheets, documents etc. shall be rejected. Application received in the Commission's office after the closing date will not be considered.

Canvassing by a candidate directly or indirectly either to the Chairman or Members of the Commission in respect of his/her candidature shall be treated as a disqualification.
