

## **I. Lower Division Clerk(LDC) and Junior Secretariat Assistant (JSA)**

(a) General Awareness – 50 marks (25 questions of 2 marks each)

Syllabus: Questions will be designed to test the ability of the candidate's general awareness of the environment around him/her and its application to society. The questions are also designed to test knowledge of current events and of such matters of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions etc. State specific questions may also be asked.

(b) General Intelligence & Reasoning Ability – 50 marks (25 questions of 2 marks each)

Syllabus: The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space, visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(c) Arithmetical & Numerical Ability – 50 marks (25 questions of 2 marks each)

Syllabus: The test of Arithmetical and Numerical Abilities will cover number systems including questions on Simplification, Decimals, Data Interpretation, Fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, profit and Loss, Discount, Simple and Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs.

(d) Test of English Language and Comprehension- 50 marks (25 questions of 2 marks each)

Syllabus: Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling / detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

## **II. Driver**

(a) General Awareness – 25 marks (10 questions of 2.5 marks each)

Syllabus: Questions will be designed to test the ability of the candidate's general awareness of the environment around him/her and its application to society. The questions will be designed to test knowledge of current events and of such matters of everyday observation as may be expected of an educated person. The test will also include questions relating to History, Polity, Constitution, Sports, Art & Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions etc. State specific questions may also be asked.

(b) General Intelligence & Reasoning Ability – 25 marks (10 questions of 2.5 marks each)

Syllabus: The syllabus of General Intelligence & Reasoning Ability includes questions of both verbal and non-verbal types. Test may include questions on analogies, similarities, differences, space, visualization, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning, verbal and figure classification, arithmetical number series, etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

(c) Arithmetical & Numerical Ability – 25 marks (10 questions of 2.5 marks each)

Syllabus: The test of Arithmetical and Numerical Abilities will cover number systems including questions on Simplification, Decimals, Data Interpretation, Fractions, LCM, HCF, Ratio and Proportion, Percentage, Average, profit and Loss, Discount, Simple and Compound Interest, Mensuration, Time & Work, Time & Distance, Tables & Graphs .

(d) Test of English Language and Comprehension- 25 marks(10 questions of 2.5 marks each)

Syllabus: Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on spot the error, fill in the blanks, synonyms, antonyms, spelling/detecting misspelled words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, conversion into direct/indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage & comprehension passage.

(e) Technical Paper – 100 marks (50 questions of 2 marks each)

Syllabus: Basic Road Rules, Driving methods and speed limits, Understanding Signals: knowledge of traffic signage for road safety, Difficult driving conditions: driving on wet surface, driving in fog, Night driving, Running on pavement, Brake failure, Towing, Fitness to drive, Basic knowledge about provisions of the Motor Vehicle Act, Essential knowledge about vehicle pollution(Do's & Don'ts), Awareness about documents required for driving- Registration, Licensing, Insurance, Driving Offences, Fitness to drive- First Aid Kit, Good health & Road safety. Driving under influence of drugs/liquors.

A candidate must secure a minimum of 33% or more marks in each subject in the written examination paper. Candidates securing less than 33% of marks in any of the subject shall be deemed not eligible for selection. There is no negative marking.

The total number of candidates shortlisted for Stage 2 (Skill Test/Driving Test) will be in 1:3 ratio i.e. if total vacancies are 10 then 30 candidates will be shortlisted for Stage 2.

**Note:** Only the shortlisted candidates from Stage-1 as per the prescribed ratio will be allowed to appear for Stage-2 i.e. Skill Test/Driving Test.

The marks secured in the Skill Test/Driving Test will not be counted for preparation of the final Merit list. However, the candidate must qualify in the Skill Test/Driving Test. Other details, if any, of Skill Test/Driving Test will be informed in the official website. The final merit list for all the posts shall be prepared on the basis of marks secured in written examination only.

**5. HOW TO APPLY:** Eligible departmental candidates are required to apply online only through the website [www.apssb.nic.in](http://www.apssb.nic.in). using their unique login credentials/passwords which will be sent to their respective mobile numbers & e-mail ID's.

**6. SCANNED COPIES OF FOLLOWING DOCUMENTS AND INFORMATION ARE TO BE ATTACHED/ UPLOADED AT THE TIME OF ONLINE APPLICATION:**

- i. Scanned signature of the candidate on white paper with black ink pen (10-50 kb in jpg/jpeg/png format).
- ii. Latest/ recent passport size photo (50-100 kb in jpg/jpeg/png format).

**7. PERSONS WITH BENCHMARK DISABILITIES (PwBD):**

A person with Benchmark disability (PwBD) means a person with not less than forty percent (40%) of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority. Provision of Compensatory time and assistance of scribe.

**7.1** In case persons with benchmark disabilities (PwBD) in the category of blindness, locomotor disability (both arms affected-BA) and cerebral palsy, the facility of scribe will be provided if so desired by the candidate.

**7.2** In case of remaining categories of persons with benchmark disabilities (PwBD), the provision of scribe will be provided on submission of a certificate, at the time of filling up of online application, to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon//Medical Superintendent of a Government health care Institution as per proforma at Annexure-I\*

**7.3** The facility of scribe will also be provided to PwD candidates having disability less than 40% and having difficulty in writing in pursuance to OM No.29-6/2019-DD-III dated 10.08.2022 issued by Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment. The facility will be provided on production of certificate as per Annexure-IA\*

**7.4** The facility of scribes will be provided to the PwBD / PwD candidates only if he has opted for the same in the application form.

**7.5** The candidate will have the discretion of opting for his own scribe or to avail the facility of scribe provided by the Board. Appropriate choice in this regard will have to be given by the candidate in the online application form.

**7.6** In case the candidate opts for his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking the examination. The candidates with benchmark disabilities (PwBD) opting for own scribe shall be required to upload the details of the own scribe during the time of online application as per proforma at Annexure-II\*. The candidates with disabilities (PwD) eligible for scribe as per Para 7.3 above and opting for own scribe shall be required to upload the details of the own scribe during the time of online application as per proforma at Annexure-IIA\*. In addition, the scribe has to produce a valid ID proof (Aadhar card/Voter's ID Card/Driving License/PAN Card/Passport/ID Card issued by University or College or School/Employer ID Card/Any other photo bearing ID Card issued by the Central or State Government] in original at the time of examination. A photocopy of the ID proof of the scribe signed by the candidate as well as the scribe will be uploaded along with proforma at Annexure-II/Annexure-IIA. If subsequently it is found that the qualification of the scribe is not as declared by the candidate, then the candidate shall forfeit his right to the post and claims relating thereto.

**7.7** If a candidate opts for his own scribe, in that case, that scribe should not be a candidate of this examination. If a candidate is detected as assisting another PwBD/PwD candidate as scribe in this examination, then the candidatures of both the candidates will be cancelled.

**7.8** A compensatory time of 20 minutes per hour of examination will be provided to the persons who are allowed use of scribe as described at Para 7.1, 7.2 and 7.3 above.

**7.9** The candidates referred at Para 7.1, 7.2 and 7.3 above who are eligible for use of scribe but not availing the facility of scribe will also be given compensatory time of 20 minutes per hour of examination.

**7.10** No attendant other than the scribe for eligible candidates will be allowed inside the Examination hall.

**7.11** Partially blind candidates who wish to write/indicate the answer with the help of magnifying glass will be allowed to use the same in the Examination Hall and will not be entitled to a scribe. Such candidates will have to bring their own magnifying glass to the Examination Hall, after obtaining authorization from the APSSB.

**7.12** The PwBD/PwD candidates who have availed the facility of scribes and/or compensatory time must produce original copies of the relevant documents for the eligibility of scribe/compensatory time at the time of Document Verification. Failure to produce such original documents will lead to cancellation of their candidature for the examination. The proforma of Annexure-I, Annexure-IA, Annexure-II & Annexure-IIA will be available on the APSSB website for download.

## **8. THE SHORTLISTED CANDIDATES WILL HAVE TO SUBMIT COPIES OF THE FOLLOWING DOCUMENTS/INFORMATION TO THE BOARD DURING DOCUMENT VERIFICATION**

- i. Recent passport size Photograph (2 copies).
- ii. Matriculation certificates/ITI issued by the Board/Institute for proof of date of birth.
- iii. Class XII pass certificate & marksheet issued from a recognized Board/University.
- iv. APST Certificate (if applicable).
- v. Valid Driving License.
- vi. Print out of Admit Card.
- vii. Any other documents as may be relevant.

Shortlisted candidates will have to produce the above mentioned Certificates/Documents in original during Document Verification failing which his/her candidature will be summarily rejected.

**Note:**

- i. There is no provision of re-evaluation /re-checking of Answer Sheet / Answer Scripts in respect of the examinations conducted by APSSB.
- ii. The APSSB reserves the right to cancel/withdraw any question / questions from the Test.
- iii. The Board makes provisional selection of the candidates on the basis of information provided in the application and documents/certificates provided by the candidate at the time of submission of documents and recommend the same to the indenting/ user department. Further, the Appointing Authority i.e. the indenting/user department verifies and satisfies itself about the authenticity of documents/certificates and eligibility as per the Recruitment Rules before finally appointing the candidate(s). Therefore, the provisional selection of a candidate does not confer upon him/her any right of appointment unless the Appointing Authority is satisfied, after such inquiry as may be considered necessary, that the candidate is suitable in all respects for appointment to the post.
- iv. The Board reserves the right to conduct medical test for examining the candidates belonging to PwBD category if it deems necessary.

**9. AGE:**

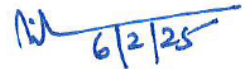
- i. The candidates for LDC (Post Code 1/25) and JSA (Post Code 2/25) should not be more than 45 years (50 years in case of candidates belonging to APST) on the closing date of application i.e. on 27-03-2025.
- ii. There is no applicable age limit for the post of Driver (Post Code 3/25).

**10. CENTRE OF EXAMINATION:** The centre for the examination will be ITANAGAR.

**11. GENERAL INSTRUCTIONS FOR CANDIDATES:**

- i. The vacancies published are provisional and subject to change. In case the vacancy position is reduced to any number or even withdrawn by the user department, the Board shall not be liable to compensate the applicant for any consequential damage/loss.
- ii. The Board reserves the right to reject the candidature of any candidate at any stage of recruitment.
- iii. The Board reserves the right to cancel a part or entire process of examination or a part of it due to administrative reason(s) and in case of unfair means, cheating or other irregularities/malpractice noticed by the Board. The Board also reserves the right to cancel or setup a new examination centre and divert the candidates to appear at that examination centre, if required.
- iv. The Board reserves the right to cancel any centre of exam and ask the candidates of that centre to appear at another centre. The Board also reserves the right to direct the candidates of any centre to another centre to take the exam. **No request for change in date, time and centre of exam will be accepted under any circumstances.**
- v. The Board reserves the right to change or make amendment in the examination scheme at any time before the examination, if so required.
- vi. The candidature of the candidate to the written examination is provisional and subject to the outcome of any direction / decision / order/pronouncement of any Court of Law and mere issue of Admit Card or appearance at the examination does not entitle him/her to any claim for the post.

- vii. No request or representations will be entertained for issuance of admit cards after closing date for download of admit cards.
- viii. The applicants are advised to fill up the application form carefully. They will not be allowed to edit/modify the details after the closing date. Application with incomplete or invalid details will be summarily rejected.
- ix. In case an applicant applies multiple forms for the same post, only the latest application form shall be considered by APSSB.
- x. Abbreviations used are denoted as under: APST - Arunachal Pradesh Scheduled Tribe, PRC – Permanent Resident Certificate, UR – Unreserved.
- xi. Use of Calculator, Laptop, Palmtop, other digital instrument/Mobile/Cell Phone/Pager/Electronic Watches etc is/are not allowed. In case any candidate is caught / found in possession of any gadget / instrument, he/she would be debarred from the examination and legal proceedings shall also be initiated against the candidate.
- xii. Candidates are advised not to bring any of the above gadgets in the exam centre as no arrangements for keeping/security of these items would be available at the centre.
- xiii. If any candidate uses offensive/abusive/foul language/obscene picture he/she will be liable for necessary penal action under relevant provision of the IT Act.
- xiv. Individual Admit Cards will not be sent to the candidates and have to be downloaded from the website [www.apssb.nic.in](http://www.apssb.nic.in).
- xv. Candidates are advised to keep track of the Board website [www.apssb.nic.in](http://www.apssb.nic.in) for any latest information related to the examination.
- xvi. All concerned shall note that the Board has established series of checks to ensure that there is no impersonation and mischief. The selected candidates will be subjected to detailed scrutiny including document verification and biometrics. Candidates may also note that their candidature is provisional and at any stage of examination if they are found involved either in violating any of the guidelines or found involved in any malpractices like impersonation, using unfair means etc. then strict action shall be taken against them which may include police action, lodging of FIR and debarment from all future examinations conducted by APSSB.

  
6/2/25

(Krishna Kumar Singh) IAS  
Secretary-cum-CoE, APSSB

Memo. No. APSSB-13/4/2025

Dated: 06<sup>th</sup> March' 2025

Copy to:

1. The Chairman, APSSB for information please.
2. The Members, APSSB for information please.
3. All indenting Offices/Departments for information.
4. Office Copy.

  
6/2/25

(Krishna Kumar Singh) IAS  
Secretary-cum-CoE, APSSB