



USE ONLY BLUE / BLACK  
BALL POINT PEN

**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 fulfil 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. In cases where there is necessity to obtain NOC from the employer before applying, the candidate may obtain NOC as required and furnish copy along with the application form.  
  
(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.

- (a) Original treasury receipt depositing prescribed examination fees.
- (b) Age certificate (HSLC/Class X Board Admit Card/Pass Certificate).
- (c) Certificates & mark sheets of all examinations from HSLC onwards up to the level of qualifying examination.
- (d) Caste certificate (wherever necessary) of reserved categories issued by appropriate authority.
- (e) Disability certificate (wherever necessary)
- (f) Two copies of recent passport size photograph with white background.
- (g) Signature (scanned copy to be uploaded in online mode when available)
- (h) Experience certificates, if necessary **(The experience column of the application form should be filled as and when specifically mentioned in the advertisement)**
- (i) BPL certificate/EWS certificate (wherever necessary)

***No document other than the HSLC or Class X Board Examination Admit Card/Pass Certificate, in which the date of birth is recorded, will be accepted by the Commission for determination of age.***

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](http://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. The eligible candidates shall have to download the Admit cards/Call letters from the APSC website.

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**15. 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

**16. Employment/Experience (The experience column should be filled as and when specifically mentioned in the advertisement)**

(Particulars of all previous and present employment/experience relevant to advertisement 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	

**17. If Ex-Servicemen mention (only for Grade-III post) (attach copy of discharge certificate/Ex-Servicemen ID card)**

Personal Number :-.....

Rank :-.....

Name of Service :-.....

Period of Service :-.....

Date of Retirement/Release :-.....

**18.(a)** Are you debarred from any examination and /or selection conducted by the UPSC or any State P.S.C. ? [Please tick (✓) appropriate box.]

YES

NO

**18.(b)** Are you debarred from applying for any Government post ? [Please tick (✓) appropriate box.] (If yes, submit details)

YES

NO

**19. For Doctors (All branches, please specify)**

**I) Registration No** : .....

**II) Name of registering authority** : .....

**Note:** attach supporting documents

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

Sl. No.	Details	No. of sheets	Sl. No.	Details	No. of sheets

**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** : \_\_\_\_\_

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**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.

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**DECLARATION**

**Form- "A"**

**[See rule 5 (1)]**

I, Shri / Smti .....Son / daughter / husband / wife of  
Shri/ Smti.....Aged .....years, resident of  
.....do hereby declare as follows:

- 1) That I have filled my application for the post of.....  
advertised vide .....
- 2) I have ..... (number) living children as on today. Their names, sex and date of birth are:

Name	Sex	Date of Birth

- 3) I am aware that if I have more than two living children, I am liable to be disqualified for the appointment to the post.
- 4) I also declare that:  
    I am not married / I am married and my spouse and I have not violated the provision of legal age of marriage.
- 5) I am aware that marrying in violation of the provision of the Prohibition of Child Marriage Act, 2006 (Act No. 6 of 2007) shall be disqualification for appointment to the post applied for.

Place: .....

Date: .....

.....  
Signature of the applicant