F. No. APU/Advt-/2023/– ᒪ 12 /9   Dated: Pasighat, 19 January, 2024.

ADVERTISEMENT

Applications in offline mode are invited from citizens of India for the following 48 number of vacancies under Arunachal Pradesh University, Pasighat. The selection process will be in the form of Written Test, Skill Test (wherever applicable) and Interview/Viva Voce. The details of the posts are as mentioned below:

Post Code	Name of the post	Group	Level in Pay Matrix	APST	UR	PWD	Ex-Service men	Total
				Vacancies				
01/A	Assistant Registrar	A	Level 10 (56100-177500)	2				2
02/A	System Analyst	A	Level 10 (56100-177500)	1				1
03/A	Laboratory Assistant	B	Level 6 (35400-112400)	2				2
04/A	Library Assistant	B	Level 6 (35400-112400)	2				2
05/A	Personnel Assistant	C	Level 5 (29200-92300)	3	1			4
06/A	UDC-cum-DEO	C	Level 5 (29200-92300)	5	1			6
07/A	LDC	C	Level 4 (25500-81100)	6	2			8
08/A	Driver	C	Level 4 (25500-81100)	3				3
09/A	MTS	C	Level 2 (19900-63200)	16	3	1		20
	Total Vacancies							48

Abbreviation: APST – Arunachal Pradesh Scheduled Tribe, UR- Unreserved, PWD- Person with Disability.

Incomplete application with partial/Incorrect/ irrelevant information shall be summarily rejected. Candidates must go through the Recruitment notice carefully before applying for the respective post and ensure that they fulfil all the eligibility criteria like age/education and other qualifications/ experience/ category, etc., as indicated against each post in this advertisement. Candidature of candidates not meeting the eligibility conditions will be cancelled at any stage of the recruitment process without any notice. Candidature of Applicants shall be purely PROVISIONAL at all stages of the recruitment process.

The Opening date and closing date of application of vacancies are as under:

Opening Date of Issue and Submission of Application: 22 /01/2024 Monday (10:00 am)

Closing Date of Issue and Receipt of Application: 21/02/2024 Wednesday (upto 03:00 PM)

Application forms will be available in the office of Arunachal Pradesh University, Pasighat w.e.f 22.01.2024 on payment of ₹ 200/- from 10 am upto 3.30 pm on all working days.

The Arunachal Pradesh University office remains closed on Saturday, Sunday and all Gazzetted and Local Holidays.

No request for extension of the closing date and time of receiving applications shall be entertained under any circumstance.

The educational qualifications, experience, age limit as per recruitment rules are as under:

Table-A

Post Code	Name of post	Eligibility Criteria
01/A	Assistant Registrar	**Age limit:** A Candidate shall not be less than 21 years and not more than 40 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications:** Master's Degree with minimum 55% marks or an equivalent grade in a point scale wherever grading system is followed. **Desirable:** 1. 5 (Five) years of regular service as Section Officer/ Private Secretary (Pay level 7 and above). 2. Good knowledge of Information & Communication Technology. **Method of Recruitment:** Written Test and Interview
02/A	System Analyst	**Eligibility Criteria:** A Candidate shall not be less than 21 years and not more than 40 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Educational qualification:** (i) B.E./B.Tech. in Computer Science and Engineering/Electronics Engineering (ii) 05 years programming experience in languages like C/C++/JAVA etc. database: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognised Public/PUS/Private organisation OR (i) M.E./M.Tech. in Computer Science and Engineering/Electronics Engineering/ M.Sc Computer Science/MCA (ii) 03 years programming experience in languages like C/C++/JAVA etc. database: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognised Public/PUS/Private organisation.

Post Code	Name of post	Eligibility Criteria
		Method of Recruitment: Written Test and Interview
03/A	Laboratory Assistant	**Age Criteria:** A Candidate shall not be less than 21 years and not more than 32 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications:** (i) Bachelor's degree with minimum two years of working experience and maintenance of sophisticated scientific Instruments. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. (ii) The experience should be in University/ Research establishment/ Central /. State Government/ PSU and other autonomous bodies or Private organisation of repute with annual turnover of at least Rs 200/-crores or more. **Method of Recruitment:** Written Test and Interview
04/A	Library Assistant	**Age Criteria:** A Candidate shall not be less than 21 years and not more than 32 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications** (i) A Bachelors' Degree in Library and Information Science or an equivalent from a recognised university. (ii) At least 6 months certificate course in Computer applications. (iii)Typing speed of 30 words per minute in English. **Method of Recruitment:** Written Test, Skill Test and Interview.
05/A	Personnel Assistant	**Age Criteria:** A Candidate shall not be less than 21 years and not more than 32 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications:** (i) Bachelor's degree or equivalent from a recognised university. (ii) At least 6 months certificate course in Computer applications. (iii)Stenography Course Certificate

Post Code	Name of post	Eligibility Criteria

		(iv) Speed of 100 words per minute in Stenography (English)
		   a) Dictation: 10 mts @ 100 WPM
		   b) Transcription: 50 mts (English), Skill test shall be done in computer. An average of 5 key depressions for each work.
		   c) 5% permissible mistakes in transcription would apply in speed test.
		
		Desirable:
		Experience of working in any state or central government establishment for a minimum period of one year in the same or equivalent grade.
		Method of Recruitment:
		Written examination, Stenography (Skill Test) and Interview

06/A	UDC-cum-DEO (Upper Division Clerk cum Data Entry Operator)	**Age Criteria:** A Candidate shall not be less than 21 years and not more than 32 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications:** (i) Bachelor's degree from a recognized institute/University. (ii) At least 6 months certificate course in Computer Applications. (iii) English Typing @ 35 wpm or Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 key depressions for each work) **Desirable:** Experience of working in any state or central government establishment for a minimum period of 6 months in the same or equivalent grade or as LDC or equivalent grade. **Method of Recruitment:** Written Test, Skill Test and Interview.
07/A	LDC (Lower Division Clerk)	**Age Criteria:** A Candidate shall not be less than 21 years and not more than 32 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications:** (i) A Bachelor's degree from a recognized institute/ University. (ii) At least 6 months certificate course in Computer Applications. (iii) English Typing @ 35 wpm or Hindi Typing @ 30 wpm (35 wpm and 30 wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 key depressions for each work)

Post Code	Name of post	Eligibility Criteria
		Desirable: Experience of working in any state or central government establishment for a minimum period of 6 months in the same or equivalent grade or as MTS or equivalent grade. **Method of Recruitment:** Written Test, Skill Test and Interview.
08/A	Driver	**Age Criteria:** A Candidate shall not be less than 21 years and not more than 32 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications:** (i) Class 10th Pass from a recognized board (ii) Possession of a Valid Commercial driving License for Light/Medium/Heavy Vehicles issued by the Competent authority having no adverse endorsement. (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for a least 03 years in a government organisation. **Method of Recruitment:** Written Test, Skill Test (Driving Test) and Interview.
09/A	MTS (Multi-Tasking Staff)	**Age Criteria:** A Candidate shall not be less than 21 years and not more than 32 years of age as on 21-02-2024. However, age relaxation for APST candidates will be as per Government of Arunachal Pradesh rules and regulations in force from time to time. **Essential Qualifications:** Class 10th Pass from a recognized board or ITI Pass **Desirable:** Experience of working in any state or central government establishment for a minimum period of 6 months in the same or equivalent grade. **Method of Recruitment:** Written Test/Trade Test and Interview

1. **HOW TO APPLY:**

Candidates are required to fill in the application format available at Arunachal Pradesh University, Pasighat and send the completed application either by hand post or through registered post in the address 'Registrar, Arunachal Pradesh University, Pasighat, Hilltop-791103'. The sealed envelope containing the completed application form should clearly mention the content 'Application for the post of _____(Post Name) and _____(Post Code)'.

2. **REQUIRED DOCUMENTS AND INFORMATION NEEDED:**

(i).   Latest/recent passport size colour photo- 2 Nos.

(ii).   The candidate will also have to provide two photo copies each of all relevant documents of educational qualifications and skills acquired and Aadhaar Card along with Driving License for Post Code 08/A) and any service ID, if already in service.

(iii). They will have to carry the same ID card in original along with the admit card to the examination centre, failing which they shall not be allowed to appear in the examination. The particulars of candidate such as name, father's name etc. indicated in Photo Identity Documents of candidates should match with admit card of the candidate issued by Arunachal Pradesh University, Pasighat.

NOTE: All original documents must be produced during Stage-2 and Stage -3 of the recruitment process or as and when notified.

Documents and other details once submitted shall be deemed final and under no circumstance will the candidates be allowed to change their details at a later stage.

The merit list of the candidate shall be determined as per the overall performance.

3. EXAMINATION FEES AND MODE OF PAYMENT:
(i) Post Code 01/A and 02/A: A Non-Refundable Fee of ₹ 1000/- for APST candidates.
(ii) Post Code 03/A and 04/A: A Non-Refundable Fee of ₹ 800/- for APST candidates.
(iii) Post Code 05/A and 06/A: A Non-Refundable Fee of ₹ 700/- for APST candidates and ₹1000/- for other candidates
(iv) Post Code 07/A and 09/A: A Non-Refundable Fee of ₹ 500/- for APST candidates and ₹ 800/- for other candidates.
(v) Post Code 08/A: A Non-Refundable Fee of ₹ 500/- for APST candidates.

NOTE: All Fees are to be paid in favour of:

Account Holder (s): Arunachal Pradesh University

Account No.: 65430100009670

Bank Name: Bank of Baroda, Branch: Pasighat

IFS Code: BARB0VJPASI (The 0 in the IFS Code is ZERO)

The proof of payment whether Online or Offline must be attached with the application.

4. PLACE AND CENTRE OF EXAMINATION:

Arunachal Pradesh University, Pasighat OR as Notified by the University.

5. SCHEME OF EXAMINATION:

The scheme of examination will consist of three stages for Post Code 04/A, 05/A, 06/A, 07/A and 08/A and two stages for Post Code 01/A, 02/A, 03/A and 09/A indicated below:

Stage- 1 (Objective Type Multiple Choice questions) 300 Marks; applicable for all posts.

[6]

The test will comprise of the following subjects:

(a) General English — 100 marks

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.

(b) Elementary Mathematics - 100 marks

Syllabus: The questions will be designed to test the ability of appropriate use of numbers and number sense of the candidate. The scope of the test will be computation of whole numbers, decimals, fractions and relationships between numbers, Percentage. Ratio & Proportion, Square roots, Averages, Interest, Profit and Loss, Discount, Partnership Business, Mixture and Alligation, Time and distance, Time & Work, Basic algebraic identities of School Algebra & Elementary surds, Graphs of Linear Equations, Triangle and its various kinds of centres, Congruence and similarity of triangles. Circle and its chords, tangents, angles subtended by chords of a circle, common tangents to two or more circles, Triangle, Quadrilaterals, Regular Polygons, Circle, Right Prism, Right Circular Cone, Right Circular Cylinder, Sphere, Hemispheres, Rectangular Parallelepiped, Regular Right Pyramid with triangular or square base, Trigonometric ratio, Degree and Radian Measures, Standard Identities, Complementary angles, Heights and Distances, Histogram, Frequency polygon, Bar diagram & Pie chart.

(c) General Knowledge – 100 marks

Syllabus: - Questions will be designed to test the ability of the candidates General Knowledge 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 matter of everyday observation as may be expected of an educated person. The Test will also include questions relating to History, Polity, Constitution, Sports, Art and Culture, Geography, Economics, Everyday Science, Scientific Research, National/International Organizations/Institutions etc. State specific questions may also be asked.

The test will be of Objective Type Multiple Choice Questions comprising of 100 questions in each subject.

A candidate must secure a minimum of 33% in each subject in the written examination paper. The candidate securing less than 33% 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) and/or Stage-3 will be in 1:3 ratio i.e., if total vacancies are 10 then 30 candidates will be shortlisted for Stage 2 and Stage 3, subject to the candidate securing a minimum of 33% marks in each subject in the written Examination paper.

NOTE: The standard of the question papers may vary according to the grade and nature of the post applied for.

Stage-2 (Skill Test):

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

A Skill Test will be conducted, for Post Code **Post Code 04/A, 05/A, 06/A, 07/A and 08/A**, comprising of the following

1. Basic Computer Application for Post Code **04/A, 05/A, 06/A and 07/A**:
2. Typing Speed Test for post code **04/A, 05/A, 06/A and 07/A**
3. Stenography: Applicable for **Post Code 05/A** only

Candidates for **Post Code 05/A** are not exempted from appearing in Basic computer application test. However, they shall also appear in a separate Stenography Test. The marks obtained in the Stenography Test shall be counted for preparation of the final Merit.

4. Driving Test: Applicable for post code **08/A**

Stage-3 (Interview/Viva-Voce):

Applicable for all posts.

NOTE:

- Use separate forms for applying for different posts.
- Skill Test for Post Code **06/A** and **07/A** will be of Qualifying nature only, the marks secured will not be counted for preparation of the final Merit. The candidates must however qualify in Stage 2 and the final merit for Post Code **06/A** and **07/A** shall be prepared on the basis of marks secured in written examination and viva-voce only.
- Recruitment rules and regulations are subject to modifications, alterations and interpretations as deemed fit by the Arunachal Pradesh University, Pasighat in accordance with the guidelines of the UGC and the Government of Arunachal Pradesh and also the draft recruitment rules for non-teaching posts of Arunachal Pradesh University, Pasighat, wherever applicable.
- There is no provision of re-evaluation/re-checking of answer scripts in respect of the examinations conducted by APU, Pasighat.
- APU, Pasighat reserves the right to cancel/withdraw/amend any question(s) from the tests. The university also reserves the right to cancel/amend/change the date, timings and venue of the examinations as and when deemed necessary.
- APU, Pasighat 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 appointment thereafter. Further, the Appointing Authority i.e. the Registrar/Vice Chancellor 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.
- APU, Pasighat reserves the right to conduct medical test for examining the candidates belonging to PWD category if it deems necessary.

6. **THE SHORTLISTED CANDIDATES FROM STAGE 1 SHALL HAVE TO SUBMIT COPIES OF THE FOLLOWING DOCUMENTS/INFORMATION TO THE INTERVIEW BOARD DURING DOCUMENT VERIFICATION**

1. Recent passport size Photograph – 2 Nos
2. All documents related to Secondary and Senior Secondary Examinations issued by the Board/University for proof of date of birth.
3. Graduation certificate issued by the Assistant Registrar/ Controller of Examinations/ Vice-Chancellor of the concerned University.
4. Graduation mark sheet issued by the Assistant Registrar/ Controller of Examinations/ Vice-Chancellor of the concerned University.
5. Post Graduation Marksheet and Certificate issued by the Assistant Registrar/ Controller of Examinations/ Vice-Chancellor of the concerned University, wherever applicable.
6. APST Certificate (if applicable).
7. Permanent Resident Certificate (if applicable).
8. Certificate of 6 months Diploma in Computer Application from a recognized Board/institution duly recognized by the Arunachal Pradesh Council for Technical Education/AICTE (if applicable).
9. NOC from competent authority for those who are in regular Govt. Service.
10. PWD certificate in case of vacancy under PWD quota.
11. Admit Card
12. Any other documents as may be relevant.

The candidates will also have to produce the above-mentioned Certificates/ Documents and mark sheet, both in original and photocopies, during document verification on the date scheduled for skill test or as and when notified, failing which his/her candidature will be summarily rejected and final merit list shall be prepared excluding such candidates who failed to produce required documents during verification process. Candidates may duly take notice that no additional time shall be given for production of documents.

7. GENERAL INSTRUCTION FOR CANDIDATES:
1. The vacancies published are provisional and subject to change. The University reserves the right to add/increase or decrease the vacancies for any post in any category due to administrative reasons or in public interest. In case the vacancy position is reduced to any number, the University shall not be liable to compensate the applicant for any consequential damage/loss.
2. The University reserves the right to reject the candidature of any candidate at any stage of recruitment.
3. The University 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 detected by the University.
4. The University reserves the right to cancel or set up a new examination centre and divert the candidates to appear at that examination centre, if so required. No request for change in date, time and centre of exam will be accepted under any circumstances.
5. The University reserves the right to change or make amendment in the examination scheme at any time before the examination, if so required.
6. 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.
7. The applicants are advised to fill up the application form carefully. They will not be allowed to edit/modify the details after submission. Application with incomplete or invalid details will be summarily rejected.

8. Use of Calculator, Laptop, Palmtop, other digital instrument/Mobile/ Cell Phone/Pager/ Watches/ Smart watches, etc is not allowed during examination. 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.

9. 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.

10. 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.

11. Information regarding the issue of admit cards, date and venue of examination will be published in the newspapers of the state.

12. The Admit Cards will be sent to individual candidates in their emails.

13. It will be the duty of the candidate to ensure that they have received their Individual Admit Cards. The University shall not be held responsible for any non-delivery of email. Candidates are advised to keep track of the University Notice board for any latest information related to the examination.

14. Candidates may also note that their candidature is provisional, and if at any stage of examination, they are found involved either in violating any of the guidelines or found involved in any malpractices like impersonation. using unfair means, mischief with university/invigilator/Examination/Recruitment staff/any staff appointed by the University 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 Arunachal Pradesh University, Pasighat.

Registrar
Arunachal Pradesh University
Pasighat.