

MINISTRY OF PERSONNEL, ADMINISTRATIVE REFORMS & TRAINING
DEPARTMENT OF ADMINISTRATIVE REFORMS: OLD DC'S OFFICE
"C" SECTOR: ITANAGAR

NOTIFICATION

Dated, Itanagar the 8th February, 2011.

NO.AR-133/10::: In exercise of the powers conferred by the proviso to article 309 of the constitution of India, and in supersession of the Arunachal Pradesh Public Service Commission Stenographer Grade-III(Group-C) Recruitment Rules, 1993, except as respect things done or omitted to be done before such supersession the Governor of Arunachal Pradesh is pleased to make the following rules to regulate the method of recruitment to the post(s) of Personal Assistant, Arunachal Pradesh Public Service Commission, namely:-

1. **Short Title and commencement:-** (1) These rules may be called the Personal Assistant(Arunachal Pradesh Public Service Commission, Group-C, Non-Gazetted, ministerial) Recruitment Rules, 2011.
(2) They shall come into force on the date of their publication in the Arunachal Pradesh Gazette.
2. **These rules shall apply to the posts as specified in column 1 of the Schedule Annexed to the Rules.**
3. **Number of posts, classification and Pay Band/Grade Pay/Pay Scale:-** The number of posts, their classifications and the Pay Band/Grade pay/Pay Scale attached thereto shall be as specified in column 2 to 4 in the Schedule aforesaid.
4. **Method of Recruitment, age limit and other qualifications:-**
The method of recruitment to the posts, age limit, qualifications, and other matters relating there to shall be as specified in columns 5 to 14 of the Schedule aforesaid.
5. **Disqualification:** - No person.
(a).who has entered into or contracted a marriage with a person having a spouse living or
(b). who having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for the appointment to the said post.
Provided that the Governor of Arunachal Pradesh may, if satisfied that such marriage is permissible under the personal Law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.
6. **Power to relax:** - where the Governor of Arunachal Pradesh is of opinion that it is necessary or expedient so to do, he may by order for reasons to be recorded in writing and in consultation with the Selection

Board relax any provisions of these rules with respect to any class or category or person.

7. **Repeal and saving:** The Stenographer Grade-III(Group-C)Recruitment Rules notified vide notification No.OM-4/93 dated 12.08.1993 is hereby repealed. Provided that any order made or action taken under the rules so repealed shall be deemed to have been validly made or taken under the corresponding provisions of these rules. Nothing in these rules shall effect reservation/ relaxation of age limit and other concessions required to provide for the Scheduled Caste and Schedule Tribes and other special categories of persons in accordance with the orders issued by the Government of Arunachal Pradesh from time to time in this regard.

Sd/- Tabom Bam
Chief Secretary to the
Govt. of Arunachal Pradesh
Itanagar.

Memo. NO.AR-133/10/278
Copy forwarded to :-

Dated Itanagar, the 17th Feb'2011.

1. The Secretary to the Governor, Arunachal Pradesh, Itanagar.
2. The Secretary to Chief Minister, Arunachal Pradesh, Itanagar.
3. PS to Speaker/Deputy Speaker, Arunachal Pradesh, Naharlagun.
4. PS to All Ministers, Arunachal Pradesh, Itanagar.
5. PS to Chief Secretary, Government of Arunachal Pradesh, Itanagar.
6. All Commissioners/ Secretaries/Jt.Secretaries, Government of Arunachal Pradesh, Itanagar.
7. The Secretary, Arunachal Pradesh Public Service Commission, Itanagar.
8. All Deputy Secretaries/Under Secretaries, Government of Arunachal Pradesh, Itanagar.
9. All Deputy Commissioners/Additional Deputy Commissioners, Arunachal Pradesh.
- 10.All Heads of Department, Arunachal Pradesh, Itanagar/Naharlagun.
- 11.The Director Printing, Arunachal Pradesh, Naharlagun for publication in the next issue of the Arunachal Pradesh Extra ordinary Gazette.
- 12.Office Order book.
- 13.Office Copy.


(Mari Angu)

Under Secretary to the
Govt. of Arunachal Pradesh.

Schedule.

(See Rule 2,3 &4)

Column No.	Particulars	Provision
1.	Name of the post	Personal Assistant(Stenographer-III)
2.	No. of Post	1(One) posts *2010 Subject to variation dependent on work load.
3.	Classification	General Arunachal Service, Group-C Non-Gazetted, Ministerial
4.	Pay Band/Grade Pay/Special Pay	Pay band-2 Rs.5200-20200 + Grade Pay Rs. 2800/-
5.	Whether selection post or non-selection post	Not applicable
6.	Age limit for direct recruits	Between 18 and 28 years.
7.	Whether benefit of added years of service admissible under Rule 30 of CCS(pension) Rules 1972	Not applicable
8	Educational and other qualification required for direct recruits.	1.Class --XII or equivalent from a recognized Borad/university. 2.Speed of 80 W.P.M in stenography (English) Note:-Skill test Norms. Dictation 10mts @ 80 WPM Transcription 50mts(English).skill test shall be done in computer. An average of 5 key depression for each word.
9	Whether age and educational qualification prescribed for direct recruits will apply in case of promotees.	Not applicable.
10.	Period of probation	2 (two) years.
11.	Method of recruitment whether by direct recruitment or by deputation/transfer & percentage of the vacancies to be filled by various method s	100 % by Direct Recruitment through merit adjudged on the basis of the written competitive examination on the following subjects:- 1.English-----100 Marks. 2.General Knowledge---100 Marks. 3.Stenography----- 100 Marks. 4.Vivavoce----- 40 Marks. Total--340 Marks. NB:- (i) Candidate shall qualify minimum speed in stenography as per column 8. (ii). the minimum qualifying pass marks shall be as per Office Memorandum .No,OM-54/06 dated 5.1.2008..
12.	In case of recruitment by promotion/ deputation/ transfer grades from which promotion/ deputation/ transfer to be made.	Not applicable
13.	If a DPC exist what is its composition	GROUP "C" DPC for confirmation

		<p>1. Secretary Arunachal Pradesh Public Service Commission----Chairman.</p> <p>2. Joint Secretary(APPSC) ----Member.</p> <p>3. Under Secretary(SAD) -----Member.</p> <p>4. One APST Group 'A' Officer not below the rank of the Secretary to the Government of Arunachal Pradesh, if none of the members belong to APST-Member</p>
14.	Circumstances in which the APPSC is to be consulted in making recruitment.	Applicable



(Mari Angu)

Under Secretary to the
Government of Arunachal Pradesh