



# **ARUNACHAL PRADESH PUBLIC SERVICE COMMISSION**

## **MANUAL FOR CONDUCT OF EXAMINATION: 2024**

## PREFACE

As an Autonomous Constitutional Body, the Arunachal Pradesh Public Service Commission (APPSC) attaches great importance to conducting all its examinations and interviews with efficiency, integrity, fairness and requisite transparency. The endeavour is to fully meet the expectations of the requisitioning department by providing them with the best available human resource on time. To ensure the integrity of its processes, the Commission has put in place several guidelines that it reviews periodically, to make them contemporary.

The Commission first formulated the Arunachal Pradesh Public Service Commission, Conduct of Examination Guidelines in 2012 and reviewed them in 2017. Since then, it has introduced several new measures in its processes. The system of online application, adoption of the UPSC pattern, addition of topics on 'Arunachal Pradesh' and 'North-East' in the syllabi for the conduct of the Arunachal Pradesh Public Service Combined Competitive Examination, are few such changes. Therefore, the Commission decided to review the previous guidelines to incorporate all such new aspects.

This document will be called "The Arunachal Pradesh Public Service Commission (APPSC) Manual for Conduct of Examination 2024" and will supersede all previous guidelines. The Commission has made this manual for its institutional functioning as an Autonomous Constitutional Body. Therefore, it is the sole authority to amend this, in time as necessary. As regards the interpretation of any aspect of this Manual, the Commission's decision shall be final.

The Chairman of the Commission may issue any further instructions for the conduct of its examinations. Any other aspect, not covered by this Manual, will be decided on by the Commission.

The Secretary or the Controller of Examination, with the approval of the Chairman, will be the Competent Authority to issue detailed instructions on all aspects connected with the Conduct of Examinations, provided such instructions follow this Manual.

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**ANNEXURES**

1	GoAP Order No. AR-40/2010/1806-66, Dated 21st October, 2013
2	GoAP Notification No. AR-27012/2/2022-SECT-1-AR/356 dated 14th August, 2023
3	Government of Arunachal Pradesh Department of Administrative Reforms and Training OM. AR/26/2024-US-1-AR/24 dated 15th February, 2024.



**ARUNACHAL PRADESH  
PUBLIC SERVICE COMMISSION  
ITANAGAR**

No. APPSC/Manual/2024

Dated 5th August, 2024

**MANUAL FOR CONDUCT OF EXAMINATION, 2024**

**I. Short Title  
& Commencement:**

- (a) This document will be called 'The Arunachal Pradesh Public Service Commission (APPSC) Manual for Conduct of Examination, 2024'.
- (b) This 'Manual' supersedes any previous guidelines/instructions on the headings covered under this manual and shall commence with effect from the date approved by the Commission.
- (c) Every officer and official including anyone directed/ deputed/ ordered/requisitioned for performing any function with regard to conducting any examinations of the Arunachal Pradesh Public Service Commission shall follow this manual and any other instructions issued by the Commission while performing any assigned duties.
- (d) All matters/issues related to conduct of examination must be handled based on the principle of fair and transparent conduct of examination. With regards to the interpretation of any aspect of this manual, the Commission's decision shall be final. Any other aspect, not covered by this manual, will be decided by the Commission. The Chairman may issue any further instructions for the conduct of examinations based on principles of fairness and accountability.

**II. Definitions:**

- (a) In this manual, unless the context otherwise requires, the "Commission", "Chairman", "Member," "Secretary", shall imply those persons under such designation as defined in "Arunachal Pradesh Public Service Commission Regulation, 1988" as amended from time to time.
- (b) "**Controller of Examination**" (CoE): means the Joint Secretary, Ex-Officio Controller of Examinations, or an officer so designated by the APPSC to act as such.
- (c) "**Deputy Controller of Examination**" (Dy. CoE): means Deputy Secretary, Ex-Officio Deputy Controller of Examinations, or an officer so designated by the APPSC to act as such.
- (d) "**Assistant Controller of Examination**" (Asstt. CoE): means Under Secretary, Ex-Officio Assistant Controller of Examinations, or an officer authorised by the APPSC to act as such.

- (e) **“Confidential Paper”** means any such paper or document considered/marked/endorsed as confidential by the APPSC.
- (f) **“Examination”** means any examination conducted by the APPSC.
- (g) **“Centre for Examination”** means the district/area which is chosen by the APPSC for holding an examination. There may be multiple venues in the centre for examination.
- (h) **“Venue”** means the location/centre/place for conduct of an examination within the district/centre for examination.
- (i) **“Examination Room/Hall”** means the room/hall where an examination is conducted.
- (j) **“Observer”** means the person(s) appointed by the APPSC to observe the conduct of an examination in the given centre(s) for examination/district.
- (k) **“District Superintendent”** means the person(s) appointed by the APPSC to conduct and oversee an examination in the centre for examination/district.
- (l) **“Centre Superintendent”** means the person(s) appointed by the APPSC to conduct/oversee an examination at a venue/centre.
- (m) **“Centre Supervisor”** means the person(s) appointed by the APPSC to oversee an examination in the college/ university/institute having 4 (four) or more venues.
- (n) **“Coordinator”** means the person(s) appointed by the APPSC for coordination between the Centre Superintendents/ Centre Supervisors and the Commission for the smooth conduct of an examination.
- (o) **“Assistant Centre Superintendent”** means the person(s) appointed by APPSC to assist the Centre Superintendent in the smooth conduct of an examination.
- (p) **“Invigilator”** means a person appointed by APPSC to perform the Invigilation duty at an examination centre.
- (q) **“Requisition”** means a proposal received from the Government or Department for recruitment to new/vacant posts. It will essentially include the number of vacancies, recruitment rules for the post, the syllabus for the examination, and specific number of seats reserved per category, if any, in the prescribed format.



- III. Proposal/Requisition**
- (a) A recruitment process will commence with the receipt of a requisition/proposal at the Commission's office, complete in all respects and in the prescribed format.
  - (b) Every requisition from the departments for recruitments of different categories of posts shall be received only in the prescribed format of APPSC.
  - (c) The requisition letter shall clearly indicate the category wise breakup of vacancies to be filled up.
  - (d) The latest approved gazetted recruitment rules along with all applicable acts/rules and requisite information shall be provided by the concerned departments along with the vacancy requisition.
  - (e) Wherever the vacancy pertains to Person with Disabilities (PwD), the Requisitioning Authority should clearly mention the category of benchmark disability as per the **Rights of Persons with Disabilities Act, 2016** and read in conjunction with **Arunachal Pradesh Rights of Persons with Disabilities Rules, 2018**.
  - (f) The Commission will conduct all examinations based on the syllabi prescribed by the concerned Department/Government or Commission wherever required.
  - (g) If the proposal/requisition is found inadequate in any form, it will be returned to the requisitioning authority for correction/clarification and resubmission.

**IV. Calendar:**

- (a) The Commission will prepare a calendar of recruitment examinations which shall indicate the date of issue of advertisement, last date of receipt of application (closing date), date of commencement of examination and duration of examination. The dates are liable to alteration, if circumstances so warrant.

**V. Advertisement:**

- (a) The following information will be placed in the advertisement for information to the candidates: -
  - (i) The applications, once submitted, can be amended by the candidate till the last date of submission of application form.
  - (ii) Contact details/helpdesk email id for assistance.
  - (iii) Preferences for post to be given by the candidates while filling up the application form in respect of combined competitive examinations or any other examination, wherever applicable.
  - (iv) Advertisements will indicate the last date for application submission, physical endurance test, skill test and viva voce/personality test as far as possible.



- (v) In case of receipt of large number of applications beyond the approved ratio of candidates for any stage of the examination the APPSC may conduct objective/subjective recruitment test for which date, time and venue will be intimated separately to the candidates.
- (vi) The Commission reserves the right to modify, withdraw or cancel any advertisement at any stage of the examination provided there are sufficient reasons to do so.

**VI. Application  
Forms & Fees:**

- (a) Aspirants intending to apply for the advertised post(s) will have to apply online through the Commission's website and upload the requisite documents and testimonials. In case of multiple applications by the same applicant for advertised post, only last complete application shall be accepted. All incomplete applications or multiple applications shall stand rejected. No request in this regard shall be entertained later.
- (b) Design of application format shall be decided as per the requirements of each examination vis-à-vis examination pattern, qualifications, preferences etc.
- (c) The list of 'centre for examination' is to be fixed and incorporated in the application forms as per requirement. The candidates shall be asked to provide at least 3 (three) center preferences if examinations are held at more than 3(three) centers for examination. The advertisement should mention that the allocation of centre for examination shall be subject to availability/seating capacity. The candidates should also be informed that the Commission reserves the right to add/remove/change any centre for examination and may direct candidates of any center to take examination at other centers well in advance (at least 05 working days), if circumstance necessitates.
- (d) The Commission's online portal will not accept any new/ change in the application, after the last date and time of submission, as stated in the advertisement. The Commission will also not accept directly or indirectly, any requests for any such changes.
- (e) Eligible PwD candidates, intending to utilize the services of a scribe will indicate so, at the time of application itself. The candidates should also indicate whether the scribe will be brought by the candidate or is to be provided by the Commission. The qualification of the scribe should not be more than the minimum qualification required for the post. The application form shall also clearly mention the parameters of a scribe for such cases where the PwD applicant gets the scribe himself/herself.
- (f) The Candidates will also pay the prescribed examination fee online as fixed by the Commission from time to time. PwD candidates are **exempted** from paying examination fees.





- (g) Before applying online, all applicants will have to undergo 'One Time Registration (OTR)' through the Commission's website and upload the requisite documents. The user id and password generated can then be used for filling up all future applications for examinations conducted by the Commission. Detailed guidelines on how to proceed with OTR will be available on the Commission's website.
- (h) "Do's and Don'ts" for filling up the applications online will be available on the Commission's website.

**VII. Documents to be Uploaded with OTR/with 'Online' application:**

- (a) For applying online for any post, candidates must upload the following documents while undertaking the 'One Time Registration' (OTR) process using the online application system:
- (i) **'Proof of Date of Birth,'** as existing in matriculation/high school leaving certificate or a certificate by a board equivalent to one issuing above; certificates or an extract from the Register of matriculates, maintained by a university, certified by a competent authority of the board/university, or an equivalent examination certificates. (No other documents, like horoscopes, affidavits, extracts from Registers of municipal corporation/Registrar economics & statistics/any service record will be accepted).
  - (ii) **Marksheets, Degree certificates, Scheduled Tribe (S.T.) certificates, Permanent Residence Certificates (PRC) and other relevant documents,** to be self-attested as stated vide Govt. of Arunachal Pradesh Order No.AR-40/2010/1806-66 dated 21-10-2013(*ANNEXURE-1*) as amended from time to time.
  - (iii) **Disability Certificate,** in case of Persons with Disability (PwD), issued by an authorized medical board as per section 57 of The Rights of Persons with Disabilities Act, 2016.
  - (iv) Latest/recent passport size colour photograph of the front face on white background and without headgear and sunglasses.
  - (v) Only **signed specimen signature** in black ink of the aspirant on white paper shall be considered.
- (b) Original documents issued by any authority, must not be tampered with by the candidates, otherwise they will be rendered invalid by the Commission.



**VIII. Scrutiny of applications:**

- (a) The Commission may reject any application, primarily on the following grounds:
- (i) Missing or wrong information.
  - (ii) Errors/mistakes in the application form.

- (iii) Non-submission of required documents or submission of false documents.
  - (iv) Non-fulfilment of instructions or terms & conditions, as given in the advertisement and application forms.
  - (v) Incomplete and defective documents such as those not bearing name, seal, designation and signature of the issuing authority.
  - (vi) Chosen subjects for the examination not mentioned or wrong selection of subject combinations.
  - (vii) Documents not self-attested.
  - (viii) Concealment of any fact(s).
  - (ix) Not mentioning the code for the centre of examination.
  - (x) Overage or underage.
  - (xi) Non-payment/payment of less than the requisite fee.
  - (xii) Defective medical certificate (if a person who has signed the certificate, is not a member of the authorized medical board/state standing medical board).
  - (xiii) Any other valid reason.
- (b) The list of candidates found eligible for admission to the examination will be published by the Commission on its website. The list of rejected candidates along with the reasons for rejection will also be published on the website.

**IX. Admit cards/  
call letters:**

- (a) An admit card/call letter will bear the candidate's name, gender, photograph, his/her signature, roll number, the schedule of examination, instructions for the candidates etc. and category in case of PwD candidates along with any other special requirements.
- (b) Eligible candidates can download and print the admit cards/call letters online, through the Commission's website.
- (c) A window of 01(one) week shall be kept for removal of discrepancies on the basis of complaints received.
- (d) The Commission will not deliver admit cards and call letters by hand.

**X. Declaration by Members, officers and staff of the Commission at the commencement of the examination process:**

- (a) The Chairman/Members/Officials/staff of the Commission will make a written Declaration to the Secretary, APPSC if they are appearing for the examination. The Controller of Examination will ensure their exemption from the entire process of that particular examination. The signed declarations shall be kept in the safe custody of the Secretary, APPSC.
- (b) The Chairman/Members/Officials/staff of the Commission will make a written Declaration to the Secretary, APPSC, if his/her close relative is appearing at any stage of the examination. The Controller of Examination will ensure concerned Chairman/Members/Officials/staff will be exempted from that particular stage of examination. Therefore, such declaration is to be taken/given at every stage of the examination starting from the scrutiny of applications.

**XI. Recruitment test, preliminary and written examination:**

- (a) In case there are a large number of applicants for a service/post, the Commission if deemed necessary, may conduct a **recruitment test** (objective/subjective) before the main written examination/direct interview.
- (b) For APPSCCE (Preliminary), rules promulgated through Government of Arunachal Pradesh, Department of Personnel notification no. PERS-24/2018 dated 19th November, 2019 as amended from time to time will apply. Syllabi for the APPSCCE will be as per Government of Arunachal Pradesh, Department of Personnel notification no. PERS-24/2018 dated 4th December, 2019 and as modified vide notification no. PERS-36/2/2022 dated 13th March, 2024.
- (c) Of the qualified applicants in this preliminary examination, 12 times the number of advertised posts/vacancies or as decided by the Commission will be admitted to the main written examination.
- (d) This system will also apply for recruitment through interview/viva-voce only. Here, the number of candidates to be admitted for interview/viva-voce will be **3 (three) times** the advertised posts/vacancies as decided by the Commission or as per the Government of Arunachal Pradesh, Department of Administrative Reforms, notification no AR-27012/2/2022-SECT-1-AR/356 dated 14th August, 2023 or as amended from time to time (*ANNEXURE2*).
- (e) There shall be no separate qualifying marks in the interview in case of selection by written examination and interview. But in the case of direct recruitment by interview only, a candidate has to score a minimum of **50%** of the total marks to qualify for selection. Relaxation for PwD candidates, if any, shall apply as per the Government notification.



- (f) The answer key of MCQ type examination shall be uploaded in the Commission's website for a specific duration.
- (g) The candidates appearing in preliminary examination of the Combined Competitive Examination shall be provided a carbon copy of their response sheets (OMR) in the examination hall after examination/test is over.

**XII. Measures to be taken at the examination halls:**

- (a) Mobile phones, IT gadgets, smart watches/wrist watches, or any other communication/bluetooth devices/items, other than admit cards and photo id proof shall not be allowed. Candidates are not allowed to carry any pen or pencil in objective type examination as the same will be provided by the Commission. However, pen and pencil may be allowed for subjective examinations.
- (b) The candidate should take a print out of his/her e-admit card issued by the Commission online and produces it along with an identity card to gain entry to the centre/venue. The identity of the candidate will be verified against the photograph and facsimile signature printed on the attendance sheet/list in the examination hall.

**XIII. Entry and exit of candidates in the examination centres/ venues:**

- (a) Timings for entry to and exit from the examination hall:
  - (i) Candidates are allowed entry in the examination hall/room **1 hour and 45 minutes** before the examination's commencement in each session for a three hour exam.
  - (ii) Access into the examination venue shall be closed **15 minutes** before the examination's scheduled commencement, i.e., 09:45 AM for forenoon session if the examination is to commence at 10:00 AM & 01:45 PM for the afternoon session if the examination is to commence at 2:00 PM.
  - (iii) For objective type (OMR answer sheet based) examinations, no candidate can leave the examination hall until the completion of the full allotted time for the paper.
  - (iv) For other written examinations, a candidate can leave the examination hall only after **1 hour** from the commencement of examination. Such candidates will not be permitted to carry the question paper or answer booklet with them and must handover the same to the invigilator before leaving the examination hall. The invigilators will be responsible for collecting these before allowing the candidate to leave the examination hall/room. Once submitted the candidate shall under no condition be allowed re-entry into the hall/ room.



- (b) If a candidate falls seriously ill and is unwilling to write the examination during the examination hours, the Centre Superintendent may direct the invigilator to remove the question paper and/or question cum answer booklet/OMR sheet/answer booklet from him/her and allow him/her to leave the examination hall after taking an undertaking from the candidate that he/she is unwilling to continue due to illness and he/she is leaving the examination hall at his/her own risk and will. The Centre Superintendent may arrange to send the candidate to a nearby hospital/dispensary in consultation with the observer, if required.
- (c) A candidate who comes to some other venues, not assigned to him/her, will not be allowed to appear at that venue.
- (d) Admission to the examination hall will be allowed on the production of admit card only and therefore should be brought daily for each examination session.

**XIV. Action against a candidate found adopting unfair means:**



- (a) When a candidate or any other person including official on examination duty is caught guilty of misconduct/ malpractice or any offence, with evidence, he/she shall be removed from the examination hall/room by the Centre Superintendent in consultation with the observer and he/she shall not be allowed to continue with the examination. For exam functionaries appropriate action may be initiated as per relevant rule.
- (b) The Centre Superintendent should take all precautionary measures usually associated with the examination and should in particular ensure that no candidate indulges in copying and that there is no communication of any kind among the candidates during the period of the examination. Special care may be taken to prevent/detect illegal use of latest technology such as mobile phones, bluetooth devices or other communication devices by the candidates.
- (c) If any candidate indulges in copying or disregards any instruction, an undertaking/admission statement to this effect should be obtained from him/her in the examination hall/room immediately and it should be forwarded to the Commission along with the observations of the invigilator(s) concerned, Centre Superintendent's comments, evidence along with the candidate's statement signed by him/her and countersigned by Centre Superintendent, Assistant Centre Superintendent and Invigilator(s) concerned.
- (d) In all cases where any banned items such as mobile phone/bluetooth or any other electronic/communication device or any other incriminating material (notes on e-admit cards, papers, eraser etc.) is found in possession of the candidate during conduct of the examination,

following actions may be taken by the examination functionaries of the said venue:-

- (i) The incriminating material must be immediately confiscated by the invigilator(s)/examination functionary concerned.
- (ii) The matter must be brought to the notice of Centre Superintendent, Assistant Centre Superintendent and the APPSC control Room immediately.
- (iii) It should be forwarded to the Commission along with the observations of the invigilator(s) and Centre Superintendent, Assistant Centre Superintendent and such other evidence including any incriminating material that may be recovered from the candidate, with candidate's undertaking/statement signed by him and countersigned by Centre Superintendent and invigilator(s) concerned.
- (iv) After consulting the APPSC control room, if so advised, an FIR/Police complaint may be lodged with the local police station by concerned Centre Superintendent immediately.
- (v) The Candidate may be allowed to continue to take examination until and unless otherwise directed by the APPSC control room and APPSC observer. Nevertheless, if the candidate is found to be indulging in a disorderly or improper conduct which, in the Centre Superintendent's opinion, would be detrimental to the smooth conduct of the examination, he/she should not be allowed to continue to take the examination.
- (vi) After consulting the APPSC control room and the APPSC observer, if so directed, when the candidate is not allowed to continue to take the examination in that session then he/she must be taken to a separate room, where he/she must remain in presence of an examination functionaries till the conclusion of the session. He/she must leave the venue only after completion of the session.
- (vii) Further, the said candidate must not be allowed to appear in subsequent session(s)/subsequent days of the examination, if so directed by the Commission's control room.
- (viii) Further action against the said candidate may be taken as per the rules by the Commission.



- (e) It is imperative that in case of recovery of any incriminating material from the candidate he/she is made to record on the material so recovered a statement, duly signed by him/her. In case the candidate refuses to sign, the same may be clearly recorded by the invigilator(s) and signature of two other candidates (as witnesses) to be taken.
- (f) In case of any candidate found burning or tearing the answer sheet/test booklets or running away with the script and test booklet during the course of an examination, the Centre Superintendent is required to file an FIR in the nearest police station and report the case to APPSC control room.
- (g) In case of impersonation and un-authorized appearance of the candidate at the examination, the Centre Superintendent/ Assistant Centre Superintendent should report the cases to the APPSC control room immediately for further directions.

**XV. Conduct of  
interview/  
viva-voce:**

- (a) The Commission will fix the date, time, and venue for conducting interviews/viva-voce.
- (b) For recruitment through interview/viva-voce, the number of candidates to be admitted for interview/viva-voce will be 3 (three) times the advertised posts/vacancies as decided by the Commission or as per the Government of Arunachal Pradesh, Department of Administrative Reforms, Notification No. AR-27012/2/2022-SECT-1-AR/356 dated 14th August, 2023 or as amended from time to time.
- (c) The Commission will issue call letters to the eligible candidates, directing them to report to the selected venue with original certificates and documents on the stated date and time.
- (d) Candidates who fail to produce original certificates and documents on the day of the interview will not be allowed to ordinarily appear in the interview. In exceptional circumstances and with the approval of the Commission, he/she may be allowed to appear for the interview only after submitting an undertaking with production of original document/certificate preferably on the same day.
- (e) The Recruitment through Interview/ Viva-voce/Personality Test and Skill Test shall be held in accordance with the guidelines prepared by the Commission.
- (f) If a candidate fails to turn up for the interview on the specified time and date, he/she will be marked ABSENT. He/she will forfeit the recruitment, irrespective of his performance in the written examination.



- (g) If the number of candidates is large, the Commission may constitute multiple boards/committees to complete the interview process and declare the results at the earliest.
- (h) In case of more than one board/committee, the same will be allotted to candidates before the start of their interview, generally through draw of lots.

**XVI. Recommendation of selected candidates:**

- (a) All recommendations made by the Commission shall be provisional and subject to final verification of documents, character and antecedents and candidates meeting medical requirements of the post by the indenting department.

**XVII. Provisional nature of the admissibility of a candidate to a recruitment examination / interview :**

- (a) Till completion of the entire process of recruitment to any post/service, admissibility of a candidate to any examination/interview shall remain provisional.
- (b) The Commission will be the final authority on admissibility or rejection of a candidate at any stage of the recruitment/examination process till the completion of all the stages of examination.

**XVIII. Applicants'/ Candidates' Access to Mark Sheets:**

- (a) Final results will be published on APPSC's website for three months after the notification of the examination result.
- (b) After the expiry of 3 months, candidates can still obtain a record of their own marks in the written examination and viva-voce, through an RTI application, by payment of the requisite fee.
- (c) However, the Commission will not provide any document related to an examination to any candidate/petitioner until the examination process is **complete** in all respects, i.e., till notification of the final results and completion of the entire examination process.
- (d) No photography/videography of any official/confidential documents is permitted. Records and documents will only be available to a candidate, applying in person for his/her information, which will be photocopied/printed and authenticated by the Commission, for issue in specific cases and recorded as such.
- (e) Any unauthorised photography/videography will call for necessary legal action.



**XIX. Provision of facilities for PwD candidate:**

- (a) For candidates appearing under Persons with Disabilities category in written examination facility of scribe, compensatory time and other facilities will be as per the Government of Arunachal Pradesh Department of Administrative Reforms and Training OM. AR/26/2024-US-1-AR/24 dated 15th February, 2024. (ANNEXURE 3).



**XX. Information under RTI:**

Candidates or any information seeker can access information from the Commission on anything related to the examination process except the following: -

- (i) Those barred under the RTI Act.
- (ii) Where such information is considered confidential and sensitive and held to be in a fiduciary relationship.
- (iii) The right to access information relating to records/document/answer books etc. will extend to only existing data and records.
- (iv) Whenever there is an RTI query, or any other branch needs any information/records regarding any aspect of the recruitment/examination process, the concerned official will make a written request/demand to the Controller of Examinations. The Controller of Examinations will provide the information in writing against a receipt to the concerned official/PIO.

**XXI. Verification of documents:**

- (a) The Verification Committee(s) shall be constituted for every examination. Each committee shall be headed by one officer not below the rank of Under Secretary with two other members. The Committee(s) shall verify the authenticity of required documents of each selected candidate. In case of any doubt pertaining to any documents, the committee may, with the approval of Secretary, APPSC get it verified from the concerned issuing authorities. Once the documents are verified by the committee it shall be submitted to the Secretary, APPSC and necessary process for recommendations of selected candidates to the concerned departments. The verification committee may include officers from other departments, if required.
- (b) Whenever an advertised post has 2(two) or more departments, the preference for the department shall be obtained mandatorily from the candidate at the time of application and vacancy shall be allocated on the basis of merit-cum-preference.



**XXII. Strong Room:**

- (a) A strong room shall have multi-layered security system. The keys of each doors and gates will be handled by different officers. The CCTV shall be installed 24X7. All the activities and movements of man and material during entry and exit shall be properly recorded in the log book and video graphed. The strong room should be strictly operated as per the strong room protocol.

**XXIII. Redressal and grievances cell:**

- (a) A dedicated redressal and grievances cell has been established in APPSC to address grievances of the candidates related to the examination. The candidates can send their grievances pertaining to any stage of the examination to the cell for necessary redressal in a time bound manner.

**XXIV. Repeal & Savings:**

- (a) The Arunachal Pradesh Public Service Commission guidelines for conduct of examination, 2017 are hereby repealed by the Arunachal Pradesh Public Service Commission Manual for Conduct of Examination, 2024.
- (b) Notwithstanding such repeal, anything done or any action taken under the guidelines refer in all acts, orders, decisions, recommendations including the conduct of an interview, selection or competitive examination, or declaration of any result thereof by or on behalf of the Commission in accordance with the guidelines/manual shall deemed to be, and always to have been, valid and any proceedings in relation to interviews, selections or competitive examinations pending on the date of commencement of the guidelines in force prior to such commencement.
- (c) The Commission may review the provisions of this manual from time to time and make necessary corrections and modifications as deem fit and proper in this manual.

This manual has been approved by the Commission on 5<sup>th</sup> August 2024

  
**(Parul Gaur Mittal) IRS**  
**Secretary, APPSC**