UTTAR PRADESH PUBLIC SERVICE COMMISSION

Advertisement. No.
A-5/E-1/2023
Date: 19-09-2023

Additional Private Secretary Examination 2023

Date of Commencement of On-line Application : 19.09.2023

Last Date for Submission of On-line Application : 19.10.2023

Last Date for Receipt of Examination Fee on-line in the Bank : 19.10.2023

IMPORTANT

(1) (i) It is mandatory for the candidates to make One Time Registration (O.T.R.) and obtain O.T.R. Number before applying online.
(ii) Without O.T.R. Number the submission of Online application will not be possible.
(iii) Those Candidates who have not obtained O.T.R. Number, must obtain it from commission's website https://otr.pariksha.nic.in 72 hours before the submission of Online application.
(iv) only after obtaining O.T.R. Number a candidate may submit online application through commission's website https://uppsc.up.nic.in.

(2) Incomplete Online Application-Form shall be rejected and no communication in this regard shall be entertained. (3) If at any stage, it comes to the knowledge of the commission that the candidate has concealed or misrepresented any information, his candidature shall be rejected and proceeding to debar him from future examinations and selections shall be initiated. (4) At the time of online application the candidates are directed to ensure the preservation of information regarding all the stages (i.e. O.T.R., Final submission, Fee payment, Qualification related modification/Error correction etc.) in Soft/Hard copy for future references. (5) **It is clarified to the candidates that at the stage of First Stage examination, the hard copy of the documents and On-Line application should not be sent to the Commission.** (6) The candidates must send hard copy of their on-line applications and enclose self attested copies of all certificates in support of their claims rendered in the online application when asked for. In this Connection, a separate press communique shall be published in due course by the commission.

SPECIAL NOTICE :-

(a) The candidates will be entirely responsible for on-line submission of application. The application of the candidate will be accepted only after the payment of the fee in the bank till the last date. **(b)** All future information/ instructions will be sent to the registered mobile number and email ID as registered in O.T.R. by SMS or by email for updates. Candidates are also directed to visit the website of the commission for updates.

IMPORTANT INFORMATION FOR CANDIDATES APPLYING ONLINE

This advertisement is also available on the website of the commission https://uppsc.up.nic.in. "O.T.R. based ONLINE APPLICATION SYSTEM" is applicable for applying in this advertisement. Application sent through any other medium will not be accepted. Therefore candidates have to apply online only.

The candidates applying online are expected to go through the following instructions thoroughly and apply accordingly:-. **1.** When the candidate clicks on the **"ALL NOTIFICATIONS/ADVERTISEMENTS"** in the Commission's **website https://uppsc.up.nic.in**, the ONLINE ADVERTISEMENTS will automatically be displayed, which has following 3 parts-

(i) User Instructions
(ii) View Advertisement
(iii) Apply

The Instructions for filling "Online form" have been given in User Instructions. The candidates desirous to see the respective advertisement will have to click on 'View Advertisement'. Thereafter, a full advertisement will be displayed alongwith Sample Snapshots of Online Application procedure.

'Online Application' will be completed in four Stages:-

First Stage:- On clicking **'Apply', 'Authenticate with O.T.R.'** will be displayed with respect to the Examination and on clicking **'Authenticate with O.T.R.', 'Have You Completed Your O.T.R. Registration'** will be displayed, in which the candidate will have to tick **'Yes'** or **'No.'** If the candidate-

(i) Ticks on **'Yes'** and clicks on **'Go'** button, **"Enter your O.T.R. Number"** will be displayed wherein he/she has to fill O.T.R. Number and click on **'Proceed'** button. On clicking **'Proceed"** button, **"Click here to Authenticate'** will be displayed, clicking whereon the candidate may authenticate through OTP received on his/her registered mobile no./email ID or O.T.R.-password. Having completed the process of Authentication, all personal details of the candidate (as filled in O.T.R.) will be displayed automatically. The candidate will have to fill only essential qualification as required for the post.

(ii) Ticks on **'No'** and clicks on **'Go'** button:- (a) First of all, the candidate has to obtain One Time Registration Number from O.T.R. Web-portal **https://otr.pariksha.nic.in** of the Commission. (b) After obtaining O.T.R. number the candidate will have to apply online according to the process adopted in First Stage.

Second Stage:- The First Stage procedure having been completed the address of the candidate will automatically be displayed on the screen from O.T.R. along with the preferential qualifications prescribed for the post.

The candidate will have to choose Yes/No option against each preferential qualification according to his/her eligibility for the same.

Third Stage:- After the completion of the procedure of Second Stage, 'Fee to be deposited [in INR]' shall be displayed with caption "Click here to proceed for payment". After clicking the above caption home page of State Bank MOPS (Multi Option Payment System) shall be displayed comprising of 03 modes of payment viz.

(i) NET BANKING (ii) CARD PAYMENTS and (iii) OTHER PAYMENT MODES.

After payment of the required fee by any one of the above prescribed modes, "Payment Acknowledgement Receipt (PAR)" shall be displayed alongwith detail of fee payment, the print of which must be taken by clicking on "Print Payment Receipt". In the event of 'Payment Failed' the candidate has to go to 'Candidate Dashboard' and after filling the O.T.R. number proceed to authenticate through O.T.P. or O.T.R. password and click 'Pending Payment' to pay the fee, compulsorily for online application.

Fourth Stage:- After completing the procedure of the Third Stage the candidate may obtain the print of online application from O.T.R.- Dashboard. If candidate does not complete the process of online application, his/her candidature will not be accepted for which he/she will entirely be responsible. The candidate will have to take the print of online application and keep it safe with himself/herself to produce it in the office of the commission when required in case of any discrepancy, else his/her request/claim will not be accepted. After applying, in case of any error in the essential and preferential qualification, the essential and preferential qualification of the applied post can be modified only once by Clicking on 'Modify Application' of 'Candidate Dashboard (O.T.R. Based)' of 'Home Page'.

2. Application Fee :- After completing the process of First and Second Stage in the online application process, deposit the fee category wise as per the instructions given in the Third stage. The prescribed fee of Examination for different categories is as under:-

(i)	Unreserved/ Economically Weaker Sections/ other Backward Classes	- Exam fee Rs. 160/- + On-line processing fee Rs. 25/- Total = Rs. 185/-
(ii)	Scheduled Castes/ Scheduled Tribes	-Exam fee Rs. 70/- + On-line processing fee Rs. 25/- Total = Rs. 95/-
(iii)	Persons with disabilities (PWDs)	- Exam fee NIL/- + On-line processing fee Rs. 25/- Total = Rs. 25/-
(iv)	Ex-Servicemen	- Exam fee Rs. 70/- + On-line processing fee Rs. 25/- Total = Rs. 95/-
(v)	Dependents of the Freedom Fighters/ Women/Skilled Player	- According to their original category

3. If the claim made by the candidate in the application is not found to be true, action can be taken to debar the candidate from all the selections/examinations of the Commission and other punitive action may be taken.

Note:- It is very important to make the payment in the 'ONLINE APPLICATION' Process by the candidate till the last date and time of submission of complete application. Candidates should take a print out of the same and keep it safe.

4. The U.P. Public Service Commission shall hold Additional Private Secretary Examination 2023 at various Centres of the Districts mentioned in Appendix-1 of the advertisement for Recruitment to the post of Additional Private Secretary in U.P. Secretriate, U.P.P.S.C. & Board of Revenue U.P. The date and Centre of Examination, decided by the Commission, will be intimated to the candidates separately by means of e-Admit Card. The no. of Districts/centres may be increased/decreased according to decision of the commission on the basis of final number of applications received.

5. No of Vacancies : Presently, the no. of vancancies is 328 which may increase or decrease depending upon the circumstances/requirements.

Pay Scale:- Rs. 47600-151100/- Matrix Level-8.

6. Reservation: The reservation for Scheduled Castes of U.P. / Scheduled Tribes of U.P. / Other Backward Classes/Economically weaker section candidates of U.P. shall be admissible in accordance with the provisions of relevant Govt. Rules. Accordingly, reservation for horizontal category as Dependents of Freedom Fighters of U.P, Female candidates, Ex-Servicemen of U.P. and P.H. of U.P. shall be admissible on settlement of vacancies as per rules. Reservation for P.H. of U.P. shall be permissible for the notified / identified Posts.

Note: (1) उ0प्र0 के समाज के दिव्यांग अभ्यर्थियों के लिए शासन द्वारा अधिसूचित (चिन्हित) किये गये पदों पर चयन के सम्बन्ध में जारी कार्यालय ज्ञाप सं0 5/2022/18/1/2008/47/का–2/2022, दिनांक– 18 अप्रैल, 2022 के बिन्दु–5 (अनारक्षित रिक्तियों पर नियुक्ति) में प्राविधान निम्नानुसार किया गया है:– दिव्यांगता से ग्रस्त व्यक्तियों के लिए उपयुक्त चिन्हित किये गये पदों में दिव्यांगता से ग्रस्त व्यक्ति को किसी अनारक्षित रिक्ति पर नियुक्ति के लिए प्रतिस्पर्धा करने से मना नहीं किया जा सकता है। अर्थात दिव्यांगता से ग्रस्त व्यक्ति को किसी अनारक्षित रिक्ति पर नियुक्त किया जा सकता है। बशर्ते कि पद संगत श्रेणी की दिव्यांगता से ग्रस्त व्यक्तियों के लिए चिन्हित किया गया हो। शासनादेशानुसार उ0प्र0 सचिवालय के अपर निजी सचिव पद की दिव्यांगता की उपश्रेणियाँ:– बी0,एल0वी0, डी0, एच0एच0, सी0पी0, एल0सी0, डीडब्लू0, ए0ए0वी0, एम0डीवाई0, ओ0ए0, ओ0एल0 एवं उ0प्र0 राजस्व परिषद के अपर निजी सचिव पद की दिव्यांगता उपश्रेणियाँ:– एल0वी0, ओ0एल0, डीडब्लू0, एल0सी0, ए0ए0वी0, एम0डी0 चिन्हांकित की गयी हैं।

(2) शासनादेश संख्या–39 रिट/का–2/2019 दिनांक–26 जून, 2019 द्वारा शासनादेश संख्या–18/1/99/का–2/2006 दिनांक–09 जनवरी, 2007 के प्रस्तर–4 में दिये गये प्राविधान, 'यह भी स्पष्ट किया जाता है कि राज्याधीन लोक सेवाओं और पदों पर सीधी भर्ती के प्रक्रम पर महिलाओं को अनुमन्य उपरोक्त आरक्षण केवल उत्तर प्रदेश की मूल निवासी महिलाओं को ही अनुमन्य है' को रिट याचिका संख्या–11039/2018 विपिन कुमार मौर्या व अन्य बनाम उत्तर प्रदेश राज्य व अन्य तथा सम्बद्ध 6 अन्य रिट याचिकाओं में मा0 उच्च न्यायालय, इलाहाबाद द्वारा दिनांक– 16.01.2019 को अधिकारातीत (ULTRA VIRES) घोषित करने सम्बन्धी निर्णय के अनुपालन में शासनादेश दिनांक–09.01.2007 से प्रस्तर–04 को विलोपित किए जाने का निर्णय लिया गया है। उक्त निर्णय शासन द्वारा मा0 उच्च न्यायालय के आदेश दिनांक–16.01.2019 के विरूद्ध दायर विशेष अपील (डी) संख्या–475/2019 में मा0 न्यायालय द्वारा पारित होने वाले अन्तिम निर्णय के अधीन होगा।

(3) Candidates of any reserved category, if they want the benefit of reservation, must mention their category/ subcategory (one or more than one, whichever) in the column related to O.T.R. (because all the personal information will be automatically displayed in the application form from the O.T.R.). (4) The Candidates claiming for the benefit of reservation/age relaxation must obtain, in support of their category a certificate issued by competent authority on the proforma available in **Appendix-2** of this detailed advertisement and shall submit the same to the Commission when asked for. (5) All Reserved category candidates of U.P. must mention their Category/Sub Category in the Application. (6) Candidates claiming reservation/Age relaxation in more than one category will be entitled to only one concession, whichever is more beneficial to them. (7) The Scheduled Caste, Scheduled Tribes, Other Backward Class, Economically weaker sections (E.W.S.), Dependents of Freedom Fighter, PH. and Ex-Servicemen candidates who are not the permanent residents of U.P. shall not be given the benefit of reservation/age relaxation. (8) In case of women candidate, the caste certificate issued from father side only will be treated valid. (9) It is mandatory for the candidates to enclose self-attested copies of all the certificates along with the application forms in support of the claims made by them in their online application forms regarding eligibility and category/sub category as/when asked for, failing which their claims shall not be entertained.

7. Conditions of Eligibility: **In case of emergency commissioned/short service commissioned officers (For age relaxation only):-** In accordance with the provisions of the G.O. No. 22/10/1976-karmik-2-85, dated 30-1-1985 Emergency Commissioned / Short Service Commissioned Officers who have not been released from Army but whose period of Army service has been extended for rehabilitation, may also apply for this examination on the following conditions: (A) Such applicants will have to obtain a certificate of the competent authority of Army, Navy, Air Force to the effect that their period of Service has been extended for rehabilitation and no disciplinary action is pending against them. (B) Such applicants will have to submit in due course a written undertaking that in case they are selected for the post applied for, they will get themselves released immediately from the Army Service. The above facilities will not be admissible to Emergency/Short Service Commissioned Officers, if (a) he gets permanent Commission in the Army, (b) he has been released from the Army on tendering resignation, (c) He has

been released from the Army on grounds of misconduct or physical disability or on his own request and who gets gratuity.

8. MARITAL STATUS: Male candidates who are married and have more than one wife living and female candidates who have married a person already having a wife shall not be eligible unless the Hon'ble Governor has granted an exemption from this condition.

9. EDUCATIONAL QUALIFICATION:- The candidates must possess prescribed qualifications upto the last date for receipt of on-Line application. This should be mentioned by the candidates in the relevent column of their on-Line application. Department wise educational qualifications for the post are as follows:-

S. No.	Post	Department	Academic Qualification
1	**Additional Private Secretary**	**U.P. Secretariat**	A candidate for direct recruitment to a post in the service must possess the following qualification: (i) must possess Bachelor's degree from a university established by law in India or a qualification recognized by the Government as equivalent thereto; (ii) must have a minimum speed of eighty words per minute in Hindi shorthand and a minimum speed of twenty five words per minute in Hindi typewriting on Computer: (iii) must possess the knowledge of Computer in accordance with-Certificate Course in Computing (CCC) from NIELIT/Certificate Course in Computing (CCC) or equivalent course from Government Institution/ Government recognized university/Institution. **Preferential Qualification-** A candidate who has:- (i) Served in the Territorial Army for a minimum period of two years, **or** (ii) obtained a 'B' certificate of National cadet corps, shall, other thing being equal, be given preference in the matter of direct recruitment.
2	**Additional Private Secretary**	**U.P. Public Service Commission**	**(i)** must possess Bachelor's degree from a University established by law in India or a qualification recognised by the Government as equivalent thereto. **(ii)** Must have a minimum speed of eighty words per minute in Hindi Shorthand and twenty five words per minute in Hindi typewriting. **(iii)** Must possess the knowledge of Computer in accordance with-**(a)** the course prescribed for the Certificate Course in Computing (CCC) conducted by DOEACC Society. or **(b)** the course conducted by the Board of High School and intermediate Education Uttar Pradesh or a course recognised by the Government as equivalent thereto. **Preferential Qualification-** A candidate who has:- (i) Served in the Territorial Army for a minimum period of two years, **or** (ii) obtained a 'B' certificate of National cadet corps, shall, other thing being equal, be given preference in the matter of direct recruitment.
3	**Additional Private Secretary**	**Board of revenue U.P.**	**(i)** A Bachelor Degree from a University established by law in India or a Qualification recognised by the Government as equivalent thereto. **(ii)** Must have a minimum speed of eighty words per minute and 25 words per minute in Hindi shorthand and Hindi typewriting respectively. **(iii)** Must possess the knowledge of Computer in accordance with— **(a)** The course prescribed for the certificate course in computering (CCC) conducted by DOEACC Society. or **(b)** The course conducted by the Board of High School and Intermediate Education, Uttar Pradesh or a course recognised by the Government as equivalent thereto. **Note-** Preference shall be given to a candidate knowing English shorthand and English typewriting also. **Preferential Qualification-** A candidate who has:- (i) Served in the Territorial Army for a minimum period of two years, **or** (ii) obtained a 'B' certificate of the National cadet corps, shall, other thing being equal, be given preference in the matter of direct recruitment.

नोटः— 1. भारत में विधि द्वारा स्थापित विश्वविद्यालय की स्नातक उपाधि के समकक्ष अर्हता के संबंध में जारी शासनादेश संख्या–03/2023/312/47–का–2–312एलसी/2022 दिनांक 19.07.2023 का प्रवर्तनीय अंश निम्नवत् हैः–''..... 3– पर्युक्त समस्या के निवारण के संदर्भ में सम्यक विचारोपरान्त निम्नवत निर्णय लिये गये हैः–

(1)– ऐसे प्रकरणों में जहॉ तकनीकी प्रकृति के पद किसी विभाग की सेवा नियमावली में विद्यमान है तथा उनके लिए सामान्य स्नातक की अर्हता के स्थान पर कोई विशिष्ट अर्हता एवं उसके समकक्ष अर्हता अथवा किसी विशिष्ट शाखा व उपशाखा में स्नातक एवं उसके समकक्ष संगत नियमावली में निर्धारित की गई है, वहॉ विहित अर्हता के समकक्ष अर्हता का निर्धारण संबंधित विभाग द्वारा किया जायेगा।

(2)– उक्त बिन्दु संख्या–1 से आच्छादित प्रकरणों को छोड़कर जिस किसी विभाग की नियमावली में अर्हता सामान्य स्नातक और उसके समकक्ष अर्हता निर्धारित की गई है, उक्त के संबंध में निम्नानुसार कार्यवाही सुनिश्चित की जायः–

(1) केन्द्र अथवा किसी राज्य सरकार द्वारा विधि द्वारा स्थापित किसी विश्वविद्यालय/डीम्ड विश्वविद्यालय अथवा संस्थान द्वारा अध्ययन की किसी भी शाखा में यदि स्नातक की उपाधि प्रदान की गई है तो उक्त समस्त उपाधियॉ स्नातक के रूप में मान्य होगी।

(2) मानव संसाधन विकास मंत्रालय (शिक्षा मंत्रालय), भारत सरकार द्वारा मान्यता प्राप्त विभिन्न व्यवसायिक निकायों/संस्थानों द्वारा संचालित तकनीकी पाठयक्रमों में प्रदान कीगई स्नातक–स्तर की उपाधियॉ मानव संसाधन विकास मंत्रालय (शिक्षा मंत्रालय), तथा अखिल भारतीय तकनीकी शिक्षा परिषद (AICTE) द्वारा समय–समय पर निर्गत दिशा–निर्देशों के अधीन स्नातक के समकक्ष मान्य किए जायेंगे।

(3) किसी प्रकार के असमंजस की स्थिति में केन्द्र सरकार/संबंधित राज्य सरकार/विनियामक निकायों से, जैसी भी स्थिति हो, संबंधित आयोगों द्वारा जानकारी प्राप्त की जा सकती है।

(4) उपर्युक्त समतुल्यता केवल उ0प्र0 राज्य में लोक सेवा आयोग/अधीनस्थ सेवा आयोग एवं अन्य भर्ती संस्थाओं द्वारा सेवा–नियमावलियों में विहित स्नातक एवं समकक्ष अर्हता के लिए मान्य होगा।''

2. Certificate course in computing (CCC) की समकक्षता विषयक कार्मिक विभाग के शासनादेश संख्या–2/2018/3/1/2015–का–2, दिनांक 05.07.2018 के अनुसार कम्प्यूटर में उच्च योग्यताधारी, यथा–कम्प्यूटर में डिप्लोमा, डिग्री, पी0जी0डी0सी0ए0, बी0सी0ए0, एम0सी0ए0 तथा ग्रेज्युएशन अथवा उच्च डिग्री यथा– (बी0ए0, बी0एस0सी0, बी0टेक0, एम0एस0सी, एम0बी0ए0) में कम्प्यूटर एक विषय के रूप में अथवा एक सेमेस्टर में कम्प्यूटर कोर्स धारित करने वाले अभ्यर्थियों को भी चयन हेतु अर्ह माना गया है।

3. The State Govt. has informed vide Letter No. 5759/Twenty-E-2-2012-96(5)/2003 T.C., dated 24.01.2013 regarding equivalent qualifications mentioned in Point-(iii) (b) of Additional Private Secretary, U.P. Public Service Commission and Board of Revenue, U.P., pertaining to computer knowledge that the Intermediate Board has made available a list of legally established Examination Institutions/ Education Boards recognised by COBSE (Council for Board of Secondary Education) vide Board's Letter No. Parishad-9/722, dated 22.01.2013. In which the U.P. Board of Intermediate Education has clarified about the equivalence of the examinations that "The Examinations of High School and Intermediate Level conducted by legally established Intermediate Education Boards of all States of Country are recognised equivalent to High School and Intermediate Examinations of Intermediate Board, U.P., Allahabad." Besides above, the Examinations of High School and Intermediate Level conducted by Central Board of Secondary Education (C.B.S.E.) New Delhi and Council for the Indian School Certificate Examinations (C.I.S.C.E.) are also recognised. It has also been mentioned that the Examinations conducted by the following Examination Institutions are not recognised by Intermediate Education Board, U.P., Allahabad:-

1. Prathama/Madhyama (Visharad) Examination conducted by Hindi Sahitya Sammelan, Allahabad.
2. Higher Secondary Examination of Board of Higher Secondary Education, Delhi.
3. Adhikari Examination of Gurukul University Vrindavan. Mathura.
4. High School and Intermediate Examination conducted by Board of Secondary Education Madhya Bharat, Gwalior.
5. Bhartiya Madhyamik Shiksha Parishad, Bharat.
6. Bhartiya Shiksha Parishad, Uttar Pradesh.
7. Higher Secondary Technical Examination of Board of Higher Secondary Education.
8. High School Examination of Intermediate Education Board, Delhi.

Thus, the list of the legally established Examination Institutions/ Education Boards recognised by COBSE (Council for Board of Secondary Education) in which the Examinations conducted by the above mentioned 08 Examination Institutions are indicated separately which have not been recognised by Intermediate Education Board, U.P., Allahabad. High School and Intermediate Examinations of the recognised Institutions/Education Boards recognised by Intermediate Education Board of U.P. as mentioned in Para-3 of Govt. letter are equivalent to High School and Intermediate Examination respectively. In the above circumstances the High School or Intermediate Examination conducted by Intermediate Education Board, U.P. or these equivalent Institutions/Boards in which the syllabus of computer be mentioned as one separate subject (i.e. the marks of computer subject are indicated separately in the marksheet/certificate) then, those shall be equivalent to computer syllabus conducted by Intermediate Education Board. U.P., Allahabad i.e. equivalent to syllabus of computer subject of the Examinations of High School or Intermediate.

Relevant Service Rules of the posts

1. The Uttar Pradesh Secretariat Personal Assistant Service Rules, 2001
2. The Uttar Pradesh Secretariat Personal Assistant Service (First Amendment) Rules, 2005
3. The Uttar Pradesh Secretariat Additional Private Secretary Service (Second Amendment) Rules, 2010
4. The Uttar Pradesh Secretariat Additional Private Secretary Service (Third Amendment) Rules, 2023
5. The Uttar Pradesh Board of Revenue Group "B" and Group "C" Service Rules, 2014
6. The Uttar Pradesh Public Service Commission Subordinate Service Regulation, 2006
7. The Uttar Pradesh Public Service Commission Subordinate Service Regulation, 2020

10. (i) AGE LIMIT: Candidates must have attained the age of 21 years and must not have crossed the age of 40 years on July 1, 2023 i.e. they must have not been born earlier than 2nd July, 1983 and not later than July 1, 2002, For PH candidates, the maximum age limit is 55 years i.e. they must have not been born before 02 July, 1968. **(ii) Relaxation in Upper Age Limit:** (a) Upper age limit shall be greater by five years for candidates belonging to Scheduled castes of U.P., Scheduled Tribes of U.P. and Other Backward Classes of U.P. Skilled players of U.P. of Classified Games, State Govt. Employees of U.P. including Teachers/Staff of the Basic Shiksha Parishad of U.P. and teachers/staff of the Government Aided Madhyamik Vidyalayas of U.P. i.e they must have not been born before 2nd July, 1978. (b) Upper age limit shall be greater by fifteen years for persons with disabilities (PH) of U.P. (c) Upper age limit shall also be greater by three years + Period of service rendered in Army for the Emergency Commissioned Officers / Short Service Commissioned Officers / Ex-Army Personnels U.P.

11. IMPORTANT INSTRUCTIONS FOR CANDIDATES:-

(1) As per decision of the UPPSC a candidate will be liable to be debarred from this examination and all other future examinations and selections upto a maximum period of five years for furnishing any wrong information in his/her application form which cannot be substantiated by relevant documents or for any other malpractice. (2) If any change is to be made in the personal detail mentioned in the O.T.R. it will be mandatory to Sync. it on the Dashboard after that change. Otherwise change will not be allowed. No representation will be accepted for error correction/ amendment in this regard. Incomplete application will be summarily rejected and no correspondence will be entertained in this regard. Submission of false/misleading information will lead to cancellation of candidature.

(3) The date of birth of the candidates shall be admissible as entered in High School Certificate. The candidate will have to attach his/her High School or equivalent examination certificate with the application form. No other certificate shall be acceptable for Date of Birth and if it is not attached with the application, it shall be rejected. (4) The candidates will have to enclose self attested copies of Mark sheets, Certificates & Degrees along with the application form in support of their claims of Educational Qualifications as/when asked for. If they do not enclose self attested copies of certificates/ documents in support of their claims, the applications shall be rejected.

(5) The benefit of reservation to the categories of Physically Handicapped persons of society shall be given only on the posts which shall be identified by the Government for their Sub category. For this benefit, the Handicapped persons must produce a certificate of being handicapped in that Sub category issued by Medical Officer/Specialist and countersigned by the Chief Medical Officer according to Rule 3 of U.P. Public Service (Reservation for physically Handicapped, Dependent of Freedom Fighters and Ex-Servicemen (Amendment) Act. 2021.)

(6) The Ex-Army Personnels must be discharged from Army upto the last date prescribed for receipt of applications.

(7) Date, time and venue etc. of examination along with Roll No. will be communicated to the candidates through e-Admit Cards. Candidates will have to appear only at the centre/venue allotted to them by the Commission. No change in centre/venue is permissible and no application shall be entertained in this regard.

(8) The candidature of such candidates who are subsequently found ineligible according to the terms laid down in advertisement will be cancelled and their any claim for the Examination will not be entertained. The decision of the Commission regarding eligibility of the candidates shall be final.

(9) The Application/candidature will be rejected/cancelled if the application is not submitted on prescribed form, date of birth is not mentioned or wrong date of birth is mentioned, overage, under age, not fulfilling the minimum educational qualifications, applications received after last date and no signature under declaration in the format.

(10) The Commission may admit the candidates provisionally after summarily checking their applications but if it is found at any stage that applicant was not eligible or his/her application should have been rejected or was not entertainable initially, his/her candidature will be rejected and if the candidate is selected, the recommendation of the Commission for the appointment shall be withdrawn.

(11) The Commission reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e. copying in examination hall or indiscipline, misbehavior or canvassing for his/her candidature. On violation of these instructions, the candidates may be debarred from this examination as well as future examinations and selections. In this regard, decision of the commission shall be final.

(12) In all communication to the Commission, the candidate must mention the name of examination, advertisement No., O.T.R. number, Application ID, date of birth, father's/Husband's name and also the Roll Number, if communicated.

(13) Candidates selected for appointment will have to undergo Medical Examination as required under the Rules.

(14) The candidates who are appearing in the Examination of essential qualification prescribed for the posts need not apply, because they are not eligible.

(15) While filling the OMR answer sheets, the candidates must use Black Ball Point Pen Only. Use of any other Pen or Pencil is strictly prohibited.

(16) **At the time of examination, candidates must fill all the information sought on the OMR Answer Sheet correctly by blackening the concerned circles, which are decipherable by the scanner machine. The Commission will evaluate OMR Answer Sheet only on the basis of information given by blackening the concerned circles of OMR Answer Sheet. The candidates are also directed not to use whitener, blade, pin or rubber etc. on the OMR Answer Sheet. In case of not blackening the circles properly in the OMR Answer Sheet and filling any information incorrectly, the Commission shall not evaluate such OMR Answer Sheet for which candidates themselves shall be wholly responsible.**

(17) Candidates shall be provided OMR answer sheets in duplicates i.e. original copy and candidate's copy. After completion of the examination, the candidates are required to hand over the original copy to the Invigilator and the candidate's copy to keep with them.

(18) In the objective type question papers of examination penalty (Negative Marking) shall be imposed for wrong answers given by the candidates which is as below:- (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third (0.33) of the marks assigned to that question will be deducted as penalty. (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answer happens to be correct and there will be same penalty as above for that question. (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

(19) The minimum efficiency standard for S.C. & S.T. candidates is fixed 35% i.e. the Candidates of these Categories shall not be placed in the merit/select list if they have secured less than 35% marks in the examination. Similarly, the minimum efficiency standard for the candidates of other categories is fixed 40% i.e. such candidates shall not be placed in the merit/select list if they have secured less than 40% marks in the examination. All such candidates who have secured less marks than the marks of minimum efficiency standard as fixed by the Commission shall be treated disqualified. (20) The candidates of reserved categories will be adjusted against the unreserved category in the final selection only if he/she will not avail any benefit/concession in qualifying standard at any stage of Examination. (21) If it is found that a candidate has submitted any fake or forged documents he/she will be debarred from all selections of UPPSC forever and action under relevant sections of I.P.C. will also be taken against him/her. (22) The candidates whose candidature are cancelled, those candidates do not remain candidates after the cancellation of candidature, therefore the marks of such candidates shall not be provided.

GENERAL INSTRUCTIONS

1. In no circumstances, applications of any stage shall not be accepted after the last prescribed date and time. Applications found without requisite information and without photograph and signature, even when received in time, may be summarily rejected.

2. In the On-line application system, the candidates must ensure that all the requisite information have been duly filled and must click the Submit Button before/till the last prescribed date & time. Candidates must take the Print and keep it safely. In any discrepancy, the candidates will have to produce the said print to the Commission's office otherwise no request shall be entertained.

3. Those candidates, willing to take the benefit of the reservation/age relaxation must obtain a certificate, issued by the competent authority, in support of the reserved category, in the prescribed format printed in this detailed advertisement (Appendix-2) and submit the same to the Commission, whenever required to do so. Candidate claiming more than one reservation/age relaxation will be given only one such concession, which will be more beneficial. The Candidates who are not originally domicile of U.P. belonging to SC, ST, O.B.C., E.W.S., dependents of freedom fighters, Ex-Servicemen, Outstanding/skilled sports person and PH are not entitled to the benefit of reservation/age relaxation. **In case of the women candidates, the caste certificate issued from father side only will be treated valid.**

4. The Commission do not advise to candidates about their eligibility. Therefore, they should carefully read the advertisement and when satisfied about their eligibility as per conditions of the advertisement, only then apply. The candidates must possess all the requisite qualifications till the last date for submitting the applications.

5. In the category of dependents of the freedom fighters, only sons, daughters, grandsons (Son's son/Daughter's son) and granddaughters (son's daughter / daughter's daughter, married/ unmarried) are covered. It is advised that the candidates of aforesaid category must obtain the reservation certificate from the District Magistrate in terms of Govt. Order No. 453/79-V-1-15-1(ka) 14-2015, dated 07.04.2015 in the prescribed format and submit the same.

6. In the event of involvement of a candidate in the concealment of any important information, pendency of any case / criminal case, conviction, more than one husband or wife being alive, submission of facts in a distorted manner, malpractice, canvassing for candidature/selection etc, the Commission reserves the right to reject the candidature and debar him from appearing in the examination in question and in all other future examinations and selections.

7. The names of Districts for Examination are available in Appendix-1 and proforma of caste certificate for different reserved categories are given in Appendix-2 and the plan and the syllabus of examination are given in Appendix-3

8. In case the candidates feel any problem in the "On-line Application", they may get their problem resolved by sending their queries to the 'Mail Box' of the commission.

Detailed Application Form:

At the online page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the Declaration carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on 'I Agree' or 'I do not agree' buttons. In case the candidate opts to disagree, the application will be dropped and the procedure will be terminated. Accepting to 'I Agree' only will submit the candidate's Online Application.

Notification Details

This section shows information relevant to Notification i.e. Notification number, selection type, directorate/ department name and post name.

Personnel Details from OTR

This section shows information about candidate personnel details i.e. OTR Number, candidate name, Father/Husband name, Gender, DOB, UP domicile, Category, Marital status, email and contact number, photo & signature, address, UP Freedom Fighter, Ex Army, service duration and your physical challenges, Skilled Player, Outstanding Player of U.P., Debarred candidate. **Education & Experience Details**

It shows your educational and experience details

Declaration segment

At the online page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the Declaration carefully.

After filling all above particulars there is provision for preview your detail before final submission of application form on clicking on "Preview" button.

Preview page will display all facts/particulars that you have mentioned in O.T.R. if you are sure with filled details then click on "Submit" button to finally push data into server with successful submission report that you can print.

[CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "Print" OPTION AVAILABLE]

For other information candidates are advised to select desired option in 'Home Page' of Commission's website https://uppsc.up.nic.in

IMPORTANT ANNOUNCEMENT

:- NOTIFICATIONS /ADVERTISEMENTS

- All Notification/Advertisements

:- ONLINE APPLICATION FORMS SUBMISSION

- Candidate Registration
- Fee Deposition /Reconciliation
- Submit Application Form
- Modify Submitted Application
- Candidate Dashboard (OTR Based)

:- CANDIDATE'S HELP DESK SECTION

- Double Verification mode
- View Application Status
- Download Admit Card
- Print Duplicate Registration Slip
- Print Detailed Application Form
- List of Applications Having ANY Objections
- View Answer Key

LAST DATE FOR RECEIPT OF APPLICATIONS: On-line Application process must be completed (including filling up of OTR, Part-I, Part-II and Part-III of the Form) before last date of form submission according to Advertisement, after which the web-link will be disabled.

Appendix-1

The name of the districts in which the preliminary Examination will be held are as follows-

(1) Prayagraj & (2) Lucknow.

APPENDIX-2

उ0प्र0 की अनुसूचित जाति तथा अनुसूचित जनजाति के लिये जाति प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... सुपुत्र/सुपुत्री श्री ..... निवासी ..... ग्राम ..... तहसील ..... नगर ..... जिला ..... उत्तर प्रदेश राज्य की ..... जाति के व्यक्ति हैं जिसे संविधान (अनुसूचित जाति) आदेश, 1950 (जैसा कि समय–समय पर संशोधित हुआ)/संविधान (अनुसूचित जनजाति, उत्तर प्रदेश) आदेश, 1967 के अनुसार अनुसूचित जाति/अनुसूचित जनजाति के रूप में मान्यता दी गई है।

श्री/श्रीमती/कुमारी ..... तथा/अथवा उनका परिवार उत्तर प्रदेश के ग्राम ..... तहसील ..... नगर ..... जिला ..... में सामान्यतया रहता है।

स्थान ..... हस्ताक्षर.....

दिनांक ..... पूरा नाम.....

मुहर ..... पद नाम.....

जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार/अन्य वेतन भोगी मजिस्ट्रेट, यदि कोई हो/जिला समाज कल्याण अधिकारी।

उत्तर प्रदेश के अन्य पिछड़े वर्ग के लिए जाति प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... सुपुत्र/सुपुत्री श्री..... निवासी ग्राम..... तहसील ..... नगर ..... जिला ..... उत्तर प्रदेश राज्य की ..... पिछड़ी जाति के व्यक्ति हैं। यह जाति उ0प्र0 लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के लिये आरक्षण) अधिनियम, 1994 (यथासंशोधित) की अनुसूची–एक के अन्तर्गत मान्यता प्राप्त है।

यह भी प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी .... पूर्वोक्त अधिनियम, 1994 (यथासंशोधित) की अनुसूची–दो जैसा कि उ0प्र0 लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के लिये आरक्षण) (संशोधन) अधिनियम, 2001 द्वारा प्रतिस्थापित किया गया है एवं जो उ0प्र0 लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के लिये आरक्षण) (संशोधन) अधिनियम, 2002 द्वारा संशोधित की गयी है, से आच्छादित नहीं है। इनके माता–पिता की निरंतर तीन वर्ष की अवधि के लिये सकल वार्षिक आय आठ लाख रुपये या इससे अधिक नहीं है तथा इनके पास धनकर अधिनियम, 1957 में यथा विहित छूट सीमा से अधिक सम्पत्ति भी नहीं है।

श्री/श्रीमती/कुमारी ..... तथा/अथवा उनका परिवार उत्तर प्रदेश के ग्राम ..... तहसील ..... नगर ..... जिला ..... में सामान्यतया रहता है।

स्थान ..... हस्ताक्षर .....

दिनांक ..... पूरा नाम .....

मुहर ..... पद नाम .....

जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार।

(प्रपत्र–I)

उत्तर प्रदेश सरकार

कार्यालय का नाम.....आर्थिक रूप से कमजोर वर्ग के सदस्य द्वारा प्रस्तुत किया जाने वाला आय एवं परिसम्पत्ति प्रमाण–पत्र

प्रमाण पत्र संख्या..... दिनांक .....

वित्तीय वर्ष ..... के लिए मान्य

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... ..... पुत्र/पति/पुत्री श्री..... ग्राम/कस्बा..... पोस्ट ऑफिस ..... थाना ..... तहसील .... जिला ..... राज्य ..... पिन कोड ..... . के स्थायी निवासी हैं, जिनका फोटोग्राफ नीचे अभिप्रमाणित है, आर्थिक रूप से कमजोर वर्ग के सदस्य हैं, क्योंकि वित्तीय वर्ष ..... में इनके परिवार की कुल वार्षिक आय 8 लाख (आठ लाख रूपये मात्र) से कम है। इनके परिवार के स्वामित्व में निम्नलिखित में से कोई भी परिसम्पत्ति नहीं है:–

I. 5 (पॉच) एकड़ कृषि योग्य भूमि अथवा उससे ऊपर।

II. एक हजार वर्ग फीट अथवा इससे अधिक क्षेत्रफल का फ्लैट।

III. अधिसूचित नगरपालिका के अंतर्गत 100 वर्ग गज अथवा इससे अधिक का आवासीय भूखण्ड।

IV. अधिसूचित नगरपालिका से इतर 200 वर्ग गज अथवा इससे अधिक का आवासीय भूखण्ड।

2. श्री/श्रीमती/कुमारी ..... जाति ..... के सदस्य हैं जो अनुसूचित जाति, अनुसूचित जनजाति तथा अन्य पिछड़े वर्गों के रूप में अधिसूचित नहीं हैं।

आवेदक का पासपोर्ट साइज का अभिप्रमाणित फोटोग्राफ

हस्ताक्षर .....(कार्यालय का मुहर सहित)

पूरा नाम .....

पदनाम .....

जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार।

(प्रपत्र–II)

आर्थिक रूप से कमजोर वर्ग के लाभार्थ स्वयं घोषणा पत्र

स्वयं घोषणा पत्र

मैं ..... पुत्र/पुत्री/पत्नी श्री..... ग्राम/कस्बा ..... पोस्ट ऑफिस ..... थाना ..... ब्लाक ..... तहसील ..... जिला ..... राज्य ..... ने आर्थिक रूप से कमजोर वर्ग के प्रमाण पत्र हेतु आवेदन दिया है, एतद् द्वारा घोषणा करता/करती हूँ:–

1. मैं ..... जाति से सम्बन्ध रखता/रखती हूँ, जो उत्तर प्रदेश हेतु अधिसूचित अनुसूचित जाति, अनुसूचित जनजाति एवं अन्य पिछड़ा वर्ग की सूची में सूचीबद्ध नहीं है।

2. मेरे परिवार की कुल स्रोतों (वेतन, कृषि, व्यवसाय, पेशा इत्यादि) से कुल वार्षिक आय रू ..... (शब्दों में) है।

3. मेरे परिवार के पास उल्लिखित आय के सिवाय अथवा इसके अतिरिक्त अन्यत्र कोई परिसम्पत्ति नहीं है।

अथवा

कई स्थानों पर स्थित परिसम्पत्तियों को जोड़ने के पश्चात भी मैं (नाम) .... आर्थिक रूप से कमजोर वर्ग के दायरे में आता/आती हूँ।

4. मैं घोषणा करता/करती हूँ कि मेरे परिवार की सभी परिसम्पत्तियों को जोड़ने के पश्चात् निम्नलिखित में से किसी भी सीमा से अधिक नहीं हैः–

I. 5 (पॉच) एकड़ कृषि योग्य भूमि अथवा उससे ऊपर।

II. एक हजार वर्ग फीट अथवा इससे अधिक क्षेत्रफल का फ्लैट।

III. अधिसूचित नगरपालिका के अंतर्गत 100 वर्ग गज अथवा इससे अधिक का आवासीय भूखण्ड।

IV. अधिसूचित नगरपालिका से इतर 200 वर्ग गज अथवा इससे अधिक का आवासीय भूखण्ड।

मैं प्रमाणित करता/करती हूँ कि मेरे द्वारा उपरोक्त जानकारी मेरे ज्ञान और विश्वास के अनुसार सत्य है और मैं आर्थिक रूप से कमजोर वर्ग के लिए आरक्षण सुविधा प्राप्त करने हेतु पात्रता धारण करता/करती हूँ। यदि मेरे द्वारा दी गई जानकारी असत्य/गलत पायी जाती है तो मैं पूर्ण रूप से जानता हूँ/जानती हूँ कि इस आवेदन पत्र के आधार पर दिये गये प्रमाण पत्र के द्वारा शैक्षणिक संस्थान में लिया गया प्रवेश/लोक सेवाओं एवं पदों में प्राप्त की गई नियुक्ति निरस्त कर दी जायेगी/कर दिया जायेगा अथवा इस प्रमाण पत्र के आधार पर कोई अन्य सुविधा/लाभ प्राप्त किया गया है उससे भी वंचित किया जा सकेगा और इस सम्बन्ध में विधि एवं नियमों के अधीन मेरे विरूद्ध की जाने वाली कार्यवाही के लिए मैं उत्तरदायी रहूँगा/रहूँगी।

नोटः– जो लागू नहीं हो उसे काट दें।

स्थान :– आवेदक/आवेदिका का हस्ताक्षर तथा पूरा नाम।

दिनांकः–

उ0प्र0 के दिव्यांग व्यक्तियों के लिए प्रमाण–पत्र (दिव्यांगजन प्रारूप)

Form-II

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) Name and Address of the Medical Authority issuing the Certificate.

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No. **Date:**

This is to certify that I have carefully examined Shri/Smt./Kum._____son/wife/daughter of Shri_____Date of Birth (DD/MM/YY)_____Age ____years, male/female_____ registration No. _____permanent resident of House No. _____Ward/Village/Street _____Post office_____District_____State_____. whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:
- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is_____

(C) he/she has _____% (in figure)_____percent (in words) permanent locomotor disability/ dwarfism/blindness in relation to his/her_____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority Issuing certificate

3. Signature and seal of the Medical Authority.

(Dr.....) Member Medical Board with seal	(Dr.....) Member Medical Board with seal	(Dr.....) Chairperson Medical Board with seal

Signature/thumb impression of the person in whose favour certificate of disability is issued

Countersigned by the Chief Medical Officer (with seal)

Form-III

Certificate of Disability

(In cases of multiple disabilities)

(Name and Address of the Medical Authority/Board issuing the Certificate)

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No. **Date:**

This is to certify that we have carefully examined Shri/Smt./Kum._____son/wife/ daughter of Shri _____ Date of birth (DD/MM/ YY) _____ age_____ years, male/ female_____Registration No._____ permanent resident of House No._____ Ward/Village/Street_____ Post Office_____ District_____ State_____, whose photograph is affixed above, and am satisfied that: (A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the Table below,

S. N.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/ mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B). In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows:

In figures.....percent.

In words.....percent

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.

3. Reassessment of disability is:-

(i) not necessary,

or

(ii) is recommended/ after..... years..... months, and therefore this certificate shall be valid till.... .....

..... (DD) (MM) (YY)

@ -e.g. Left/right/both arms/legs

- e.g. Single eye

£ - e.g. Left/Right/both ears

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued

Countersigned by the Chief Medical Officer (with seal)

Form-IV

Certificate of Disability

(In cases of other than those mentioned in Forms II and III)

(Name and Address of the Medical Authority/Board issuing the Certificate)

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No. **Date:**

This is to certify that I have carefully examined Shri/Smt./Kum._____son/wife/daughter of Shri _____ Date of birth (DD/MM/ YY) _____ age_____ years, male/ female_____ Registration No._____permanent resident of House No. _____ Ward/Village/ Street_____Post Office_____District_____ State_____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S. N.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/ mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low Vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)

2. The above condition is progressive/non-progressive/ likely to improve/not likely to improve.

3. Reassessment of disability is:-

(i) not necessary, or

(ii) is recommended/after.....years..... months, and therefore this certificate shall be valid till (DD/MM/YY) ....

@ - e.g. Left/right/both arms/legs

- e.g. Single eye/both eyes

£ - e.g. Left/Right/both ears

4. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson

Signature/thumb impression of the person in whose favour certificate of disability is issued

Countersigned by the Chief Medical Officer (with seal)

उत्तर प्रदेश लोक सेवा (शारीरिक रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रितों और भूतपूर्व सैनिकों के लिये आरक्षण), अधिनियम, 1993 (यथासंशोधित) के अनुसार स्वतंत्रता संग्राम सेनानी के आश्रित के लिए प्रमाण–पत्र।

प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... निवासी ग्राम तहसील– ..... नगर– ..... जिला– ..... . उत्तर प्रदेश लोक सेवा (शारीरिक रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रित और भूतपूर्व सैनिक के लिये आरक्षण) अधिनियम, 1993 के अनुसार स्वतंत्रता संग्राम सेनानी हैं और श्री/श्रीमती/कुमारी (आश्रित) ..... पुत्र/पुत्री/पौत्र (पुत्र का पुत्र या पुत्री का पुत्र) तथा पौत्री (पुत्र की पुत्री या पुत्री की पुत्री) (विवाहित अथवा अविवाहित) उपरांकित अधिनियम, 1993 (यथासंशोधित) के प्राविधानों के अनुसार उक्त श्री/श्रीमती (स्वतंत्रता संग्राम सेनानी) ....के आश्रित हैं।

स्थानः हस्ताक्षर .....

दिनांकः पूरा नाम .....

पदनाम .....

मुहर .....

जिलाधिकारी.....

(सील).....

कुशल खिलाड़ियों के लिये प्रमाण–पत्र जो उ.प्र. के मूल निवासी हैं

शासनादेश संख्या–22/21/1983–कार्मिक–2

दिनांक 28 नवम्बर, 1985प्रमाण–पत्र के फार्म – 1 से 4

प्रारूप –1

(मान्यता प्राप्त क्रीड़ा/खेल में अपने देश की ओर से अन्तर्राष्ट्रीय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये)

सम्बन्धित खेल की राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन का नाम ..... राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण–पत्र।

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... आत्मज/पत्नी/आत्मजा श्री ..... निवासी ..... पूरा पता ..... ने दिनांक ..... से दिनांक ..... तक .... (स्थान का नाम) में आयोजित..... (क्रीड़ा/खेल–कूद का नाम) की प्रतियोगिता/टूर्नामेन्ट में देश की ओर से भाग लिया।

उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में ..... स्थान प्राप्त किया गया।

यह प्रमाण–पत्र राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन/(यहाँ संस्था का नाम दिया जाये) ..... में उपलब्ध रिकार्ड के आधार पर दिया गया है।

स्थान ..... हस्ताक्षर .....
दिनांक ..... नाम .....
पद .....
संस्था का नाम .....
मुहर .....

नोट : यह प्रमाण–पत्र नेशनल फेडरेशन/नेशनल एसोसिएशन के सचिव द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।

प्रारूप – 2

(मान्यता प्राप्त क्रीड़ा/खेल में अपने प्रदेश की ओर से राष्ट्रीय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये)

सम्बन्धित खेल की प्रदेशीय एसोसिएशन का नाम .....

राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... आत्मज/पत्नी/आत्मजा श्री ..... निवासी (पूरा पता) .....ने दिनांक.....से दिनांक.....तक.....में (क्रीड़ा/खेल–कूद का नाम) की प्रतियोगिता (टूर्नामेन्ट स्थान का नाम).....आयोजित राष्ट्रीय..... में (क्रीड़ा/खेल–कूद का नाम) की प्रतियोगिता/ टूर्नामेन्ट में प्रदेश की ओर से भाग लिया।

उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में ..... स्थान प्राप्त किया गया।

यह प्रमाण–पत्र ..... (प्रदेशीय संघ का नाम) में उपलब्ध रिकार्ड के आधार पर दिया गया है।

स्थान ..... हस्ताक्षर .....
दिनांक ..... नाम .....
पद .....
संस्था का नाम .....
पता .....
मुहर .....

नोट : यह प्रमाण–पत्र प्रदेशीय खेल–कूद संघ के सचिव द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।

प्रारूप – 3

(मान्यता प्राप्त क्रीड़ा/खेल में अपने विश्वविद्यालय की ओर से अन्तर्विश्वविद्यालय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये) विश्वविद्यालय का नाम .....

राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिए कुशल

खिलाड़ियों के लिए प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... आत्मज/पत्नी/आत्मजा श्री ..... निवास (पूरा नाम) ..... विश्वविद्यालय की कक्षा ..... के विद्यार्थी ने दिनांक ..... से दिनांक ..... तक ..... (स्थान का नाम) में आयोजित अन्तर्विश्वविद्यालय ..... (क्रीड़ा/ खेल–कूद का नाम) प्रतियोगिता/टूर्नामेन्ट में ..... विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में ..... स्थान प्राप्त किया गया। यह प्रमाण–पत्र डीन ऑफ स्पोर्ट्स अथवा इंचार्ज खेल कूद ..... विश्वविद्यालय में उपलब्ध रिकार्ड के आधार पर दिया गया है।

स्थान ..... हस्ताक्षर .....
दिनांक ..... नाम .....
पद .....
संस्था का नाम .....
मुहर .....

नोट : यह प्रमाण–पत्र विश्वविद्यालय के डीन ऑफ स्पोर्ट्स या इंचार्ज खेल–कूद द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।

प्रारूप – 4

(मान्यता प्राप्त क्रीड़ा/खेल में अपने स्कूल की ओर से राष्ट्रीय खेल–कूद में भाग लेने वाले खिलाड़ी के लिये)

डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/निदेशक, शिक्षा, उत्तर प्रदेश ..... राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... आत्मज/पत्नी/आत्मजा श्री ..... निवास (पूरा पता) ..... में ..... स्कूल में कक्षा ..... के विद्यार्थी ने दिनांक ..... से दिनांक ..... तक ..... (स्थान का नाम) में आयोजित स्कूलों के नेशनल गेम्स की ..... (क्रीड़ा/खेल–कूद का नाम) प्रतियोगिता/टूर्नामेन्ट में ..... स्कूल की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में ..... स्थान प्राप्त किया गया।

यह प्रमाण–पत्र डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/शिक्षा में उपलब्ध रिकार्ड के आधार पर दिया गया है।

स्थान ..... हस्ताक्षर .....
दिनांक ..... नाम .....
पद .....
संस्था का नाम .....
मुहर .....

नोट : यह प्रमाण–पत्र निदेशक/या अतिरिक्त/संयुक्त या उपनिदेशक डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/शिक्षा ..... द्वारा व्यक्तिगत रूप से हस्ताक्षर होने पर मान्य होगा।

APPENDIX-3

परीक्षा योजना एवं पाठ्यक्रम

प्रथम चरण

परीक्षा योजना
पूर्णांक–150 अंक
समय–3 घंटा

(I) सामान्य ज्ञान, सामान्य हिन्दी तथा कम्प्यूटर ज्ञान

(1) सामान्य ज्ञान (वस्तुनिष्ठ) 50 अंक
(2) सामान्य हिन्दी (वस्तुनिष्ठ) 50 अंक
(3) कम्प्यूटर ज्ञान (वस्तुनिष्ठ) 50 अंक
कुल योग 150 अंक

उपरोक्त प्रथम चरण की परीक्षा परिणाम के अनुसार 15 गुना अभ्यर्थी सफल घोषित किये जायेंगे और सफल अभ्यर्थी द्वितीय चरण की परीक्षा में सम्मिलित होंगे।

द्वितीय चरण

(II) आशुलिपि टेस्ट, कम्प्यूटर टाइप टेस्ट

परीक्षा योजना
पूर्णांक–100 अंक
समय–1 घंटा 30 मिनट
(1) आशुलिपि (हिन्दी) 75 अंक
(2) कम्प्यूटर टाइप 25 अंक

उपरोक्त दोनों चरणों की परीक्षा में न्यूनतम मानकों पर जो अभ्यर्थी सफल होंगे, वही अभ्यर्थी तृतीय चरण की परीक्षा में सम्मिलित होंगे।

तृतीय चरण

(III) कम्प्यूटर प्रैक्टिकल प्रश्न–पत्र

परीक्षा योजना
पूर्णांक–50 अंक
समय–1 घंटा
(1) कम्प्यूटर प्रैक्टिकल – 50 अंक

उपरोक्त चयन तीनों चरणों की परीक्षा के अंकों को जोड़कर श्रेष्ठता के आधार पर किया जायेगा।

पाठ्यक्रम

(प्रथम चरण की परीक्षा)

(I) सामान्य ज्ञान, सामान्य हिन्दी तथा कम्प्यूटर ज्ञान

खण्ड–ए

सामान्य ज्ञान 50 अंक

1. शब्द संक्षेप
2. प्रसिद्व पुस्तकें एवं लेखक
3. इतिहास (प्राचीन, मध्यकालीन एवं आधुनिक भारत के सन्दर्भ में)
4. विज्ञान
5. भूगोल (उ0प्र0 तथा भारत से सम्बन्धित)
6. भारत का संविधान
7. खेल जगत
8. महत्वपूर्ण नगर स्मारक एवं इमारते (भारत व उ0प्र0 के संदर्भ में)
9. महत्वपूर्ण राष्ट्रीय एवं अन्तर्राष्ट्रीय घटानाएं
10. अंक गणित (कक्षा–8 स्तरीय)

खण्ड–बी

सामान्य हिन्दी 50 अंक

1. अपठित गद्यांश और प्रश्नोत्तर तथा अपठित गद्यांश शीर्षय
2. पत्र एवं कार्यालयीय विभिन्न पत्रों का आलेखन
3. मुहावरें, लोकोक्तियाँ तथा उनका प्रयोग
4. अनेक शब्दों का एक शब्द
5. वाक्यों का शुद्धिकरण
6. पर्यायवाची तथा विलोम शब्द
7. शब्दों के अर्थ–हिन्दी से अंग्रेजी एवं अंग्रेजी से हिन्दी (कक्षा–10 स्तरीय)

खण्ड–सी

कम्प्यूटर ज्ञान

50 अंक

1. Basic knowledge of working on Windows System Platforms on desktops and laptops with peripherals like Printer, Scanner, Microphone and Speaker.
2. Working knowledge of Microsoft office package (Microsoft word, Excel, Power point etc.)
3. Conversant in the use of World Wide Web and popular websites (for Railway/Air Reservation, search engines like Google, information websites like wikipedia etc.)
4. Working Knowledge of E-mailing (sending, sending with attachment, reading, saving, printing, maintaining address book etc.)
5. Working Knowledge of preparation of presentations (power point, PDF etc.) wirh different styles and animations.

द्वितीय चरण की परीक्षा योजना

(II) आशुलिपि (हिन्दी)/कम्प्यूटर टाइप

(1) आशुलिपि (हिन्दी) 75 अंक
(80 शब्द प्रति मिनट डिक्टेशन 5 मिनट का तथा लिप्यंत्रण हेतु समय 60 मिनट)
(2) कम्प्यूटर टाइप (हिन्दी) 25 अंक
(केवल 5 मिनट)

तृतीय चरण की परीक्षा योजना

(III) कम्प्यूटर प्रैक्टिकल 50 अंक

1. Working Knowledge of E-mailing (sending, sending with attachment, reading, saving, printing, maintaining address book etc.)
2. Conversant in the use of World Wide Web and popular websites (for Railway/Air Reservation, search engines like Google, information websites like wikipedia etc.)
3. Hands on Microsoft office.

(1) Word, Excel, power Point.
(i) Document writing, (ii) for mailing, (iii) punctuation insertion of table diagrams.
(2) Making of Power Point Presentation.
(4) Use of formulae and calculations on excel sheet.

नोटः– आशुलिपि कौशल एवं टंकण परीक्षा हेतु क्रुति देव (Kruit Dev-10) फाण्ट के साथ–साथ मंगल फॉण्ट का भी विकल्प दिया जायेगा। (विज्ञप्ति सं0नं0 03/11/ई–6/2022–23, दि0 02 मई, 2023)

Secretary