



UTTAR PRADESH PUBLIC SERVICE COMMISSION

Additional Private Secretary Examination

Date of Commencement of On-line Application : 19.09.2022

Last Date for Submission of On-line Application : 19.10.2022

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

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. When the candidate clicks on the "Go"

(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/- |

328 which may increase in certain circumstances/requirements.

Pay Scale:- Rs. 47600-100000

6. Reservation: The reservation for Scheduled Tribes in U.P. / Scheduled Tribes Classes/Economically weaker shall be admissible in a relevant Govt. Rules. According to category as Dependence. Female candidates, Ex-3 shall be admissible on reservation for P.H. of notified / identified Posts.

Note: (1) उ०प्र० के समाज

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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 relevant 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. |

| | | | |
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| 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 |
|---|------------------------------|--------------------------------|---|

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. **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.

नोट:- 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 है:-“..... 3- पर्युक्त समस्या के निवारण के संदर्भ में सम्यक विचारोपरान्त निम्नवत् निर्णय लिये गये हैं:-

(1)- ऐसे प्रकरणों में जहाँ 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, वहाँ 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 जाय:-

(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 उपाधियों 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 पाठ्यक्रमों में प्रदान की गई स्नातक-स्तर की उपाधियों 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 उ०प्र० 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, पी०जी०डी०सी०ए०, बी०सी०ए०, एम०सी०ए० तथा ग्रेज्युएशन अथवा उच्च डिग्री यथा- (बी०ए०, बी०एस०सी०, बी०टेक०, एम०एस०सी०, एम०बी०ए०) 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

Examinations conducted by the Examination Institution have not been recognised by the Board, U.P., Allahabad. Examinations of the Boards recognised by U.P. as mentioned in Part II of the High School and Intermediate Education, Uttar Pradesh or a course recognised by the Government as equivalent thereto. Examination conducted by U.P. or these equivalent syllabus of computer subject (i.e. the marks obtained in the mark sheet) shall be equivalent to the marks obtained in the Intermediate Educational Board's equivalent to syllabus of the Examinations of High School

Relevant Service Rules
1. The Uttar Pradesh Service Rules, 2001
2. The Uttar Pradesh Service (First Amendment) Rules, 2002
3. The Uttar Pradesh Secretariat Service (Secretariat) Rules, 2001
4. The Uttar Pradesh Secretariat Service (Third Amendment) Rules, 2001
5. The Uttar Pradesh Group "C" Service Rules, 2001
6. The Uttar Pradesh Subordinate Service Rules, 2001
7. The Uttar Pradesh Subordinate Service Rules, 2001

10. (i) **AGE LIMIT:** Candidates must not be above 21 years and must not have attained the age of 21 years on July 1, 2023 i.e. the date of commencement of the recruitment process on or after 2nd July, 1983 and candidates, the maximum age limit must have not been exceeded. **Relaxation in Upper Age Limit:** The relaxation shall be greater by five years for Scheduled castes of U.P. and Other Backward Classes of U.P. Classified Games, State Government Teachers/Staff of the Government schools/teachers/staff of the Government Vidyalayas of U.P. i.e. the date of commencement of the recruitment process on or after 2nd July, 1978. (b) Upper age limit shall be fifteen years for persons belonging to the Upper age limit shall be fifteen years for persons belonging to the Scheduled Caste/Period of service rendered as Commissioned Officers/Officers/Ex-Army Personnel.

11. **IMPORTANT INSTRUCTIONS**
(1) As per decision of the Board of Examinations, candidates to be debarred from the examinations and selected candidates within five years for furnishing false information in the application form which is found to be false in any of the documents or for any other reason. (2) It shall be made in the person's name which will be mandatory to State Government change. Otherwise c representation will be rejected. (3) amendment in this regulation shall be summarily rejected and a representation entertained in this regard shall be summarily rejected. (3) The date of birth of the candidate as entered in High School Certificate shall have to attach his/h

(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

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

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जैसा कि उ०प्र० लोक

जनजातियों और अन्य पि

अधिनियम, 2001 द्वारा प्रति

सेवा (अनुसूचित जातियों,

वर्गों के लिये आरक्षण) (संश

गयी है, से आच्छादित नहीं

की अवधि के लिये सकल

अधिक नहीं है तथा इनके पा

छूट सीमा से अधिक सम्पत्ति

श्री / श्रीमती / कुमा

परिवार उत्तर प्रदेश के ग्राम

नगर जिला

स्थान

दिनांक

मुहर

जिलाधिकारी / अतिरिक्त

मजिस्ट्रेट / तहसीलदार।

उत्त

कार्यालय का नाम.....

से कमजोर वर्ग के

वाला आय

प्रमाण पत्र संख्या.....

वित्तीय वर्ष के फि

प्रमाणित किया जाता है कि

..... पुत्र/पति/पुत्री श्री.....

पोस्ट ऑफिस

..... जिला

. के स्थायी निवासी हैं, नि

आर्थिक रूप से कमजोर वर्ग व

इनके परिवार की कुल वार्षिक

है। इनके परिवार के स्वामित्व

है:-

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 पश्चात निम्नलिखित में से किसी भी सीमा से अधिक नहीं है:-
 I. 5 (पाँच) एकड़ कृषि योग्य भूमि अथवा उससे ऊपर।
 II. एक हजार वर्ग फीट अथवा इससे अधिक क्षेत्रफल का प्लैट।
 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 विरुद्ध की जाने वाली कार्यवाही के लिए मैं उत्तरदायी रहूँगा/रहूँगी।
 नोट:- जो लागू नहीं हो उसे काट दें।
 स्थान :- आवेदक/आवेदिका का हस्ताक्षर तथा पूरा नाम।
 दिनांक:-

उपरो 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.....) (Dr.....) (Dr.....)
 Member Member Chairperson

| 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) |

| S. N. | Disability |
|-------|---------------------------------|
| 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 di...
 2. The above condition likely to improve/not lik...
 3. Reassessment of dis...
 (i) not necess...
 (ii) is recom...
 months, and...
 valid till (DD/...
 @ - e...
 # - e...
 £ - e...
 4. Signature and seal of

| Name and Seal of Member | Name of |
|-------------------------|---------|
| | |

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

उत्तर प्रदेश लोक सेवा (संग्राम सेनानियों के आरक्षण), अधिनियम, स्वतंत्रता संग्राम सेनानी व

प्रमाणित किया जाता है निवासी ग्राम तहसील-
 . उत्तर प्रदेश लोक सेवा (श... सेनानियों के आश्रित और भू... 1993 के अनुसार र... श्री/श्रीमती/कुमारी (आश्रि... या पुत्री का पुत्र) तथा पौत्री... अथवा अधिनियम) नाम/...

| | |
|--------------|---------------------|
| 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 (टूर्नामेंट स्थान का नाम).....आयोजित राष्ट्रीय.....में (क्रीड़ा/खेल-कूद का नाम) की प्रतियोगिता/ टूर्नामेंट में प्रदेश की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेंट 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/टूर्नामेंट में विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेंट 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

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/टूर्नामेंट में स्कूल की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेंट 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)

(1) सामान्य ज्ञान, सामान्य हिन्दी तथा कम्प्यूटर ज्ञान

2. प्रसिद्ध पुस्तकें एवं लेखक
3. इतिहास (प्राचीन, मध्यकालीन)
4. विज्ञान
5. भूगोल (उ0प्र0 तथा भारत से संबंधित)
6. भारत का संविधान
7. खेल जगत
8. महत्वपूर्ण नगर स्मारक एवं इमारतें
9. महत्वपूर्ण राष्ट्रीय एवं अन्तर्राष्ट्रीय दिवस
10. अंक गणित (कक्षा-8 स्तरीय)

सामान्य

1. अपठित गद्यांश और प्रश्नोत्तर
2. पत्र एवं कार्यालयीय विभिन्न पत्रों का लेखन
3. मुहावरें, लोकोक्तियाँ तथा उक्त शब्दों का एक शब्द
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

कम्प्यूटर

1. Basic knowledge of various operating systems and software applications.
2. Working knowledge of various Platforms on desktops and laptops. (Microsoft Word, Excel, PowerPoint, etc.)
3. Printer, Scanner, Microphone, Mouse, Keyboard, etc.
4. Working knowledge of various websites (for Railway/Air Force, etc.)
5. Working knowledge of various software applications (Google, information websites, etc.)
6. Working Knowledge of E-mail, attachment, reading, sending, etc. (address book etc.)
7. Working Knowledge of various software applications (power point, PDF etc.)
8. Working knowledge of various software applications (animations, etc.)

द्वितीय चरण

(II) आशुलिपि (हिन्दी)

(1) आशुलिपि (हिन्दी)
(80 शब्द प्रति मिनट डिक्टेशन 5 मिनट)

कम्प्यूटर टाइप (हिन्दी)

(2) कम्प्यूटर टाइप (हिन्दी) (केवल 5 मिनट)

तृतीय चरण

(III) कम्प्यूटर प्रैक्टिकल प्रश्न-पत्र

1. Working Knowledge of various operating systems and software applications.
2. Working knowledge of various Platforms on desktops and laptops. (Microsoft Word, Excel, PowerPoint, etc.)
3. Printer, Scanner, Microphone, Mouse, Keyboard, etc.
4. Working knowledge of various websites (for Railway/Air Force, etc.)
5. Working knowledge of various software applications (Google, information websites, etc.)
6. Working Knowledge of E-mail, attachment, reading, sending, etc. (address book etc.)
7. Working Knowledge of various software applications (power point, PDF etc.)
8. Working knowledge of various software applications (animations, etc.)

नोट:- आशुलिपि कौशल एवं टंक फाण्ट के साथ-साथ मंगल फॉण्ट का उपयोग करने का कौशल।
सं0नं0 03 / 11 / ई-6 / 2022-23