



ADDITIONAL PRIVATE SECRETARY (U.P. SECRETARIAT) EXAMINATION-2013 Important

(1) Under this advertisement the commission will consider the Candidature/Selection of only those candidates who had submitted application against Advertisement No.-A-6/E-1/2013, Dated 13.12.2013. Fresh applications shall not be invited against this advertisement. This advertisement will be available on commission's website <http://uppsc.up.nic.in> till 12.10.2021.

(2) The Candidates who had submitted application against the Advertisement No.-A-6/E-1/2013 Dated 13.12.2013 may download and take the Print-Out of their Application Form till 12.10.2021 by entering the Registration No. and Date of Birth and must also send the self-attested/attested by Gazetted officer copies of required documents along with the application form till 22.10.2021, 5.00 P.M. by hand/speed-post in the office of the Commission. Documents received after the aforesaid date will not be accepted.

1. The UP Public Service Commission shall hold written Examination at various Centres of the Lucknow/Prayagraj (Appendix-1). The venue of Examination, decided by the Commission, will be intimated to the candidates by means of their Admission Certificates.

2. No. of vacancies : 176.

Note- Pay-scale ₹ 9,300 to ₹ 34,800 Grade Pay ₹ 4,800 (Post-Class-II, Non-Gazetted)

3. Reservation: The reservation for Scheduled Castes of U.P./Scheduled Tribes of U.P./ Other Backward Class candidates of U.P. shall be admissible in accordance with the provisions of relevant Govt. Rules. Accordingly reservation for category under horizontal as Dependents of Freedom Fighters of U.P. and Women candidates of U.P. shall be admissible on settlement of vacancies. Reservation for PH of U.P. will be permissible for the O.A., O.L., P.B. and P.D. only.

Note: (1) The Candidates claiming the benefit of reservation/Age relaxation must obtain, in support of their category a certificate issued by competent authority on the proforma available on the Website & Appendix 1A of this detailed advertisement and shall submit the same to the Commission when asked for. (2) All Reserved candidates of U.P. must mention their Category / Sub Category in the Application Form. (3) Candidates claiming reservation/Age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them. (4) The Scheduled Castes, Scheduled Tribes, Other Backward Classes and Dependents of Freedom Fighters/Ex-Servicemen/P.H. and women candidates who are not the permanent residents of U.P., shall not be given the benefit of reservation/Age Relaxation. Such candidates shall be treated as the candidates of the General Category. In case of women candidates the certificate issued from father side only be treated valid.

4. CONDITIONS OF ELIGIBILITY (For age relaxation only): (i) Eligibility in case of Emergency Commissioned / Short Service Commissioned Officers: 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 : (i) 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. (ii) 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 ground of misconduct or physical disability.

5. 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. Governor has granted an exemption from this condition.

6. EDUCATIONAL QUALIFICATIONS : According to "THE UTTAR PRADESH SECRETARIAT PERSONAL ASSISTANT SERVICE RULES 2001 AS AMENDED (First Amendment) SERVICE RULES 2005" Educational qualifications as follows:-

(i) The candidates 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 and twenty five 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 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.

The State Govt. have informed vide their Letter No. 5759/Twenty-E-2-2012-96(5)/2003 T.C., dated 24.01.2013 regarding equivalent qualifications mentioned in above para iii (b) pertaining to computer knowledge that the Intermediate Board have 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 22.1.2013. In which the U.P. Board of Intermediate Education have 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 Examination (C.B.S.E.) New Delhi and Council for the Indian School Certificate Examination (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.

7. AGE LIMIT : (1) Candidates must have attained the age of 21 years and must not have crossed the age of 40 years on July 1, 2013 i.e. they must have not been born earlier than 2nd July, 1973 and not later than July 1, 1992. • Upper age limit shall be greater by five years for candidates belonging to Scheduled Castes of U.P., Scheduled Tribes of U.P., Other Backward Classes of U.P. and skilled players of U.P. and State Govt. employees of U.P. i.e. they must have not been born earlier than 2nd July, 1968. Similarly for PH candidates of U.P. upper age limit is 55 years i.e. they must have not been born before 2nd July, 1958. • Skilled players of U.P. of classified games of National and International level in accordance with G.O. No. 22/21/1983-Karmik-2 dated 28.11.1985 must obtain certificates from the competent authority in prescribed proforma and must enclose with their application forms for Examination. (2) Upper age limit for Emergency Commissioned Officers/Short Service Commissioned Officers/ Ex-Army Personnels of U.P. Shall be greater by maximum 5 years only on their completion of 5 years services.

8. IMPORTANT INSTRUCTIONS FOR CANDIDATES : (1) As per decision of the UPPSC a candidate will be liable to be debarred from examination in question and all other 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) No change in category, sub-category, date of birth etc. is permissible after the receipt of application form in the office of the Commission. In this regard no application will be acceptable about error corrections/modifications. (3) The date of birth of the candidates shall be admissible as entered in High School Certificate. The candidate will have to enclose his/her High School or Equivalent Examination Certificate with the application form of Examination. No other certificate shall be acceptable for Date of Birth and if it is not enclosed with the application it shall be rejected (4) The candidates will have to enclose self attested/attested by Gazetted officer copies of Marksheets, Certificates & Degrees in support of their claims of Educational Qualifications. If they do not enclose certificates/documents in support of their claims, the applications shall be rejected. (5) The benefit of reservation to the categories of Handicapped persons of society shall be given only on the posts which are identified by the Government for their category. For this benefit the Handicapped persons must produce a certificate of being handicapped in that category on the prescribed proforma issued by prescribed Medical Officer/Specialist and counter signed by the Chief Medical Officer according to Rule 2 of U.P. Public Service (Reservation for physically Handicapped, Dependent of Freedom Fighters and Ex-Serviceman) (Amendment) Act. 1997 read with G.O. dated.03 Feb., 2008. The Ex-Army Personnels must be discharged from Army upto the last date (13 Jan 2014) prescribed for receipt of applications. (6) Date, time and venue etc of examination along with Roll No. will be communicated to the candidates through Admit Cards. Candidates will have to appear at the centre allotted to them by the Commission through Admit Cards. No change in centre is permissible. (7) 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. (8) 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, application received after last date, no signature under declaration in the format. (9) The Commission may admit the candidates provisionally after summary checking of the application but if it is found at any stage that applicant was not eligible or that his/her application should have been rejected or was not entertainable intially, his/her candidature will be rejected and if the candidate is selected, the recommendation of the Commission for appointment shall be withdrawn. (10) 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. (11) In all communications to the Commission, the candidates must mention the name of examination, advertisement no., registration no. date of birth, father's name and also the Roll Number, if communicated. (12) Candidates selected for appointment will have to undergo Medical Examination as required under the Rules. (13) The candidates who are appearing in the Graduation Examination need not apply, because they are not eligible. (14) While filling the OMR answer sheet the candidates "must use Black Ball Point Pen Only" Do not use any other pen or pencil in any condition. (15) Candidates are directed to fill in all the entries correctly in the OMR Ansher Sheet, In case of feaving them blank or filling them erroneously the candidate will be wholly responsible for the same & the commission will not evaluate his/her OMR Ansher Sheet. The information filled in the Answer sheets must not be ereased by whitener, blade or rubber etc. (16) 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 invigiator and the candidate's copy to keep with them.

(17) It is found that a candidate has any forged documents he/she will debarred from all selection of U.P.P.S.C. forever and action under relevant sections of I.P.C. will also

be taken against him/her.

GENERAL INSTRUCTIONS

1. 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-1A) and submit the same to the Commission, whenever required to do so. Those 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 domiciled of U.P. belonging to SC, ST, O.B.C., dependant of freedom fighters, handicapped, Ex-servicemen and women are not entitled to benefit of reservation/Age relaxation. Such candidates will be treated as general candidates. In case of the women candidates, the certificate issued from father side will be treated valid.

2. The Commission do not advise to the candidates about their eligibility. Therefore, they should carefully read the advertisement. The candidates must possess all the requisite qualification till last date 13.01.2014

3. In the category of dependents of the freedom fighters only sons, daughters, grand-sons (son's son/daughter's son) and grand daughters (son's daughter/daughter's daughter, (married/unmarried) are covered. it is advised that the candidates of the 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.

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

5. The name of Districts for Examination are available in the advertisement in Appendix-1 and Proformas of Reservation are given in Appendix- 1A. In the same way the plan of Examination/syllabus in Appendix- 2.

Appendix-1

The name of the Districts where Exam will be held is as follows: Lucknow/Prayagraj

Appendix-1A

उ. प्र. की अनुसूचित जाति तथा अनुसूचित जन जाति 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 का 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 उत्तर प्रदेश लोक सेवा (अनुसूचित जातियों, अनुसूचित जन जातियों 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 उत्तर प्रदेश लोक सेवा) (अनुसूचित जातियों, अनुसूचित जन जातियों और अन्य पिछड़े वर्गों के लिये आरक्षण) (संशोधन) अधिनियम, 2001 द्वारा प्रतिस्थापित किया गया है एवं जो उत्तर प्रदेश लोक सेवा (अनुसूचित जातियों, अनुसूचित जन जातियों 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 का नाम जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार।

उ.प्र. के विकलांगों के लिये प्रमाण-पत्र

CERTIFICATE FOR PHYSICALLY HANDICAP OF U.P.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL Certificate No..... Date

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum..... son/wife/daughter of Shri age..... sex..... identification mark(S)..... is suffering from permanent disability of following category.

A. Locomotor or cerebral palsy :

- (i) BL-Both legs affected but not arms.
(ii) BA-Both arms affected
(a) Impaired reach (b) Weakness of grip
(iii) BLA-Both legs and both arms affected
(iv) OL-One leg affected (right or left)
(a) Impaired reach (b) Weakness of grip (c) Ataxic
(v) OA-One arm affected
(a) Impaired reach (b) Weakness of grip (c) Ataxic
(vi) BH-Stiff back and hips (Cannot sit or stoop)
(vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision :

- (i) B-Blind (ii) PB-Partially Blind

C. Hearing impairment :

- (i) D-Deaf (ii) PD-Partially Deaf
(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve. Re-assessn of this case is not recommended/is recommended after a period of year..... months.

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum..... meets the following physical requirements discharge of his/her duties:

- (i) F-can perform work by manipulating with fingers. Yes/No
(ii) PP- can perform work by pulling and pushing. Yes/No
(iii) L-can perform work by lifting. Yes/No
(iv) KC- can perform work by kneeling and crouching. Yes/No
(v) B-can perform work by bending. Yes/No
(vi) S-can perform work by sitting. Yes/No
(vii) ST- can perform work by standing. Yes/No
(viii) W-can perform work by walking. Yes/No
(ix) SE-can perform work by seeing. Yes/No

(x) H-can perform work by hearing/speaking. Yes/No
(xi) RW- can perform work by reading and writing. Yes/No
(Dr.....) (Dr.....) (Dr.....)
Member Member
Medical Board Medical Board
Chairperson
Medical Board
Countersigned by the
Medical Superintendent/CMO/HQ
Hospital (with seal)

* Strike out which is not applicable.

उ.प्र. लोक सेवा (शारीरिक रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रितों और भूतपूर्व सैनिकों के लिए आरक्षण) अधिनियम 1993 (यथा संशोधित) के अनुसार स्वतंत्रता संग्राम सेनानी आश्रित के लिए 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 सैनिकों के लिए आरक्षण) अधिनियम 1993 के अनुसार स्वतंत्रता संग्राम सेनानी हैं और श्री/श्रीमती/ कुमारी (आश्रित) पुत्र/पुत्री/पौत्र (पुत्र का पुत्र या पुत्री का पुत्र)/पौत्री (पुत्र की पुत्री या पुत्री की पुत्री) (विवाहित/ अविवाहित) उपरोक्त अधिनियम 1993 (यथा संशोधित) के प्रावधानों के अनुसार उक्त श्री/श्रीमती (स्वतंत्रता संग्राम सेनानी) के आश्रित हैं। हस्ताक्षर स्थान पूरा नाम दिनांक 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, 1985

प्रमाण-पत्र के फार्म - 1 से 4 प्रारूप - 1

(मान्यता प्राप्त क्रीडा/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 लिये कुशल खिलाड़ियों के लिये 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 (क्रीडा/खेल-कूद का नाम) की प्रतियोगिता/दूर्नामेन्ट में देश की ओर से भाग लिया।

उनके टीम के द्वारा उक्त प्रतियोगिता/दूर्नामेन्ट 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 क्रीडा/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 लिये कुशल खिलाड़ियों के लिये प्रमाण-पत्र

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

उनके टीम के द्वारा उक्त प्रतियोगिता/दूर्नामेन्ट 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 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 क्रीडा/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 लिये कुशल खिलाड़ियों के लिये प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी आत्मज/पत्नी/आत्मजा श्री निवासी (पूरा पता) विश्वविद्यालय की कक्षा के विद्यार्थी ने दिनांक से दिनांक तक (स्थान का नाम) में आयोजित अन्तर्विश्वविद्यालय (क्रीडा/खेल-कूद का नाम) प्रतियोगिता/दूर्नामेन्ट में विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/दूर्नामेन्ट में स्थान प्राप्त किया गया। यह प्रमाण-पत्र डीन आफ 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 आफ स्पोर्ट्स या इंचार्ज खेल-कूद द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।

प्रारूप - 4

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

डाइरेक्ट्रेट आफ पब्लिक इन्स्ट्रक्शन्स/निदेशक, शिक्षा, उत्तर प्रदेश राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिये कुशल खिलाड़ियों के लिये प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी आत्मज/पत्नी/आत्मजा श्री निवासी (पूरा पता) में स्कूल में कक्षा के विद्यार्थी ने दिनांक से दिनांक तक (स्थान का नाम) में आयोजित अन्तर्विश्वविद्यालय (क्रीडा/खेल-कूद का नाम) प्रतियोगिता/दूर्नामेन्ट में विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/दूर्नामेन्ट में स्थान प्राप्त किया गया। यह प्रमाण-पत्र डीन आफ 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 आफ स्पोर्ट्स या इंचार्ज खेल-कूद द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।

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

यह प्रमाण-पत्र डाइरेक्ट्रेट आफ पब्लिक इन्स्ट्रक्शन्स/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 इन्स्ट्रक्शन्स/शिक्षा द्वारा व्यक्तिगत रूप से हस्ताक्षर होने पर मान्य होगा।

Appendix- 2

PLAN AND SYLLABUS OF EXAMINATION

(A) For the post of A.P.S. the speed of 80 w.p.m. in Hindi Shorthand and 25 w.p.m. in Hindi Typewriting is essential. The Candidates are expected to transcribe the dictated prose in 05 minutes in the determined speed by Typewriter for which one hour time will be given. The prose shall be selected in the view that not only to the test the speed of Shorthand but to examine the knowledge of idiomatic language.

(B) A Test will be conducted for English Shorthand and General English which is optional. From amongst the selected candidates who will be found fit in Hindi and English both according to determined standard they will be entitled for Bilingual allowance determined by the Govt. from time to time.

(C) For the post there shall be one paper of 5 minutes for Hindi typewriting (Compulsory) and English Typewriting (Optional).

Syllabus for the Examination is as follows :

Paper-1 General Knowledge (Max.Marks-100) Time-2 hours.

Questions will be Objective type. This paper will cover following fields & it will be of Graduation standard.

- | | |
|--|------------|
| 1- Abbreviations | - 10 Marks |
| 2- Famous Books and their writers | - 10 Marks |
| 3- History (with reference to ancients, Medieval & modern India) | - 10 Marks |
| 4- Science | - 10 Marks |
| 5- Geography (Related to U.P.) | - 06 Marks |
| Geography (Related to India) | - 04 Marks |
| 6- Indian Constitution | - 10 Marks |
| 7- Sports | - 10 Marks |
| 8- Important Cities, Memoirs & Buildings (With reference to India) | - 10 Marks |
| 9- Important events (National & International) | - 10 Marks |
| 10- Arithmetic (Class VIII level) | - 10 Marks |

Paper-2 General Hindi (Max. Marks-100) Time - 3 hours

- यह प्रश्न पत्र परम्परागत (निबन्धात्मक) प्रकार का होगा। प्रश्न पत्र का क्षेत्र निम्नलिखित रूप में होगा।
- | | |
|---|----------|
| 1. अपठित गद्यांश और प्रश्नोत्तर तथा अपठित गद्यांश का शीर्षक | - 20 अंक |
| 2. संक्षेपण | - 10 अंक |
| 3. पत्र एवं कार्यालयीय विभिन्न पत्रों का आलेखन | - 10 अंक |
| 4. मुहावरे एवं लोकोक्तियाँ तथा उनका प्रयोग | - 10 अंक |
| 5. विभिन्न शब्दों का एक शब्द | - 10 अंक |
| 6. वाक्यों का शुद्धीकरण | - 10 अंक |
| 7. पर्यायवाची तथा विलोम शब्द | - 05 अंक |
| 8. हिन्दी निबन्ध | - 25 अंक |

Paper-3 Hindi shorthand (Max. Marks - 135) Details in Para 'A'

Paper-4 Hindi typewriting (Max. Marks - 15) Details in Para 'C'

The candidate will have to obtain the speed of 25 w.p.m. in Hindi Type Test, the candidates obtaining lesser speed shall not be treated eligible. The Candidates obtaining the speed of 25 w.p.m. shall be awarded 10 marks and the candidates obtaining more speed 1 extra mark for 5 w.p.m. shall be given but such obtained marks shall not be more than 15 marks i.e. Total.

The marks will be as follows :	Speed	Marks
	15-29	10 marks
	30-34	11 marks
	35-39	12 marks
	40-44	13 marks
	45-49	14 marks
	more than 50	15 marks

The Candidates shall be given a prose paragraph to type in 5 minutes. Having typed in lesser time they have to type it again.

Optional Paper for the Post

Paper-5 General English (Max. Marks-50) Time - One hours

Correction of sentence	05 marks
Fill in the blanks	05 marks
Translation Hindi to English	10 marks
Translation English to Hindi	10 marks
English Essay	20 marks

Paper-6 English shorthand : (Max. Marks-135)

Paper-7 English Typewriting (Max.Marks-15)

Regarding above, the necessary informations have been given in para (B) & (C) of Plan.

Note : There shall be such questions in paper 1 and 2 as are expected from a Graduate

Paper-8 Computer Knowledge test (Max. Marks-100) Time - One hour thirty minutes)

Practical Exam on computer terminal.

Syllabus :

1. Basic knowledge of working on windows and Linux operating system platforms (20) on desktops and laptops with peripherals like Printer, microphone and speaker.
2. Working knowledge of Word processing packages (Microsoft word, Open Office etc.) (25)
3. Working knowledge of Spread Sheets (20)
4. Conversant in the use of world wide web and popular websites (for Railway/Air (05) Reservation, search engines like Google, information web sites like wikipedia etc.)
5. Working knowledge of E-mailing (sending, sending with attachment, reading, (15) saving, printing, maintaining address book etc.)
6. Working knowledge of preparation of presentations (power point, PDF etc.) with (15) different styles and animations.

Secretary