



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

Last Date for Deposition of Examination Fees in the Bank: 09 January, 2014.

Last Date for Submission of Application's: 13 January, 2014.

"SPECIAL NOTICE :- Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee deposition. If the fee is deposited in Bank after prescribed last date for fee deposition, the candidature of the candidates will be rejected and application will not be accepted. Once fee deposited in the Bank will not be refunded to the candidate in any condition. It will be responsibility of the candidate to deposit fee in the Bank upto prescribed last date for fee deposition and submit the application upto prescribed last date for submission of applications."

**Candidates after submitting their applications through On-Line shall send photocopies of their all academic/required documents regarding their claims alongwith print out of On-Line application forms by means of Personally/Speed Post/Registered Post in any working days latest by dated 22 January, 2014 till 5.00 O'Clock and must ensure for submission in the Office of the Commission. For this purpose the candidates are advised to download address slip from Commission's website and to paste it on the envelope containing documents. Till the aforesaid last date if the required relevant documents/records are not received in the Office of the Commission, in the aforesaid condition, the On-Line Application will be rejected.**

**Important Notice-The candidates can send/submit their all academic/required documents as claimed in the On-Line Applications in the Office of the Commission in any working day latest by 22 January, 2014 till 5.00 O'Clock following the aforesaid process after applying the On-Line Application.**

### NECESSARY INFORMATION FOR APPLICANTS FILLING THEIR APPLICATIONS THROUGH ON-LINE

This advertisement is also available on the Commission's website <http://uppsc.up.nic.in>. The On-line application system is applicable for applying against this advertisement. Application sent by any other mode shall not be entertained. Candidates are advised to apply On-line only. In connection with On-line application, candidates are advised to go through thoroughly the directions given as under and apply accordingly.

1. When the candidate clicks "ALL NOTIFICATION/ADVERTISEMENT DETAILS" on the Commission's website <http://uppsc.up.nic.in> the On-line Advertisement, only shall be available. "On-line Advertisement" shall be in 3 stages given as below:-

1. User Instruction
2. View Advertisement
3. Apply

A list of all the advertisement will be displayed in which "On-line System" is applicable. The Instructions for filling "On-line form" have been given in User Instruction. The Candidates desirous to see the advertisement will have to click before 'View Advertisement' to which they are desirous to see. The full advertisement will be displayed. Click on "Apply" for On-line Application.

**On-line application will be completed in three stages :**

**First stage :-** Basic Registration form (Appendix-2) will be displayed on clicking the 'Candidate Registration' respective to Examination in Appendix-1, in which there shall be type of Recruitment (Select type of Rectt.) "General". After filling the form on clicking the 'submit' button the registration of first stage shall be over. Thereafter **Candidate Registration Acknowledgment** (Appendix-3) shall be displayed which can be printed by Clicking the 'Print' Button.

**Second stage :-** There shall be two options for depositing the fees which are E-challan and I-collect, which can be deposited in State Bank of India or Punjab National Bank. The candidates having Net Banking facility in any of these two Banks may deposit the fees through I-collect. After taking the option of E-Challan or I-Collect Examination fees payment details will be displayed which is on **Appendix -4**. On selecting the Bank to deposit the fees through E-challan, the E-challan of concerned Bank SBI (Appendix-5) and PNB (Appendix-6) will be displayed in which there shall be Candidate's Registration No., Name, Date of Birth and Fee Amount. The candidates will have to go with E-challan (in the Bank which is opted by the Candidate themselves) to any branch of the Bank and deposit the fees and take one copy of E-challan and keep with them safely. On the copy of the E-Challan given by the Bank transaction ID/Journal No. and date shall be mentioned which shall be used at the time of filling the form at third stage.

**Third stage :-** After depositing the fee in the Bank, the candidate two day after on the working day (after 2.00 pm) shall enter information On-line in the format, available on Commission's website by clicking "**Submit Application Form**". The photo and signature, duly scanned shall be uploaded also. The specimen of the same is given at **Appendix-7**. The candidate should scan his photograph and signature in the prescribed size (the size will be mentioned at the specified spot in the On-line application). This should also be kept in notice that the photo must be latest passport size. In case the photo and signature, scanned in the prescribed size, are not uploaded, then the On-line system will not accept it. The procedure related to scanning of the photo and signature is laid down in the **Appendix-7A**. After filling in all entries in the format, the candidate may click "View application form" to see for themselves that all entries and informations are correctly entered and after satisfying themselves should click "Submit" to forward the same to the Commission. It is essential that the candidate should fill all informations On-line correctly according to the instructions given and click the 'Submit' button by the last date prescribed for submission of the application form. If the candidate does not click the "Submit" button, the application shall not be completed finally and the candidate shall be accountable for this. After clicking the 'Submit' button, the candidate may take a printout of the application (**Appendix-7B**) to preserve it with them. In the event of any discrepancies, the candidate will be required to submit the said print-out in the office of the Commission, otherwise his/her request shall not be entertained.

2. The Application once submitted, will not be allowed to be modified.

3. **Application Fee :** After filling in the 'Candidate's Registration' format of the On-line application, the candidate shall procure the print-out of the E-challan in duplicate. The E-Challan will be used to deposit the fee in any of the branches of State Bank of India or Punjab National Bank by the candidate according to his/her category. The fee will not be allowed to be deposited by any other mode except E-Challan/I-Collect. The above fee, for Examination according to the category, is as under:-

- |                         |  |
|-------------------------|--|
| 1. Unreserved (General) | - Exam fee ₹ 160/- + On-line processing fee ₹ 15/- Total = ₹ 175/- |
| 2. Other Backward Class | - Exam fee ₹ 160/- + On-line processing fee ₹ 15/- Total = ₹ 175/- |
| 3. Scheduled Caste      | - Exam fee ₹ 70/- + On-line processing fee ₹ 15/- Total = ₹ 85/-   |
| 4. Scheduled Tribe      | - Exam fee ₹ 70/- + On-line processing fee ₹ 15/- Total = ₹ 85/-   |
| 5. Handicapped          | - Exam fee NIL + On-line processing fee ₹ 15/- Total = ₹ 15/-      |

- |                                       |  |
|---------------------------------------|--|
| 6. Dependents of the Freedom Fighters | - According to the original category mentioned from Sl. Nos. 1 to 4. |
| 7. Ex-Serviceman                      | - According to the original category mentioned from Sl. Nos. 1 to 4. |
| 8. Women                              | - According to the original category mentioned from Sl. Nos. 1 to 4. |

4. If the claims of the candidates given in their applications are not found true, they can be debarred not only from the examination in question but from all the future examinations and selections made by the commission also including other appropriate penalties.

5. If the candidates want some correction or change in their submitted applications, they can submit another fresh complete application with desired corrections along with prescribed fee within the last notified dates of the advertisement. The application fee deposited with the prior application will neither be returned nor adjusted in any condition. In the aforesaid condition the application form of that Reg.no. on which admit card candidate will appear in the examination will be treated as final. Rest applications will be treated as cancelled.

6. The U.P. Public Service Commission shall hold a Examination at various Centres of the Allahabad/Lucknow (Appendix-8). The date and venue of Examination, decided by the Commission, will be intimated to the candidates by means of their Admission Certificates. No. of district centre may decrease or increase according to no. of applications received finally.

7. **No. of vacancies :** No. of Vacancies is 176. The no. of vacancies may increase or decrease upto declaration of Result.

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

8. **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 8A** 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.

9. **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.

10. **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.

11. **EDUCATIONAL QUALIFICATIONS :** (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.

**12. 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.

**13. 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 copies of Marksheets, Certificates & Degrees attested by any Gazetted Officer or Head of the last Institution where education was received 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 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 initially, 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 answer sheet the candidates "must use Black Ball Point Pen Only" Do not use any other pen or pencil in any condition. (15) The candidates must fill all the informations correctly in answer sheets by Black Ball Point Pen only. The information filled in the "Answer sheet must not be erased by whitener, blade or rubber etc."

#### GENERAL INSTRUCTIONS

1. In no circumstances, applications shall be accepted after the last prescribed date and time. Applications found without requisite informations and without photograph and signature, even when received in time, will be summarily rejected.

2. In the On-line system the Candidates must click the submit Button by the Last Date & Time. They must take the Printout and keep it safely. In any discrepancy they will have to produce the printout 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-8A) 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.

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

5. In the category of dependents of the freedom fighters only sons, daughters, grand-sons (son's son) and grand daughters are covered. Only such relationships with the freedom fighters are not adequate but the candidate should remain actually dependant of the freedom fighter. Drawing the attention of the candidates towards Govt. orders dated 22.01.1982, 08.03.1983 and Govt. Order No. 3014-Personnel-2-1982 dated 18.10.1982 read with Govt. Order No. 6/1972 Personnel-2, 1982 dated 15.01.1983, it is advised that now the candidates may obtain the reservation certificate from the District Magistrate in terms of Govt. Order No. 4/3/82-Ka-2-97 dated 26.12.1997 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 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.

7. In case the candidates feel any problem in the "On-line Application" they may get their problem resolved by contacting over phone or Website clicking 'Contact us'.

8. The name of Districts for Examination are available in the advertisement in **Appendix-8** and Proformas of Reservation are given in **Appendix-8A**. In the same way the plan of Examination/syllabus in **Appendix-9**.

**Note :** "Detailed instructions to fill in the On-line Applications", have been given from **Appendix 1 to 7B**. The specimens of appendices may be changed according to different posts.

#### Detailed Application Form:

At the top of the page there is a Declaration for the candidates. They 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 agree only will submit the candidates On-line Application.

#### Notification Details:

This section shows information relevant to Notification.

#### Personal Details

This section shows information about candidate's personal details i.e. Registration Number, candidate's name, Father/Husband's name, Gender, DOB, UP domicile, Category, Marital status, email and contact number.

#### Other Details of Candidate

Other details of candidate shows the information about UP Freedom Fighter, Ex Army, service duration and his/her physical deformity.

#### Education & Experience Details

It shows educational and experience details of the candidate.

#### Candidate Address, Photo & Signature details

It shows communication address and photo with signature of the candidate.

#### Declaration Segment

At the bottom of the 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 the candidates have mentioned on entry time, if they are sure with filled details then click on "Submit" button to finally push data into server with successfully submission report that they can print.

Otherwise using "Back" button the details can be modified.

**(CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "PRINT" OPTION AVAILABLE)**

For other informations candidates are advised to select desired option in 'Home Page' of Commission's website <http://uppsc.up.nic.in> in CANDIDATES SEGMENT

#### CANDIDATE SEGMENT

All Notification/Advertisement
Candidate Registration (First Stage)
Generate E-Challan/I-Collect (Second Stage)
Submit Application Form (Third Stage)
View Application Status
List of Applications Having photo related Objections
Download Forms for Eligibility Checking
Download Interview Letter
Duplicate Regi. Slip & Application form
Download Syllabus

**LAST DATE FOR RECEIPT OF APPLICATIONS:** On-line Application process must be completed (including filling up of 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.

Secretary

#### Appendix-1

↓ All Notifications/Advertisements Details ↓

Candidate Home Page>Notifications/Advertisements									
● Online Advertisement ○ Offline Advertisement									
Advertisement Applicable for online Submission Only									
Name	Selection Type	Advt. Number, Date	Start Date	Fee Deposition Last Date	Form Submission Last Date				
अपर निजी सचिव (सचिवालय)	3-सामान्य	A/E-1/2013-2014, 01/01/2013	00/00/2013	00/00/2013	00/00/2013	User Instruction	View Advertisement	Apply	
परीक्षा का नाम : 'अपर निजी सचिव (३०१० सचिवालय) परीक्षा-२०१३' विज्ञापन संख्या: 'A-6/E-1/2013-2014' विज्ञापन प्रारंभ तिथि: '...../...../२०१३', वयन : (सामान्य)									
आयु गणना की निश्चयक तिथि: ०१/०७/२०१३									
Directorate/Department Name	Post/Vacancy Name, Deptt. No.	Nature	Pay Scale	Lower Age	Upper Age	Total No. of Post	Qualification	Opt Option ↓	
APS Exam-2013	APS Exam-2013,	E	९३००-३४६००	२१	४०	१७६	view	Candidate Registration	

### Appendix-2

Candidate Home Page>Notifications/Advertisements>Candidate Basic Registration

\* All pink fields are compulsory

अपर निजी सचिव परीक्षा

Advertisements No. : A-6/E-1/2013-2014  
 Directorate/Department : APS Exam-2013  
 Post Name : APS Exam-2013  
 Date for Calculating Age : 01/07/2013

Select Type of Recruitment :  सामान्य

#### Personnel Information

1. Candidate Name :  \*

(Do not enter Mr./Mrs./Dr./Er. etc. in Prefix of your Name)

2. Father/Husband Name :  \*

(Do not enter Mr./Mrs./Dr./Er. etc. in Prefix of your Father's/Husband's Name)

3. a. Are you Domicile of UP? :  \*

4. Category :  \*

5. Date of Birth (DD/MM/YYYY) : DAY / MONTH / YEAR \*

6. Gender :  \*

7. Are you Married? :  \*

8. Contact Number: +91

9. Email ID :

#### Essential Qualification Details

Sr. No.	Name	Aquired (Y/N)	Is Grade System	Marks Obtained	Total Mark	Percentage
1.	भारत में विधि द्वारा स्थापित किसी विश्वविद्यालय से स्नातक की उपाधि या भारत सरकार द्वारा इसके समकक्ष मान्यता प्राप्त कोई अर्हता।	No	No			

Enter Verification Code :  hfCaW

### Appendix-3

↓ Candidate Registration Acknowledgement ↓

Candidate Home Page>Notifications/Advertisements>Registration Successfully

Print Registration Slip

#### Uttar Pradesh Public Service Commission

#### Registration Slip Applied for

अपर निजी सचिव (उ०प्र० सचिवालय) परीक्षा-2013

You have been registered successfully.  
Please note down your Registration Number for future Reference.

Candidate Registration No. :	1012000084
Advertisement/Notification No. :	A-6/E-1/2013-2014
Candidate Name :	SANDEEP JAISWAL
Father's / Husband's Name :	P. JAISWAL
Date of Birth :	01/01/1980
Are you domicile of UP? :	Yes
Category :	सामान्य
Gender :	पुरुष
Fee (in INR) :	NIL

**Note :-**

- Please Note Down Candidate Registration No. **1012000084** for Future communication with UPPSC.
- Your Application will be treated as **incomplete** unless accomplished by application form fee and uploading of photograph with signature & the detailed application form submission.
- Submission of detailed application form will be allowed on **next working day from 2:00 PM onwards** after the deposition of fee through E-Challan in the prescribed bank.
- E-Challan generation from the website will be valid for fee deposition in the prescribed bank upto the last date to fee deposition given in the advertisement only in banking hours.
- Detailed application form submission will be **stopped after 23:59 hrs** of the last date of form submission given in the advertisement.
- Candidates whose fee amount is NIL in registration slip can submit the detailed application form at the same time without generating E-challan.

Please do submission at an early date to avoid delay/problem in submission due to heavy network traffic on the last date.

[Date : 05/02/2013, Time : 12:02:47]

**No need to deposit the fee. You can directly submit detailed application form.**

Select any one of the Payment Mode for Fee Deposition

E-Challan OI-Collect

Select any one Bank Name  Please Select... ▼

### Appendix-4

↓ Examination Fee's Payment Details ↓

Candidate Home Page>Fee Payment

\* All pink fields are compulsory

Candidate Registration No.: 10120000109  
 Date of Birth (DD/MM/YYYY) : DAY / MONTH / YEAR

Select any one of the Payment Mode for Fee Deposition

E-Challan  I-Collect

Select any one Bank Name  State Bank of India ▼

Enter Verification Code :  Pgk5h

\* After taking the Print out of this generated e-Challan, approach to nearest branch of the selected Bank & deposit the fee in cash only. Please ensure that the concerned bank person has written Bank Transaction ID/ Journal number and the Transaction Date in the appropriate Place in candidate copy of the e-challan. After depositing the required fee in the Bank.

Candidate will be able to Submit the Detailed Application For on the Next working Day after 2:00 PM.

### Appendix-5

↓ Bank E-Challan ↓

Print BACK

**E-Challan (ई-चालान)**  
 भारतीय स्टेट बैंक  
 State Bank of India  
 लोक सेवा आयोग, उ०प्र०  
 Public Service Commission, Uttar Pradesh

Fee Deposition Last Date : 30/03/2013  
 Cash Only

Check Digit "9"  
 Bank Copy

Cash can be deposited AT PAR in any branch of State Bank of India

APS Examination - A-6/E-1/2013-2014/APS Exam-2013

Account Number : 31340979155  
 Deposit only through : Fee Collection-> UPPSC (Screo No.7125)  
 Refer Lucknow Circle e-Circular no. 95 dated 01.09.2010  
 AND Corporate Centre e-Circular no. 551 dated 06.10.2010

Candidate Registration/Challan No.	10120000199
Name of Candidate	SANDEEP KUMAR
Date of Birth (dd/mm/yyyy)	01/01/1980
Fee Amount in figure (₹)	80/-
Amount In Word	Eighty Only
Bank Transaction ID/Journal No.*	
Transaction Date *	DD / MM / YY
Bank Officer Signature & Stamp *↓	Candidate Signature : ↓

Cash can be deposited AT PAR in any branch of State Bank of India

APS Examination - A-6/E-1/2013-2014/APS Exam-2013

Candidate Registration/Challan No.	10120000199
Name of Candidate	SANDEEP KUMAR
Date of Birth (dd/mm/yyyy)	01/01/1980
Fee Amount in figure (₹)	80/-
Amount In Word	Eighty Only
Bank Transaction ID/Journal No.*	
Transaction Date *	DD / MM / YY
Bank Officer Signature & Stamp *↓	Candidate Signature : ↓

Cash can be deposited AT PAR in any branch of State Bank of India

APS Examination - A-6/E-1/2013-2014/APS Exam-2013

\* Mandatory to be filled by bank staff

http://uppsc.up.nic.in/challan\_preview.aspx 14/02/2013 15:21:33

### Appendix-6

↓ Submit detailed application form & scanned photo with signature ↓

Candidate Home Page > Submit Application Form

\* All pink fields are compulsory

Detailed Application Form Submission will be allowed only after 2:00 PM on the next working Day since from the Fee deposition date in the Bank.

Candidate Registration No.	1012000084
O Fee Deposition through E-Challan © Fee amount is NIL	
Bank Transaction Details	
Bank Name	Please Select... ▼ contact us for problem related to Trans ID/Journal No. Date
Transaction ID/Journal No.	
Transaction Date	DAY / MONTH / YEAR Proceed

**Please enter personnel information and upload scanned file.**

Personnel Information	
Date Of Birth	01 / Jan / 1980
Gender	पुरुष
Are you Domicile of UP ?	Yes
Category	सामान्य

**Upload Scanned Photo with Signature File**

Select Scanned File C:\Users Administrator D Browse...

\*\* Click here for guideLines for uploading photo with signature \*\*

Enter Verification Code  QFAGW

**Please enter personnel information and upload scanned file.**

**Precautions while entering Transaction ID/Journal Number**

SBI :- Please remove characters like 'O', 'J' in the prefix of Transaction ID/Journal Number (if found) Provided by SBI Branch then enter only remaining digits. ie. 019951077 or 0019951077 or J19951077 or J019951077 pl. enter only. 19951077

PNB:- Please remove character lime '-' from the TRANSACTION ID/JOURNAL NUMBER (if found) Provided by PNB Branch then enter only remaining characters and digits. ie. M- 416965 pl. enter only M416965

### Appendix-7

The Procedure relating to upload Photo & Signature.

#### Guide Lines for Scanning Photograph with Signature

- Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
- Scan the above required size containing photograph and signature. Please do not scan the complete page.
- The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned, and stored in \*.jpg, .jpeg, .gif, .tif, .png format on local machine.
- Ensure that the size of the scanned image is not more than 50 KB.
- If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. colours etc., during the process of scanning.
- The applicant has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine . and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary. If the Applicant's signature on answer signature on the Hall Ticket, the applicant will be disqualified.

**Sample Image & Signature:-**

width = 3.5 cm

height = 4.5 cm

1.5 cm Height = 4.5 cm

Photo

Signature

**Appendix-7A**

↓ Submit Application Form for APS Exam ↓

Candidate Home Page>Submit Application Form>Application Full details

\* All pink fields are compulsory

I declare that I have read the user instructions & detailed advertisement

**Notification Details**

Notification No. : A-6/E-1/2013-2014

Selection Type : सामान्य-विशेष दोनों

Directorate/Department : APS 2013

Post Name : APS 2013

**Candidate Personnel Details**

1. Application Registration No. : 10120000084

2. Candidate Name : SANDEEP JAISWAL

3. Father/Husband Name : P. JAISWAL

4. Gender : Male

5. Date of Birth : 01/01/1980

6. Are you Domicile of UP? : Yeas

7. Category : General

8. Are you Married? : No.

9. Contact No. :

10. Email-ID :

**Transaction Details**

11. Bank Name : 0

12. Transaction ID : 0

13. Transaction Date : //0

**Other Details of Candidate**

14. Are you Dependent of UP Freedom Fighter? : No

15. Are you UP Ex Army? : No

15.1. Service Duration (Day-Month-Year) : 0 - 0 - 0

15.2. Retirement Date (Date/Month/Year) : //

16. Are You Handicap of UP? : Yes

16.1. Are you Blind Or Have Vision problem?: No

16.2. Are you Deaf or Have hearing problem? : No

16.3. Have you any physical Problem?: Yes

Sr.No.	PH Category [LOCOMOTOR or CEREBRAL PLASY]	Selected PH Category
16.3.1.	Both Legs affected out not arms [BL]	<input type="checkbox"/> BL
16.3.2.	Both Arms affected [BA]	<input type="checkbox"/> BA
16.3.3.	Both Legs and Both Arms affected [BLA]	<input type="checkbox"/> BLA
16.3.4.	One Leg affected (right or left) [OA]	<input type="checkbox"/> OL
16.3.5.	One Arm affected (right or left) [OA]	<input checked="" type="checkbox"/> OA <input checked="" type="checkbox"/> Impaired Reach Weakness of grip OAtaxic
16.3.6.	Siff Back and Hps (Cannot sit or stoop) [BH]	<input type="checkbox"/> BH
16.3.7.	Muscular Weakness and limited physical endurance [MW]	<input type="checkbox"/> MW

17. Are You Skilled Player Of UP?: No

**Essential Qualification Details**

17.1. Essential Qualifications & Marks According to Advertisement:-

Sr. No.	Qualification	Aquired	Is Grade System	Obtained Marks	Total Marks	Percentage
1.	भारत में विधि द्वारा स्थापित किसी विश्वविद्यालय से स्नातक की उपाधि या सरकार द्वारा इसके समकक्ष मान्यता प्राप्त कोई अर्हता।	Yes	No	123.00	150.00	82.00

18. Are You Graduate? : Yes

If Yes, Please Select Subject Name-> You are Selected these Subjects :

Please Select the Subject Name

अर्थशास्त्र  
 समाजशास्त्र/समाज विज्ञान  
 कृषि

1. अर्थशास्त्र  
2. वाणिज्य  
3. गणित

19. Are You Post Graduate? : Yes

If Yes, Please Select Subject Name-> You are Selected these Subjects :

Please Select the Subject Name

अर्थशास्त्र  
 समाजशास्त्र/समाज विज्ञान  
 कृषि

1. अर्थशास्त्र

20. Other Essential Qualification : Yes

If Yes, Please Select Subject Name-> You are Selected these Subjects :

Please Select the Subject Name

बीएससी या बीएससी (Ag) के राजकीय फल परिक्षण एवं डिब्बा बन्द संस्थान लखनऊ या समकक्ष से 15 माह का स्नातकोत्तर डिप्लोमा पाठ्यक्रम अथवा किसी मान्यता प्राप्त संस्थान से होटल मिले प्रबन्ध और भोजन प्रबन्ध में तीन वर्षीय डिप्लोमा।

1. समाज शास्त्र अथवा समाज विज्ञान में स्नातक तथा पोस्ट ग्रेजुएट डिप्लोमा इन हेल्थ एजुकेशन

21. Are You Know Hindi in Devnagari Lipi? : Yes

**Candidate's Address, Photo Signature Details**

22. Address. : lucknow

22.1 House no/Village : 123

22.2 Street No/PO : 1

22.3 City Name : thakurganj

22.4 State Name : उत्तर प्रदेश

22.5 District Name : लखनऊ

22.6 PIN : 354365

24. Photo & Signature

I accept the following declaration : Yes

**Declaration Segment**

1. I hereby declare that read all term & condition according advertisement and I accept it.

2. I hereby declare that all the entries/statements made in this application are true, complete and correct to the best of my knowledge and belief.

3. In the event of any information being found or incorrect or ineligibility being detect before or after selection, the commission can take action against me as per rule in case it is detected that I have misled UPPSC on any issue then I will solely responsible for all penal consequences thereof.

Type Verification Code as displayed in Image:-

↓ Successful Confirmation of Application Form ↓

Candidate Home Page>Submit Application Form>Successful Confirmation of Application Submission

**Appendix-7B**

**Print Address Slip**

Your Application has been Submitted Successfully.  
Please note down your Application ID for further Reference.

**A-6/E-1/2013-2014 : APS 2013 2013**

Application ID : 20004710100001

Registration Number : 10120000084

Candidate Name : SANDEEP JAISWAL

Date of Birth : 01/01/1980

**Note:-**  
Filled in Application Form has been received in the Commission's office but its Acceptance is subject to the verification process pertaining to the Candidates Age eligibility as per the post/objections related to photo uploading related to photo uploading/Rejected/Accepted etc.. So Please Visit the website again to view the application status after the last date of form submission on the website under the option 'View Application Status' for ensuring the Acceptance of Application Form.

[Date : 05/02/2013, Time : 12:06:42]

**Appendix-8A**

**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 है 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**

**प्रारूप-1**

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी ..... सुपुत्र/सुपुत्री श्री ..... निवासी ग्राम ..... तहसील ..... नगर ..... जिला ..... उत्तर प्रदेश राज्य की ..... पिछड़ी जाति के व्यक्ति है। 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 पाँच लाख रुपये या इसके 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 Chairperson

Medical Board Medical Board Medical Board

Countersigned by the  
Medical Superintendent/CMO/HQ  
Hospital (with seal)

\* Strike out which is not applicable.

**उ.प्र. के स्वतंत्रता संग्राम सेनानियों के आश्रितों 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 लिए आरक्षण) अधिनियम 1993 के अनुसार स्वतंत्रता संग्राम सेनानी हैं और श्री/श्रीमती/ कुमारी (आश्रित) ..... पुत्र/पुत्री/पौत्र/पौत्री उपरिक्त अधिनियम 1993 के ही 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-कर्मिक-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 नियुक्त के लिये कुशल खिलाड़ियों के लिये प्रमाण-पत्र

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

उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेंट 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 ..... मुहर .....

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

**प्ररूप - 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 (टूर्नामेंट स्थान का नाम) ..... आयोजित राष्ट्रीय ..... में (क्रीडा/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।

**प्ररूप - 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/टूर्नामेंट में ..... विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेंट 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।

**प्ररूप - 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 स्कूलों के नेशनल गेम्स की ..... (क्रीडा/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 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-9**  
**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. If the errors of candidate is more than 5 percent then he will be treated ineligible for appointment but Commission may relax the error up to three percent at their discretion.

(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 Reservation, search engines like Google, information web sites like wikipedia etc.) (05)
5. Working knowledge of E-mailing (sending, sending with attachment, reading, saving, printing, maintaining address book etc.) (15)
6. Working knowledge of preparation of presentations (power point, PDF etc.) with different styles and animations. (15)