

**Computer Assistant (U.P. Public Service Commission) Exam-2019****Date of Commencement of On-line Application : 15/11/2019****Last Date for Receipt of Examination Fee On-line
in the Bank: 11/12/2019****Last Date for On-line Submission of Application: 16/12/2019****Important**

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 on-line application. In this Connection, a separate press communique shall be published in due course by the commission.

SPECIAL NOTICE : (a) On-Line Applications will be accepted only when prescribed fee is deposited in the Bank upto prescribed last date for fee deposit. If the fee is deposited in Bank after the last date prescribed for fee deposit, the on-line application of the candidate will not be accepted and the fee deposited in the Bank will not be refunded in any condition. It will be responsibility of the candidates to deposit fee in the Bank upto the last date prescribed for fee deposit and to 'submit' the application upto the last date prescribed for submission of applications. It is also informed that any amount deposited in the form of examination fee shall not be refunded in any condition.

(b) In Online Application System, the candidates have to provide their Mobile No. and valid e-mail ID in prescribed column failing which their Basic Registration shall not be completed. All relevant informations/ instructions shall be sent through SMS on that mobile and e-mail on their valid e-mail ID.

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

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

1. When the candidate clicks "**ALL NOTIFICATIONS/ ADVERTISEMENTS**" on the Commission's website <http://uppsc.up.nic.in> the On-line advertisement shall be automatically displayed, wherein there shall be 3 parts as given below:

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

A list of all the advertisements 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, full advertisement will be displayed along with sample snapshots of ON-LINE Application Procedure. Click on "Apply" for On-line Application.

On-line application will be completed in three stages :

First Stage: On clicking "Apply", Candidate Registration will be displayed. Basic Registration form will be displayed on clicking the 'Candidate Registration' respective to Examination. After filling the Basic Registration form, the candidates must check all the informations filled by them. If any correction / modification is required, click on "Edit" button and ensure the required corrections / modifications. After being fully satisfied with all the informations filled, click on 'Submit Button'. Consequently, the registration of first stage shall be over. Thereafter "Print Registration Slip" shall be displayed and Print of Registration Slip must be taken by clicking on Print Registration Slip.

Second Stage: After the completion of the procedure of first stage, 'Fee to be deposited [in INR]' shall be displayed with caption "Click here to proceed for payment". After clicking the above caption of "Click here to proceed for payment", 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 depositing the required fee by any one of the above prescribed modes, "Payment Acknowledgement Receipt (PAR)" shall be displayed along with detail of fee deposit, the print of which must be taken by clicking on "Print Payment Receipt."

Third Stage: On completion of the procedure of second stage, click on "Proceed for final submission of application form as a result of which 'format' shall be displayed. The candidates are required to enter all the required informations in the format. The photo and signature, duly

scanned shall be uploaded also. The candidate should scan his/her photograph and signature in the prescribed size (the size will be mentioned at the specified space 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 for scanning of the photo and signature is laid down in the **Appendix-1**. After filling in all entries in the format, the candidates may click "PREVIEW" to see for themselves that all entries and informations are correctly entered and after satisfying themselves should click "**Submit**" button 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 ON-LINE application process shall not be completed finally and the candidate shall be accountable for this. After clicking the '**Submit**' button, the candidate may take a print of the application to preserve it with them. In the event of any discrepancy, the candidate will be required to submit the said print in the office of the Commission, otherwise his/her request shall not be entertained.

2. Application Fee: In the ON-LINE Application process, after completing the procedure of first stage, Category wise prescribed examination fee is to be deposited as per instructions provided in second stage.

The prescribed fee of examination for different categories is as under:-

- | | |
|----------------------------------------------------------------------|--------------------------------------------------------------------------|
| (i) Unreserved / Economically weaker Sections / Other Backward Class | – Exam fee Rs. 100/- + On-line processing fee Rs. 25/- Total = Rs. 125/- |
| (ii) Scheduled Caste / Scheduled Tribe / Ex-Serviceman | – Exam fee Rs. 40/- + On-line processing fee Rs. 25/- Total = Rs. 65/- |
| (iii) Handicapped | – Exam fee NIL + On-line processing fee Rs. 25/- Total = Rs. 25/- |
| (iv) Dependents of the Freedom-Fighters/Women | – According to their original category |

3. The Basic Registration of such candidates will not be accepted who have been debarred from U.P. Public Service Commission and their period of debarment has not been completed. In addition to above, the applications submitted without requisite informations regarding debarment, if it is found at any stage in future that the applications have been submitted concealing this fact, his/her candidature will be rejected at any stage and the commission will consider to debar them from all future examinations/selections including extension of debarment period. In this regard, if the claims of the candidates made in their On-line 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.

4. Modify Submitted Application: If a candidate comes to know about any error/errors in the submitted application form except in name of the Examination and type of recruitment, Registered Mobile Number, E-mail ID, Aadhaar Number and such cases where prescribed fee for modified category is higher (In case of error in these entries, candidate may submit new online application with prescribed fee only as previously deposited fee will neither be adjusted nor refunded) he/she will be given only one opportunity to modify it/them according to the following procedure before the last date of the submission of application form. "Candidate has to click on 'Modify Submitted Application' under 'Online application process' in Candidate Segment. After that 'Candidate Personal Details' will be displayed on the screen to fill in Registration No., Date of Birth, Gender, Domicile and Category. After filling the Verification code the candidate has to click on the 'proceed' button following which for Authentication of the candidate OTP (One Time Password) will be sent on the registered mobile No. of the candidate and the 'Option Box' will be displayed on the screen to fill in the OTP. After the candidate has filled in the OTP and clicks on the 'proceed' button his/her previously submitted on line application form will be displayed on the screen. The candidate can submit his/her on line application form after making required modifications in it. This facility will be available to the candidates only one time within the last date of submission of application form."

5. The U.P. Public Service Commission shall hold Written Examinations at various Centres of the District/Districts mentioned in **Appendix-2** of this advertisement for the Selection to the aforesaid Post. The selection will be made on the basis of marks obtained by the candidates in written examination. The Centre of Examination, decided by the Commission, will be intimated to the candidates by means of their e-Admission Certificate. The no. of Districts/centres may be increased/decreased according to final number of applications received in the office of the Commission.

6. **No. of Vacancies:** Presently the no. of vacancies is 14 which may be increased or decreased in exceptional circumstances on the request of Deptt.

Nature of Post : Group 'C' Non gazetted.

Pay Scale : Rs. 5200/- – 20200/- Grade Pay Rs. 2400/-

7. **Reservation:** The reservation for Economically weaker sections of U.P./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., P.H. of U.P. Ex-service man of U.P. and Women candidates shall be admissible on settlement of vacancies. Reservation for P.H. of U.P. shall be permissible for the notified/identified Posts.

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

(2) 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 **Appendix-3** of the Website of this detailed advertisement and shall submit the same to the Commission when asked for.

(3) All Reserved candidates of U.P. must mention their Category /Sub Category in the Application.

(4) Candidates claiming reservation/age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them.

(5) The Scheduled Caste, Scheduled Tribes, Other Backward Classes, Economically Weaker Sections (EWSs) Dependents of Freedom Fighters, P.H. and Ex-Army candidates who are not the permanent resident of U.P. shall not be given the benefit of reservation. Such candidates shall be treated as the candidates of the unreserved Category.

(6) In case of women candidates the caste certificate/domicile certificate issued from father side only be treated valid.

(7) For Ex-Army Personnel, the reservation will be admissible as per rules.

(8) It is mandatory for the candidates to enclose self-attested copies of all the certificates along with the application forms in support of the claims made by them in their application forms regarding eligibility and category/sub-category for the benefit of reservation failing which their claim as reserved category candidate shall not be entertained.

8. **Conditions of Eligibility (For age relaxation only): 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:

(A) Such applicants will have to obtain a certificate of the competent authority of Army, Navy, Air Force to the effect that their period of Service has been extended for rehabilitation and no disciplinary action is pending against them.

(B) Such applicants will have to submit in due course a written undertaking that in case they are selected for the post applied for, they will get themselves released immediately from the Army Service. The above facilities will not be admissible to Emergency/Short Service

Commissioned Officers, if (a) he gets permanent Commission in the Army, (b) he has been released from the Army on tendering resignation, (c) he has been released from the Army on grounds of misconduct or physical disability or on his own request and who gets gratuity. The candidates must possess all the requisite qualifications/Eligibility conditions till the last date for submitting the applications.

9. **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.

10. **Educational Qualifications:**

Essential—Passed the Intermediate examination with Diploma in Computer Science from a recognized Institute/University or Intermediate with the "O" level diploma from DOEACC or NIELET Society.

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 N.C.C., shall other things being equal, be given preference in the matter of direct recruitment.

11. **Age Limit: (i)** Candidates must have attained the age of 18 years and must not have crossed the age of 40 years on July 1, 2019 i.e. they must have not been born earlier than 2nd July, 1979 and not later than July 1, 2001. For PH candidates, the maximum age limit is 55 years i.e. they must have not been born before 02 July, 1964,

(ii) **Relaxation in Upper Age Limit: (a)** Upper age limit shall be greater by five years for candidates belonging to Scheduled Castes of U.P., Scheduled Tribes of U.P., Other Backward Classes of U.P., Skilled players of U.P. of classified Games, State Govt. employees of U.P. including the teachers/Staff of Basic Shiksha Parishad of U.P. and teachers/Staff of the Govt. Aided Madhyamik Vidyalayas of U.P. i.e. they must have not been born before 2nd July 1974.

(b) For the Emergency Commissioned Officers/Short Service Commissioned Officers/Ex-Army personnels of UP; the age relaxation and reservation shall be given according to Rule for the Group 'C' posts.

12. **Some Information About Examination:**(i) Plan of Examination and the syllabus for examination are available in **Appendix-4**.

(ii) The date and venue for the examination shall be informed by the Commission later on through e-Admit Cards.

(iii) The candidates working under Central or State Government should enclose no objection certificate with the Application.

13. **Important Instructions For Candidates: (1)** As per decision of the UPPSC a candidate will be liable to be debarred from this examination and all other future examinations and selections upto a maximum period of five years for furnishing any wrong information in his/her application form which can not be substantiated by relevant documents or for any other malpractice.

(2) The claim of category, subcategory, domicile, gender, date of birth, name and adress will be valid only till the last date of applying on line. No change will be allowed after this. On submission of false/misleading information, the Candidature will be cancelled. In this regard no application for error correction/modification shall be acceptable. Incomplete Application form shall be summarily rejected and no correspondence shall be entertained in this regard.

(3) The date of birth of the candidates shall be admissible as entered in High School Certificate. The candidate will have to attach his/her High School or Equivalent Examination Certificate with the application form of Examination. No Other Certificate shall be acceptable for Date of Birth and if it is not attached with the application, it shall be rejected.

(4) The candidates will have to enclose self attested copies of Marksheets, Certificates & Degrees alongwith the application form in support of their claims of Educational Qualifications. If they do not enclose self attested certificates/documents in support of their claims in due course as per direction, 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 Sub category. For this benefit, the Handicapped persons must produce a certificate of being handicapped in that Sub category issued by prescribed Medical Officer/Specialist and counter signed by the Chief Medical Officer according to Rule 3 of U.P. Public Service (Reservation for physically Handicapped, Dependent of

Freedom Fighters and Ex-Servicemen) (Amendment) Act, 2018. It is worthwhile mention that as per Section 3 of the said Act, the new identification of post has not yet been received from the government, however as per identification (Category/Subcategory) mentioned in requisition received from the Appointing authority the selection process will be completed accordingly.

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

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

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

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

(10) The Commission may admit the candidates provisionally after summarily checking of the applications 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 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, misbehaviour 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., registration No., date of birth of candidate, 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 answer sheets, the candidates must use Black Ball Point Pen Only. Use of any other pen or pencil is strictly prohibited.

(16) Candidates are directed to fill in all the entries correctly in the OMR Answer Sheet. In case of leaving them blank or filling them erroneously the candidate will be wholly responsible for the same & the commission will not evaluate his/her OMR Answer Sheet. The informations filled in the Answer sheets must not be erased by whitener, blade or rubber etc.

(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 Examination for the objective type Question papers, penalty (Negative Marking) shall be imposed for wrong answers given by the candidates which is as below:-

(i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third (0.33) of the marks assigned to that question will be deducted as penalty.

(ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answer happens to be correct and there will be same penalty as above for that question.

(iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question.

(19) The minimum efficiency standard for S.C. & S.T. candidates is fixed 35% i.e. the Candidates of these Categories shall not be placed in the merit/select list if they have secured less than 35% marks in the

examination. Similarly, the minimum efficiency standard for the candidates of other categories is fixed 40% i.e. such candidates shall not be placed in the merit/select list if they have secured less than 40% marks in the examination. All such candidates who have secured less marks than the marks of minimum efficiency standard as fixed by the Commission shall be treated unsuitable for the post.

GENERAL INSTRUCTIONS

1. In no circumstances, applications of any stage 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, may be summarily rejected.

2. In the On-line system, the candidates must ensure that all the requisite informations have been duly filled and must click the submit Button by the last prescribed Date & Time. Candidates must take the Print and keep it safely. In any discrepancy, the candidates will have to produce the said print 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-3**) 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., EWSs, dependents of freedom fighters, Ex-Army personnel, Skilled Players and P.H. are not entitled to benefit of reservation/age relaxation. Such candidates will be treated as unreserved (general) candidates. In case of the women candidates, the caste certificate issued from father side 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 07.4.2015 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 a 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. In case the candidates feel any problem in the "On-line Application" they may get their problem resolved by contacting over phone or on Website clicking 'Contact us'.

8. The procedure relating to upload scanned photo and signature is given in **Appendix-1**. The name of Districts for Examination are available in the advertisement in **Appendix-2** and proforma for reservation on **Appendix-3**. In the same way the plan of Examination and the syllabus for Examination on **Appendix-4**.

Detailed Application Form:

At the top of the page, there is a Declaration for the candidates they are advised to go through the content of the Declaration carefully. Candidate has the option to either agree or disagree with the content 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 candidate's Online Application.

Notification Details

This section shows information relevant to Notification

Personal Details

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

Other Details of candidate

Other details of candidate show the information about UP Freedom Fighter, Ex Army, service duration and physical deformity.

Education & Experience Details

It show 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 candidate. Candidates are advised to go through the content of the Declaration carefully.

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

Preview page will display all facts/particulars that the candidate 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 information candidates are advised to select desired option in 'Home Page' of Commission's website <http://uppsc.up.nic.in> CANDIDATE SEGMENT

CANDIDATE SEGMENT

NOTIFICATIONS/ADVERTISEMENTS

All Notifications / Advertisements

ONLINE FORM SUBMISSION

1. Candidate Registration (FIRST STAGE)

2. Fee Deposition / Reconciliation (SECOND STAGE)

3. Submit Application Form (THIRD STAGE)

APPLICATION FORM STATUS

Update your transaction ID by Double Verification mode

View Application Status

List of Applications Having Photo related Objections

Print Duplicate Registration Slip

Print Detailed Application Form

EXAMINATION SEGMENT

Print Address Slip for sending Documents to Commission [Only for Direct Recruitment]

DOWNLOAD SEGMENT

Download Admit Card

Download Interview Letter

Download Syllabus

Know your Registration No.

Click here to view Key Answer Sheet

Regarding Application:

1. On clicking "View Application status" option in candidate Segment page you can see current status of candidate.
2. On clicking "Result" option in candidate Segment page candidate can see result status of periodically.
3. "Interview/Exam Schedule" option in candidate Segment page candidate can see intervice and examination schedule details periodically.
4. On clicking "Key Answer Sheet" candidate can download key answer sheet.
5. On clicking "Admit Card/Hall Ticket" candidate can download their Admit Card using with some basic credential of candidate.
6. On clicking "List of Rejected Candidate" candidate can view rejected candidate list.
7. On clicking "Syllabus" candidate can view syllabus of particular examination.

(Candidates applying on-line need NOT send hard copy of the On-line Application filled by them on-line or any other document/certificate/testimonial to the Uttar Pradesh Public Service Commission. However they are advised to take printout of the On-line Application and retain it for further communication with the UPPSC.) (The Candidates applying

for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions). UPPSC takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination process.

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.

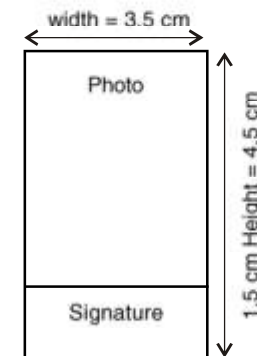
Appendix-1

The Procedure relating to upload Photo & Signature.

Guide Lines for Scanning Photograph with Signature

1. 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.
2. Scan the above required size containing photograph and signature. Please do not scan the complete page.
3. 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.
4. Ensure that the size of the scanned image is not more than 50 KB.
5. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. colours etc., during the process of scanning.
6. 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.
7. The signature must be signed only by the applicant and not by any other person.
8. The signature will be used to put on the Hall Ticket and wherever necessary. If the Applicant's signature on answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.

Sample Image & Signature:-



Appendix-2

The names of the Districts where Exam will be held is as follows:- Lucknow, Prayagraj

Appendix-3

उ०प्र० की अनुसूचित जाति तथा अनुसूचित जन जाति 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 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 सामान्यता 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 पिछड़ा 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

(प्रपत्र- I)

कार्यालय का नाम.....

आर्थिक रूप से कमजोर वर्ग के सदस्य द्वारा प्रस्तुत किया जाने वाला आय
एवं परिसम्पत्ति प्रमाण-पत्र

प्रमाण-पत्र संख्या दिनांक
वित्तीय वर्ष के लिए मान्य
प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी
पुत्र/पति/पुत्री ग्राम/कस्बा
..... पोस्ट ऑफिस थाना
..... तहसील जिला
..... राज्य

पिन कोड के स्थायी निवासी है, जिनका फोटोग्राफ
नीचे अभिप्रमाणित है, आर्थिक रूप से कमजोर वर्ग के सदस्य हैं, क्योंकि वित्तीय वर्ष
..... में इनके परिवार की कुल वार्षिक आय 8 लाख
(आठ लाख रुपये मात्र) से कम है। इनके परिवार के स्वामित्व में निम्नलिखित में से
कोई भी परिसम्पत्ति नहीं है:-

- 5 (पाँच) एकड़ कृषि योग्य भूमि अथवा इससे ऊपर।
- एक हजार वर्ग फीट अथवा इससे अधिक क्षेत्रफल का पलैट।
- अधिसूचित नगरपालिका के अन्तर्गत 100 वर्ग गज अथवा इससे अधिक का
आवासीय भूखण्ड।
- अधिसूचित नगरपालिका से इतर 200 वर्ग गज अथवा इससे अधिक का
आवासीय भूखण्ड।

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

आवेदक का
पासपोर्ट साईज
का
अभिप्रमाणित
फोटोग्राफ

हस्ताक्षर(कार्यालय का मुहर सहित)

पूरा नाम

पदनाम

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

(प्रपत्र- II)

आर्थिक रूप से कमजोर वर्ग के लाभार्थ स्वयं घोषणा पत्र
स्वयं घोषणा पत्र

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

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

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

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

अथवा

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

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

- 5 (पाँच) एकड़ कृषि योग्य भूमि अथवा इससे ऊपर।
- एक हजार वर्ग फीट अथवा इससे अधिक क्षेत्रफल का पलैट।
- अधिसूचित नगरपालिका के अन्तर्गत 100 वर्ग गज अथवा इससे अधिक का
आवासीय भूखण्ड।
- 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 में 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।

आवेदक/आवेदिका का हस्ताक्षर तथा पूरा नाम।

स्थान:-

दिनांक:-

उ0प्र0 के दिव्यांग व्यक्तियों के लिये प्रमाण-पत्र

CERTIFICATE FOR PHYSICALLY HANDICAP OF U.P.

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No.....

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 :

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

Recent
Photograph of the
candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board.

B. Blindness or Low Vision :

- B-Blind
- PB-Partially Blind

C. Hearing impairment :

- D-Deaf
- 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:

- F-can perform work by manipulating with fingers. Yes/No
- 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.....)	(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.

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

प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती
निवासी ग्राम-....., तहसील-..... नगर-.....
..... जिला-..... उत्तर प्रदेश लोक सेवा (शारीरिक रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रितों 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) तथा पौत्री (पुत्र की पुत्री या पुत्री की पुत्री) (विवाहित अथवा अविवाहित) उपरंकित अधिनियम, 1993 (यथासंशोधित) के प्राविधानों के अनुसार उक्त श्री/श्रीमती (स्वतंत्रता संग्राम सेनानी) के आश्रित हैं।
स्थान : हस्ताक्षर
दिनांक : पूरा नाम
..... पदनाम
..... मुहर
जिलाधिकारी
(सील)

कुशल खिलाड़ियों के लिये प्रमाण-पत्र जो उ0प्र0 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 क्रीड़ा/खेल में अपने देश की ओर से अन्तर्राष्ट्रीय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये)

सम्बन्धित खेल की राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन का नाम राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण-पत्र
प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी
आत्मज/पत्नी/आत्मजा श्री निवासी
पूरा पता ने दिनांक
से दिनांक तक (स्थान का नाम) में आयोजित (क्रीड़ा/खेल-कूद का नाम) की प्रतियोगिता/टूर्नामेन्ट में देश की ओर से भाग लिया।
उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में स्थान प्राप्त किया गया।
यह प्रमाण-पत्र राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन/(यहाँ संस्था का नाम दिया जाये) में उपलब्ध रिकार्ड के आधार पर दिया गया है।
स्थान हस्ताक्षर
दिनांक नाम
..... पद
..... संस्था का नाम
..... मुहर
नोट: यह प्रमाण-पत्र नेशनल फेडरेशन/नेशनल एसोसिएशन के सचिव द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।

प्रारूप-2

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

(सम्बन्धित खेल की प्रदेशीय एसोसिएशन का नाम) राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिये प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी
आत्मज/पत्नी/आत्मजा श्री निवासी (पूरा पता)
ने दिनांक से दिनांक तक
में (क्रीड़ा/खेल-कूद का नाम) की प्रतियोगिता (टूर्नामेन्ट स्थान का नाम)

..... आयोजित राष्ट्रीय में (क्रीड़ा/खेल-कूद का नाम) की प्रतियोगिता/टूर्नामेन्ट में प्रदेश की ओर से भाग लिया।
उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में स्थान प्राप्त किया गया।
यह प्रमाण-पत्र (प्रदेशीय संघ का नाम) में उपलब्ध रिकार्ड के आधार पर दिया गया है।

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

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

प्रारूप-3

(मान्यता प्राप्त क्रीड़ा/खेल में अपने विश्वविद्यालय की ओर से अन्तर्विश्वविद्यालय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये) विश्वविद्यालय का नाम राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिये 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) की प्रतियोगिता/टूर्नामेन्ट में विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में स्थान प्राप्त किया गया। यह प्रमाण-पत्र डीन ऑफ स्पोर्ट्स अथवा इंचार्ज खेल कूद विश्वविद्यालय में उपलब्ध रिकार्ड के आधार पर दिया गया है।
स्थान हस्ताक्षर
दिनांक नाम
..... पद
..... संस्था का नाम
..... मुहर

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

प्रारूप-4

(मान्यता प्राप्त क्रीड़ा/खेल में अपने स्कूल की ओर से राष्ट्रीय खेल-कूद में भाग लेने वाले खिलाड़ी के लिये) डायरेक्ट्रेट आफ पब्लिक इन्स्ट्रक्शन्स/निदेशक, शिक्षा, उत्तर प्रदेश राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिये प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी
आत्मज/पत्नी/आत्मजा श्री निवास (पूरा नाम) 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) की प्रतियोगिता/टूर्नामेन्ट में स्कूल की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में स्थान प्राप्त किया गया। यह प्रमाण-पत्र डायरेक्ट्रेट ऑफ 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 डायरेक्ट्रेट ऑफ पब्लिक इन्स्ट्रक्शन्स/शिक्षा द्वारा व्यक्तिगत रूप से हस्ताक्षर होने पर ही मान्य होगा।

APPENDIX-4

Plan of Examination and Syllabus for the selection of the post Computer Assistant

The aforesaid examination shall be conducted in two phases. There shall be one question paper in first phase, written examination which will be objective type and multiple choice. Time period of question paper shall be 01 hour 30 minutes. There shall be total 100 question in question paper of 100 marks. Each question carrying equal marks. On the basis of above said examination 10 times of candidates of total Vacant posts shall qualify for Hindi typing (on computer) test on merit basis.

In the second phase there shall be hindi typing test on computer which will be qualifying in nature. Time period of hindi typing test will be 05 minutes. The minimum essential required speed of Hindi typing test is 25 w.p.m. Only such candidates shall be considered for selection who gets minimum speed in hindi typing test. Final merit shall be based on marks obtained in only written examination.

Plan of Examination

S. No.	Part/Subject	No. of Questions	Marks	Time Period
1.	(A) General Hindi	25	25	01
2.	(B) General Mental ability	25	25	Hrs.
3.	(C) General Knowledge	25	25	30
4.	(D) Computer Knowledge	25	25	Minutes

Syllabus

Part A–General Hindi

- (i) सामान्य वार्तालाप में प्रयोग किये जाने वाले हिन्दी के शब्दों एवं मुहावरों का ज्ञान।
- (ii) सामान्यतः कार्य में प्रयोग होने वाले तकनीकी हिन्दी शब्दों का ज्ञान।
- (iii) अपठित गद्यांश पर आधारित प्रश्न।
- (iv) हिन्दी भाषा लेखन योग्यता।

Part B–General Mental Ability

- (i) Mathematical ability

- (ii) Graphical and pattern analysis ability
- (iii) Reasoning ability
- (iv) Data Comprison and decision making

Part C–General Knowledge

- (i) General Science: Physics, Chemistry, Mathematics, Agriculture, Pharmacy, Botany, Zoology etc.
- (ii) Preliminary Economics: Growth rates, GDP, GNP, etc.
- (iii) Social Science: Constitution, Law related issues, Indian History, Geography etc.
- (iv) Information Technology and Communication infrastructure etc.
- (v) Space Science: Satellite launch etc.

Part D–Computer Knowledge

- (i) Operating System : Windows, Linux, Unix
- (ii) Computer Languages: C, C++
- (iii) Document Handling: Files Formats, Merging, Editing and Various other documents Processing, Power Print, PDF etc.
- (iv) Data base Handling: MS-Access, Spreadsheets, Simple Database preparation.
- (v) Internet and E-mails: w.w.w., Popular Websites, Web Surfing, Email Preparation, SPAM emails etc.
- (vi) Malwares and Virus: Common available Virus and Malwares and their removal.

Secretary