



Review Officer/Assistant Review Officer Etc. General Recruitment Examination-2016 and Review Officer/Assistant Review Officer Etc. Special (Backlog) Recruitment Examination-2016

Last Date for Receipt of Examination Fee in the Bank: 24.10.2016

Last Date for Submission of Application : 27.10.2016

SPECIAL NOTICE : (a) 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 the last date prescribed for fee deposition, 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 to the candidates to deposit fee in the Bank upto last date prescribed for fee deposition and 'submit' the application upto last date prescribed for submission of applications. It is also informed that less or more 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. in prescribed column failing which their Basic Registration shall not be completed. All relevant informations / instructions shall be sent through SMS on that mobile.

NECESSARY INFORMATION TO APPLICANTS 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 thoroughly the instructions 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 given as 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 'Click here to modify' and ensure the required corrections / modifications. After being fully satisfied with all the informations filled, click on 'Submit Application'. 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 alongwith detail of fee deposition, 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 (Part-2)” 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 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 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. The Application once submitted, will not be allowed to be modified.

3. 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 preliminary examination for different categories is as under:-

- 1. Unreserved (General) - Exam fee Rs. 100/- + On-line processing fee Rs. 25/- Total = Rs. 125/-
- 2. Other Backward Class - Exam fee Rs. 100/- + On-line processing fee Rs. 25/- Total = Rs. 125/-
- 3. Scheduled Caste - Exam fee Rs. 40/- + On-line processing fee Rs. 25/- Total = Rs. 65/-
- 4. Scheduled Tribe - Exam fee Rs. 40/- + On-line processing fee Rs. 25/- Total = Rs. 65/-
- 5. Handicapped - Exam fee NIL + On-line processing fee Rs. 25/- Total = Rs. 25/-
- 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. The Basic Registration of such candidates will not be accepted who have been debarred from U.P. Public Service Commission and their period of debar has not been completed. In addition to above, the applications submitted without requisite informations regarding debar, 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 from all future examinations/selections including extension of debar period. In this regard if the claims of the candidates made 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 applications ON-LINE 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 of that Registration No. on which admit card candidate will appear in the examination, will be treated as final.

6. The U.P. Public Service Commission shall hold a Preliminary Examination at various Centres of the Districts mentioned in Appendix-2 of this advertisement for selecting suitable candidates for admission to the Review Officer / Assistant Review Officer etc. General Recrtt. Written (Main) Examination 2016 and Review Officer / Assistant Review Officer etc. Special (Backlog) Recrtt. Written (Main) exam 2016. The selection will be made as per Merit prepared on the basis of total marks obtained by the candidates in Main (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.

7. No. of Vacancies: - Presently, the no. of vacancies for General Recruitment are 356 and for special (Backlog) Recruitment are 05. The details of the posts to be included in this examination are as follows:

Review Officer U.P. Secretariat, U.P. Public Service Commission, Board of Revenue, U.P. Legislative Council secretariat and Chief Election officer's office, U.P. Review Officer (Account)/Samiksha Adhikari (Lekha) U.P. Secretariat, Review Officer (Hindi), Review Officer (Urdu) U.P. Secretariat. Assistant Review Officer U.P. Secretariat, U.P. Public Service Commission, U.P. Legislative Council secretariat, Board of Revenue U.P., Chief Election Officer's Office U.P., Assistant Review Officer (Account) U.P. Secretariat, Auditor Commercial Tax Deptt., U.P., Assistant Accountant U.P. Secretariat, Statistical Assistant National Savings/Directorate Deptt. U.P., Investigator-Cum-Computer Women and Child Development Deptt., U.P., Investigator-Cum-Computer Weight & Measurement Deptt., U.P., Legal Assistant Women and Child Development Deptt., U.P., Assistant Accountant U.P. Public Service Commission, Assistant Malaria Officer Medical & Health Deptt., U.P., Jr. Auditor Excise Deptt. U.P., Assistant Accountant Commercial Tax Deptt., U.P., Waqf Inspector Minority Welfare & Waqf Section-1 Deptt., U.P., Assistant Accountant Excise Deptt., U.P., Technical Assistant Excise Deptt., U.P., Investigator-cum-Computer Board of Revenue, U.P., Inspector Legal Measurement, Weight & Measurement Deptt., U.P.

Out of the aforesaid posts the requisitions received for general/special recruitment have been included. The requisitions of the rest of the posts if received before declaration of the result of preliminary examination, may also be included in this recruitment. Therefore, the number of vacancies may increase or decrease on the request of Govt./Deptt. in special circumstances.

Note: Under the special Recruitment (Backlog) as per requisitions received from the State Govt. / Department for the post of Review officer (Hindi), (U.P. Secretariat), 01 (One) vacancy is reserved for scheduled caste category and for the post of Review Officer (Urdu), (U.P. Secretariat), 04 (Four) vacancies are reserved for Scheduled caste category. Therefore, for the aforesaid posts under special recruitment (Backlog) only schedule caste category candidates of U.P. State are eligible and shall apply. The candidates of special recruitment who are eligible and willing to apply for general recruitment also must click on “Both” Option amongst 03 options which are available in ON-Line Application system.

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 prevailing Govt. Rules. Accordingly, reservation for category under horizontal as Dependents of Freedom Fighters of U.P, Ex-Service Men of U.P., P.H. of U.P. and Women candidates of U.P. shall be admissible on settlement of vacancies. Reservation for P.H. of U.P. shall be permissible for the notified / identified Posts.

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 Appendix-3 of the Website 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. **(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 Caste, Scheduled Tribes, Other Backward Class, Dependents of Freedom Fighter, Ex-Service Men, P.H. and Women candidates who are not the permanent residents of U.P. shall not be given the benefit of reservation. Such candidates shall be treated as the candidates of the General Category. In case of women candidates the caste certificate/domicile 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:

(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. The candidates must possess all the requisite qualifications/Eligibility conditions till the last date for submitting the applications.

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'ble. Governor has granted an exemption from this condition.

11. EDUCATIONAL QUALIFICATION: The candidates must possess Bachelor's Degree from any recognized University or equivalent qualification upto the last date for receipt of On-Line application. This should be mentioned by the candidates in the relevant Column of their On-Line application form but for some posts specific educational qualifications have been prescribed. The details of which are given as below:-

Sl. No.	Name of Department	Name of post	Specific Educational Qualification
1	U.P. Secretariat	Review officer (Hindi) Samiksha Adhikari (Hindi)	Bachelor's degree with Hindi Literature or Sanskrit Literature as one of the Subjects from a University established by law in India or a qualification recognised by the Government as equivalent there to.
2	U.P. Secretariat	Review officer (Urdu) Samiksha Adhikari (Urdu)	Bachelor's degree with Arabic Literature or Persian Literature or Urdu Literature as one of the subjects from a University established by law in India or a qualification recognised by the Government as equivalent thereto: Provided that requirement of having taken urdu Literature or Persian Literature or Arabic Literature shall not be necessary in case of a candidate who has passed the Adib-e-Kamil Examination of Jamia Urdu -Aligarh.
3	U.P. Secretariat	Review Officer (Account), Samiksha Adhikari (Lekha), Assistant Review Officer (Account), Sahayak Samiksha Adhikari (Lekha), U.P. Secretariat.	(i) Bachelor's degree in commerce with Accountancy from a University established by law in India or a qualification recognized by the Government as equivalent thereto. (ii) 'O' Level certificate in Computer Application from an Institute recognized by the Government. (iii) Knowledge of Hindi written in Devnagari Script.
4	U.P. Secretariat	Assistant Review Officer (Sahayak Samiksha Adhikari)	(i) Bachelor's degree from a University established by law in India or a qualification recognized by the Government as equivalent thereto. (ii) “O” Level certificate awarded by the DOEACC Society or a qualification equivalent thereto. (iii) Must possess a minimum speed of twenty five words per minute in Hindi typewriting. Note: Preference shall be given to a candidate knowing English Typewriting also.

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5	U.P. Public Service Commission	Assistant Review Officer (Sahayak Samiksha Adhikari)	(a) A Bachelor's Degree from a University established by the Law in India or a qualification recognized by the Government as equivalent thereto. (b) Must possess a minimum speed of twenty five words per minute in Hindi typewriting. (c) Diploma in Computer Science from any recognized Institute / University or "O" Level Certificate awarded by the DOEACC Society. Note: Preference shall be given to a candidate knowing English typewriting also.	<p>Result. Candidates will also be required to furnish four passport size Photographs, two unattested and two attested by their Head of Department or Head of the Institution where they have received education or by a Gazetted Officer. (vi) Candidates serving under the Central or State Government will have to produce 'No Objection Certificate'.</p> <p>NOTE: The candidates must enclose self attested copies of all certificates in support of their claims rendered in the application form for main examination. If they do not enclose self attested copies of all certificates in support of their all claims, their candidature shall be cancelled.</p> <p>14. IMPORTANT INSTRUCTIONS FOR CANDIDATES: (1) As per decision of the UPPSC a candidate will be liable to be debarred from this examination and all other future examinations and selections upto a maximum period of five years for furnishing any wrong information in his/her application form which cannot be substantiated by relevant documents or for any other malpractice. (2) 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 for error correction/modification shall be acceptable. (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 Main 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 along with the application form of Main examination in support of their claims of Educational Qualifications. If they do not enclose self attested 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 Sub category. For this benefit, the Handicapped persons must produce a certificate of being handicapped in that Sub 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-Servicemen (Amendment) Act. 1997 read with G.O. dated. 03 Feb., 2008). (6) The Ex-Army Personnels must be discharged from Army upto the last date prescribed for receipt of applications. (7) Date, time and venue etc. of examination along with Roll No. will be communicated to the candidates through e-Admit Cards. Candidates will have to appear 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 Main 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 summary 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, misbehavior or canvassing for his/her candidature. On violation of these instructions, the candidates may be debarred from this examination as well as future Examinations and selections. In this regard, decision of the commission shall be final. (12) In all communication to the Commission, the candidate must mention the name of examination, advertisement No., 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) On the basis of Result of Preliminary Examination, approximately eighteen times candidates shall qualify for the main examination. (15) The candidates who are appearing in the Examination of essential qualification prescribed for the posts need not apply, because they are not eligible. (16) While filling the answer sheets, the candidates must use Black Ball Point Pen Only. Use of any other Pen or Pencil is strictly prohibited. (17) The informations filled in the Answer sheets must not be erased by whitener, blade or rubber etc.</p> <p>GENERAL INSTRUCTIONS</p> <p>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, will be summarily rejected.</p> <p>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. They must take the Print and keep it safely. In any discrepancy, they will have to produce the said print otherwise no request shall be entertained.</p> <p>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., dependents of freedom fighters, Ex-Army personnel, Skilled Players, State Govt. employees/teachers, P.H. 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 domicile/caste certificate issued from father side will be treated valid.</p> <p>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, then only apply. The candidates must possess all the requisite qualifications till the last date for submitting the applications.</p> <p>5. In the category of dependents of the freedom fighters only sons, daughters, grandsons (Son's son) and grand daughters (son's daughter, Daughter's daughter (married/unmarried) are covered. Only such relationships with the freedom fighters are not adequate but the candidates should remain actually dependent 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 must obtain the reservation certificate from the District Magistrate in terms of Govt. Order No. 453/79-V-1-15 (Ka)14-2015 dated. 07.04.2015 in the prescribed format and submit the same.</p> <p>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 selection etc, the Commission reserves the right to reject the candidature and debar from appearing in the examination in question and all future other examinations and selections.</p> <p>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'.</p> <p>8. The Procedure relating to upload scanned Photo & Signature is given in Appendix-1, the name of Districts for Preliminary Examination are available in the advertisement in Appendix-2 and Proformae of caste certificate for different Reserved category are given in Appendix-3. In the same way the plan of Examination and the syllabus for Preliminary Examination and the Main Examinations are available on Appendix-4 & Appendix-5 respectively.</p> <p>Detailed Application Form</p> <p>At the top of the page there is a Declaration. The candidates are advised to go through the contents of the Declaration carefully. Candidate has the option either to 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 candidate's On-line Application.</p> <p>Notification Details:</p> <p>This section shows information relevant to notification.</p> <p>Personal Details:</p> <p>This section shows information about candidate's personal details i.e. Registration Number, Candidate's Name, Father/Husband's Name, Gender, Date of Birth, UP domicile, Category, Marital Status, Email-ID and Contact Number.</p> <p>Other Details of Candidate</p> <p>Other details of candidate shows the information details about UP Freedom Fighter, Ex-Army Personnel, etc.</p>
6	Board of Revenue, U.P.	Assistant Review Officer (Sahayak Samiksha Adhikari)	(i) Bachelor's degree from a University established by law in India or a qualification recognized by the Government as equivalent thereto. (ii) "O" Level certificate awarded by the DOEACC Society or a qualification equivalent thereto. (iii) Must possess a minimum speed of twenty five words per minute in Hindi typewriting. Note: Preference shall be given to a candidate knowing English Typewriting also.	
7	Office of The Chief Election Officer, U.P.	Assistant Review Officer (Sahayak Samiksha Adhikari)	(i) Bachelor's degree from a University established by law in India or a qualification recognized by the Government as equivalent thereto. (ii) "O" Level certificate awarded by the DOEACC Society or a qualification equivalent thereto. (iii) Must possess a minimum speed of twenty five words per minute in Hindi typewriting. Note: Preference shall be given to a candidate knowing English Typewriting also.	
8	U.P. Legislative Council Secretariat	Assistant Review Officer (Sahayak Samiksha Adhikari)	(i) A Bachelor's Degree from a University established by law in India along with Diploma in Computer Science from any recognized Institute/University or "O" Level Certificate awarded by the DOEACC Society and Must possess a minimum speed of twenty five words per minute in Hindi Typewriting.	
9	Commercial Tax Deptt.	Auditor	Degree in Commerce with higher accountancy and audit from a University recognised by law in India or any qualification recognised by Govt. equivalent thereto.	
10	U.P. Sectt.	Asstt. Accountant	(1) Graduate degree in Commerce with accountancy from a University recognised by law in India or Post graduate Diploma in Accountancy or any qualification recognized by Govt. equivalent thereto. (2) Knowledge of Hindi in Devnagri Script.	
11	National Savings/ Directorate Deptt.	Statistical Asstt.	(1) Post graduate degree in Mathematics / Statistics / Mathematical Statistics/Economics/ Commerce from a University recognized by law in India or Equivalent qualification. (2) Diploma in Computer.	
12	Women and Child Development Deptt.	Investigator-Cum-Computer	Graduate with Mathematics or Statistics.	
13	Weight & Measurement Deptt.	Investigator-Cum-Computer	Graduate degree with Mathematics or Statistics from a University recognized by law in India or any recognised qualification by Govt. equivalent thereto.	
14	Women and Child Development Deptt.	Legal Asstt.	Law Graduate or any recognised qualification by Govt. equivalent thereto.	
15	U.P. Public Service Commission	Asstt. Accountant	Graduate degree in Commerce with Accountancy from a University recognised by law in India.	
16	Medical & Health Deptt.	Asstt. Malaria Officer	Degree in Science with Zoology from a University recognised by law in India or any degree recognised by Govt. equivalent thereto.	
17	Excise Deptt.	Jr. Auditor	Graduate in Commerce with Audit or Accountancy from a University recognized by law in India.	
18	Commercial Tax Deptt.	Assistant Accountant	(1) Bachelor's Degree in Commerce from a University established by law in India or a qualification recognized by the Government as equivalent thereto or Postgraduate Diploma in Accountancy from a University or Institute recognised by the Govt. (2) "O" level certificate in Computer Operation from an Institute recognised by the Govt.	
19	Weight & Measurement Deptt.	Inspector Legal Measurement	A Bachelor's degree in Science with Physics as one of the subjects or a Bachelor's degree in Technology or Engineering from a University established by law in India or a qualification declared by the Government as equivalent thereto with the working knowledge of Hindi in Devnagri Script.	

Note: In case of Specific Educational qualification posts, the candidates must give their options clearly, in that conditions only they shall be considered for the posts bearing Specific Educational qualification.

12. AGE LIMIT: (i) Candidates must have attained the age of 21 years and must not have crossed the age of 40 years on July 1, 2016 i.e. they must have not been born earlier than 2nd July, 1976 and not later than July 1, 1995. For PH candidates, the maximum age limit is 55 years i.e. they must have not been born before 02 July, 1961. (ii) Relaxation in Upper Age Limit: (a) Upper age limit shall be greater by five years for candidates belonging to Scheduled Castes of U.P., Scheduled Tribes of U.P. and Other Backward Classes of U.P. Skilled players of U.P. of Classified Games and State Govt. Employees of U.P. including Teachers/Staff of the Basic Shiksha Parishad of U.P. according to G.O. No. 1648/79-5-2015, dated 19 June, 2015 and Teachers / Staff of the Government Aided Madhyamik Vidyalayas of U.P. as per G.O. NO. 1508/15-8-2015-3057/2015, dated 16 September, 2015 i.e. they must have not been born before 2nd July, 1971. (Only domiciled persons in U.P. are entitled for such age relaxation) (b) Upper age limit shall be greater by fifteen years for physically handicapped persons of U.P. (c) Upper age limit shall also be greater by five years for Group-'B' posts for the Emergency Commissioned Officers / Short Service Commissioned Officers / Ex-Army Personnels of U.P. who have rendered five years service in Army, but there shall be no reservation for Group-'B' posts. In case of availability of Group-'C' posts in the Examination, the Age relaxation and reservation shall be given according to Rule. No relaxation is admissible in upper age limit for D.F.F. Candidates.

13. SOME INFORMATIONS ABOUT MAIN EXAMINATION: (i) Only such candidates will be admitted to the Main (written examination) who are declared successful in the Preliminary Examination for which the successful Candidates will have to fill up another application form according to instructions of the Commission and for this application, the Examination fees for General, Other Backward Class and for Candidates belonging to other states (out of U.P.) is Rs. 160/- and Rs. 25/- as On-line Processing fees = Rs. 185/- and for Scheduled Caste and Scheduled Tribe Candidates the fees is Rs. 70/- and Rs. 25/- as On-line processing fees = Rs. 95/-only. The Candidates of Physically Handicapped category of U.P. are exempted from fees but they have to pay Rs. 25/- only as On-line Processing fees. The candidates of D.F.F., Women candidates and Ex-Army Personnels, of U.P. shall deposit their fees according to their original category. (ii) Candidates should carefully note that they will have to appear for the main examination against the same Roll No. allotted for the Preliminary Examination. (iii) The dates and venue for the Main examination shall be informed by the Commission later on through e-Admit cards. (iv) Preferences for different posts will be taken from the candidates at the relevant time which will be treated final and no change therein will be worthy of being admitted. (v) All original certificates shall be verified after the declaration of final

<div>Army, service duration and your physical deformity.</div> <div>Education & Experience Details</div> <div>It shows your educational and experience details of the candidate.</div> <div>Candidate Address, Photo & Signature details</div> <div>It shows communication address and photo with signature of the candidate.</div> <div>Declaration Segment</div> <div>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.</div> <div>After filling all above particulars there is provision for preview your detail before final submission of application form on clicking on "Preview" button.</div> <div>Preview page will display all facts/particulars that you have mentioned on entry time if you are sure with filled details then click on "Submit" button to finally push data into server with successfully submission report that you can print.</div> <div>Otherwise using "Back" button the details can be modified.</div> <div>(CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "PRINT" OPTION AVAILABLE)</div> <div>For Other Information:</div> <div>For other information candidates are advised to select desired Option in 'Home Page' of Commission's website http://uppsc.up.nic.in in CANDIDATE SEGMENT.</div> <div>CANDIDATE SEGMENT</div> <div><div><div>:- NOTIFICATIONS/ADVTS.</div><div>All Notification / Advertisements</div><div>:- ONLINE FORM SUBMISSION</div><div>1. Candidate Registration (First Stage)</div><div>2. Generate E-Challan/I-Collect (Second Stage)</div><div>3. Submit Application Form (Third Stage)</div><div>:- APPLICATION FORM STATUS</div><div>View Application Status</div><div>List of Applications Having photo related Objections</div><div>Print Duplicate Registration Slip</div><div>Print Detailed Application Form</div><div>Print Address Slip for sending Documents to Commission [Only for Direct Recruitment]</div><div>:- EXAMINATION SEGMENT</div><div>Print Conventional Form and Address Slip (New)</div><div>:- DOWNLOAD SEGMENT</div><div>Download Admit Card for RO/ARO Typing Test (New)</div><div>Download Syllabus</div><div>Know your Registration No.</div><div>Click here to view Key Answer Sheet</div><div>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.</div><div>APPENDIX-1</div><div>The Procedure relating to upload Photo & Signature:-</div><div>Guide Lines for Scanning Photograph with Signature</div><div>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.</div><div>2. Scan the above required size containing photograph and signature. Please do not scan the complete page.</div><div>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.</div><div>4. Ensure that the size of the scanned image is not more than 50 KB.</div><div>5. 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.</div><div>6. The application has to sign in full in the box provided. Since the signature is proof of identify, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.</div><div>7. The signature must be signed only by the application and not by any other person.</div><div>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.</div><div>Sample Image & Signature:-</div><div><div><div>width = 3.5 cm</div><div>Photo</div><div>Signature</div><div>1.5 cm Height=4.5 cm</div></div></div><div>APPENDIX-2</div><div>The name of the districts in which the Preliminary Examination will be held are as follows- Agra, Allahabad, Azamgarh, Barabanki, Bareilly, Gorakhpur, Etawah, Faizabad, Ghaziabad, Jaunpur, Jhansi, Kanpur Nagar, Lucknow, Meerut, Moradabad, Rae Bareli, Shahjahanpur, Sitapur, Varanasi, Mainpuri and Mathura.</div><div>APPENDIX - 3</div><div>उ.प्र. की अनुसूचित जाति तथा अनुसूचित जन जाति के लिए जाति प्रमाण-पत्र</div><div>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।</div><div>श्री/श्रीमती/कुमारी.....तथा अथवा उनका परिवार उत्तर प्रदेश के.....ग्राम.....तहसील.....नगर.....जिला.....में सामान्यतया रहता है।</div><div>स्थान.....हस्ताक्षर.....</div><div>दिनांक.....पूरा नाम.....</div><div>मुहर.....पद का नाम.....</div><div>जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार/ अन्य वेतन भोगी मजिस्ट्रेट यदि कोई हो/ जिला समाज कल्याण अधिकारी</div><div>उत्तर प्रदेश के अन्य पिछड़े वर्ग के लिए जाति प्रमाण-पत्र</div><div>(प्ररूप-1)</div><div>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।</div><div>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।</div><div>श्री/श्रीमती/कुमारी.....तथा/अथवा उनका परिवार उत्तर प्रदेश के ग्रामतहसीलनगरजिला.....में सामान्यतया रहता है।</div><div>स्थान.....हस्ताक्षर.....</div><div>दिनांक.....पूरा नाम.....</div><div>मुहर.....पद का नाम.....</div><div>जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार।</div><div>उ.प्र. के विकलांगों के लिये प्रमाण-पत्र</div><div>CERTIFICATE FOR PHYSICALLY HANDICAP OF U.P.</div><div>NAME & ADDRESS OF THE INSTITUTE/HOSPITAL</div><div>Certificate No.....Date</div><div>DISABILITY CERTIFICATE</div><div>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:</div><div>A. Locomotor or cerebral palsy:</div><div>(i) BL-Both legs affected but not arms.</div><div>(ii) BA-Both arms affected</div><div>(a) Impaired reach</div><div>(b) Weakness of grip</div><div>(iii) BLA-Both legs and both arms affected</div><div>(iv) OL-One leg affected (right or left)</div><div>(a) Impaired reach</div><div>(b) Weakness of grip</div><div>(c) Ataxic</div><div>(v) OA-One arm affected</div><div>(a) Impaired reach</div><div>(b) Weakness of grip</div><div>(c) Ataxic</div><div>(vi) BH-Stiff back and hips (Cannot sit or stoop)</div><div>(vii) MW-Musculer weakness and limited physical endurance.</div><div>B. Blindness or Low Vision:</div><div>(i) B-Blind</div><div>(ii) PB-Partialy Blind</div><div>C. Hearing impairment:</div><div>(i) D-Deaf</div><div>(ii) PD-Partialy Deaf</div><div>(Delete the category whichever is not applicable)</div><div>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.</div><div>3. Percentage of disability in his/her case is.....percent.</div><div>4. Sh./Smt./Kum.meets the following physical requirements discharge of his/her duties:</div><div>(i) F-can perform work by manipulating with figers.</div><div>(ii) PP-can perform work by pulling and pushing.</div><div>(iii) L-can perform work by lifting.</div><div>(iv) KC-can perform work by kneeling and crouching.</div><div>(v) B-can perform work by bending</div><div>(vi) S-can perform work by sitting.</div><div>(vii) ST-can perform work by standing.</div><div>(viii) W-can perform work by walking</div><div>(ix) SE-can perform work by seeing.</div><div>(x) H-can perform work by hearing/speaking.</div><div>(xi) RW-can perform work by reading and writing.</div><div>(Dr.)(Dr.)(Dr.)</div><div>MemberMemberChairperson</div><div>Medical BoardMedical BoardMedical Board</div><div>Countersigned by the Medical Superintendent/CMO/HQ</div><div>कुशल खिलाड़ियों के लिये प्रमाण-पत्र जो उ.प्र. के मूल निवासी हैं</div><div>शासनादेश संख्या-22/21/1983-कार्मिक-2 दिनांक 28 नवम्बर, 1985</div><div>प्रमाण-पत्र के फार्म - 1 से 4 प्रारूप - 1</div><div>(मान्यता प्राप्त क्रीडा/खेल में अपने देश की ओर से अन्तर्राष्ट्रीय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये)</div><div>सम्बन्धित खेल की राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन का नाम.....राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण-पत्र</div><div>प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी.....आत्मज/पत्नी/आत्मजा श्री.....निवासी.....पूरा पता.....ने दिनांक.....से दिनांकतक.....(स्थान का नाम) में आयोजित(क्रीडा/खेल-कूद का नाम) की प्रतियोगिता/टूर्नामेन्ट में देश की ओर से भाग लिया।</div><div>उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट मेंस्थान प्राप्त किया गया।</div><div>यह प्रमाण-पत्र राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन/(यहाँ संस्था का नाम दिया जाये).....में उपलब्ध रिकार्ड के आधार पर दिया गया है।</div><div>स्थान.....हस्ताक्षर</div><div>दिनांक.....नाम</div><div>पद</div><div>संस्था का नाम</div><div>मुहर.....</div><div>नोट : यह प्रमाण-पत्र नेशनल फेडरेशन/नेशनल एसोसिएशन के सचिव द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।</div><div>प्ररूप - 2</div><div>(मान्यता प्राप्त क्रीडा/खेल में अपने प्रदेश की ओर से राष्ट्रीय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये)</div><div>(सम्बन्धित खेल की प्रदेशीय एसोसिएशन का नाम).....राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिये प्रमाण-पत्र</div><div>प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारीआत्मज/पत्नी/आत्मजा श्री.....निवासी (पूरा पता)ने दिनांकसे दिनांकतक.....में (क्रीडा/खेल-कूद का नाम) की प्रतियोगिता (टूर्नामेन्ट स्थान का नामआयोजित राष्ट्रीयमें (क्रीडा/खेल-कूद का नाम) की प्रतियोगिता/टूर्नामेन्ट में देश की ओर से भाग लिया।</div><div>उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट मेंस्थान प्राप्त किया गया।</div><div>यह प्रमाण-पत्र(प्रदेशीय संघ का नाम) में उपलब्ध रिकार्ड के आधार पर दिया गया है।</div><div>स्थान.....हस्ताक्षर.....</div><div>दिनांक.....नाम.....</div><div>पद.....</div><div>संस्था का नाम.....</div><div>पता.....</div><div>मुहर.....</div><div>नोट : यह प्रमाण-पत्र प्रदेशीय खेल-कूद संघ के सचिव द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर होने पर ही मान्य होगा।</div><div>Cont...</div></div></div>

	<p style="text-align: center;">प्ररूप - 3</p> <p>(मान्यता प्राप्त क्रीडा/खेल में अपने विश्वविद्यालय की ओर से अर्न्तविश्वविद्यालय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये)</p> <p>विश्वविद्यालय का नाम.....राज्य स्तर की सेवाओं/पदों पर नियुक्त के लिये कुशल खिलाड़ियों के लिए</p> <p style="text-align: center;">प्रमाण-पत्र</p> <p>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 अर्न्तविश्वविद्यालय (क्रीड़ा/खेल-कूद का नाम) प्रतियोगिता/टूर्नामेन्ट में विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता / टूर्नामेन्ट में स्थान प्राप्त किया गया। यह प्रमाण-पत्र डीन आफ स्पोर्ट्स अथवा इंचार्ज खेल कूद.....विश्वविद्यालय में उपलब्ध रिकार्ड के आधार पर दिया गया है।</p> <p>स्थान..... हस्ताक्षर..... दिनांक..... नाम..... पद..... सस्था का नाम..... मुहर.....</p> <p>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।</p> <p style="text-align: center;">प्ररूप - 4</p> <p>(मान्यता प्राप्त क्रीडा/खेल में अपने स्कूल की ओर से राष्ट्रीय खेल-कूद में भाग लेने वाले खिलाड़ी के लिये)</p> <p>डायरेक्ट्रेट आफ पब्लिक इन्स्ट्रक्शन्स/निदेशक, शिक्षा, उत्तर प्रदेश.....राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिये कुशल खिलाड़ियों के लिये प्रमाण-पत्र</p> <p>प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... आत्मज/पत्नी/आत्मजा श्री..... निवास (पूरा नाम)मेंस्कूल में कक्षा..... के विद्यार्थी ने दिनांक से दिनांक..... तक(स्थान का नाम) में आयोजित स्कूलों के नेशनल गेम्स की(क्रीड़ा/खेल -कूद का नाम) प्रतियोगिता/टूर्नामेन्ट में.....स्कूल की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में.....स्थान प्राप्त किया गया। यह प्रमाण-पत्र डायरेक्ट्रेट आफ पब्लिक इन्स्ट्रक्शन्स/शिक्षा में उपलब्ध रिकार्ड के आधार पर दिया गया है।</p> <p>स्थान..... हस्ताक्षर..... दिनांक..... नाम..... पद..... सस्था का नाम..... मुहर.....</p> <p>नोट : यह प्रमाण-पत्र निदेशक / या अतिरिक्त/संयुक्त या उपनिदेशक डाइरेक्ट्रेट ऑफ पब्लिक इन्स्ट्रक्शन्स/शिक्षा द्वारा व्यक्तिगत रूप से हस्ताक्षर होने पर मान्य होगा।</p>
	<p>उत्तर प्रदेश लोक सेवा (शारीरीक रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रितों और भूतपूर्व सैनिकों के लिए आरक्षण) अधिनियम, 1993 (यथासंशोधित) के अनुसार स्वतंत्रता संग्राम सेनानियों के आश्रित के लिये प्रमाण पत्र</p> <p style="text-align: center;">प्रमाण-पत्र</p> <p>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 (पुत्र का पुत्र या पुत्री का पुत्र/पौत्री (पुत्र की पुत्री या पुत्री की पुत्री) (विवाहित अथवा अविवाहित) उपराकिंत अधिनियम 1993 (यथा संशोधित) के प्रावधानों के अनुसार उक्त श्री/श्रीमती (स्वतंत्रता संग्राम सेनानी).....के आश्रित हैं।</p> <p>स्थान..... हस्ताक्षर..... दिनांक..... पूरा नाम..... मुहर..... जिलाधिकारी..... सील.....</p>
	<p style="text-align: center;">APPENDIX-4</p> <p style="text-align: center;">Syllabus for (Preliminary Examination)</p> <p style="text-align: center;">1. General Studies (Objective Type)</p> <p>Time- Two hours. Questions - 140 MM- 140</p> <p>1- General Science, 2. History of India, 3. Indian National Movement, 4. Indian Polity, Economy & Culture, 5. Indian Agriculture, Commerce and Trade. 6. Population, Ecology and Urbanisation (in India Context) 7. World Geography and Geography and Natural Resources of India. 8.</p>
	<p>Current National and International Important Events. 9. General Intelligentsia. 10. Special Knowledge regarding Education, Culture, Agriculture Industry, Trade, Living & Social Traditions of Uttar Pradesh.</p> <p style="text-align: center;">2. General Hindi (Preliminary Examination)</p> <p style="text-align: center;">(General Vocabulary and Grammar (Objective Type))</p> <p>Time- One hour Questions - 60 MM- 60</p> <p>(1) Opposites (10 words) (2) Sentence and Correction in framing (10 Sentences) (3) One word for several words (10 words) (4) Same usage and same nature words (10 words) (5) A Noun as Defined by an adjective & an adjectives (10 words) (6) Synonymous words (10 words)</p> <p style="text-align: right;">Total- 200 Marks</p>
	<p style="text-align: center;">APPENDIX-5</p> <p style="text-align: center;">Syllabus for (Main Exam)</p> <p>1. General Studies (Like Preliminary Exam.)</p> <p>Time- Two hours. Questions – 120 MM- 120</p> <p style="text-align: center;">2. General Hindi and Drafting</p> <p style="text-align: center;">Part - 1 (Conventional)</p> <p>Time- 2 1/2 Hours. MM-100</p> <p>(1) Heading of Given Passage, Precis and explanation of the under lined parts. 21 Marks 3+6+12 (2) Precis in Tabular Form of any given Govt. Letter 15 Marks (3) Correspondence 24 Marks</p> <p style="padding-left: 40px;">(i) Official/Demi official letter (ii) Office Memo/Memo/Circular (iii) Communique / Annotation & Reports / Reminder</p> <p>(4) Definition Vocabulary (Administrative and Commercial)</p> <p style="padding-left: 40px;">(i) English to Hindi (five words) 10 Marks (ii) Hindi to English (five words) 10 Marks (iii) Idioms and Phrases (only 5) 10 Marks</p> <p>(5) Computer Knowledge 10 Marks</p>
	<p style="text-align: center;">Part-2</p> <p style="text-align: center;">General Vocabulary (Objective Type)</p> <p>Time- 1/2 Hour MM-60</p> <p>(1) Opposites (6 words) 12 Marks (2) Sentence and Correction in framing (6 sentences) 12 Marks (3) One word for several words (6 words) 12 Marks (4) Same usage and same nature words (6 words) 12 Marks (5) Derived by a noun & Adjective (6 words) 12 Marks</p>
	<p style="text-align: center;">3. Hindi Essay</p> <p>Time- 3 Hours. MM- 120</p> <p style="padding-left: 40px;">There will be three questions in this paper. Selecting One heading (A/B/C) from each question Essays will have to be written (in given words Limit)</p> <p>(1) (A) Literature and Cultures words limit 600 40 Marks (B) Social Field (C) Political Field</p> <p>(2) (A) Science, Ecology and Technology words limit 600 40 Marks (B) Economical Field (C) Agriculture and Commerce</p> <p>(3) (A) National and International Events words limit 600 40 Marks (B) Natural Calamities - Earth Stumbling, Cyclone, Earthquake, Flood, Drought etc. (C) National Department Plans</p> <p style="text-align: right;">(120+160+120=400)</p> <p style="text-align: right;">SECRETARY</p>