

कार्यालय: लोक सेवा आयोग, उ०प्र०
संख्या: 1365 / 11 / ई-1 / 2022-23
प्रयागराज, दिनांक : 02 नवम्बर, 2023

विज्ञप्ति

विज्ञापन संख्या-ए-5/ई-1/2023, दिनांक 19.09.2023 के सापेक्ष अपर निजी सचिव परीक्षा, 2023 तथा विज्ञापन संख्या-डी-4/ई-1/2023, दिनांक 26.09.2023 के सापेक्ष सीधी भर्ती के लिए ऑनलाइन आवेदन पत्र आमंत्रित किये गये हैं। इस संबंध में एतद्वारा सूचित किया जाता है कि तकनीकी कारणों के दृष्टिगत अभ्यर्थियों की सुविधा के लिए उक्त पदों पर आवेदन हेतु पूर्व में निर्धारित तिथियाँ निम्नवत् परिवर्तित की जाती हैं :-

क्र० सं०	परीक्षा का नाम	विज्ञापन में अंकित अभ्यर्थियों द्वारा ऑनलाइन आवेदन करने की अंतिम तिथि	अभ्यर्थियों द्वारा किये जाने वाले ऑनलाइन आवेदन की परिवर्तित तिथि	अभ्यर्थियों द्वारा किये जाने वाले ऑनलाइन आवेदन के सापेक्ष बैंक में शुल्क भुगतान की परिवर्तित तिथि
1.	अपर निजी सचिव, परीक्षा-2023	पूर्व में 19.10.2023 से 26.10.2023 एवं पुनः बढ़ाकर 02.11.2023	16.11.2023	16.11.2023
2.	सीधी भर्ती (विज्ञापन संख्या-डी-4/ई-1/2023)	पूर्व में 26.10.2023 से बढ़ाकर 02.11.2023	16.11.2023	16.11.2023

नोट :- सीधी भर्ती के विज्ञापन संख्या- डी-4/ई-1/2023, दिनांक 26.09.2023 के अभ्यर्थियों से अपेक्षित है कि ऑनलाइन आवेदन में किये गये दावों के समर्थन में समस्त शैक्षिक/वांछित अभिलेखों की स्वप्रमाणित छायाप्रतियाँ संलग्न कर आवेदन पत्र की हार्डकॉपी जमा किये जाने की अन्तिम तिथि- 23. 11.2023 सायं 05:00 बजे तक पंजीकृत डाक/स्पीड पोस्ट से अथवा स्वयं आयोग कार्यालय में जमा करना प्रत्येक दशा में सुनिश्चित करेंगे।

(अजय कुमार तिवारी)
परीक्षा नियंत्रक



UTTAR PRADESH PUBLIC SERVICE COMMISSION

Advertisement. No.

A-5/E-1/2023

Date: 19-09-2023

Additional Private Secretary Examination 2023

Date of Commencement of On-line Application : 19.09.2023

Last Date for Submission of On-line Application : 19.10.2023

Last Date for Receipt of Examination Fee on-line in the Bank : 19.10.2023

IMPORTANT

- (1) (i) It is mandatory for the candidates to make One Time Registration (O.T.R.) and obtain O.T.R. Number before applying online.
(ii) Without O.T.R. Number the submission of Online application will not be possible.
(iii) Those Candidates who have not obtained O.T.R. Number, must obtain it from commission's website <https://otr.pariksha.nic.in> 72 hours before the submission of Online application.
(iv) only after obtaining O.T.R. Number a candidate may submit online application through commission's website <https://uppsc.up.nic.in>.

- (2) Incomplete Online Application-Form shall be rejected and no communication in this regard shall be entertained.
(3) If at any stage, it comes to the knowledge of the commission that the candidate has concealed or misrepresented any information, his candidature shall be rejected and proceeding to debar him from future examinations and selections shall be initiated. (4) At the time of online application the candidates are directed to ensure the preservation of information regarding all the stages (i.e. O.T.R., Final submission, Fee payment, Qualification related modification/Error correction etc.) in Soft/Hard copy for future references. (5) **It is clarified to the candidates that at the stage of First Stage examination, the hard copy of the documents and On-Line application should not be sent to the Commission.** (6) The candidates must send hard copy of their on-line applications and enclose self attested copies of all certificates in support of their claims rendered in the online application when asked for. In this Connection, a separate press communique shall be published in due course by the commission.

SPECIAL NOTICE :-

(a) The candidates will be entirely responsible for on-line submission of application. The application of the candidate will be accepted only after the payment of the fee in the bank till the last date. (b) All future information/ instructions will be sent to the registered mobile number and email ID as registered in O.T.R. by SMS or by email for updates. Candidates are also directed to visit the website of the commission for updates.

IMPORTANT INFORMATION FOR CANDIDATES APPLYING ONLINE

This advertisement is also available on the website of the commission <https://uppsc.up.nic.in>. "O.T.R. based ONLINE APPLICATION SYSTEM" is applicable for applying in this advertisement. Application sent through any other medium will not be accepted. Therefore candidates have to apply online only.

The candidates applying online are expected to go through the following instructions thoroughly and apply accordingly:- 1. When the candidate clicks on the "ALL NOTIFICATIONS/ADVERTISEMENTS" in the Commission's website <https://uppsc.up.nic.in>, the ONLINE ADVERTISEMENTS will automatically be displayed, which has following 3 parts-

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

The Instructions for filling "Online form" have been given in User Instructions. The candidates desirous to see the respective advertisement will have to click on 'View Advertisement'. Thereafter, a full advertisement will be displayed alongwith Sample Snapshots of Online Application procedure.

'Online Application' will be completed in four Stages:-

First Stage:- On clicking 'Apply', 'Authenticate with O.T.R.' will be displayed with respect to the Examination and on clicking 'Authenticate with O.T.R.', 'Have You Completed Your O.T.R. Registration' will be displayed, in which the candidate will have to tick 'Yes' or 'No.' If the candidate-

(i) Ticks on 'Yes' and clicks on 'Go' button, "Enter your O.T.R. Number" will be displayed wherein he/she has to fill O.T.R. Number and click on 'Proceed' button. On clicking 'Proceed' button, "Click here to Authenticate" will be displayed, clicking whereon the candidate may authenticate through OTP received on his/her registered mobile no./email ID or O.T.R.-password. Having completed the process of Authentication, all personal details of the candidate (as filled in O.T.R.) will be displayed automatically. The candidate will have to fill only essential qualification as required for the post.

(ii) Ticks on 'No' and clicks on 'Go' button:- (a) First of all, the candidate has to obtain One Time Registration Number from O.T.R. Web-portal <https://otr.pariksha.nic.in> of the Commission. (b) After obtaining O.T.R. number the candidate will have to apply online according to the process adopted in First Stage.

Second Stage:- The First Stage procedure having been completed the address of the candidate will automatically be displayed on the screen from O.T.R. along with the preferential qualifications prescribed for the post. The candidate will have to choose Yes/No option against each preferential qualification according to his/her eligibility for the same.

Third Stage:- After the completion of the procedure of Second Stage, 'Fee to be deposited [in INR]' shall be displayed with caption "Click here to proceed for payment". After clicking the above caption home page of State Bank MOPS (Multi Option Payment System) shall be displayed comprising of 03 modes of payment viz.

(i) NET BANKING (ii) CARD PAYMENTS and (iii) OTHER PAYMENT MODES.

After payment of the required fee by any one of the above prescribed modes, "Payment Acknowledgement Receipt (PAR)" shall be displayed alongwith detail of fee payment, the print of which must be taken by clicking on "Print Payment Receipt". In the event of 'Payment Failed' the candidate has to go to 'Candidate Dashboard' and after filling the O.T.R. number proceed to authenticate through O.T.P. or O.T.R. password and click 'Pending Payment' to pay the fee, compulsorily for online application.

Fourth Stage:- After completing the procedure of the Third Stage the candidate may obtain the print of online application from O.T.R.- Dashboard. If candidate does not complete the process of online application, his/her candidature will not be accepted for which he/she will entirely be responsible. The candidate will have to take the print of online application and keep it safe with himself/herself to produce it in the office of the commission when required in case of any discrepancy, else his/her request/claim will not be accepted. After applying, in case of any error in the essential and preferential qualification, the essential and preferential qualification of the applied post can be modified only once by Clicking on 'Modify Application' of 'Candidate Dashboard (O.T.R. Based)' of 'Home Page'.

2. Application Fee :- After completing the process of First and Second Stage in the online application process, deposit the fee category wise as per the instructions given in the Third stage. The prescribed fee of Examination for different categories is as under:-

- | | |
|--|---|
| (i) Unreserved/ Economically Weaker Sections/ other Backward Classes | - Exam fee Rs. 160/- + On-line processing fee Rs. 25/-
Total = Rs. 185/- |
| (ii) Scheduled Castes/ Scheduled Tribes | - Exam fee Rs. 70/- + On-line processing fee Rs. 25/-
Total = Rs. 95/- |
| (iii) Persons with disabilities (PWDs) | - Exam fee NIL/- + On-line processing fee Rs. 25/-
Total = Rs. 25/- |
| (iv) Ex-Servicemen | - Exam fee Rs. 70/- + On-line processing fee Rs. 25/-
Total = Rs. 95/- |
| (v) Dependents of the Freedom Fighters/ Women/Skilled Player | - According to their original category |

3. If the claim made by the candidate in the application is not found to be true, action can be taken to debar the candidate from all the selections/examinations of the Commission and other punitive action may be taken.

Note:- It is very important to make the payment in the 'ONLINE APPLICATION' Process by the candidate till the last date and time of submission of complete application. Candidates should take a print out of the same and keep it safe.

4. The U.P. Public Service Commission shall hold Additional Private Secretary Examination 2023 at various Centres of the Districts mentioned in Appendix-1 of the advertisement for Recruitment to the post of Additional Private Secretary in U.P. Secretariate, U.P.P.S.C. & Board of Revenue U.P. The date and Centre of Examination, decided by the Commission, will be intimated to the candidates separately by means of e-Admit Card. The no. of Districts/centres may be increased/decreased according to decision of the commission on the basis of final number of applications received.

5. **No of Vacancies :** Presently, the no. of vacancies is

328 which may increase or decrease depending upon the circumstances/requirements.

Pay Scale:- Rs. 47600-151100/- Matrix Level-8.

6. Reservation: The reservation for Scheduled Castes of U.P. / Scheduled Tribes of U.P. / Other Backward Classes/Economically weaker section candidates of U.P. shall be admissible in accordance with the provisions of relevant Govt. Rules. Accordingly, reservation for horizontal category as Dependents of Freedom Fighters of U.P, Female candidates, Ex-Servicemen of U.P. and P.H. of U.P. shall be admissible on settlement of vacancies as per rules. Reservation for P.H. of U.P. shall be permissible for the notified / identified Posts.

Note: (1) उ0प्र0 के समाज के दिव्यांग अभ्यर्थियों के लिए शासन द्वारा अधिसूचित (चिन्हित) किये गये पदों पर चयन के सम्बन्ध में जारी कार्यालय ज्ञाप सं0 5/2022/18/1/2008/47/का-2/2022, दिनांक- 18 अप्रैल, 2022 के बिन्दु-5 (अनारक्षित रिक्तियों पर नियुक्ति) में प्राविधान निम्नानुसार किया गया है:- दिव्यांगता से ग्रस्त व्यक्तियों के लिए उपयुक्त चिन्हित किये गये पदों में दिव्यांगता से ग्रस्त व्यक्ति को किसी अनारक्षित रिक्ति पर नियुक्ति के लिए प्रतिस्पर्धा करने से मना नहीं किया जा सकता है। अर्थात् दिव्यांगता से ग्रस्त व्यक्ति को किसी अनारक्षित रिक्ति पर नियुक्त किया जा सकता है। बशर्ते कि पद संगत श्रेणी की दिव्यांगता से ग्रस्त व्यक्तियों के लिए चिन्हित किया गया हो। शासनादेशानुसार उ0प्र0 सचिवालय के अपर निजी सचिव पद की दिव्यांगता की उपश्रेणियाँ:- बी0,एल0वी0, डी0, एच0एच0, सी0पी0, एल0सी0, डीडब्लू0, ए0ए0वी0, एम0डीवाई0, ओ0ए0, ओ0एल0 एवं उ0प्र0 राजस्व परिषद के अपर निजी सचिव पद की दिव्यांगता उपश्रेणियाँ:- एल0वी0, ओ0एल0, डीडब्लू0, एल0सी0, ए0ए0वी0, एम0डी0 चिन्हांकित की गयी हैं।

(2) 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 मा0 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 मा0 उच्च न्यायालय के आदेश दिनांक-16.01.2019 के विरुद्ध दायर विशेष अपील (डी) संख्या-475/2019 में मा0 न्यायालय द्वारा पारित होने वाले अन्तिम निर्णय के अधीन होगा।

(3) Candidates of any reserved category, if they want the benefit of reservation, must mention their category/ subcategory (one or more than one, whichever) in the column related to O.T.R. (because all the personal information will be automatically displayed in the application form from the O.T.R.). (4) The Candidates claiming for the benefit of reservation/age relaxation must obtain, in support of their category a certificate issued by competent authority on the proforma available in **Appendix-2** of this detailed advertisement and shall submit the same to the Commission when asked for. (5) All Reserved category candidates of U.P. must mention their Category/Sub Category in the Application. (6) Candidates claiming reservation/Age relaxation in more than one category will be entitled to only one concession, whichever is more beneficial to them. (7) The Scheduled Caste, Scheduled Tribes, Other Backward Class, Economically weaker sections (E.W.S.), Dependents of Freedom Fighter, PH. and Ex-Servicemen candidates who are not the permanent residents of U.P. shall not be given the benefit of reservation/age relaxation. (8) In case of women candidate, the caste certificate issued from father side only will be treated valid. (9) 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 online application forms regarding eligibility and category/sub category as/when asked for, failing which their claims shall not be entertained.

7. Conditions of Eligibility: In case of emergency commissioned/short service commissioned officers (For age relaxation only):- 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. 8. MARITAL STATUS: Male candidates who are married and have more than one wife living and female candidates who have married a person already having a wife shall not be eligible unless the Hon'ble Governor has granted an exemption from this condition. 9. EDUCATIONAL QUALIFICATION:- The candidates must possess prescribed qualifications upto the last date for receipt of on-Line application. This should be mentioned by the candidates in the relevent column of their on-Line application. Department wise educational qualifications for the post are as follows:-								accordance with— (a) The course prescribed for the certificate course in computing (CCC) conducted by DOEACC Society. or (b) The course conducted by the Board of High School and Intermediate Education, Uttar Pradesh or a course recognised by the Government as equivalent thereto. Note- Preference shall be given to a candidate knowing English shorthand and English typewriting also. Preferential Qualification- A candidate who has:- (i) Served in the Territorial Army for a minimum period of two years, or (ii) obtained a 'B' certificate of the National cadet corps, shall, other thing being equal, be given preference in the matter of direct recruitment.	Examinations conducted by the above mentioned 08 Examination Institutions are indicated separately which have not been recognised by Intermediate Education Board, U.P., Allahabad. High School and Intermediate Examinations of the recognised Institutions/Education Boards recognised by Intermediate Education Board of U.P. as mentioned in Para-3 of Govt. letter are equivalent to High School and Intermediate Examination respectively. In the above circumstances the High School or Intermediate Examination conducted by Intermediate Education Board, U.P. or these equivalent Institutions/Boards in which the syllabus of computer be mentioned as one separate subject (i.e. the marks of computer subject are indicated separately in the marksheet/certificate) then, those shall be equivalent to computer syllabus conducted by Intermediate Education Board. U.P., Allahabad i.e. equivalent to syllabus of computer subject of the Examinations of High School or Intermediate.
S. No.	Post	Department	Academic Qualification	Relevant Service Rules of the posts 1. The Uttar Pradesh Secretariat Personal Assistant Service Rules, 2001 2. The Uttar Pradesh Secretariat Personal Assistant Service (FirstAmendment) Rules, 2005 3. The Uttar Pradesh Secretariat Additional Private Secretary Service (SecondAmendment) Rules, 2010 4. The Uttar Pradesh Secretariat Additional Private Secretary Service (Third Amendment) Rules, 2023 5. The Uttar Pradesh Board of Revenue Group "B" and Group "C" Service Rules, 2014 6. The Uttar Pradesh Public Service Commission Subordinate Service Regulation, 2006 7. The Uttar Pradesh Public Service Commission Subordinate Service Regulation, 2020 10. (i) AGE LIMIT: Candidates must have attained the age of 21 years and must not have crossed the age of 40 years on July 1, 2023 i.e. they must have not been born earlier than 2nd July, 1983 and not later than July 1, 2002, For PH candidates, the maximum age limit is 55 years i.e. they must have not been born before 02 July, 1968. (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, State Govt. Employees of U.P. including Teachers/Staff of the Basic Shiksha Parishad of U.P. and teachers/staff of the Government Aided Madhyamik Vidyalayas of U.P. i.e they must have not been born before 2nd July, 1978. (b) Upper age limit shall be greater by fifteen years for persons with disabilities (PH) of U.P. (c) Upper age limit shall also be greater by three years + Period of service rendered in Army for the Emergency Commissioned Officers / Short Service Commissioned Officers / Ex-Army Personnels U.P. 11. 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) If any change is to be made in the personal detail mentioned in the O.T.R. it will be mandatory to Sync. it on the Dashboard after that change. Otherwise change will not be allowed. No representation will be accepted for error correction/ amendment in this regard. Incomplete application will be summarily rejected and no correspondence will be entertained in this regard. Submission of false/misleading information will lead to cancellation of candidature. (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. 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 Mark sheets, Certificates & Degrees along with the application form in support of their claims of Educational Qualifications as/when asked for. If they do not enclose self attested copies of certificates/ documents in support of their claims, the applications shall be rejected. (5) The benefit of reservation to the categories of Physically Handicapped persons of society shall be given only on the posts which shall be 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 Medical Officer/Specialist and countersigned 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. 2021.) (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 only 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.					
1	Additional Private Secretary	U.P. Secretariat	A candidate for direct recruitment to a post in the service must possess the following qualification: (i) must possess Bachelor's degree from a university established by law in India or a qualification recognized by the Government as equivalent thereto; (ii) must have a minimum speed of eighty words per minute in Hindi shorthand and a minimum speed of twenty five words per minute in Hindi typewriting on Computer: (iii) must possess the knowledge of Computer in accordance with- Certificate Course in Computing (CCC) from NIELIT/Certificate Course in Computing (CCC) or equivalent course from Government Institution/ Government recognized university/Institution. Preferential Qualification- A candidate who has:- (i) Served in the Territorial Army for a minimum period of two years, or (ii) obtained a 'B' certificate of National cadet corps, shall, other thing being equal, be given preference in the matter of direct recruitment.	नोट:- 1. भारत में विधि द्वारा स्थापित विश्वविद्यालय की स्नातक उपाधि के समकक्ष अर्हता के संबंध में जारी शासनादेश संख्या-03 / 2023 / 312 / 47-का-2-312एलसी / 2022 दिनांक 19.07.2023 का प्रवर्तनीय अंश निम्नवत् है:-“..... 3- पर्युक्त समस्या के निवारण के संदर्भ में सम्यक विचारोपरान्त निम्नवत निर्णय लिये गये है:- (1)- ऐसे प्रकरणों में जहाँ तकनीकी प्रकृति के पद किसी विभाग की सेवा नियमावली में विद्यमान है तथा उनके लिए सामान्य स्नातक की अर्हता के स्थान पर कोई विशिष्ट अर्हता एवं उसके समकक्ष अर्हता अथवा किसी विशिष्ट शाखा व उपशाखा में स्नातक एवं उसके समकक्ष संगत नियमावली में निर्धारित की गई है, वहाँ विहित अर्हता के समकक्ष अर्हता का निर्धारण संबंधित विभाग द्वारा किया जायेगा। (2)- उक्त बिन्दु संख्या-1 से आच्छादित प्रकरणों को छोड़कर जिस किसी विभाग की नियमावली में अर्हता सामान्य स्नातक और उसके समकक्ष अर्हता निर्धारित की गई है, उक्त के संबंध में निम्नानुसार कार्यवाही सुनिश्चित की जाय:- (1) केन्द्र अथवा किसी राज्य सरकार द्वारा विधि द्वारा स्थापित किसी विश्वविद्यालय / डीम्ड विश्वविद्यालय अथवा संस्थान द्वारा अध्ययन की किसी भी शाखा में यदि स्नातक की उपाधि प्रदान की गई है तो उक्त समस्त उपाधियों स्नातक के रूप में मान्य होगी। (2) मानव संसाधन विकास मंत्रालय (शिक्षा मंत्रालय), भारत सरकार द्वारा मान्यता प्राप्त विभिन्न व्यवसायिक निकायों / संस्थाओं द्वारा संचालित तकनीकी पाठयक्रमों में प्रदान कीगई स्नातक-स्तर की उपाधियों मानव संसाधन विकास मंत्रालय (शिक्षा मंत्रालय), तथा अखिल भारतीय तकनीकी शिक्षा परिषद (AICTE) द्वारा समय-समय पर निर्गत दिशा-निर्देशों के अधीन स्नातक के समकक्ष मान्य किए जायेंगे। (3) किसी प्रकार के असमंजस की स्थिति में केन्द्र सरकार / संबंधित राज्य सरकार / विनियामक निकायों से, जैसी भी स्थिति हो, संबंधित आयोगों द्वारा जानकारी प्राप्त की जा सकती है। (4) उपर्युक्त समतुल्यता केवल उ0प्र0 राज्य में लोक सेवा आयोग / अधीनस्थ सेवा आयोग एवं अन्य भर्ती संस्थाओं द्वारा सेवा-नियमावलियों में विहित स्नातक एवं समकक्ष अर्हता के लिए मान्य होगा।” 2. Certificate course in computing (CCC) की समकक्षता विषयक कार्मिक विभाग के शासनादेश संख्या-2 / 2018 / 3 / 1 / 2015-का-2, दिनांक 05.07.2018 के अनुसार कम्प्यूटर में उच्च योग्यताधारी, यथा-कम्प्यूटर में डिप्लोमा, डिग्री, पी0जी0डी0सी0ए0, बी0सी0ए0, एम0सी0ए0 तथा ग्रेज्युएशन अथवा उच्च डिग्री यथा- (बी0ए0, बी0एस0सी0, बी0टेक0, एम0एस0सी, एम0बी0ए0) में कम्प्यूटर एक विषय के रूप में अथवा एक सेमेस्टर में कम्प्यूटर कोर्स धारित करने वाले अभ्यर्थियों को भी चयन हेतु अर्ह माना गया है। 3. The State Govt. has informed vide Letter No. 5759/Twenty-E-2-2012-96(5)/2003 T.C., dated 24.01.2013 regarding equivalent qualifications mentioned in Point-(iii) (b) of Additional Private Secretary, U.P. Public Service Commission and Board of Revenue, U.P., pertaining to computer knowledge that the Intermediate Board has made available a list of legally established Examination Institutions/ Education Boards recognised by COBSE (Council for Board of Secondary Education) vide Board's Letter No. Parishad-9/722, dated 22.01.2013. In which the U.P. Board of Intermediate Education has clarified about the equivalence of the examinations that "The Examinations of High School and Intermediate Level conducted by legally established Intermediate Education Boards of all States of Country are recognised equivalent to High School and Intermediate Examinations of Intermediate Board, U.P., Allahabad." Besides above, the Examinations of High School and Intermediate Level conducted by Central Board of Secondary Education (C.B.S.E.) New Delhi and Council for the Indian School Certificate Examinations (C.I.S.C.E.) are also recognised. It has also been mentioned that the Examinations conducted by the following Examination Institutions are not recognised by Intermediate Education Board, U.P., Allahabad:- 1. Prathama/Madhyama (Visharad) Examination conducted by Hindi Sahitya Sammelan, Allahabad. 2. Higher Secondary Examination of Board of Higher Secondary Education, Delhi. 3. Adhikari Examination of Gurukul University Vrindavan. Mathura. 4. High School and Intermediate Examination conducted by Board of Secondary Education Madhya Bharat, Gwalior. 5. Bhartiya Madhyamik Shiksha Parishad, Bharat. 6. Bhartiya Shiksha Parishad, Uttar Pradesh. 7. Higher Secondary Technical Examination of Board of Higher Secondary Education. 8. High School Examination of Intermediate Education Board, Delhi. Thus, the list of the legally established Examination Institutions/ Education Boards recognised by COBSE (Council for Board of Secondary Education) in which the					
2	Additional Private Secretary	U.P. Public Service Commission	(i) must possess Bachelor's degree from a University established by law in India or a qualification recognised by the Government as equivalent thereto. (ii) Must have a minimum speed of eighty words per minute in Hindi Shorthand and twenty five words per minute in Hindi typewriting. (iii) Must possess the knowledge of Computer in accordance with-(a) the course prescribed for the Certificate Course in Computing (CCC) conducted by DOEACC Society. or (b) the course conducted by the Board of High School and intermediate Education Uttar Pradesh or a course recognised by the Government as equivalent thereto. Preferential Qualification- A candidate who has:- (i) Served in the Territorial Army for a minimum period of two years, or (ii) obtained a 'B' certificate of National cadet corps, shall, other thing being equal, be given preference in the matter of direct recruitment.						
3	Additional Private Secretary	Board of revenue U.P.	(i) A Bachelor Degree from a University established by law in India or a Qualification recognised by the Government as equivalent thereto. (ii) Must have a minimum speed of eighty words per minute and 25 words per minute in Hindi shorthand and Hindi typewriting respectively. (iii) Must possess the knowledge of Computer in						

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 पश्चात् निम्नलिखित में से किसी भी सीमा से अधिक नहीं है:-
I. 5 (पाँच) एकड़ कृषि योग्य भूमि अथवा उससे ऊपर।
II. एक हजार वर्ग फीट अथवा इससे अधिक क्षेत्रफल का प्लैट।
III. अधिसूचित नगरपालिका के अंतर्गत 100 वर्ग गज अथवा इससे अधिक का आवासीय भूखण्ड।
IV. अधिसूचित नगरपालिका से इतर 200 वर्ग गज अथवा इससे अधिक का आवासीय भूखण्ड।
मैं प्रमाणित करता / करती हूँ कि मेरे द्वारा उपरोक्त जानकारी मेरे ज्ञान और विश्वास के अनुसार सत्य है और मैं आर्थिक रूप से कमजोर वर्ग के लिए आरक्षण सुविधा प्राप्त करने हेतु पात्रता धारण करता / करती हूँ। यदि मेरे द्वारा दी गई जानकारी असत्य / गलत पायी जाती है तो मैं पूर्ण रूप से जानता हूँ / जानती हूँ कि इस आवेदन पत्र के आधार पर दिये गये प्रमाण पत्र के द्वारा शैक्षणिक संस्थान में लिया गया प्रवेश / लोक सेवाओं एवं पदों में प्राप्त की गई नियुक्ति निरस्त कर दी जायेगी / कर दिया जायेगा अथवा इस प्रमाण पत्र के आधार पर कोई अन्य सुविधा / लाभ प्राप्त किया गया है उससे भी वंचित किया जा सकेगा और इस सम्बन्ध में विधि एवं नियमों के अधीन मेरे विरुद्ध की जाने वाली कार्यवाही के लिए मैं उत्तरदायी रहूँगा / रहूँगी।
नोट:- जो लागू नहीं हो उसे काट दें।
स्थान :- आवेदक / आवेदिका का हस्ताक्षर तथा पूरा नाम।
दिनांक:-

उ०प्र० के दिव्यांग व्यक्तियों के लिए प्रमाण-पत्र (दिव्यांगजन प्रारूप)

Form-II

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs or dwarfism and in case of blindness) Name and Address of the Medical Authority issuing the Certificate.

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of Birth (DD/MM/YY) _____ Age _____ years, male/female _____ registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that:

(A) he/she is a case of:

locomotor disability

dwarfism

blindness

(Please tick as applicable)

(B) The diagnosis in his/her case is _____

(C) he/she has _____ % (in figure) _____ percent (in words) permanent locomotor disability/ dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (.....number and date of issue of the guidelines to be specified).

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority Issuing certificate

3. Signature and seal of the Medical Authority.

(Dr.....) Member Medical Board with seal

(Dr.....) Member Medical Board with seal

(Dr.....) Chairperson Medical Board with seal

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

Countersigned by the Chief Medical Officer (with seal)

Form-III

Certificate of Disability

(In cases of multiple disabilities)

(Name and Address of the Medical Authority/Board issuing the Certificate)

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No. Date:

This is to certify that we have carefully examined Shri/Smt./Kum. _____ son/wife/ daughter of Shri _____ Date of birth (DD/MM/ YY) _____ age _____ years, male/ female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that: (A) he/she is a case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) for the disabilities ticked below, and is shown against the relevant disability in the Table below,

S. N.	Disability	Affected part of body	Diagno sis	Permanent physical impairment/ mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack Victim			
7.	Low Vision	#		
8.	Blindness	#		
9.	Deaf	£		
10.	Hard of Hearing	£		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B). In the light of the above, his/her over all permanent physical impairment as per guidelines (.....number and date of issue of the guidelines to be specified), is as follows: In figures.....percent.
In words.....percent
2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
3. Reassessment of disability is:-
(i) not necessary, or
(ii) is recommended/ after..... years..... months, and therefore this certificate shall be valid till....
..... (DD) (MM) (YY)
@ -e.g. Left/right/both arms/legs
- e.g. Single eye
£ - e.g. Left/Right/both ears
4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson
Signature/thumb impression of the person in whose favour certificate of disability is issued		Countersigned by the Chief Medical Officer (with seal)

Form-IV

Certificate of Disability

(In cases of other than those mentioned in Forms II and III)

(Name and Address of the Medical Authority/Board issuing the Certificate)

Recent passport size attested photograph (showing face only) of the person with disability

Certificate No. Date:

This is to certify that I have carefully examined Shri/Smt./Kum. _____ son/wife/daughter of Shri _____ Date of birth (DD/MM/ YY) _____ age _____ years, male/ female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/ Street _____ Post Office _____ District _____ State _____, whose photograph is affixed above, and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment/disability has been evaluated as per guidelines (.....number and date of issue of the guidelines to be specified) and is shown against the relevant disability in the table below:-

S. N.	Disability	Affected part of body	Diagno sis	Permanent physical impairment/ mental disability (in%)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack Victim			
6.	Low Vision	#		
7.	Deaf	£		
8.	Hard of Hearing	£		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			
13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strike out the disabilities which are not applicable)
2. The above condition is progressive/non-progressive/ likely to improve/not likely to improve.
3. Reassessment of disability is:-
(i) not necessary, or
(ii) is recommended/after.....years..... months, and therefore this certificate shall be valid till (DD/MM/YY)
@ - e.g. Left/right/both arms/legs
- e.g. Single eye/both eyes
£ - e.g. Left/Right/both ears
4. Signature and seal of the Medical Authority.

Name and Seal of Member	Name and Seal of Member	Name and Seal of the Chairperson
Signature/thumb impression of the person in whose favour certificate of disability is issued		Countersigned by the Chief Medical Officer (with seal)

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

प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री / श्रीमती / कुमारी निवासी ग्राम तहसील- नगर- जिला- उत्तर प्रदेश लोक सेवा (शारीरिक रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रित और भूतपूर्व सैनिक के लिये 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) उपरांकित 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 उ.प्र. के मूल निवासी हैं

शासनादेश संख्या-22 / 21 / 1983-कार्मिक-2

दिनांक 28 नवम्बर, 1985प्रमाण-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।

<div>स्थानहस्ताक्षर</div> <div>दिनांकनाम</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>प्रारूप — 4</div> <div>(मान्यता प्राप्त क्रीड़ा/खेल में अपने स्कूल की ओर से राष्ट्रीय खेल—कूद में भाग लेने वाले खिलाड़ी के लिये) डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/निदेशक, शिक्षा, उत्तर प्रदेश राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण—पत्र प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारीआत्मज/पत्नी/आत्मजा श्री निवास (पूरा पता) में स्कूल में कक्षाके 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 डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/शिक्षा में उपलब्ध रिकार्ड के आधार पर दिया गया है।</div> <div>स्थानहस्ताक्षर</div> <div>दिनांकनाम</div> <div>.....पद</div> <div>.....संस्था का नाम</div> <div>.....मुहर</div> <div>नोट : यह प्रमाण—पत्र निदेशक/या अतिरिक्त/संयुक्त या उपनिदेशक डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/शिक्षा द्वारा व्यक्तिगत रूप से हस्ताक्षर होने पर मान्य होगा।</div>	
<div>प्रारूप — 2</div> <div>(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 नामराज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण—पत्र प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी आत्मज/पत्नी/आत्मजा श्री निवासी (पूरा पता)ने दिनांक.....से दिनांक.....तक.....में (क्रीड़ा/खेल—कूद का नाम) की प्रतियोगिता (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 मेंस्थान प्राप्त किया गया। यह प्रमाण—पत्र (प्रदेशीय संघ का नाम) में उपलब्ध रिकार्ड के आधार पर दिया गया है।</div> <div>स्थानहस्ताक्षर</div> <div>दिनांकनाम</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>APPENDIX-3</div> <div>परीक्षा योजना एवं पाठ्यक्रम</div> <div>प्रथम चरण</div> <div>परीक्षा योजना</div> <div>पूर्णांक—150 अंक</div> <div>समय—3 घंटा</div> <div>(1) सामान्य ज्ञान, सामान्य हिन्दी तथा कम्प्यूटर ज्ञान</div> <div>(1) सामान्य ज्ञान (वस्तुनिष्ठ)50 अंक</div> <div>(2) सामान्य हिन्दी (वस्तुनिष्ठ)50 अंक</div> <div>(3) कम्प्यूटर ज्ञान (वस्तुनिष्ठ)50 अंक</div> <div>कुल योग150 अंक</div> <div>उपरोक्त प्रथम चरण की परीक्षा परिणाम के अनुसार 15 गुना अभ्यर्थी सफल घोषित किये जायेंगे और सफल अभ्यर्थी द्वितीय चरण की परीक्षा में सम्मिलित होंगे।</div> <div>द्वितीय चरण</div> <div>(11) आशुलिपि टेस्ट, कम्प्यूटर टाइप टेस्ट</div> <div>परीक्षा योजना</div> <div>पूर्णांक—100 अंक</div> <div>समय—1 घंटा 30 मिनट</div> <div>(1) आशुलिपि (हिन्दी)75 अंक</div> <div>(2) कम्प्यूटर टाइप25 अंक</div> <div>उपरोक्त दोनों चरणों की परीक्षा में न्यूनतम मानकों पर जो अभ्यर्थी सफल होंगे, वही अभ्यर्थी तृतीय चरण की परीक्षा में सम्मिलित होंगे।</div> <div>तृतीय चरण</div> <div>(111) कम्प्यूटर प्रैक्टिकल प्रश्न—पत्र</div> <div>परीक्षा योजना</div> <div>पूर्णांक—50 अंक</div> <div>समय—1 घंटा</div> <div>(1) कम्प्यूटर प्रैक्टिकल —50 अंक</div> <div>उपरोक्त चयन तीनों चरणों की परीक्षा के अंकों को जोड़कर श्रेष्ठता के आधार पर किया जायेगा।</div> <div>पाठ्यक्रम</div> <div>(प्रथम चरण की परीक्षा)</div> <div>(1) सामान्य ज्ञान, सामान्य हिन्दी तथा कम्प्यूटर ज्ञान</div> <div>खण्ड—ए</div> <div>सामान्य ज्ञान</div> <div>50 अंक</div> <div>1. शब्द संक्षेप</div>	
		<div>2. प्रसिद्ध पुस्तकें एवं लेखक</div> <div>3. इतिहास (प्राचीन, मध्यकालीन एवं आधुनिक भारत के सन्दर्भ में)</div> <div>4. विज्ञान</div> <div>5. भूगोल (उ0प्र0 तथा भारत से सम्बन्धित)</div> <div>6. भारत का संविधान</div> <div>7. खेल जगत</div> <div>8. महत्वपूर्ण नगर स्मारक एवं इमारते (भारत व उ0प्र0 के संदर्भ में)</div> <div>9. महत्वपूर्ण राष्ट्रीय एवं अन्तर्राष्ट्रीय घटानाएं</div> <div>10. अंक गणित (कक्षा—8 स्तरीय)</div> <div>खण्ड—बी</div> <div>सामान्य हिन्दी</div> <div>50 अंक</div> <div>1. अपठित गद्यांश और प्रश्नोत्तर तथा अपठित गद्यांश शीर्षय</div> <div>2. पत्र एवं कार्यालयीय विभिन्न पत्रों का आलेखन</div> <div>3. मुहावरें, लोकोक्तियाँ तथा उनका प्रयोग</div> <div>4. अनेक शब्दों का एक शब्द</div> <div>5. वाक्यों का शुद्धिकरण</div> <div>6. पर्यायवाची तथा विलोम शब्द</div> <div>7. शब्दों के अर्थ—हिन्दी से अंग्रेजी एवं अंग्रेजी से हिन्दी (कक्षा—10 स्तरीय)</div> <div>खण्ड—सी</div> <div>कम्प्यूटर ज्ञान</div> <div>50 अंक</div> <div>1. Basic knowledge of working on Windows System Platforms on desktops and laptops with peripherals like Printer, Scanner, Microphone and Speaker.</div> <div>2. Working knowledge of Microsoft office package (Microsoft word, Excel, Power point etc.)</div> <div>3. Conversant in the use of World Wide Web and popular websites (for Railway/Air Reservation, search engines like Google, information websites like wikipedia etc.)</div> <div>4. Working Knowledge of E-mailing (sending, sending with attachment, reading, saving, printing, maintaining address book etc.)</div> <div>5. Working Knowledge of preparation of presentations (power point, PDF etc.) wirh different styles and animations.</div> <div>द्वितीय चरण की परीक्षा योजना</div> <div>(11) आशुलिपि (हिन्दी)/कम्प्यूटर टाइप</div> <div>(1) आशुलिपि (हिन्दी)75 अंक</div> <div>(80 शब्द प्रति मिनट डिक्टेेशन 5 मिनट का तथा लिप्यंत्रण हेतु समय 60 मिनट)</div> <div>(2) कम्प्यूटर टाइप (हिन्दी)25 अंक</div> <div>(केवल 5 मिनट)</div> <div>तृतीय चरण की परीक्षा योजना</div> <div>(111) कम्प्यूटर प्रैक्टिकल</div> <div>50 अंक</div> <div>1. Working Knowledge of E-mailing (sending, sending with attachment, reading, saving, printing, maintaining address book etc.)</div> <div>2. Conversant in the use of World Wide Web and popular websites (for Railway/Air Reservation, search engines like Google, information websites like wikipedia etc.)</div> <div>3. Hands on Microsoft office.</div> <div>(1) Word, Excel, power Point.</div> <div>(i) Document writing, (ii) for mailing, (iii) punctuation insertion of table diagrams.</div> <div>(2) Making of Power Point Presentation.</div> <div>(4) Use of formulae and calculations on excel sheet.</div>	
		<div>नोट:— आशुलिपि कौशल एवं टंकण परीक्षा हेतु कृति देव (Kruit Dev-10) फाण्ट के साथ—साथ मंगल फॉण्ट का भी विकल्प दिया जायेगा। (विज्ञप्ति सं0नं0 03/11/ई—6/2022—23, दि0 02 मई, 2023)</div>	
		Secretary	