



Computer Assistant (U.P. Public Service Commission) Examination-2025

Date of Commencement of On-line Application: 01.07.2025**Last Date for Payment of Examination Fee in the Bank & Submission of On-line Application: 01.08.2025****Last Date for Correction/Modification in submitted On-line Application & Fee Reconciliation: 08.08.2025****IMPORTANT**

(1) (a) It is mandatory for the candidates to make One Time Registration (O.T.R.) and obtain O.T.R. Number before applying online.
(b) Those Candidates who have not obtained O.T.R. Number, may obtain it from commission's website <https://otr.pariksha.nic.in> 72 hours before the submission of Online application.
(c) Only after obtaining O.T.R. Number a candidate may submit online application through commission's website <https://uppsc.up.nic.in>.

(2) 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., Fee payment, Final submission, Qualification related modification/Error correction etc.) in Soft/Hard copy for future references.

(3) It is clarified to the candidates that at the stage of examination, the hard copy of the documents and On-line Application should not be sent to the Commission.

(4) The candidates must send hard copy of their on-line applications and enclose self attested copies of all marksheets and 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 of fee submission.

(b) Candidates are also directed to visit the website of the commission continuously for updates. All future information/ instructions will be sent to the registered mobile number and email ID as linked in O.T.R. by SMS or email.

1. IMPORTANT INFORMATION FOR CANDIDATES APPLYING ONLINE

This advertisement is available on the website of the commission <https://uppsc.up.nic.in>. 'O.T.R. BASED APPLICATION' system is applicable for applying against 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:- 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, then '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 whereupon the candidate may authenticate through O.T.P. 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 then:- (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 'Applicant Dashboard' will automatically be displayed on the screen. The candidate will have to click on 'Submit Details' under 'Application Part-2' against applied

post, thereafter the permanent and correspondence address along with application form 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.

Third Stage:- After the completion of the procedure of second stage, 'Fee Confirmation Window' will automatically be displayed on the screen under which upon clicking on 'Yes' option in front of 'Proceed for fee payment' Home page of 'SBI MOPS' will be displayed comprising of 03 modes of payment:- (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 Transaction Slip' shall be displayed alongwith detail of fee payment, the print of which must be taken by clicking on 'Printer Icon'. In the event of 'Payment Failed' the candidate has to go to 'Candidate Dashboard Login' and after filling the O.T.R. number proceed to authenticate through O.T.P. or O.T.R. password and after Login click on 'Pending Payment' to pay the fee, compulsorily for online application.

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

Fourth Stage:- After completing the procedure of the Third Stage, the application form of the candidate will automatically be displayed on screen, the print of which may be obtained by the candidate. 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 modification in the qualification of applied post, the candidate may click on 'Candidate Dashboard Login' of 'Home Page' to modify it only once till last date for correction/modification and time fixed for it.

Special Instructions

(1) The category, sub-category, domicile, gender, date of birth, E.W.S., creamy layer, name and address as claimed by the candidates till the last date/modification date of online application only will be considered valid. No representation for any change will be entertained after the last date. On fetching wrong information, the candidature will be treated as cancelled.

(2) 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.

(3) 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.

(4) If any change is to be made in the personal detail mentioned in the O.T.R. it will be mandatory to Synchronise it on the Dashboard after that change, otherwise change will not be allowed. In this regard any on-line/off-line representation will not be accepted for error correction/ amendment. Incomplete application will be cursorily rejected and no correspondence will be entertained in this regard.

(5) 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 candidature/selection of the candidates shall be final.

(6) The Application/candidature will be rejected/cancelled if the Application form is incomplete not submitted on prescribed form, date of birth is not mentioned or wrong date of birth is mentioned, candidate is overage or under age, dose not possess the minimum educational qualifications, applications received after last date and cases of no signature under declaration in the format and no correspondence/representation in this regard shall be entertained.

(7) The Commission may admit the candidates provisionally after summarily checking their applications but if it is found at any stage that applicant was not eligible or his/her application was not entertainable initially, his/her candidature will be rejected and if the candidate is selected and recommended by the Commission, the recommendation made by the Commission for the appointment shall be withdrawn.

(8) In the event of involvement of a candidate in the concealment of any important information, pendency of

any case/ criminal case, conviction, more than one husband or wife being alive, submission of facts in a distorted manner, malpractice, canvassing for candidature/ selection etc, the Commission reserves the right to reject the candidature and debar him from appearing in the examination in question and in all other future examinations and selections.

(9) In case the candidates present at the time of document verification do not present the required documents, it will be mandatory for them to submit the same within the period prescribed for this purpose as per the decision of the Hon'ble commission. In case the candidate does not present the required documents within the said period, the candidature of the candidate will be cancelled. If any candidate does not appear for document verification on the date prescribed for verification of original documents, assuming that he/she is not interested for the post in question, his candidature will be cancelled.

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 Class	- Exam fee Rs. 100/- + On-line processing fee Rs. 25/- Total = Rs. 125/-
(ii) Scheduled Castes/ Scheduled Tribes	- Exam fee Rs. 40/- + On-line processing fee Rs. 25/- Total = Rs. 65/-
(iii) Persons with disabilities (PWDs)	- Exam fee NIL/- + On-line processing fee Rs. 25/- Total = Rs. 25/-
(iv) Ex-Servicemen	- Exam fee Rs. 40/- + On-line processing fee Rs. 25/- Total = Rs. 65/-
(v) Dependents of the Freedom Fighters/ Women/Skilled Player	- According to their original category

3. The U.P. Public Service Commission shall hold a Examination (Objective Type) at various Centres of the Districts of UP for Selecting Suitable Candidates. The Centre of Examination, decided by the Commission, will be intimated to the candidates by means of their e-Admission Certificate.

4. No. of Vacancies:- Presently, the total no. of vacancies for the post of Computer Assistant is 13 in U.P. Public Service Commission. The details of which is as follows:-

UR	SC	ST	OBC	EWS	Ex-Servicemen	P.H.	D.F.F.	Female	Outstanding Sports Person
09	00	00	03	01	00	00	00	02	00

(1) The number of the vacancies may increase or decrease depending upon the circumstances/requirement.

(2) प्रश्नगत पद हेतु दिव्यांगजन की केवल एल०वी०, एच०एच०, ओ०ए०, ओ०एल०, एल०सी०, डीडब्ल्यू०, ए०ए०वी०, एम०डीवाई० तथा एम०डी० उपश्रेणियां ही चिन्हांकित हैं।

Nature of Post:- Group 'C', Non-Gazetted.

Pay Scale:- Grade Pay Rs. 2400/- (Pay Matrix Rs. 5200/- 20200/-).

5. Reservation: The reservation for Scheduled Castes of U.P. / Scheduled Tribes of U.P. / Other Backward Classes / Economically Weaker Sections 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., Outstanding Sports Person 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) उ०प्र० के समाज के दिव्यांग अभ्यर्थियों के लिए शासन द्वारा अधिसूचित (चिन्हित) किये गये पदों पर चयन के सम्बन्ध में जारी कार्यालय ज्ञापन सं०-5/2022/18/1/2008/47/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 बशर्त कि पद संगत श्रेणी की दिव्यांगता से ग्रस्त व्यक्तियों के लिए चिन्हित किया गया हो।

(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 मा० 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) ई.डब्ल्यू.एस. श्रेणी के अभ्यर्थियों द्वारा उनकी श्रेणी का प्रमाण-पत्र कार्मिक अनुभाग के कार्यालय ज्ञाप सं. -1/2019/4/1/2002/का-2/19 टी.सी.- I, दिनांक 18.02.2019 के अनुरूप आवेदन करने के वर्ष के पूर्व वर्ष का ही मान्य होगा। (4) 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. (5) 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. (6) 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 on Appendix-1 of the Website of this detailed advertisement and shall submit the same to the Commission when asked for. (7) Candidates claiming reservation/Age relaxation in more than one category will be entitled to only one concession, whichever is more beneficial to them. (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 form in support of the claims made by them in their application form of Examination regarding eligibility and category/sub category, failing which their claim shall not be entertained. 6. 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. 7. 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. 8. EDUCATIONAL QUALIFICATION:- Essential- Passed the Intermediate examination with Diploma in Computer Science from a recognized Institute/University or Intermediate with the "O" level diploma from DOEACC or NIELIT Society. Preferential Qualification- A candidate who has (i) served in the territorial Army for a minimum period of two years, or (ii) obtained a "B" certificate of N.C.C., shall other things being equal, be given preference in the matter of direct recruitment.	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. (2) The candidates will have to enclose self attested copies of Mark sheets, Certificates & Degrees along with the application form of examination in support of their claims of Educational Qualifications. If they do not enclose self attested copies of certificates/ documents in support of their claims, the applications shall be rejected. (3) 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 counter signed by the Chief Medical Officer according to Rule 3 of U.P. Public Service (Reservation for physically Handicapped, Dependent of Freedom Fighters and Ex-Servicemen (Amendment) Act. 2021. (4) The Ex-Army Personnels must be discharged from Army upto the last date prescribed for receipt of applications. (5) 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. (6) 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 etc. 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. The Provisions of Uttar Pradesh Public Examination (Prevention of unfair Means) Act-2024, dated 06 August, 2024 will be applicable in aforesaid examination. (7) In all communication to the Commission, the candidate must mention the name of examination, advertisement No., O.T.R. Number/ Application ID, Name of the candidate. date of birth, father's/ Husband's name and also the Roll Number (if allotted), if communicated. (8) Candidates selected for appointment will have to undergo Medical Examination as required under the Rules. (9) Candidates serving under the Central or State Government will have to produce 'No objection certificate' from their employer issued by the competent authority. (10) The candidates who are appearing in the examination of essential qualification prescribed for the posts need not apply, because they are not eligible. (11) While filling the OMR answer sheets, the candidates must use Black Ball Point Pen Only. Use of any other Pen or Pencil is strictly prohibited. (12) At the time of examination, candidates must fill all the information sought on the OMR Answer Sheet correctly by blackening the concerned circles, which are decipherable by the scanner machine. The Commission will evaluate OMR Answer Sheet only on the basis of information given by blackening the concerned circles of OMR Answer Sheet. The candidates are also directed not to use whitener, blade, pin or rubber etc. on the OMR Answer Sheet. In case of not blackening the circles properly in the OMR Answer Sheet and filling any information incorrectly, the Commission shall not evaluate such OMR Answer Sheet for which candidates themselves shall be wholly responsible. (13) As per the decision of Hon'ble Commission, the Answer Sheet used in objective examinations, will be in three copies: First copy Original copy-Pink, Second copy Preserved copy-Green and Third copy Candidate's copy-Blue. After completion of the examination, the invigilator will submit the Original copy and Preserved copy of OMR Answer Sheet; and the candidate will take the third copy (Candidate's copy-Blue) with him/her. (14) In the Examination for the objective type Question papers, penalty (Negative Marking) shall be imposed for wrong answers given by the candidates which is as below:- (i) There are four alternatives for the answer to every question. For each question for which a wrong answer has been given by the candidate, one third (0.33) of the marks assigned to that question will be deducted as penalty. (ii) If a candidate gives more than one answer, it will be treated as a wrong answer even if one of the given answer happens to be correct and there will be same penalty as above for that question. (iii) If a question is left blank i.e. no answer is given by the candidate, there will be no penalty for that question. (15) The minimum efficiency standard for S.C. & S.T. candidates is fixed 35% i.e. the Candidates of these Categories shall not be placed in the merit/select list if they have secured less than 35% marks in the examination. Similarly, the minimum efficiency standard for the candidates of other categories is fixed 40% i.e. such candidates shall not be placed in the merit/select list if they have secured less than 40% marks in the examination. All such candidates who have secured less marks than the marks of minimum efficiency standard as fixed by the Commission shall be treated disqualified. (16) The candidates of reserved categories will be adjusted against the unreserved category in the final selection only If he/she has not availed any benefit/concession in qualifying	standard at any stage of Examination. (17) The candidates whose candidature are cancelled, do not remain candidates after the cancellation of candidature, therefore the marks of such candidates shall not be provided. (18) If it is found that a candidate has submitted any forged documents he/she will be debarred from all selections of UPPSC forever and action under relevant articles of Bharatva Nyaya Sanhita (BNS) will also be taken against him/her. GENERAL INSTRUCTION 1. In no circumstances, applications of any stage shall be accepted after the last prescribed date and time. Applications found without requisite Information and without photograph and signature, even when received in time, may be summarily rejected. 2. In the On-line system, the candidates must ensure that all the requisite information have been duly filled and must submit by the last prescribed Date & Time. Candidates must take the Print and keep it safely. In any discrepancy, the candidates will have to produce the said print to the commission's office otherwise no request shall be entertained. 3. Those candidates, willing to take the benefit of the reservation/ age relaxation must obtain a certificate, issued by the competent authority, in support of the reserved category, in the prescribed format printed in this detailed advertisement (Appendix-1) and submit the same to the Commission, whenever required to do so. Candidate 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 domicile of U.P. belonging to SC, ST, O.B.C., E.W.S.. dependents of freedom fighters, Ex-Servicemen, Outstanding/Skilled sports person and PH are not entitled to the benefit of reservation/age relaxation. In case of the women candidates, the caste certificate issued from father side will be treated valid. 4. The Commission do not advise to candidates about their eligibility. Therefore, they should carefully read the advertisement and when satisfied about their eligibility as per conditions of the advertisement, only then apply. The candidates must possess all the requisite qualifications till the last date for submitting the applications. 5. In the category of dependents of the freedom fighters only sons, daughters, grandsons (Son's son/Daughter's son) and grand daughters (son's daughter/daughter's daughter, married/unmarried) are covered. It is advised that the candidates of aforesaid category must obtain the reservation certificate from the District Magistrate in terms of Govt. Order No. 453/79-V-1-15-1(ka) 14-2015, dated 07.04.2015 in the prescribed format and submit the same. 6. In case the candidates feel any problem in the "On-line Application", they may get their problem resolved by sending their queries to the 'Mail Box' of the commission. 7. Proforma of caste certificate for different reserved categories are given in Appendix-1, similarly the plan of examination and the syllabus of examination are given in Appendix-2. Detailed Application Form: At the online page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the Declaration carefully. Candidate has the option to either agree or disagree with the contents of Declaration by clicking on 'I Agree' or 'I do not agree' buttons. In case the candidate opts to 'I do not agree', the application will be dropped and the procedure will be terminated. Accepting to agree only will submit the candidate's Online Application. Notification Details This section shows information relevant to Notification i.e. Notification number, selection type, directorate/ department name and post name. Personnel Details from OTR This section shows information about candidate personnel details i.e. OTR Number, candidate name, Father/Husband name, Gender, DOB, UP domicile, Category, Marital status, email and contact number, photo & signature, address, UP Freedom Fighter, Ex Army, service duration and your physical challenges, Skilled Player, Outstanding Player of U.P., Debarred candidate. Education & Experience Details It shows your educational and experience details Declaration segment At the page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the Declaration carefully. After filling all above particulars there is provision for preview your detail before final submission of application form on clicking on "Preview" button. Preview page will display all facts/particulars that you have mentioned in O.T.R. 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. [CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "Print" OPTION AVAILABLE] For other information candidates are advised to select desired option in 'Home Page' of Commission's website https://uppsc.up.nic.in IMPORTANT ANNOUNCEMENT
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-: NOTIFICATIONS /ADVERTISEMENTS

All Notification/Advertisements

-: ONLINE APPLICATION FORMS SUBMISSION

Candidate Registration

Fee Deposition /Reconciliation

Submit Application Form

Modify Submitted Application

Candidate Dashboard (OTR Based)

-: CANDIDATE'S HELP DESK SECTION

Double Verification mode

View Application Status

Download Admit Card

Print Duplicate Registration Slip

Print Detailed Application Form

List of Applications Having ANY Objections

View Answer Key

LAST DATE FOR RECEIPT OF APPLICATIONS:

On-line Application process must be completed (including filling up of OTR, 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.

उ0प्र0 की अनुसूचित जाति तथा अनुसूचित जनजाति के लिये जाति प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी सुपुत्र/सुपुत्री श्री निवासी ग्राम तहसील नगर जिला उत्तर प्रदेश राज्य की जाति के व्यक्ति हैं जिसे संविधान (अनुसूचित जाति) आदेश, 1950 (जैसा कि समय–समय पर संशोधित हुआ)/संविधान (अनुसूचित जनजाति, उत्तर प्रदेश) आदेश, 1967 के अनुसार अनुसूचित जाति/अनुसूचित जनजाति के रूप में मान्यता दी गई है।
श्री/श्रीमती/ कुमारी तथा/अथवा उनका परिवार उत्तर प्रदेश के ग्राम तहसील नगर जिला में सामान्यतया रहता है।
स्थान हस्ताक्षर.....
दिनांक पूरा नाम.....
मुहर पद नाम.....
जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार/अन्य वेतन भोगी मजिस्ट्रेट, यदि कोई हो/जिला समाज कल्याण अधिकारी।

उत्तर प्रदेश के अन्य पिछड़े वर्ग के लिए जाति प्रमाण–पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी सुपुत्र/सुपुत्री श्री निवासी ग्राम तहसील नगर जिला उत्तर प्रदेश राज्य की पिछड़ी जाति के व्यक्ति हैं। यह जाति उ0प्र0 लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों तथा अन्य पिछड़े वर्गों के लिये आरक्षण) अधिनियम, 1994 (यथासंशोधित) की अनुसूची–एक के अन्तर्गत मान्यता प्राप्त है।
यह भी प्रमाणित किया जाता है कि श्री/श्रीमती/ कुमारी पूर्वोक्त अधिनियम, 1994 (यथासंशोधित) की अनुसूची–दो जैसा कि उ0प्र0 लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के लिये आरक्षण) (संशोधन) अधिनियम, 2001 द्वारा प्रतिस्थापित किया गया है एवं जो उ0प्र0 लोक सेवा (अनुसूचित जातियों, अनुसूचित जनजातियों और अन्य पिछड़े वर्गों के लिये आरक्षण) (संशोधन) अधिनियम, 2002 द्वारा संशोधित की गयी है, से आच्छादित नहीं है। इनके माता–पिता की निरंतर तीन वर्ष की अवधि के लिये सकल वार्षिक आय आठ लाख रुपये या इससे अधिक नहीं है तथा इनके पास धनकर अधिनियम, 1957 में यथा विहित छूट सीमा से अधिक सम्पत्ति भी नहीं है।
श्री/श्रीमती/कुमारी तथा/अथवा उनका परिवार उत्तर प्रदेश के ग्राम तहसील नगर जिला में सामान्यतया रहता है।
स्थान हस्ताक्षर
दिनांक पूरा नाम.....
मुहर पद नाम.....
जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार।

(प्रपत्र–I)
उत्तर प्रदेश सरकार
कार्यालय का नाम.....आर्थिक रूप से कमजोर वर्ग के सदस्य द्वारा प्रस्तुत किया जाने वाला आय एवं परिसम्पत्ति प्रमाण–पत्र
प्रमाण पत्र संख्या..... दिनांक
वित्तीय वर्ष के लिए मान्य
प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी पुत्र/पति/पुत्री श्री ग्राम/कस्बा पोस्ट ऑफिस थाना तहसील जिला राज्य पिन कोड के स्थायी निवासी हैं, जिनका फोटोग्राफ नीचे अभिप्रमाणित है, आर्थिक रूप से कमजोर वर्ग के सदस्य हैं, क्योंकि वित्तीय वर्ष में इनके परिवार की कुल वार्षिक आय 8 लाख (आठ लाख रुपये मात्र) से कम है। इनके परिवार के स्वामित्व में निम्नलिखित में से कोई भी परिसम्पत्ति नहीं हैः–
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।
2. श्री/श्रीमती/कुमारी जाति के सदस्य हैं जो अनुसूचित जाति, अनुसूचित जनजाति तथा अन्य पिछड़े वर्गों के रूप में अधिसूचित नहीं हैं।

आवेदक का पासपोर्ट साइज का अभिप्रमाणित फोटोग्राफ

हस्ताक्षर(कार्यालय का मुहर सहित)
पूरा नाम
पदनाम
जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार।

(प्रपत्र–II)
आर्थिक रूप से कमजोर वर्ग के लाभार्थ स्वयं घोषणा पत्र स्वयं घोषणा पत्र मैं पुत्र/पुत्री/पत्नी श्री ग्राम/कस्बा पोस्ट ऑफिस थाना ब्लाक तहसील जिला राज्य ने आर्थिक रूप से कमजोर वर्ग के प्रमाण पत्र हेतु आवेदन दिया है, एतद् द्वारा घोषणा करता/करती हूँः–
1. मैं जाति से सम्बन्ध रखता/रखती हूँ, जो उत्तर प्रदेश हेतु अधिसूचित अनुसूचित जाति, अनुसूचित जनजाति एवं अन्य पिछड़ा वर्ग की सूची में सूचीबद्ध नहीं है।
2. मेरे परिवार की कुल स्रोतों (वेतन, कृषि, व्यवसाय, पेशा इत्यादि) से कुल वार्षिक आय रु (शब्दों में) है।
3. मेरे परिवार के पास उल्लिखित आय के सिवाय अथवा इसके अतिरिक्त अन्यत्र कोई परिसम्पत्ति नहीं है।
अथवा कई स्थानों पर स्थित परिसम्पत्तियों को जोड़ने के पश्चात भी मैं (नाम) आर्थिक रूप से कमजोर वर्ग के दायरे में आता/आती हूँ।
4. मैं घोषणा करता/करती हूँ कि मेरे परिवार की सभी परिसम्पत्तियों को जोड़ने के पश्चात् निम्नलिखित में से किसी भी सीमा से अधिक नहीं हैः–
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।
नोटः– जो लागू नहीं हो उसे काट दें।
स्थान :- आवेदक/आवेदिका का हस्ताक्षर तथा पूरा नाम।
दिनांकः–

उ0प्र0 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 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 (Dr. Member Medical Board (Dr. Chairperson Medical Board

with seal with seal 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,

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

Signature/thumb impression of the person in whose favour certificate of disability is issued	Countersigned by the Chief Medical Officer (with seal)
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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	Diagnosis	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

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

4. Countersigned by the Chief Medical Officer (with seal)

Signature and seal of the Medical Authority.

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, 1985 प्रमाण-पत्र के फार्म – 1 से 4 प्रारूप –1

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

सम्बन्धित खेल की राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन का नाम _____ राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए प्रमाण-पत्र।

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

उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में _____ स्थान प्राप्त किया गया।

यह प्रमाण-पत्र राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन/(यहाँ संस्था का नाम दिया जाये) _____ में उपलब्ध रिकार्ड के आधार पर दिया गया है।

स्थान _____ हस्ताक्षर _____

दिनांक _____ नाम _____

_____ पद _____

_____ संस्था का नाम _____

_____ मुहर _____

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

प्रारूप – 2

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

सम्बन्धित खेल की प्रदेशीय एसोसिएशन का नाम _____

राज्य सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के 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 में _____ स्थान प्राप्त किया गया।

यह प्रमाण-पत्र _____ (प्रदेशीय संघ का नाम) में उपलब्ध रिकार्ड के आधार पर दिया गया है।

स्थान _____ हस्ताक्षर _____

दिनांक _____ नाम _____

_____ पद _____

_____ संस्था का नाम _____

_____ पता _____

_____ मुहर _____

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

प्रारूप – 3

(मान्यता प्राप्त क्रीड़ा/खेल में अपने विश्वविद्यालय की ओर से अन्तर्विश्वविद्यालय प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये) विश्वविद्यालय का नाम _____

राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण-पत्र

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी _____ आत्मज/पत्नी/आत्मजा श्री _____ निवास (पूरा नाम) _____ विश्वविद्यालय की कक्षा _____ के विद्यार्थी ने दिनांक _____ से दिनांक _____ तक _____ (स्थान का नाम) में आयोजित अन्तर्विश्वविद्यालय _____ (क्रीड़ा/ खेल-कूद का नाम) प्रतियोगिता/टूर्नामेन्ट में _____ विश्वविद्यालय की ओर से भाग लिया।

उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में _____ स्थान प्राप्त किया गया।

यह प्रमाण-पत्र डीन ऑफ स्पोर्ट्स अथवा इंचार्ज खेल कूद _____ विश्वविद्यालय में उपलब्ध रिकार्ड के आधार पर दिया गया है।

स्थान _____ हस्ताक्षर _____

दिनांक _____ नाम _____

_____ पद _____

_____ संस्था का नाम _____

_____ मुहर _____

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

प्रारूप – 4

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

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/कुमारी _____

आत्मज/पत्नी/आत्मजा श्री _____ निवास (पूरा पता) _____ में _____ स्कूल में कक्षा _____ के विद्यार्थी ने दिनांक _____ से दिनांक _____ तक _____ (स्थान का नाम) में आयोजित स्कूलों के नेशनल गेम्स की (क्रीड़ा/खेल-कूद का नाम) 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।

स्थान _____ हस्ताक्षर _____

दिनांक _____ नाम _____

_____ पद _____

_____ संस्था का नाम _____

_____ मुहर _____

नोट : यह प्रमाण-पत्र निदेशक/या अतिरिक्त/संयुक्त या उपनिदेशक डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/शिक्षा _____ द्वारा व्यक्तिगत रूप से हस्ताक्षर होने पर मान्य होगा।

APPENDIX-2

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

The aforesaid examination shall be conducted in two phases. There shall be one question paper in first phase, written examination which will be objective type and multiple choice. Time period of question paper shall be 01 hour 30 minutes. There shall be total 100 question in question paper of 100 marks. Each question carrying equal marks. On the basis of above said examination 10 times of candidates of total Vacant posts shall qualify for Hindi typing (on computer) test on merit basis. In the second phase there shall be hindi typing test on computer which will be qualifying in nature. Time period of hindi typing test will be 05 minutes. The minimum essential required speed of Hindi typing test is 25 w.p.m. Only such candidates shall be considered for selection who gets minimum speed in hindi typing test. Final merit shall be based on marks obtained in only written examination.

Plan of Examination

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

Syllabus

Part A- General Hindi

(I) सामान्य वार्तालाप में प्रयोग किये जाने वाले हिन्दी के शब्दों एवं मुहावरों का ज्ञान।

(ii) सामान्यतः कार्य में प्रयोग होने वाले तकनीकी हिन्दी शब्दों का ज्ञान।

(iii) अपठित गद्यांश पर आधारित प्रश्न।

(iv) हिन्दी भाषा लेखन योग्यता

Part B- General Mental Ability

(i) Mathematical ability

(ii) Graphical and pattern analysis ability

(iii) Reasoning ability

(iv) Data Comparison and decision making

Part C- General Knowledge

(i) General Science: Physics, Chemistry, Mathematics, Agriculture, Pharmacy, Botany, Zoology etc.

(ii) Preliminary Economics: Growth rates, GDP, GNP etc.

(iii) Social Science: Constitution, Law related issues, Indian History, Geography etc.

(iv) Information Technology and Communication infrastructure etc.

(v) Space Science: Satellite launch etc.

Part D - Computer Knowledge

(I) Operating System: Windows, Linux, Unix

(ii) Computer Languages: C, C++

(iii) Document Handling: Files Formats, Merging, Editing and Various other documents Processing, Power Point, PDF etc.

(iv) Data base Handling: MS-Access, Spreadsheets, Simple Database preparation.

(v) Internet and E-mails: w.w.w., Popular Websites, Web surfing, Email Preparation, SPAM emails etc.

(vi) Malwares and Virus: Common available Virus and Malwares and their removal.

Secretary

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