

U.P. Information and Public Relations Department Non-Technical (Nongazetted) Service Rules, 1998

UTTAR PRADESH

India

U.P. Information and Public Relations Department Non-Technical (Nongazetted) Service Rules, 1998

Rule

U-P-INFORMATION-AND-PUBLIC-RELATIONS-DEPARTMENT-NON-TE of 1998

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U.P. Information and Public Relations Department Non-Technical (Nongazetted) Service Rules, 1998Published Vide Notification No. 1490/19-1-98-152-92, dated 16th October, 1998, published in the U.P. Gazette, Part 1-Ka, dated 5th December, 1998In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in suppression of all existing rules and orders on the subject, the Governor is pleased to make the following rules regulating recruitment and the conditions of service of persons appointed to the Uttar Pradesh Information and Public Relations Department Non-Technical (Non-Gazetted) Service;

Part I – General

1. Short title and commencement.

(1)These rules may be called the Uttar Pradesh Information and Public Relations Department Non-Technical (Non-Gazetted) Service Rules, 1998.(2)They shall come into force at once.

2. Status of the Service.

- The Uttar Pradesh Information and Public Relations Department Non-Technical (Non-Gazetted) Service comprises Group 'C' posts.

3. Definitions.

- In these rules unless there is anything repugnant in the subject or context, - (a) "appointing authority" means the Director; (b) "backward classes" means the backward classes of citizens specified in Schedule I of the Uttar Pradesh Public Service (Reservation for Scheduled Castes, Scheduled Tribes and other Backward Classes) Act, 1994; (c) "citizen of India" means a person who is or is deemed to be a citizen of India under Part II of the Constitution; (d) "Constitution" means the Constitution of India; (e) "director" means the Director, Information and Public Relations, Uttar Pradesh; (f) "Government" means the State Government of Uttar Pradesh; (g) "Governor" means the Governor of Uttar Pradesh; (h) "member of the service" means a person substantively appointed under these rules or the rules or orders in force prior to the commencement of these rules to a post in the cadre of the service; (i) "service" means the Uttar Pradesh Information and Public Relations Department Non-Technical (Non-Gazetted) Service; (j) "substantive appointment" means an appointment not being an ad hoc appointment on a post in the cadre of the Service made after selection in accordance with the rules and if there are no rules, in accordance with the procedure prescribed for the time being by executive instructions issued by the Government; (k) "year of recruitment" means a period of twelve months commencing from the first day of July of a calendar year.

Part II – Cadre

4. Cadre of Service.

(1) The strength of the Service and of each category of the posts therein shall be as such as may be determined by the Government, from time to time. (2) the strength of the Service and of each category of posts therein shall, until orders varying the same are passed under sub-rule (1), be as given in the Appendix: Provided that - (i) the appointing authority may leave unfilled or the Governor may hold in abeyance any vacant post, without thereby entitling any person to compensation; (ii) the Governor may create such additional, permanent or temporary posts as he may consider proper.

Part III – Recruitment

5. Source of recruitment.

- Recruitment to the various categories of posts in the Service shall be made from the following sources :

- | | |
|--------------|---|
| (1) Reporter | ... By promotion through the Selection Committee from amongst substantively appointed Stenographers in the scales of pay of Rs. 5,000-150-8,000 and Rs. |
|--------------|---|

- | | | |
|-----|--|--|
| | | 4,500-125-7,000, who have completed three years service as such on the first day of the year of recruitment.
By promotion through the Selection Committee from amongst substantively appointed Stenographers in the ... scale of pay of Rs. 4,500-125-7,000, who have completed three years service as such on the first day of the year of recruitment.
By promotion through the Selection Committee from amongst substantively appointed Stenographers in the ... scale of pay of Rs. 4,000-100-6,000, who have completed three years service as such on the first day of the year of recruitment. |
| (2) | Stenographer (Scale of pay of Rs. 5,000-150-8,000) | ... scale of pay of Rs. 4,500-125-7,000, who have completed three years service as such on the first day of the year of recruitment.
By promotion through the Selection Committee from amongst substantively appointed Stenographers in the ... scale of pay of Rs. 4,000-100-6,000, who have completed three years service as such on the first day of the year of recruitment. |
| (3) | Stenographer (Scale of pay of Rs. 4,500-125-7,000) | ... scale of pay of Rs. 4,000-100-6,000, who have completed three years service as such on the first day of the year of recruitment. |
| (4) | Stenographer (Scale of pay of Rs. 4,000-100-6,000)/Stenographer-cum-Librarian: | ... By direct recruitment.
(i) Fifty per cent by direct recruitment. (ii) Fifty per cent by promotion through the Selection Committee from amongst substantively appointed Receptionist Incharge Mahila Evam Bal Kachh, |
| (5) | Translator/Sub-Editor | ... Demonstrator, Reference Assistants and Scrutinizers, who have completed three years service as such on the first day of the year of recruitment and who fulfil the qualifications prescribed for direct recruitment to the post of Translator/Sub-Editor. |
| (6) | Scrutinizer | ... (i) Fifty per cent by direct recruitment. (ii) Fifty per cent |

		by promotion through the Selection Committee from amongst substantively appointed Clerk-cum-Store Keepers, Store Keepers, Clerks, Junior Clerks, Bundle Lifters, Copy Writers, Radio Clerks, Radio Store Clerks, Lady Attendants, Teleprinter Attendants, Clerk-cum-Accountants, Teleprinter Operators, Clerks, Teleprinter Operator-cum-Typists, Newspaper Assistants, Library Assistants, Typists, Typists(Urdu), Proof Readers and Katibs, who fulfil the qualifications prescribed for direct recruitment to the post of Scrutinizer.
(7)	Demonstrator/Receptionist/ In-charge, Mahila Evam Bal Kachh	... By direct recruitment. By promotion through the Selection Committee from amongst substantively appointed Clerk-cum-Store Keepers, Store Keepers, Clerks, Junior Clerks, Bundle Lifters, Copy Writers Radio Clerks, Radio Store Clerks, Lady Attendants, Teleprinter
(8)	Cashier	... Attendants Clerk-cum-Accountants, Teleprinter Operators, Clerks Who's Who Teleprinter, Operator-cum-Typists, Newspaper Assistants, Library Assistants, Typists, Typists(Urdu), Proof Readers and Katibs, who have completed three years service on any of the posts.
(9)	Assistant Research Officer	... By promotion through the Selection Committee from amongst substantively

		appointed Librarian, Reference Clerks, Cataloguers and Technical Assistants. By promotion through the Selection Committee from amongst substantively appointed Stenographers-cum-Librarian: Provided
(10)	Librarian	... that if eligible and suitable persons are not available for promotion the field of eligibility may be extended to include substantively appointed Library Assistants.
(11)	Cataloguer/Technical Assistants/Preference Assistant	... By direct recruitment.
(12)	Regional Exhibition Officer	... By direct recruitment. By promotion through the Selection Committee from amongst substantively appointed
(13)	Statistical Assistant	... Investigator-cum-Computer who have completed three years' service as such on the first day of the year of recruitment.
(14)	Investigator-cum-Computer	... By direct recruitment. By promotion through the Selection Committee from amongst substantively appointed Assistant
(15)	Accountant	... Accountants who have completed ten years' service as such on the first day of the year of recruitment.

Note.-Such
Assistant
Accountants as
were
appointed
before April
1, 1965 and
are in the pay
scale of Rs.

5000-8000
shall also be
considered
for
promotion to
the post of
Accountants
along with
other
Assistant
Accountants.

(16)	Assistant/Accountant	By promotion through the Selection Committee from amongst substantively ... appointed Accounts Clerks who have completed seven years' service as such on the first day of the year of recruitment.
(17)	Accounts/Clerk	By promotion through the Selection Committee from amongst substantively appointed Junior Accounts ... Clerks who have completed five years' service as such on the first day of the year of recruitment.
(18)	Junior Accounts Clerk	... By direct recruitment.
(19)	Senior Auditor	By promotion through the Selection Committee from ... amongst substantively appointed Auditors.
(20)	Auditor	... By direct recruitment.
(21)	Administrative Officers	By promotion through the Selection Committee from amongst substantively appointed Office Superintendent, Senior ... Assistants, Reference Clerks and Senior Cashiers who have completed three years' service as such on the first day of the year of recruitment.
(22)	Office Superintendent	...

- By promotion through the Selection Committee from amongst substantively appointed Senior Assistants, Senior Cashier and Reference Clerks who have completed three years service as such on the first day of the year of recruitment.
- By promotion through the Selection Committee from amongst substantively appointed Cashier, Clerk-cum-Store Keepers, Stores Keepers, Clerks, Junior Clerks, Bundle Lifters, Copy Writers, Radio Clerks, Radio Store Clerks, Lady Attendants, Teleprinter
- (23) Senior Assistant/Senior Cashier/ Reference Clerk: ... Attendants, Clerk-cum-Accountants, Teleprinter, Operators Clerks Who's Who, Teleprinter Operator-cum Typists, Newspaper Assistants, Typist, Typist (Urdu), Proof Readers and Katibs, who have completed three years' service as such on the first day of the year of recruitment.
- (24) Clerk-cum-Store Keeper, ... (i) Eighty per cent by direct recruitment.
- Stores Keeper, Clerk, Junior Clerk, Bundle Lifter, ... (ii) Fifteen per cent by promotion through the Selection Committee from amongst substantively appointed High School Pass Group 'D' employees who have completed five years service as such on the first day of the year of recruitment and who possess a minimum speed of twenty-five words per minute
- Copy Writer, Radio Clerk

	Radio Store Clerks, Lady Attendant, Teleprinter Attendant, Clerk-cum-Accountant, Teleprinter Operator, Clerks Who's Who, Teleprinter Operator-cum-Typist, News paper Assistant, Library Assistant, Typists, Typist (Urdu), Proof Reader and Katib.	in Hindi typewriting. (iii) Five per cent by promotion from amongst substantively appointed Intermediate Pass Group 'D' employees who have completed five years' service as such on the first day of the year of recruitment and who possess a minimum speed of twenty-five words per minute in Hindi typewriting. By promotion through the Selection Committee from amongst substantively appointed High School Pass Group 'D' employees having experience and licence for driving Motor Cycle.
(25)	Motor Cycle Runner	... (i) Fifty per cent by direct recruitment. (ii) Fifty per cent by promotion through the Selection Committee from amongst substantively appointed Assistant Supervisors, Rural Broadcasting who have completed three years' service as such on the first day of the year of recruitment.
(26)	Supervisor, Rural Broadcasting.	... By direct recruitment. (i) fifty per cent by direct recruitment. (ii) Fifty per cent by promotion through the selection Committee from amongst substantively appointed Care-takers who have completed three years service as such on the first day of the year of recruitment.
(27)	Assistant Supervisor, Rural Broadcasting:	... By direct recruitment. (i) fifty per cent by direct recruitment. (ii) Fifty per cent by promotion through the selection Committee from amongst substantively appointed Care-takers who have completed three years service as such on the first day of the year of recruitment.
(28)	Additional District Information Officer (Hindi)	... By direct recruitment.
(29)	Additional District Information Officer (Urdu):	... By direct recruitment.
(30)	Care-taker	... By direct recruitment.

- (31) Cinema Operator-cum-Publicity Assistant: ... (i) Seventy five percent by direct recruitment. (ii) Twenty five per cent by promotion through the Selection Committee from amongst ... substantively appointed Cinema Operator-cum-Electricians who have completed three years' service as such on the first day of the year of recruitment.

6. Reservation.

- Reservation for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other Categories shall be in accordance with the provisions of the Uttar Pradesh Public Services (Reservation for Physically Handicapped, Dependents of Freedom Fighters and Ex-Serviceman) Act, 1993 (U. P. Act No. 4 of 1993) and the Uttar Pradesh Public Service (Reservation for Scheduled Castes, Scheduled Tribes and Other Backward Classes) Act, 1994, (U P. Act No. 4 of 1994), as amended from time to time, and the orders of the Government in force at the time of the recruitment.

Part IV – Qualifications

7. Nationality.

- A candidate for direct recruitment to a post in the service must be-(a)a citizen of India, or(b)a Tibetan refugee, who came over to India before the 1st January, 1962 with the intention of a permanently settling in India; or(c)a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African Countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India :Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government:Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General Police, Intelligence Branch, Uttar Pradesh :Provided also that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and the retention of such a candidate in service beyond a period of one year shall be subject to his acquiring Indian citizenship.Note.-A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

8. Academic qualifications.

- A candidate for direct recruitment to various categories of posts in the Service must possess the following qualifications :

Post Qualifications

- | | |
|---|---|
| (1) Stenographer/Stenographer-cum-Librarian (Pay Scale) Rs.4,000-6,000. | (1) Must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto. (2) A speed of eighty words per minute in Hindi shorthand and thirty words per minute in Hindi Typewriting. Preferential.- Knowledge of English Shorthand and English, Typewriting. |
| (2) Sub-Editor | (1) A Bachelor's degree from a University established by Law in India or a qualification recognised by the Government as equivalent thereto with Hindi as one of the subjects, and must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto with English as one of the Subjects. (2) Must have one year experience of editing in an organisation, or in any newspaper, magazine or news agency. Preferential.- Knowledge of other languages in addition to Hindi. |
| (2-a) Sub-Editor (Urdu) | (1) A Bachelor's degree from a University established by law in India or a qualification recognised by the Government as equivalent thereto with Urdu as one of the subjects and must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto |

- with English and Hindi as Subjects. (2) Must have one year experience of editing in an organisation, or in any newspaper, magazine or news agency. Preferential.- Knowledge of other language in addition to Hindi.
- (3) Translator ... (1) A Bachelor's degree from a university established by law in India or a qualification recognised by the Government as equivalent thereto with English as one of the subjects and must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto with Hindi as one of the subjects. Preferential.- Bachelor's degree in any other language in addition to English.
- (4) Translator (Urdu) ... (1) A Bachelor's degree from a university established by law in India or a qualification recognised by the Government as equivalent thereto with Urdu as one of the subjects and must have passed the Examination, Intermediate Examination of the Board of High School and Intermediate, Uttar Pradesh or an examination recognised by the Government as equivalent thereto with English as one of the Subjects. Preferential.- Bachelor's degree in any other language in addition to Urdu.
- (5) Scrutiniser (Hindi) ... A Bachelor's degree from a university established by law in India or a qualification recognised by the Government as equivalent thereto with Hindi as one of the subjects. Preferential.- Knowledge of other language in addition to Hindi.
- (6) Scrutiniser (Urdu) ... A Bachelor's degree from a university established by Law in India or

- a degree recognised by the Government as equivalent thereto with Urdu as one of the subjects. Preferential.- Knowledge of other language in addition to Urdu.
- A Bachelor's degree from a university established by Law in India or a degree recognised by the Government as equivalent thereto with English as one of the subjects. Preferential.- Knowledge of other language in addition to English.
- (7) Scrutiniser (English) ... (1) A Bachelor's degree from a university established by Law in India or a qualification recognised by the Government as equivalent thereto. (2) Five years' experience in publicity job. (3) Knowledge of development schemes of State and the country. (4) Capacity to speak Hindi and English fluently.
- (8) Demonstrator ... (1) A Bachelor's degree from a university established by Law in India or a qualification recognised by the Government as equivalent thereto. (2) Two years' experience of the job of Receptionist in a Government or Private Organisation of repute. (3) Capacity to speak Hindi and English fluently.
- (9) Receptionist ... (1) A Bachelor's degree from a university established by Law in India or a qualification recognised by the Government as equivalent thereto. (2) Capacity to speak Hindi and English fluently.
- (10) Incharge Mahila Evam Bal Kachh ... (1) Must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto. (2) Certificate in Library Science.
- (11) Cataloguer/Technical Assistant/Reference Assistant. ... (1) A Bachelor's degree from a university established by Law in India or a qualification recognised by the Government as equivalent thereto. (2)
- (12) Regional Exhibition Officer ... (1) A Bachelor's degree from a university established by Law in India or a qualification recognised by the Government as equivalent thereto. (2)

- (13) Investigator-cum-Computer
- Must have two years experience of visual publicity in any Government Department.
- (1) A Bachelor's degree from a university established by Law in India or ... a degree recognised by the Government as equivalent thereto with Mathematics or Statistics as subjects.
- Must have passed the Intermediate Examination of the Board of High School and Intermediate Education, ... Uttar Pradesh or an examination recognised by the Government as equivalent thereto in Commerce with Accountancy as one of the subjects.
- (14) Junior Accounts Clerk
- A Bachelor's degree in Commerce from a university established by Law in India ... or a degree recognised by the Government as equivalent thereto with Audit and Accountancy as subjects.
- (15) Auditor
- (1) Must have passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto. (2) Must possess a speed of 25 words per minute in Hindi Typewriting. (3) A candidate for the post of Urdu Typist must also possess a minimum speed of 25 words per minute in Urdu Typewriting. (4) A candidate for the posts of Teleprinter Operator, Teleprinter Attendant and Teleprinter Operator-cum-Typist, must also possess one year experience of Teleprinter operation. (5) A candidate for the post of Proof Reader, must also possess one year experience of proof reading. (6) A candidate for the post of Katib, must have also passed the High School Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the
- (16) Clerk-cum-Store Keeper, Stores Keeper, Clerk, Junior Clerk, Bundle Lifter, Copy Writer, Radio Clerk, Radio Store Clerks, Lady Attendant, Teleprinter Attendant, Clerk-cum-Accountant, Teleprinter Operator, Clerks Who's Who Teleprinter Operator-cum-Typist, News-paper Assistant, Library Assistant, Typists Typist (Urdu), Proof Reader and Katib.

- Government as equivalent thereto, with Urdu as one of the subjects.
- (1) A Bachelor's degree from a University established by Law in India or a degree recognised by the Government as equivalent thereto. (2) Good knowledge of Hindi in Devnagri script and working knowledge of Urdu language. (3) Interest in writing articles, short stories, poems and dramas. Preferential. - Knowledge of the life, nature and views of the villagers, knowledge to prepare report to write articles and knowledge of Radio Broadcasting.
- (1) A Bachelor's degree from a University established by Law in India or a degree recognised by the Government as equivalent thereto. (2) Good knowledge of Hindi in Devnagri script. (3) Knowledge of rural life and agricultural and other problems. (4) Knowledge of State languages and culture. Preferential. - Experience in Journalism and Field Publicity.
- A Bachelor's degree from a University established by Law in India or a degree recognised by the Government as equivalent thereto, with Hindi as one of the subjects and must have also passed the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto, with English as one of the subjects. Preferential. - A Bachelor's degree in any other languages in addition to Hindi.
- (17) Supervisor Rural Broadcasting. ...
- (18) Assistant Supervisor Rural Broadcasting. ...
- (19) Additional District Information Officer (Hindi). ...
- (20) Additional District Information Officer (Urdu). ...

- the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto, with English as one of the subjects. Preferential.-A Bachelor's degree in any other languages in addition to Urdu.
- A Bachelor's degree from a university established by Law in India or a degree recognised by the Government as equivalent thereto with Hindi as one of the subjects and must have also passed ... the Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Government as equivalent thereto, with English as one of the subjects.
- (1) Must have also passed the High School Examination of the Board of High School and Intermediate Education Uttar Pradesh or an examination recognised by ... the Government as equivalent thereto. (2) Must possess licence sanctioned by the competent authority for operating 16/35 mm. machine. (3) Good knowledge of Hindi.
- (21) Caretaker
- (22) Cinema Operator-cum-Publicity Assistant

9. 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 things being equal, be given preference in the matter of direct recruitment.

10. Age.

- A candidate for direct recruitment must have attained the age of 18 years and must not have attained the age of more than 32 years on the first day of July of the calendar year in which vacancies for direct recruitment are advertised : Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government, from time to time, shall be greater by such number of years as may be specified.

11. Character.

- The character of a candidate for direct recruitment to a post in the Service must be such as to render him suitable in all respects for employment in Government service. The appointing authority shall satisfy itself on this point. Note.-Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Corporation or Body owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the Service. Persons convicted of any offence involving moral turpitude shall also be ineligible.

12. Marital status.

- A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living, shall not be eligible for appointment: Provided that the Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

13. Physical Fitness.

- No person shall be appointed to a post in the Service unless he be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment, he shall be required to produce a Medical Certificate of fitness in accordance with the rules framed under Fundamental Rule 10, contained in Chapter III of the Financial Hand Book, Volume II Part III : Provided that a medical certificate of fitness shall not be required from candidate recruited by promotion.

Part V – Procedure For Recruitment

14. Determination of vacancies.

- The appointing authority shall determine the number of vacancies to be filled during the course of the year as also the number of vacancies to be reserved for candidates belonging to the Scheduled Castes, Scheduled Tribes another categories under Rule 6.

15. Procedure for direct recruitment.

- Direct recruitment to the various categories of posts in the service shall be made in accordance with provision of the Uttar Pradesh Procedure for Direct Recruitment For Group 'C' Posts (Outside the Purview of the Uttar Pradesh Public Service Commission) Rules, 1998.

16. Procedure for recruitment by promotion.

(1) Recruitment by promotion shall be made on the basis of seniority subject to the rejection of the unfit through the Selection Committee constituted in accordance with the Uttar Pradesh

Constitution of Departmental Promotion Committee (for Posts Outside the Purview of the Public Service Commission) Rules, 1992, as amended from time to time. Note.-Nomination of Officers belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes of citizens in the Selection Committee shall be made in accordance with the order made under Section 7 of the Uttar Pradesh Public Services (Reservation for Scheduled Castes, Scheduled Tribes and other Backward Classes) Act, 1994, (U. P. Act 4 of 1994) as amended from time to time. (2) The appointing authority shall prepare eligibility lists of candidates in accordance with the Uttar Pradesh Promotion by Selection (on posts Outside the Purview of the Public Service Commission) Eligibility List Rules, 1986 as amended from time to time, and place the same before the Selection Committee along with the character rolls and such records, pertaining to them as may be considered proper : Provided that where there are two or more feeding cadres-(a) bearing different pay scales the candidates belonging to the cadre bearing higher pay scale shall be placed higher in the eligibility list. (b) bearing same pay scale the name of the candidates shall be arranged in the eligibility list in order of their date of substantive appointment in their respective cadres. But if the date of substantive appointment of two or more Candidates is the same, then in such situation the Candidate who is older in age shall be placed higher in the eligibility list. (3) The Selection Committee shall consider the cases of the candidates on the basis of the records referred to in sub-rule (2) and, if it considers necessary, it may interview the candidate also. (4) The Selection Committee shall prepare a list of selected candidates in order of seniority as it stood in the cadre from which they are to be promoted and forward the same to the appointing authority.

17. Combined Select list.

- If in any year of recruitment appointments are to be made both by direct recruitment and by promotion, a combined select list shall be prepared by taking the names of the candidates from the relevant lists, in such manner that the prescribed percentage is maintained, the first name in the list being of the persons appointed by promotion.

Part VI – Appointment, Probation, Confirmation and Seniority

18. Appointment.

(1) Subject to the provisions of sub-rule (2) the appointing authority shall make appointment by taking the names of candidates in the order in which they stand in the lists prepared under Rule 15, 16 or 17, as the case may be. (2) Where in any year of recruitment appointments are to be made both by direct recruitment and by promotion, regular appointments shall not be made unless selections are made from both the sources and a combined list prepared in accordance with Rule 17. (3) If more than one order of appointment are issued in respect of any one selection, a combined order shall also be issued, mentioning the names of the persons in order of seniority as determined in the selection or as the case may be, as it stood in the cadre from which they are promoted. If the appointments are made both by direct recruitment and by promotion, names shall be arranged in accordance with the order referred to in Rule 17.

19. Probation.

(1) A person on substantive appointment to a post in the Service shall be placed on probation for a period of two years. (2) The appointing authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the exact date up to which the extension is granted : Provided that save in exceptional circumstances, the period of probation shall not be extended beyond one year and in no circumstances beyond two years. (3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation, that a probationer has not made sufficient use of his opportunities he may be reverted to his substantive post if any, and if he does not hold a lien on any post, his services may, be dispensed with. (4) A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation. (5) The appointing authority may allow continuous service rendered in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purposes of computing the period of probation.

20. Confirmation.

(1) Subject to the provisions of sub-rule (2), a probationer, shall be confirmed in his appointment at the end of the period of probation or the extended period of probation if : (a) his work and conduct are reported to be satisfactory, and (b) his integrity is certified. (2) Where, in accordance with the provisions of the Uttar Pradesh State Government Servant Confirmation Rules, 1991, confirmation is not necessary, the order under sub-rule (3) of Rule 5 of those rules declaring that the person concerned has successfully completed the probation shall be deemed to be the order of confirmation.

21. Seniority.

- The seniority of persons substantively appointed in any category of posts shall be determined in accordance with the Uttar Pradesh Government Servants Seniority Rules, 1991, as amended from time to time.

Part VII – Pay, Etc.

22. Scales of pay.

(1) The scales of pay admissible to persons appointed to various categories of post in the Service shall be such as may be determined by the Government from time to time. (2) The scale of pay in force at the commencement of these rules are given in the Appendix.

23. Pay during probation.

- Notwithstanding any provision in the Fundamental Rules to the contrary, a person on probation, if he is not already in permanent Government service, shall be allowed his first increment in the time

scale when he has completed one year of satisfactory service and second increment after two years service when he has completed the probationary period and is also confirmed.(2)The pay during probation of a person who was already holding a post under the Government, shall be regulated by relevant fundamental rules.(3)The pay during probation of a person already in permanent Government service shall be regulated by the relevant rules, applicable generally to Government servants serving in connection with the affairs of the State.

24. Criterion of crossing efficiency bar.

- No person shall be allowed to cross the efficiency bar unless his work and conduct is found to be satisfactory and unless his integrity is certified.

Part VIII – Other Provisions

25. Canvassing.

- No recommendations, either written or oral, other than those required under these rules applicable to the post or Service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.

26. Regulation of other matters.

- In regard to the matters not specifically covered by these rules or special orders persons appointed to the Service shall be governed by the rules, regulations and orders applicable generally to Government servants serving in connection with the affairs of the State.

27. Relaxation from the conditions of Service.

- Where the State Government is satisfied that the operation of any rule regulating the conditions of service of persons appointed to the Service causes undue hardship in any particular case, it may, notwithstanding anything contained in the rules applicable to the case, by order dispense with or relax the requirements of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.

28. Savings.

- Nothing in these rules shall affect reservations and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government, from time to time in this regard. Appendix[See Rules 4 (2) and 22 (2)]

Scales of pay

Number of posts

Total

Name of the
post

Permanent	Temporary			
1	2	3	4	5
		Rs.		
1.	Reporter	5,500-175-9,000	-	4 -
2.	Administrative Officer	Ditto.	7	- 7
3.	Supervisor Rural Broadcasting	5,000-150-8,000	2	- 2
4.	Stenographer	Ditto.	1	- 1
5.	Translator	Ditto.	17	- 17
6.	Translator (Urdu)	Ditto.	3	- 3
7.	Sub-Editor	Ditto.	2	- 2
8.	Sub-Editor (Urdu)	Ditto.	1	- 1
9.	Regional Exhibition Officer	Ditto.	4	13 17
10.	Accountant	Ditto.	1	- 1
11.	Senior Auditor	Ditto.	-	2 2
12.	Office Superintendent	Ditto.	1	- 1
13.	Statistical Assistant	Ditto.	1	- 1
14.	Assistant Research Officer	Ditto.	-	2 2
15.	Stenographer	4,500-125-7,000	10	- 10
16.	Additional District Information Officer (Hindi).	Ditto.	-	63 63
17.	Additional District Information Officer (Urdu).	Ditto.	-	17 17
18.	Senior Cashier	Ditto.	1	- 1
19.	Librarian	Ditto.	1	1 2
20.	Assistant Accountant	Ditto.	9	1 10
21.	Senior Assistant	Ditto.	40	- 40
22.	Reference Clerk	4,500-125-7,000	6	- 6
23.	Assistant Supervisor Rural Broadcasting	Ditto.	1	- 1
24.	Scrutinizer (Hindi)	Ditto.	4	- 4
25.	Scrutinizer (Urdu)	Ditto.	4	- 4
26.	Scrutinizer (Eng.)	Ditto.	4	- 4
27.	Reference Assistant	Ditto.	3	1 4
28.	Demonstrator	Ditto.	1	- 1
29.	Receptionist	Ditto.	1	- 1
30.	Incharge Mahila Evam Bal Kachh	Ditto.	1	- 1
31.	Cataloguer	Ditto.	2	1 3

32.	Technical Assistant	Ditto.	1	-	1
33.	Investigator-cum-computer	Ditto.	2	-	2
34.	Stenographer	4,000-100-6,000	2	13	15
35.	Stenographer-cum-Librarian	Ditto.	1	-	1
36.	Cashier	Ditto.	1	-	1
37.	Assistant Accountant-cum-Cashier	Ditto.	1	-	1
38.	Auditor	Ditto.	-	6	6
39.	Accounts Clerk	Ditto.	57	6	63
40.	Junior Accounts clerk	3,050-75-3,950-80-4,500	4	63	67
41.	Clerk-cum-Store Keeper	Ditto.	2	-	2
42.	Store Keeper	Ditto.	3	-	3
43.	Clerk	Ditto.	1	-	1
44.	Junior Clerk	Ditto.	62	-	62
45.	Bundle Lifter	Ditto.	2	-	2
46.	Copy Writer	Ditto.	1	-	1
47.	Radio Clerk	Ditto.	1	-	1
48.	Radio Store Clerk	Ditto.	1	-	1
49.	Lady Attendant	3,050-75-3,950-80-4,500	1	-	1
50.	Teleprinter Attendant	Ditto.	3	-	3
51.	Clerk-cum-Accountant	Ditto.	1	-	1
52.	Teleprinter Operator	Ditto.	12	-	12
53.	Clerk Who's Who	Ditto.	1	-	1
54.	Teleprinter Operator-cum-Typist	Ditto.	2	3	5
55.	Newspaper Assistant	Ditto.	1	-	1
56.	Library Assistant	Ditto.	1	-	1
57.	Typist	Ditto.	3	-	3
58.	Typist (Urdu)	Ditto.	1	-	1
59.	Proof Reader	Ditto.	1	-	1
60.	Katib	Ditto.	1	-	1
61.	Caretaker	Ditto.	57	6	63
62.	Cinema Operator-cum-Publicity Assistant	Ditto.	-	63	63
63.	Motor Cycle Runner	Ditto.	2	3	5