

# **U.P. Information Department Film Photo Unit Service Rules, 1993**

UTTAR PRADESH

India

## **U.P. Information Department Film Photo Unit Service Rules, 1993**

### **Rule**

### **U-P-INFORMATION-DEPARTMENT-FILM-PHOTO-UNIT-SERVICE-RULES of 1993**

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U.P. Information Department Film Photo Unit Service Rules, 1993Published vide Notification No. 905/19-1-93-77-91, dated 28th July, 1993In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of all existing rules and orders on the subject, the Governor is pleased to make the following rules regulating recruitment and condition of service of persons appointed to the Uttar Pradesh Information Department Film Photo Unit Service:

## **Part I – General**

### **1. Short title and commencement.**

- (i) These rules may be called the Uttar Pradesh Information Department Film Photo Unit Service Rules, 1993.(ii)They shall come into force at once.

### **2. Status of service.**

- The Uttar Pradesh Information Department Film Photo Unit Service comprises Group "C" and "D" posts.

### **3. Definitions.**

- In these rules, unless there is anything repugnant in the subject or context,-(a)"Appointing

authority" means the Director of Information and Public Relations Department, Uttar Pradesh;(b)"Citizen of India" means a person who is or is deemed to be a citizen of India under Part II of the Constitution;(c)"Subordinate Commission" means the Uttar Pradesh Subordinate Services Selection Commission;(d)"Constitution" means the Constitution of India;(e)"Director" means the Director of Information and Public Relations Department, Uttar Pradesh;(f)"Directorate" means the Office of the Director of Information and Public Relations Department, Uttar Pradesh;(g)"Government" means the State Government of Uttar Pradesh;(h)"Governor" means the Governor of Uttar Pradesh;(i)"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 service;(j)"Service" means the Uttar Pradesh Information Department Film Photo Unit Service;(k)"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;(l)"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.**

- (i) The strength of the service and of each category of posts therein shall be such as may be determined by the Government from time to time.(ii)The strength of the service and of each category of posts therein shall, until orders varying the same are passed under sub-rule (i) be as given in 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; and(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) Film Distribution Officer | By promotion through the Selection Committee from amongst the following:(a) 50% from substantively appointed Newsreel Cameraman and Photo Artists who have completed at least three years' service, as such, on the first day of the year of recruitment.(b) 50% from substantively appointed Film Librarian and Photographers who have completed three years service, as such, on the first day of the year of recruitment. |
| (2) Film Officer              |  |

- |                                |   |
|--------------------------------|---|
| (3) Photo Officer              |   |
| (4) Film Production Manager    |   |
| (5) Film Librarian             | By promotion through the Selection Committee from amongst Film Cataloguers and Photo Cataloguers who have completed three years' service, as such, on first day of the year of recruitment.   |
| (6) Newsreel Cameraman         | (a) 50% by direct recruitment through the Commission. (b) 50% by promotion through the Selection Committee from amongst substantively appointed Junior Newsreel Cameraman and Laboratory-in-charge who have completed three years' service, as such, on the first day of the year of recruitment.   |
| (7) Photographer               |   |
| (8) Photo Artist               | By direct recruitment through the Commission.   |
| (9) Film Cataloguer            | By direct recruitment through the Departmental Selection Committee. (a) 50% by direct recruitment through the Department Selection Committee. (b) 50% by promotion through the Selection Committee from amongst substantively appointed Bromide Printers who have completed three years' service, as such, on the first day of the year of recruitment. |
| (10) Photo Cataloguer          |   |
| (11) Junior Newsreel Cameraman |   |
| (12) Laboratory-in-charge      | By promotion through the Selection Committee from amongst substantively appointed Bromide Printers who have completed three years' service, as such, on the first day of the year of recruitment.   |
| (13) Bromide Printers          | By promotion through the Selection Committee from amongst substantively appointed Laboratory Assistants who have completed three years' service, as such, on the first day of the year of recruitment.  |
| (14) Laboratory Assistant      | By promotion through the Selection Committee from amongst substantively appointed Camera Coolies and Laboratory Boys.   |
| (15) Camera Collie             | By direct recruitment through the Department Selection Committee.   |
| (16) Laboratory Boy            |   |

## 6. Reservation.

- Reservation for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with order 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 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 of 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 qualification.

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

Posts	Qualification
(1)(2) Film CataloguerPhoto Cataloguer	(i) Must have passed the Intermediate Examinationof the Board of High School and Intermediate Education, UttarPradesh or an Examination recognised by the Government asequivalent thereto.
(ii) A Diploma or Degree in Library Science of arecognised University established by law in India or from anInstitution recognised by the Government.	
(3)(4) Newsreel CameramanPhotographer	(i) Must have passed the Intermediate Examinationof the Board of High School and Intermediate Education, UttarPradesh or an Examination recognised by the Government asequivalent thereto.

- |  |   |
|--|---|
| <p>(ii) Five years' experience to operate still and movie Cameras and Diploma or Degree in still or movie motionpicture photography from a University established by law in India or an Institution recognised by the Government.</p> <p>(iii) One year experience in still or movie motionpicture photography.</p>                          |   |
| <p>(5) Photo Artist</p> <p>(ii) A Diploma or Degree in Commercial or Graphic Art from any Institution recognised by the Government.</p> <p>(iii) At least one year experience as an Artist in any Government, semi-Government or reputed firm.</p> <p>(iv) Knowledge of finishing of negatives and enlargement and colouring translight.</p> | <p>(i) 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.</p> <p>(i) Must have passed the Uttar Pradesh High School Examination of the Board of High School and Intermediate Education or an Examination recognised by the Government as equivalent thereto.</p> |
| <p>(6) Junior Newsreel Cameraman.</p> <p>(ii) At least three years' experience to operate the still and movie camera in any Government, semi-Government or reputed firm.</p>   |   |
| <p>(7) Laboratory Roy</p> <p>(8) Camera Coolie</p>   | <p>(i) Must have passed Class VIII Examination.</p> <p>(ii) Must possess three years' experience in any Photo Laboratory.</p>   |

## 9. Preferential qualification.

- A candidate who has-(1)served in the Territorial Army for a minimum period of two years; or(2)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 twenty-one years and must not have attained the age of more than thirty-two years on the first day of the recruitment in which vacancies 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 year 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 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 an offence involving moral turpitude shall also be ineligible.

## **12. Marital status.**

- A male candidate who has more than one wife living or female candidate who has married a man already having a wife living shall be ineligible for the appointment to a post in the service :Provided that the Governor may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

## **13. Physical fitness.**

- No candidate shall be appointed to a post in the service unless he be in a 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 from Medical Board/Chief Medical Officer, as the case may be :Provided that a Medical Certificate of fitness shall not be required from a 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 year of recruitment as also the number of vacancies to be reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under Rule 6. The vacancies to be filled through the Commission shall be intimated to them. The vacancies to be filled directly through the Departmental Selection Committee shall be notified to the Employment Exchange. The appointing authority may also invite applications directly from the persons who have their names registered in

the Employment Exchange. For this purpose, the appointing authority shall issued an advertisement in a local daily newspaper besides pasting the notice for the same on the notice board. All such applications -shall be placed before the Selection Committee.

## **15. Procedure for direct recruitment through the Commission.**

(1)Application for being considered for selection shall be called by the Commission in the form published in the advertisement issued by the Commission.(2)The Commission shall, having regard to the need for securing due representation of the candidate belonging to the Scheduled Castes, Scheduled Tribes and other categories in accordance with Rule 6, call for interview such number of candidate who fulfil the requisite qualification as they consider proper.(3)The Commission shall prepare a list of candidates in order of their proficiency as disclosed by the marks obtained by each candidate in the interview. If two or more candidates obtain equal marks, the Commission shall arrange their names in order of merit on the basis of their general suitability for the service. The number of the names in the list shall be larger (but not larger by more than 25 per cent) than the number of the vacancies. The Commission shall forward the list to the appointing authority.

## **16. Procedure for direct recruitment through the Departmental Selection Committee.**

(1)For the purpose of direct recruitment, there shall be constituted a Departmental Selection Committee comprising-(i)appointing authority;(ii)an Officer belonging to Scheduled Castes or Scheduled Tribes, nominated by the District Magistrate, if the appointing authority does not belong to Scheduled Castes or Scheduled Tribes. If the appointing authority belongs to Scheduled Castes or Scheduled Tribes, an Officer other than belonging to Scheduled Castes or Scheduled Tribes to be nominated by the District Magistrate;(iii)two officers nominated by the appointing authority one of whom shall be an officer belonging to backward class. If such suitable officers are not available in his department, such suitable officers shall on the request of the appointing authority be nominated by the District Magistrate and on his failure to do so, by reason of non-availability of suitable officers, such officers shall be nominated by the Divisional Commissioner.(2)All the applications received under Rule 14 shall be placed before the Departmental Selection Committee. The Selection Committee shall scrutinize all the applications and shall, having regard to the need for securing due representation of the candidates belonging to Scheduled Castes, Scheduled Tribes and other categories in accordance with Rule 6, call for interview such number of candidates as have come up to the standard fixed by the Committee in this respect.(3)The Departmental Selection Committee shall prepare a list of candidates in order of proficiencies as disclosed by the marks obtained in the interview. If two or more candidates obtain equal marks, the Departmental Selection Committee shall arrange their names in order of merit on the basis of their general suitability for the post. The number of the names in the list shall be larger (but not larger by more than 25 per cent) than the number of vacancies. The Departmental Selection Committee shall forward the list to the appointing authority.

## **17. Procedure for recruitment by promotion through the Selection Committee.**

(1) Recruitment by promotion shall be made on the basis of seniority subject to the rejection of unfit through a Selection Committee comprising:

- (i) Director ... Chairman.
- (ii) Two officers of the Directorate not below the rank of Deputy Director to be nominated by the Director ... Members.

(2) The appointing authority shall prepare eligibility lists of the candidates in accordance with the Uttar Pradesh Promotion by Selection (on Post Outside the Purview of the Public Service Commission) Eligibility List Rules, 1986 and place the same before the Selection Committee along with their character rolls and such other record pertaining to them, as may be considered proper : Provided that while preparing eligibility lists under this sub-rule, where there are two or more different feeding cadres-(a) bearing different pay scales, the candidates belonging to the cadre bearing higher pay scale shall be placed higher in the eligibility lists; (b) bearing the same pay scale, the names of the candidates shall be arranged in the eligibility lists in order of the date of their substantive appointment in their respective cadres. (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 candidates also. (4) The Selection Committee shall prepare a list of selected candidates arranged 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.

## **18. Combined select list.**

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

## **Part VI – Appointment, Probation, Confirmation and Seniority**

### **19. Appointment.**

(1) Subject to provisions of sub-rule (2) the appointing authority shall make appointments by taking the names of the candidates in the order in which they stand in the lists prepared under Rule 15 or 16 or 17 or 18, 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 appointment shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with Rule 18. (3) If more than one order of appointment are issued in respect of any one selection, combined order shall also be issued, mentioning the name of the person 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 18.

## **20. Probation.**

(1) A person substantively appointed to a post in the Service shall be placed on probation for a period of two years. (2) The appointing authority may, for the reasons to be recorded, extend the period of probation in individual cases specifying the 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 circumstance 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 or has otherwise failed to give satisfaction, 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 purpose of computing the period of probation.

## **21. 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 is reported to be satisfactory; (b) his integrity is certified; and (c) the appointing authority is satisfied that he is otherwise fit for confirmation. (2) Where, in accordance with the provisions of Uttar Pradesh State Government Servants' Confirmation Rules, 1991, confirmation is not necessary, the order under sub-rule (3) of Rule 5 of these rules declaring that the person concerned has successfully completed the probation, shall be deemed to be the order of confirmation.

## **22. Seniority.**

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

## **Part VII – Pay, Etc.**

### **23. Scales of pay.**

(1) The scale of pay admissible to persons appointed to the various categories of posts in the service, whether in a substantive or officiating capacity or as a temporary measure, shall be such, as may be determined by the Government from time to time. (2) The scale of pay at the time of the commencement of these rules are given as follows:

Scale of Pay

Name  
of the  
Post

	Film	
1.	Distribution Officer	Rs. 2,000-60-2,300-E.B.-75-3,200
2.	Film Officer	Ditto.
3.	Photo Officer	Ditto.
4.	Film Librarian	Rs. 1,400-40-1,800-E.B.-50-2,300
5.	Newsreel Cameraman	Rs. 1,400-40-1,600-50-2,300-E.B.-60-2,600.
6.	Photographer	Rs. 1,400-40-1,800-E.B.-50-2,300.
7.	Photo Artist	Rs. 1,400-40-1,800-E.B.-50-2,400.Rs.1,400-40-1,600-50-2,300-E.B.-60-2,600
	Junior	
8.	Newsreel Cameraman	Rs. 1,200-20-1,560-E.B.-40-2,040.
9.	Laboratory Incharge	Ditto.
10.	Bromide Printer	Rs. 975-25-1,150-E.B.-30-1,660.
11.	Laboratory Asstt	Rs. 825-15-900-E.B.-20-1,200.
12.	Camera Coolie	Rs. 750-12-870-E.B.-14-940.
13.	Laboratory Boy	Ditto.
14.	Film Cataloguer	Rs. 1,200-30-1,560-E.B.-40-2,040.
15.	Photo Cataloguer	Ditto.
	Film	
16.	Production Manager	Rs. 2,000-60-2,300-E.B.-75-3,200.

(1) 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, has passed departmental examination and undergone training where prescribed, and second increment after two years' service when he has completed the probation period and is also confirmed :Provided that if the period of probation is extended on account of failure to give, satisfaction such extension shall not count for increment unless the appointing authority directs otherwise.(2)The pay during the probation of a person who was already holding a post under the Government, shall be regulated by

the relevant fundamental rules: Provided that if the period of probation is extended on account of failure to give satisfaction such extension shall not count for increment unless the appointing authority directs otherwise. (3) The pay during the probation of a person already in permanent Government service shall be regulated by the relevant rules applicable to Government servants generally serving in connection with the affairs of the State.

## **24. Criterion for crossing efficiency bar.**

- No person shall be allowed to cross 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 the 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, person 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 person appointed to the service caused 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 just and equitable manner : Provided that where a rule has been framed in consultation with the Commission that body shall be consulted before the requirements of the rule are dispensed with or relaxed.

### **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 of the Government issued from time to time in this regard. Appendix [See Rule 4(2)] Strength of Film Photo Unit

Sl. No.	Name of the post	Number of posts	Total
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## Permanent Temporary

1	2	3	4	5
1.	Film Distribution Officer	..	1	1
2.	Film Officer	2	..	2
3.	Photo Officer	..	2	2
4.	Film Librarian	1	..	1
5.	Newsreel Cameraman	4	8	12
6.	Photographer	5	7	12
7.	Photo Artist	1	..	1
8.	Film Cataloguer	1	..	1
9.	Photo Cataloguer	1	..	1
10.	Junior Newsreel Cameraman..	..	12	12
11.	Laboratory Incharge	1	1	2
12.	Bromide Printer	2	4	6
13.	Laboratory Assistant	3	3	6
14.	Camera Coolie	5	9	14
15.	Laboratory Boy	2	4	6
16.	Film Production Manager	1	..	1