

The U.P. District Offices (Collectorates) Ministerial Service Rules, 1980

UTTAR PRADESH

India

The U.P. District Offices (Collectorates) Ministerial Service Rules, 1980

Rule

THE-U-P-DISTRICT-OFFICES-COLLECTORATES-MINISTERIAL-SERVICE of 1980

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Part I – General

1. Short title and commencement.

(1)These rules may be called the Uttar Pradesh District Offices (Collectorates) Ministerial Service Rules, 1980.(2)They shall come into force at once.

2. Status of the Service.

- The Uttar Pradesh District Offices (Collectorates) Ministerial Service is a non-gazetted service comprising Group 'C' posts.

3. Definitions.

- In these rules, unless there is anything repugnant in subject or context:(a)'appointing authority' in the case of Office Superintendent means the Commissioner of the Division and in the case of all other posts means the District Officer of the District;(b)'Board' means the Board of Revenue, Uttar

Pradesh;(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)'Commissioner' means the Commissioner of a Division;(e)'Constitution' means the Constitution of India;(f)'District Officer' means the District Officer of a district;(g)'Government' means the State Government of Uttar Pradesh;(h)'Governor' means the Governor of Uttar Pradesh;(i)'Head of Department' means the Board of Revenue, Uttar Pradesh;(j)'Member of Service' means a person appointed in a substantive capacity under these rules or the rules or orders in force prior to the commencement of these rules to a post in the service; and(k)'Year of recruitment' means the 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 posts therein in each district shall be such as may be determined by the Governor from time to time.The strength of the service and of in each category of posts therein each district shall, until orders varying the. same are passed under sub-rule (1), be as given in Appendix I:Provided that-(1)the appointing authority may leave unfilled or the Governor may hold in abeyance may vacant post without thereby entitling any person to compensation; or(2)the Governor may create such additional, permanent or temporary posts from time to time as he may consider proper.

Part II – Recruitment

5. Sources of recruitment.

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

Category 'A'

Assistant Bill Clerk, Ahalmad, Naib Nazir(Grade II), Library Clerk, Assistant Routine Clerk, Assistant Revenue Clerk, Assistant Revenue Assistant (Grade III),Assistant English Record Keeper, Assistant Judicial Assistant(Grade III), Arms Forms-Keeper, Appeal Ahalmad, Assistant RecordKeeper, Arrangers, Weeders, Copyist, Assistant Local BodiesClerk, Syaha Navees, Suits Clerk, Judicial Moharrir, RevenueMoharrir, Kurk Amin, Assistant Record Keeper (Indexer), TownClerk, Typist, Land Acquisition Clerk, Assistant Excise Clerk,Stamp Clerk, Assistant Record Keeper (Revenue), Assistant RecordKeeper (Judicial), Despatcher, Assistant Record Keeper(Lekhpal), Political Pension Clerk, Local Bodies Clerk,Assistant Commissioner's Clerk, Cell Clerk, Junior Clerk,Assistant Session Clerk, Nazul Clerk, Assistant Moharrir(Judicial), Embossing Clerk, Junior Clerk, Freedom FightersClerk, Complaints Clerk, Assistant General

By direct recruitment and promotion of Group'D' employees in accordance with the provisions of theSubordinate Offices Ministerial Staff (Direct Recruitment)Rules, 1975 as amended from time to time:

Clerk, Small Saving Clerk Honorary Court. Clerk, Auction Clerk, Suits Clerk, (Grade II), Land Record Clerk, Mutation Clerk, Assistant Record Keeper, Teleprinter Operator, Assistant Vasil Baqi Navis, Ceiling Clerk, Assistant Chief Revenue Accountant, Agriculture Income Tax Clerk, Government State Clerk, Moneylending Clerk, Finance and Revenue Clerk, Mela Clerk, Assistant Suits Clerk, Zildar Government Estate and any other ministerial post in the scale of pay Rs. 200-320.

Provided that subject to the provision of Rule 6 where paid Apprentices were enlisted before the commencement of these Rules in accordance with the G.O. No. B-2876/IB-149-B/59, dated August 16, 1961, they shall, if available, be considered for appointment to the post in Category 'A' before appointments are made by direct recruitment and promotion.

Category 'B'

Bill Clerk, Routine Clerk, Judicial Record Keeper, Arms Clerk, Excise Clerk, Naib Nazir, Local Bodies Clerk (Grade I), Stamp Clerk, Assistant Judicial Clerk (Grade II), Assistant Revenue Assistant (Grade II), Land Acquisition Clerk, Peshkar, General Clerk Senior, Senior Clerk (Freedom Fighters), Assistant English Record Keeper) Sub-divisional Clerk, National Savings Scheme Clerk, Calamity Clerk, Land Records Peshkar, Record Keeper, Establishment Clerks, Flood Clerk, Suits Clerk (Grade I), Head Operator Teleprinter, Wasil Baqi Navis, Mines Clerk, Ceiling Clerk, Z.A.G. Clerk, Senior Accounts Clerk, Nazul Clerk and any other ministerial post in the scale of pay Rs. 230-385.

By promotion from amongst the permanent incumbents of the posts mentioned in category 'A';

Provided that for promotion to the post of Head Teleprinter Operator a candidate having the minimum speed of 40 words per minute in English Typewriting shall be given preference.

Category 'C'

Enquiry Clerk in the scale of pay of Rs. 250-425.

By Promotion in from amongst the permanent incumbents of the posts mentioned in Category 'B'

Category 'D'

Senior Assistant which term includes Nazir, Judicial Assistant, Revenue Assistant, Revenue Record Keeper, English Record Keeper, Chief Revenue Accountants and any other ministerial post in the scale of pay Rs. 280-460,.

By promotion from amongst the permanent incumbents of the posts mentioned in Category 'B' and 'C' above.

Notes - (1) For the purpose of promotion to the posts in Category 'D' a combined seniority list shall be prepared by arranging the name of Enquiry Clerk and thereafter the names of persons holding

the posts in Category 'B', in order of seniority.(2)Where a person is selected both for the posts in Category 'C' and 'D', the post in Category 'D' shall be first offered to the person in order of seniority. Category 'E'

Office
Superintendent (in
the pay scale of Rs.
450-700).

By promotion from
amongst the
permanentincumbents
of the posts in
Category 'D'

Category 'F'

(i) Stenographer-Grade II
(in the scale of Rs.
250-425).

By direct recruitment.

(ii) Stenographer-Grade I
(in the scale of Rs.
300-500).

By promotion from amongst the
permanentStenographers in the
scale of Rs. 250-425. If suitable
personsare not available for
promotion the post may be filled
up bydirect recruitment.

6. Reservation.

- Reservation for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories, shall be made, in accordance with the orders of the Government in force at the time of the recruitment.

Part IV – Qualification

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, Ceylon or any of the East African countries of Kenya, Uganda and 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 qualifications.

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

Post	Qualification
1. For the posts in category 'A'	As prescribed in the Subordinate Offices Ministerial Staff (Direct Recruitment) Rules, 1975 : Provided that in the case of the post of Typist, a candidate must also possess a minimum speed of 26 words per minute in Hindi typewriting : Provided further that for the post of Teleprinter Operator a candidate must also possess a minimum speed of 40 words per minute in English typewriting.
2. Stenographer (Grade I or II)	(i) Intermediate Examination of the Board of High School and Intermediate Education, Uttar Pradesh or an examination recognised by the Governor as equivalent thereto; and (ii) a minimum speed of 80 words per minute in Hindu shorthand and 30 words per minute in Hindi typewriting.

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 the National Cadet Corps shall other things being equal, be given preference in the matter of direct recruitment.

10. Age.

(1) A candidate for direct recruitment to the posts in category 'A' must be within the age-limits prescribed in the Subordinate Offices Ministerial Staff (Direct Recruitment) Rules, 1975. (2) A candidate for direct recruitment to the posts of Stenographer must have attained the age of 21 years and must not have attained the age of more than 30 years on January 1 of the year in which recruitment is to be made if the posts are advertised during the period January 1 to June 30 and on July 1 if the posts are advertised during the period July 1 to December 31: 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 the point. Note. - Person 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 an 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 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 posts 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 and contained in Chapter III of the Financial Handbook, Volume II, Part III : 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 and notify to the Secretary of the District Selection Committee of the Employment Exchange, as the case may be in accordance with the rules and orders for the time being in force, 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 and other categories under Rule 6.

15. Procedure for direct recruitment to the posts in Category 'A'.

- Direct recruitment to the post mentioned in Category 'A' in Rule 5 shall be made in accordance with the procedure laid down in the Subordinate Offices Ministerial Staff (Direct Recruitment) Rules, 1979, as amended from time to time.

16. Procedure for direct recruitment to the post of Stenographer.

(1) For the purpose of direct recruitment to the posts of stenographer, there shall be constituted a Selection Committee comprising-(i) the District Officer of the District; (ii) two other officers of the District not below the rank of Deputy Collector to be nominated by the District Officer. (2) The Selection Committee shall scrutinize the application and require the eligible candidates to appear in

a competitive test and interview. Note. - The syllabus and procedure for competitive test is given in Appendix II. (3) After the marks, obtained by the candidate in the written test, have been tabulated, the Selection Committee shall, having regard to the need for securing due representation of the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories in accordance with Rule 6, call for interview such number of candidates as on the result of the written test, have come up to the standard fixed by the Committee in this respect. The marks awarded to each candidate in the interview, shall be added to the marks obtained by him in the written test. (4) The Selection Committee shall prepare a list of candidates in order of merit, as disclosed by the aggregate of marks obtained by them in the written test and interview. If two or more candidates obtain equal marks, the candidates obtaining higher marks in the written test shall be placed higher. The number of names in the list shall be larger (but not larger by more than 25 per cent than the number of vacancies).

17. Procedure for recruitment by promotion to the posts other than the posts of Office Superintendent.

(1) Recruitment to the posts of Category 'B', 'C' and 'D' and Stenographer, Grade I mentioned in Rule 5, shall be made on the basis of seniority subject to the rejection of the unfit through the Selection Committee constituted under Rule 16 (1). (2) The appointing authority shall prepare category wise eligibility lists of the candidates arranged in order of seniority and place the list before the Selection Committee along with their character rolls and such records pertaining to them as may be considered proper. (3) The Selection Committee shall consider the cases of candidates on the basis of character rolls and records referred to in sub-rule (2) and if it considers necessary it may also interview the candidates. (4) The Selection Committee shall prepare a list of selected candidates arranged in order of seniority and forward the same to the appointing authority.

18. Procedure for recruitment to the posts of Office Superintendent.

(1) Recruitment to the post of Office Superintendent in a District Office shall be made by promotion from amongst the permanent assistants of Category 'D' of that office on the basis of seniority subject to the rejection of the unfit in the manner laid down hereinafter by a Selection Committee consisting of: (i) the Commissioner of the Division, (ii) the District Magistrate of the District where the vacancy has occurred, and (iii) one other senior officer not below the rank of Additional District Magistrate to be nominated by the Commissioner of the Division. (2) For recruitment to the post of Office Superintendent the Commissioner shall call for the names of the five senior most assistants of Category 'D' of the District where the vacancy is expected to occur. The names shall be arranged in order of seniority on the basis of dates of confirmation in the grade and selection by the Selection Committee shall be made from the list so prepared. (3) The list along with the character rolls of the persons included in it and such other records pertaining to them as may be considered proper shall be placed before the Selection Committee. (4) The Selection Committee shall consider the cases of candidates on the basis of the character rolls and record referred to in sub-rule (3) and, if it considers necessary, may also interview the candidates. (5) The Selection Committee shall forward the names of the selected candidate to the appointing authority.

Part VI – Appointment, Probation, Confirmation and Seniority

19. Appointment.

(1) On the occurrence of substantive vacancies, the appointing authority shall make appointments by taking candidates in the order in which they stand in the list prepared under Rules 15, 16, 17 and 18 as the case may be. (2) The appointing authority may make appointments in temporary and officiating vacancies also from the lists referred to in sub-rule (1). If no candidate borne on these lists is available he may make appointment in such vacancies from amongst the persons eligible for appointment under these Rules, provided that such appointment in the posts included in Category 'A' shall not be made for a period exceeding six months or till the next selection whichever is earlier and in the remaining posts it shall not last for a period exceeding one year or till the next selection whichever is earlier.

20. Probation.

(1) A person on appointment to a post in the Service in or against a substantive vacancy 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 date up to which the extension is granted: Provided that save for exceptional reasons period of probation shall not be extended for more than one year and in no circumstances beyond the list of two years. (3) If it appears to the appointing authority at any time during or at the end of the period of probation or the 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 an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of commuting the period of probation.

21. Confirmation.

- 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, (b) his integrity is certified, and (c) the appointing authority is satisfied that he is otherwise fit for confirmation.

22. Seniority.

(1) Seniority in any category of posts in the Service shall be District wise. (2) Seniority in any category of posts in the service shall be determined from the date of order of substantive appointment and where two or more persons are appointed together from the order in which their names are arranged in the appointment order : Provided that -(i) the inter se seniority of persons directly

appointed to the Service shall be the same as determined at the time of selection.(ii)the inter se seniority of persons appointed to the Service by promotion shall be the same as it was in the substantive post held by them at the time of promotion.Notes. - (i) Where the appointment order specifies a particular back date with effect from which a person is appointed substantively that date will be deemed to be the date of order of substantive appointment. In other cases it will mean the date of issue of the order.(ii)A candidate recruited directly may lose his seniority if he fails to join without valid reason when vacancy is offered to him. The decision of the appointing authority as to the validity of reasons will be final.

Part VII – Pay Etc.

23. Scales of pay.

(1)The scales 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 scales of pay in force at the time of the commencement of these rules are as follows :

Names of the Posts	Scale of Pay*
1. Posts mentioned in Category 'A' in Rule 5	Rs. 200-5-250-E.B.-6-280-E.B.-8-320.
2. Posts mentioned in Category 'B' in Rule 5	Rs. 230-6-290-E.B.-9-335-E.B.-10-385.
3. Posts mentioned in Category 'C' in Rule 5	Rs. 250-7-285-E.B.-9-375-E.B.-10-425.
4. Posts mentioned in Category 'D' in Rule 5	Rs. 280-8-296-9-350-E.B.-10-440-E.B.-12-460.
5. Office Superintendent	Rs. 450-25-575-E.B.-25-700.
6. Stenographer Grade I	Rs. 300-8-324-9-360-E.B.-10-400-E.B.-12-500.
7. Stenographer Grade II	Rs. 250-7-285-E.B.-9-375-E.B.-10-425.

* For latest pay scale please see current G.O.

24. Pay during probation.

(1)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 the Departmental Examination and undergone training where prescribed, and the second increment after two years' service when he has completed the period of probation 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 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 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 State.

25. Criteria for crossing efficiency bar.

(1) No person holding any of the posts mentioned in Category 'A' in Rule 5 shall be allowed to cross-(i) the first efficiency bar unless his work and conduct have been found to be satisfactory, he possesses a minimum speed of 20 words per minute (25 words per minute in the case of English typists) in Hindi typewriting and his integrity is certified; (ii) the second efficiency bar unless he has worked with diligence and distinct ability, he possesses a minimum speed of 20 words per minute (25 words per minute in the case of English typists) in Hindi typewriting and unless his integrity is certified. (2) No person holding any of the posts mentioned in Category 'B' in Rule 5 shall be allowed to cross-(i) the first efficiency bar unless his record of service shows that he has worked steadily with distinct ability and strict honesty and unless his integrity is certified; (ii) the second efficiency bar unless it is found that he is well acquainted with rules and regulations and he has worked with diligence and intelligence and unless his integrity is certified. (3) No person holding any of the posts mentioned in Category 'C' and 'D' in Rule 5 shall be allowed to cross-(i) the first efficiency bar unless he has worked with efficiency and has knowledge of departmental Rules Manuals, Pension Rules and Financial Rules and unless his integrity is certified; (ii) the second efficiency bar unless it is found that he is well acquainted with all departmental rules relating to financial matters and that he is able to put up good notes and drafts and unless his integrity is certified. (4) No Office Superintendent shall be allowed to cross the efficiency bar unless his work and conduct during the last five years have been found to be satisfactory, his integrity is certified and it is certified that his control over the staff of the office was adequate and that he has capacity to super wise the work properly. (5) No stenographer in either of the two scales of pay shall be allowed to cross-(i) the first efficiency bar unless the officer with whom he is attached certified that his work and conduct as a stenographer have been satisfactory and unless his integrity is certified; (ii) the second efficiency bar unless his record of service shows that he has worked steadily with distinct ability and strict honesty and unless his integrity is certified.

Part VIII – Other Provisions

26. Canvassing.

- No recommendation, 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.

27. Transfers.

- Transfer from one post to another in the same office shall be made by the District Officer. Transfer from one district to another in the same Division may be made by the Commissioner. Transfer from one Division to another may be made by the Board of Revenue or by mutual arrangement between the Commissioners of the concerned divisions with the approval of the Board of Revenue. In making

these transfers the general policy laid down by the Government from time to time shall be followed.

28. Regulation of other matters.

- In regard to matters not specifically covered by the rules or by 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.

29. 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 this service causes undue hardship in any particular case it may, notwithstanding anything contained in the rules applicable to his 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.

30. Saving.

- Notwithstanding in these rules shall affect reservations and other concessions required to be provided for 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 I (See Rule 4) Statement showing the number of posts in each category, in the ministerial Establishment of District (Collectorates) Office as on 1st January, 1978 Categories of posts (See Note below)

Name of District	Temporary	Category 'A'		Category 'B'		Category 'C'	
		No. of posts	Permanent	No. of posts	Temporary	No. of posts	Permanent
		1	2	3	4	5	6
1.	Saharanpur	16	84	2	22
2.	Muzaffamagar	18	96	3	17
3.	Meerut	5	104	...	22	...	1
4.	Bulandshahr	16	99	2	16
5.	Ghaziabad	50	27	12	6
6.	Bijnor	1	52	1	12
7.	Aligarh	18	116	6	23
8.	Mathura	10	84	2	22
9.	Agra	16	99	8	24	...	1
10.	Mainpuri	2	51	1	14	6	...

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11.	Etah	6	54	2	11
12.	Bareilly	16	94	4	20	...	1
13.	Budaun	3	87	1	17
14.	Shahjahanpur	11	82	2	19
15.	Pilibhit	12	52	2	15
16.	Moradabad	12	111	4	24
17.	Rampur	3	62	...	13
18.	Farrukhabad	8	89	2	18
19.	Etawah	13	72	2	17
20.	Kanpur	16	146	5	29	...	1
21.	Fatehpur	14	71	2	18
22.	Allahabad	61	137	8	30	...	1
23.	Jhansi	24	55	5	15
24.	Lalitpur	13	18	4	3
25.	Jalaun	16	61	2	17
26.	Hamirpur	38	68	6	is
27.	Banda	8	60	...	14
28.	Varanasi	26	77	6	15	...	1
29.	Mirzapur	10	41	3	13
30.	Jaunpur	35	92	4	18
31.	Ghazipur	15	95	3	21
32.	Ballia	25	78	2	15
33.	Gorakhpur	22	130	5	24	...	1
34.	Basti	16	132	2	11
35.	Azamgarh	16	104	...	16
36.	Deoria	5	96	5	18
37.	Lucknow	48	85	13	21	...	1
38.	Unnao	28	79	2	18
39.	Rao Bareili	17	69	2	18	5	...
40.	Sitapur	36	86	5	16
41.	Hardoi	18	89	3	17
42.	Kheri	9	29	4	11
43.	Faizabad	43	81	4	17	...	1
44.	Gonda	32	91	2	17
45.	Bahraich	24	68	4	14
46.	Sultanpur	45	77	2	16
47.	Pratapgarh	18	60	2	14"

48.	Bara Banki	2	86	2	17
49.	Naini Tal	36	60	10	23
50.	Almora	4	54	1	12
51.	Pithoragarh	17	35	5	9
52.	Chamoli	5	25	2	8
53.	Uttar Kashi	8	18	2	5
54.	Tehri-Garhwal	11	34	5	10
55.	Garhwal	17	46	1	12
56.	Dehra Dun	7	41	2	16

Category 'D' Category 'E' Category 'F'

No. of posts No. of posts No. of Posts
Total

Temporary	Permanent	Temporary	Permanent	Temporary	Permanent	Total
7	8	9	10	11	12	13
...	6	...	1	5	1	137
...	6	...	1	5	1	147
...	6	...	1	5	1	145
...	6	...	1	5	1	146
6	...	1	102
...	6	...	1	...	1	77
...	6	1	1	7	1	178
...	6	...	1	5	1	131
...	6	...	1	7	1	162
...	5	...	1	...	1	81
...	5	...	1	5	...	84
...	6	...	1	6	...	149
...	5	...	1	6	1	121
...	6	...	1	5	1	127
...	6	...	1	4	1	93
...	6	...	1	7	1	166
...	6	...	1	6	1	92
...	6	...	1	4	1	129
...	6	...	1	5	1	115
...	6	...	1	7	2	213
...	6	...	1	5	1	117
...	6	...	1	2	11	257
...	6	...	1	6	1	113

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3	...	1	..	4	...	46
...	6	...	1	1	5	109
...	6	...	1	6	1	144
...	5	...	1	5	1	94
...	5	...	1	8	1	135
...	5	...	1	4	1	78
...	6	...	1	6	1	163
...	6	...	1	5	1	149
...	6	...	1	3	...	131
...	6	...	1	5	2	196
...	5	...	1	8	1	176
...	5	...	1	7	1	150
...	6	...	1	...	1	132
...	6	...	1	7	1	182
...	8	...	1	5	1	142
...	6	...	1	...	1	120
...	6	...	1	6	1	157
...	6	...	1	5	1	140
...	6	...	1	1	4	65
...	6	...	1	5	1	159
...	6	...	1	5	1	155
...	6	...	1	5	1	113
...	6	...	1	5	1	153
...	6	...	1	4	1	116
...	6	...	1	5	1	120
...	6	...	1	7	3	146
...	5	...	1	4	1	8
...	6	...	1	6	1	80
1	5	...	1	4	1	52
2	4	...	1	5	2	47
...	7	...	1	4	1	72
...	6	...	1	3	1	87
...	7	...	1	3	1	78

Note. - Posts which are to be shown in each category are indicated in the Annexure, please ensure that there is no mistake in this respect. Appendix II(See Rule 16) Syllabus of competitive test for recruitment to the posts of Stenographers

1. The competitive test shall consist of a written test and interview.

2. The subjects of the test and the maximum marks on each subject shall be as follows:

(a) Written test-	Marks
(i) A test in Hindi Stenographer 100
(ii) A test in Hindi Typewriting 50
(iii) A short essay test in Hindi and English Composition 50
(b) Interview-	
(i) Personality 25
(ii) General knowledge and suitability for the post 25

3. (a) The test in stenography shall consist of a dictation in Hindi for 5 minutes at the rate of 80 words per minute. One hour will be allowed for transcribing and typing the shorthand record of the dictation. The passage will be selected with a view to testing the candidates not only on their speed in stenography but also in their knowledge of good Hindi. No candidate will be considered to have qualified for employment whose percentage of errors in the test exceeds five.

(b) Test in Hindi and English composition shall consist of a written examination for which one hour will be allowed and candidate will be required to write a letter or a short essay on a subject of general interest.