

# **The U.P. Secondary Education Services Selection Board Rules, 1998**

UTTAR PRADESH

India

## **The U.P. Secondary Education Services Selection Board Rules, 1998**

### **Rule**

### **THE-U-P-SECONDARY-EDUCATION-SERVICES-SELECTION-BOARD-RULES-1998**

- Published on 13 July 1998
- Commenced on 13 July 1998
- [This is the version of this document from 13 July 1998.]
- [Note: The original publication document is not available and this content could not be verified.]

The U.P. Secondary Education Services Selection Board Rules, 1998Published Vide Notification No. 3271 /15-7-1(26)-94, dated 13.7.1998.Last Updated 6th July, 2019In exercise of the powers conferred by Section 35 of the Uttar Pradesh Secondary Education Services Selection Board Act, 1982 (U.P. Act No. 5 of 1982), the Governor is pleased to make the following rules :

## **Part I – General**

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

. - (1) These rules may be called the Uttar Pradesh Secondary Education Services Selection Board Rules, 1998.(2)They shall come into force from the date of their publication in the Gazette.

### **2. Definitions**

. - In these rules, unless there is anything repugnant in the subject or context -(a)"Act" means the Uttar Pradesh Secondary Education Services Selection Board Act, 1982;(b)"joint Director" means the Joint Director of Education, in charge of a region;(c)"Section" means a section of the Act;(d)"Substantive Appointment" means an appointment, not being an ad hoc appointment, on the post of a teacher made in accordance with the provisions in the Act and the rules thereunder and includes the appointments regularised under Section 33-A or 33-B or 33-C;(e)"Vacancy" means a vacancy arising out as a result of death, retirement, resignation, termination, dismissal or removal of a teacher or creation of new post or appointment or promotion of the incumbent to any higher

post in a substantive capacity.

## **Part II – Qualifications**

### **3. Nationality**

. - A candidate for direct recruitment to a post of teacher must be -(a)a citizen of India; or(b)a Tibetan refugee who came over to India before the 1st day of 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 certificate of eligibility issued 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 the interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

### **4. Age**

. - A candidate for direct recruitment to a post of teacher must have attained the age of twenty-one years on the first day of July of the calendar year in which the vacancies are advertised by the Board or by the Joint Director, as the case may be.

### **5. Academic qualifications**

. - A candidate for appointment to a post of teacher must possess qualifications specified in Regulation 1 of Chapter II of the Regulations made under the Intermediate Education Act, 1921.

### **6. Character**

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

## **7. 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 the post of a teacher :Provided that the State Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.

## **8. Physical fitness**

. - (1) No candidate shall be eligible for appointment to the post of a teacher 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 :Provided that a blind person shall not be ineligible for appointment to the post of a teacher for the subject of Music.(2)Before a candidate is finally selected for appointment he shall be required by (lie Board to produce a medical certificate of fitness from the Medical Officer of any Government Hospital or Primary Health Centre :Provided that a medical certificate of fitness shall not be required from a candidate to be recruited by promotion.

## **9. Bar to appoint a male candidate in a girls' institution**

. - No male candidate shall be eligible for appointment to the post a teacher in a girls' institution :Provided that nothing contained in this rule shall apply to -(a)a candidate already working as a confirmed teacher in a girls' institution for appointment by promotion to a higher post of teacher, other than the post of head of institution in the same institution; or(b)a blind candidate for appointment as a teacher for the subject of Music :Provided further that when a suitable lady candidate is not available for appointment to the post of a teacher other than the post of head of institution, or for any other sufficient reason the Board is satisfied that it is expedient in the interest of the students so to do, it may select a male candidate for such post :Provided also that before selecting a male candidate in accordance with the preceding proviso, the Board may obtain and consider the views of the Management of the institution concerned and the Joint Director.

## **Part III – Procedure For Recruitment**

### **10. [ Source of recruitment. [Substituted by Notification No. 607/15-5-2019-1604(30)-2017, dated 18.2.2019.]**

- Teachers will be recruited in different categories through following sources -(a)Principal of an Intermediate College or Headmaster of a High School -(i)By direct recruitment -(b)Teachers of lecturers grade -(i)50 per cent by direct recruitment;(ii)50 per cent by promotion from amongst substantively appointed teachers of the trained graduate grade.(c)Teachers of Trained Graduate category by direct recruitment -Provided that such intermediate colleges and high schools where attached primary teachers are receiving salary under provisions of the Uttar Pradesh High School and Intermediate Colleges (payment of Salaries of Teachers and other employees) Act, 1971, 75 per cent of the posts will be filled by direct recruitment and the rest of the 25 per cent of the posts will be

filled through promotion of those trained graduate teachers of attached primary section who have completed satisfactory services of five years: Provided further that where there is no eligible candidate available for recruitment through promotion in any recruitment year, the posts may be filled through direct recruitment: Provided also that while calculating the percentage of different posts under the same recruitment, if a fraction occurs, the fraction of direct recruitment will be excluded and the fraction of posts to be filled through promotion will be increased by one to create one post. (d) Teachers of attached primary section cent per cent by direct recruitment. Note. - For the recruitment of the teachers of attached primary section, the minimum qualification shall be in accordance with National Council for Teacher Education. Recruitment will be excluded and the fraction of posts to be filled through promotion will be increased by one to create one post.]

## 11. Determination and notification of vacancies

. - (1) For the purposes of direct recruitment to the post of teacher, the Management shall determine the number of vacancies in accordance with sub-section (1) of Section 10 and notify the vacancies through the Inspector, to the Board in the manner hereinafter provided. (2)(a) The statement of vacancies for each category of posts to be filled in by direct recruitment including the vacancies that are likely to arise due to retirement on the last day of the year of recruitment, shall be sent in quadruplicate, in the pro forma given in Appendix "A" by the Management to the Inspector by July 15 of the year of recruitment and the Inspector shall, after verification from the record of his office, prepare consolidated statement of vacancies of the district subjectwise in respect of the vacancies of lecturer grade, and group wise in respect of vacancies of Trained graduates grade. The consolidated statement so prepared shall, along with the copies of statement received from the Management, be sent by the Inspector to the Board by July 31 with a copy thereof to the Joint Director : Provided that if the State Government is satisfied that it is expedient so to do, it may, by order in writing, fix other dates for notification of vacancies to the Board in respect of any particular year of recruitment : Provided further that in respect of the vacancies existing on the date of the commencement of these rules as well as the vacancies that are likely to arise on June 30, 1998, the Management shall, unless some other dates are fixed under the preceding proviso, send the statement of vacancies by July 20, 1998 to the Inspector and the Inspector shall send the consolidated statement in accordance with this sub-rule to the Board by July 25, 1998. Explanation. - For the purposes of this sub-rule the word 'groupwise' in respect of the Trained graduates grade means in accordance with the following groups, namely :

- |                        |   |
|------------------------|---|
| (a) Language           | This group consists of the subjects of Hindi, Sanskrit, Urdu, Persian and Arabic; |
| (b) Science            | This group consists of the subjects of Science and Mathematics;                   |
| (c) Art and Craft      |   |
| (d) Music              |   |
| (e) Agriculture        |   |
| (f) Home Science       |   |
| (g) Physical Education |   |

- (h) General This group consists of the subjects not covered in any of the foregoing groups.
- (b) With regard to the post of Principal or Headmaster, the Management shall also forward the names of two senior-most teachers, along with copies of their service records (including character rolls) and such other records or particulars as the Board may require, from time to time. Explanation. - For the purpose of this sub-rule "senior-most teacher" means the senior-most teacher in the post of the highest grade in the institution, irrespective of total service put in the institution. (3) If, after the vacancies have been notified under sub-rule (2), any vacancy in the post of a teacher occurs, the Management shall, within fifteen days of its occurrence, notify to the Inspector in accordance with the said sub-rule and the Inspector shall within ten days of its receipt by him send it to the Board. (4) Where, for any year of recruitment, the Management does not notify the vacancies by the date specified in sub-rule (2) or fails to notify them in accordance with the said sub-rule, the Inspector shall on the basis of the record of his office, determine the vacancies in such institution in accordance with sub-section (1) of Section 10 and notify them to the Board in the manner and by the date referred to in the said sub-rule. These vacancies to the Board under this sub-rule shall be deemed to be notified by the Management of such institution.

## 12. Procedure for direct recruitment

- . - [(1) The Board shall, in respect of the vacancies to be filled by direct recruitment, advertise the vacancies including those reserved for candidates belonging to Scheduled, Castes, Scheduled Tribes, Other Backward Classes and other reserved categories as applicable to Government service from time to time, in at least two daily newspapers, having wide circulation in the State; and call for the applications through online or offline (OMR Application form) or both for being considered for selection in the Pro-forma published in the advertisement. The pro-forma of the application shall be on OMR sheet which shall be sold through Nationalized bank or post office. for the post of Principal of an Intermediate college or the Headmaster of a High School, the name and place of the institution shall also be mentioned in the advertisement and the candidates shall be required to give the choice of not more than three institutions in order of preference for any particular institution or institutions and for no other institution, he may mention the fact in his application.] [Substituted by Notification No. 2079/XV-12-2014-1604 (10)-2005, dated 8.9.2014] (2) [The Board shall scrutinize the applications and in respect of the post of teacher in Lecturers, Trained graduate grade and attached primary section shall conduct written examination. The written examination shall consist of one paper of general aptitude test of two hours, based on the subject. The centres for conducting written examination shall be fixed in district headquarters only and the investigators shall be paid honorarium at such rate as the Board may like to fix.] [Substituted by Notification No. 607/15-5-2019-1604(30)-2017, dated 18.2.2019.] (3) The Board shall evaluate the answer sheets through examiner to be appointed by the Board or through Computer and the examiner shall be paid honorarium at the rate to be fixed by the Board. (4) [The Board shall prepare list for posts of Lecturers on the basis of marks obtained in the written examination and marks for special merits as follows - (a) 85 per cent marks on the basis of written examination; (b) 10 per cent marks on the basis of interview which shall be divided in the following manner namely - (i) 4% marks on the basis of general knowledge; (ii) 3% marks on the basis of personality test; (iii) 3% marks on the basis of ability of expression. (c) 5 per cent marks on the basis of following special merits, namely - (i) 2% marks for having Doctorate Degree; (ii) 2% marks for having Master of Education (M.Ed.) degree; (iii) 1 % marks

for Bachelor of Education (B.Ed.) degree; Provided that no marks under this clause shall be awarded to a candidate who has obtained marks under sub-clause (ii); (iv) 1% marks for the participation in any national level sports competition through State team.]

## **5. The Board shall in respect to the selection for the post of Head Master and Principals, allot the marks in the following manner :-**

(i) 60% marks on the basis of quality points specified in Appendix 'D'. (ii) 16% marks for having experience more than the required experience in the manner that 1% marks shall be awarded for each year of such experience, subject to a maximum of 16% marks. (iii) 2% marks for research paper published in reputed journals in the manner that 1/2% marks shall be allotted for each research paper subject to maximum 2% marks. (iv) 7% marks for having Doctorate degree or 3% for Master of Education (M.Ed.) provided that only one degree shall be considered under this clause. Note. - For the purpose of calculating experience the service rendered as Head Master of Junior High Schools or as assistant teacher in a High School/Intermediate College shall be counted in the case of selection of Head Master and for selection of Principal, the service rendered as Head Master of a High School or as a lecturer shall only be counted. (v) The Board shall hold interview of the candidates and 15% marks shall be allotted for interview. Marks in the interview shall be divided in the following manner :- (a) 6% marks on the basis of subject/general knowledge; (b) 4% marks on the basis of personality test; (c) 5% marks on the basis of ability of expression. (6) The Board, having regard to the need for securing due representation of the candidates belonging to the Scheduled Castes/Scheduled Tribes and Other Backward Classes of citizens in respect of the post of teacher in Lecturers and Trained graduates grade, call for interview such candidates who have secured the maximum marks under sub-clause (4) above/and for the post of Principal/Headmaster, call for interview such candidates who have secured maximum marks under sub-clause (5) above in such manner that the number of candidates shall not be less than three and not more than five times of the number of vacancies : Provided that in respect of the post of the Principal or Headmaster of an Institution, the Board shall also in addition call for interview two seniormost teachers of the Institution whose names are forwarded by the Management through Inspector under clause (b) of sub-rule (2) of Rule 11.

## **7. [ The marks obtained in the quality points as referred to in sub-rule (5) by the eligible candidates shall not be disclosed to the members of the interview board.] [Substituted by Notification No. 5089/XV-7-2001-(26)-94 dated 7.8.2001, published in the U.P. Gazette, Extraordinary, Part 4, Section (kha) dated 7.8.2001.]**

(8) The Board then, for each category of post, prepare panel of those found most suitable for appointment in order of merit as disclosed by the marks obtained by them after adding the marks obtained under sub-clause (4) or sub-clause (5) above, as the case may be, with the marks obtained in the interview. The panel for the post of Principal or Headmaster shall be prepared institution-wise after giving due regard to the preference given by a candidate, if any, for appointment in a particular institution whereas for the posts in the lecturers and trained graduates

grade, it shall be prepared subject-wise and group-wise respectively. If two or more candidates obtain equal marks, the name of the candidate who has higher quality points shall be placed higher in the panel and if the marks obtained in the quality points are also equal, then the name of the candidate who is older in age shall be placed higher. In the panel for the post of Principal or Headmaster, the number of names shall be three times of the number of the vacancy and for the post of teachers in the Lecturers and Trained graduate grade, it shall be larger (but not larger than twenty-five per cent) than the number of vacancies. Explanation. - For the purposes of this sub-rule the word 'group-wise' means in accordance with the groups specified in the Explanation to sub-rule (2) of Rule 11.(9)[ In the case of Lecturer grade, the Board shall at the time of interview after showing the lists of institutions which have notified the vacancy to it, require the candidates to give, if she/he so desires, the choice of not more than five, such institutions in order of preference where if selected, he/she may wish to be appointed and in the case of teachers in trained Graduate grade and attached primary teachers such choices shall be given to candidates after preparation of merit list on the basis of written examination by the board.] [Substituted by Notification No. 607/15-5-2019-1604(30)-2017, dated 18.2.2019](10)The Board shall after preparing the panel in accordance with sub-rule (8), allocate the institutions to the selected candidates in respect of the posts of teachers in Lecturers and Trained graduates grade in such manner that the candidate whose name appears at the top of the panel shall be allocated the institution of his first preference given in accordance with sub-rule (9). Where a selected candidate cannot be allocated any of the institutions of his preference on the ground that the candidates placed higher in the panel have already been allocated such institutions and there remains no vacancy in them, the Board may allocate any institution to him as it may deem fit.(11)The Board shall forward the panel prepared under sub-rule (8) along with the name of the institution allocated to selected candidates in accordance with sub-rule (10) to the Inspector with a copy thereof to the Joint Director and also notify them on its notice board.

### **13. Intimation of names of selected candidates**

. - [(1) The Inspector shall within 10 days of the receipt of the panel and the allocation of institution under Rule 12, -(i)notify it on the notice board of his office;(ii)intimate the name of selected candidate to the Management of the institution which has notified the vacancy, with the direction that, on authorization under resolution of the management, an order of appointment in the proforma given in Appendix "E" be issued to the candidate by registered post within 15 days of the receipt of the order or within such extended time, as may be allowed to him by the management, and also intimating him that on his failure to join within the specified time, his appointment will be liable to be cancelled;(iii)send an intimation to the candidate, referred to in clause (ii), with the direction to report to the Manager within fifteen days of the receipt of the order of appointment by him from the Manager or within such extended time as may be allowed to him, by the Management.(2)The Management shall comply with the direction, given under sub-rule (1) and report compliance thereof to the Board through the Inspector.(3)Where the candidate, referred to in sub-rule (1) fails to join the post within the time allowed in the letter of appointment or within such extended time as the Management may allow in this behalf or where such candidate is otherwise not available for appointment, the Inspector may, on the request of the Management, intimate fresh name or names standing next in order of merit on the panel, under intimation to the Joint Director

and the Board, and the provisions of sub-rules (1) and (2) shall mutatis mutandis apply.(4)The Joint Director shall monitor and ensure that the candidates selected by the Board joins the institution in the specified time and for this purpose, he may issue such direction to the Inspector he thinks proper.(5)Where a candidate selected by the Board could not join in an allocated institution due to non-availability of vacancy or for any other reason, the District Inspector of Schools shall recommend to the Board for the adjustment of such candidate against any other vacancy notified to the Board in any other institution. On receipt of the recommendation of the District Inspector of Schools the Board shall allocate such candidate to another institution in a vacancy notified to the Board.] [Substituted by Notification No. 155/XV-12-2007-1604(51)-2005 dated 23.1.2007 (w.e.f. 23.1.2007).]

#### **14. Procedure for recruitment by promotion**

. - (1) Where any vacancy is to be filled by promotion, all teachers working in Trained graduates grade or Certificate of Teaching grade, if any, who possess the qualifications prescribed for the post and have completed five years continuous regular service as such on the first day of the year of recruitment shall be considered for promotion to the Lecturers grade or the Trained graduates grade, as the case may be, without their having applied for the same.Note. - For the purposes of this sub-rule, regular service rendered in any other recognised institution shall be counted for eligibility, unless interrupted by removal, dismissal or reduction to a lower post.(2)The criterion for promotion shall be seniority subject to the rejection of unfit.(3)The Management shall prepare a list of teachers referred to in sub-rule (1), and forward it to the Inspector with a copy of seniority list, service records, including the character rolls, and a statement in the pro forma given in Appendix 'A'.(4)Within three weeks of the receipt of the list from the Management under sub-rule (3), the Inspector shall verify the facts from die record of his office and forward the list to the Joint Director.(5)The Joint Director shall consider the cases of the candidates on the basis of the records referred to in sub-rule (3) and may call for such additional information as it may consider necessary. The Joint Director shall place the records before the Selection Committee referred to in sub-section (1) of Section 12 and after the Committee's recommendation, shall forward the panel of selected candidates within one month to the Inspector with a copy thereof to the Management.(6)Within ten days of the receipt of the panel from the Joint Director under sub-rule (5), the Inspector shall send the name of the selected candidates to the Management of the institution which has notified the vacancy and the Management shall accordingly on authorisation under its resolution issue the appointment order in the pro forma given in Appendix 'F' to such candidate.

#### **15. Procedure for ad hoc appointment by direct recruitment**

. - (1) (a) Where ad hoc appointment of the teachers in respect of the vacancies to be filled in by direct recruitment are to be made under Section 18 of the Act, the Joint Director shall advertise the vacancies subject-wise, for Lecturers grade and group-wise for Trained graduate grade, along with the number of vacancies to be reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other Backward Classes of citizens in at least two newspapers, one of which having wide circulation in the district and the other in the State, and invite application for ad hoc appointment in the pro forma given in Appendix 'G'. Such advertisement shall, inter alia, mention



the pay and allowances admissible to the posts, minimum academic qualifications for appointment and such other things as may be considered necessary. The candidates shall be required to give the choice of not more than three districts in order of preference, where, if selected, he may wish to be appointed. Where a candidate wishes to be considered for any particular district and for no other district, he may mention the fact in his application. (b) The application referred to in clause (a) shall be sent by registered post, to the Joint Director within fifteen days from the date of advertisement in the newspaper so as to reach the office of the Joint Director on or before the last date of receipt of application mentioned in the advertisement. (c) The application referred to in clause (a) shall be accompanied with - (i) a fee of twenty rupees in the form of crossed postal order payable to the Joint Director concerned : Provided that such fee shall, in the case of candidates belonging to Scheduled Castes and Scheduled Tribes, be seven rupees; (ii) a self-addressed stamped envelop; and (iii) other documents as may be required. (d) No application, not sent in accordance with clause (b) or (c), shall be taken into consideration. (2) The Joint Director shall scrutinise the application and shall cause the lists of candidates prepared on the basis of quality points specified in Appendix 'B' or Appendix 'C'. The compilation of quality points may be done on payment basis through a computer or through retired Gazetted Government servants under the personal supervision of such Joint Director. The payment for publication of advertisement under sub-rule (1) and for preparation of list under this sub-rule may be made from the amount of fee received with the application. The Joint Director shall place the lists along with the application before the Selection Committee. (3) The Selection Committee shall after considering the cases of candidates on the basis of lists referred to in sub-rule (2) prepare subject-wise lists of selected candidates for appointment in Lecturers grade and group-wise lists in Trained graduates grade in order of merit as disclosed by the quality points compiled under sub-rule (2). If two or more candidates obtain equal quality points then the name of the candidates who is older in age shall be placed higher in the list. The number of names in the list shall be larger (but not larger than twenty-five per cent) than the number of vacancies advertised under sub-rule (1). Explanation. - For the purposes of sub-rule (1) and this sub-rule, the word 'group-wise' means in accordance with the group specified in the explanation to sub-rule (2) of Rule 11. (4) The Selection Committee shall also prepare list of the institutions district-wise, in respect of which vacancies have been notified to the Board by arranging the names of the institutions in order to their date of recognition if the names of two or more institutions have the same date of recognition, then they shall be arranged in Hindi alphabetical order. (5) (a) The Selection Committee shall allocate the selected candidates to the institution in such manner that the candidates whose name appears on top of the list prepared under sub-rule (3) shall be allocated to the institution, the name whereof appears on top of the list prepared under sub-rule (4) keeping in view the preference of district given under clause (a) of sub-rule (1). If a selected candidate cannot be allocated to any institution of the district of his preference on the ground that the candidates placed higher in the panel have already been allocated to the institution of such district and there remains no vacancy in it, the Selection Committee may allocate him to any institution of any district as it may deem fit. This process shall be repeated till the vacancies in such institution are filled. (b) The Joint Director shall recommend the names of the selected candidates to the Management of the institution to which he has been allocated for appointment, with a copy to the Inspector concerned. (6) The Management shall, under the resolution, issue an order of appointment to the candidate by registered post, within fifteen days from the date of receipt of his name from the Joint Director, requiring him to join the duty within ten days of the order or within such extended time, as may be

allowed to him by the Management and also intimate him that on his failure to join within the specified time, his appointment will be liable to be cancelled and send a copy thereof to the Inspector and the Joint Director.(7)Where a candidate, referred to in sub-rule (6), fails to join the post within the time allowed in the order of appointment or within such extended time as the Management may allow in this behalf or where the candidate is otherwise not available for appointment, the Joint Director may, on the request of the Management, recommend candidate or candidates standing next in order of merit in the list prepared under sub-rule (3) and the provisions of sub-rule (6) shall mutatis mutandis apply.

## **16. Procedure for ad hoc appointment by promotion**

. - (1) Where ad hoc appointments of teachers, in respect of the vacancies to be filled in by promotion, are to be made under Section 18 of the Act, the Management shall consider the cases of such teachers who are working in Trained graduates or Certificate of teaching grades and possess the qualifications prescribed under the Intermediate Education Act, 1921 or the regulations made thereunder and have put in at least five years' continuous service as such on the date of occurrence of vacancy for promotion to the Lecturers or Trained graduates grade, as the case may be, on the basis of seniority subject to rejection of unfit without their having applied for the same.Explanation. - For the purpose of sub-rule, -(a)service rendered in any other recognised institution shall count for eligibility, unless interrupted by removal, dismissal or reduction to a lower post;(b)a teacher shall be deemed to be unfit if -(i)any criminal case involving moral turpitude is pending enquiry or trial against him; or(ii)any disciplinary proceeding is being conducted against him.(2)The Management shall forward the name of the selected teacher along with the copy of seniority list and his service record including character roll to the Inspector for approval.(3)The Inspector shall, within ten days from the date of receipt of names under sub-rule (2) send the names of approved teachers to the Management of the institution concerned and the provisions of sub-rules (6) and (7) of Rule 15 shall mutatis mutandis apply.

## **17. Regularisation of appointments**

. - (1) The Management shall prepare a list of teachers who were appointed by promotion or by direct recruitment on or after May 14, 1991 but not later than August 6, 1993 against substantive vacancies under Section 18 and forward it to the Inspector along with a copy of seniority list of teachers, service records (including the character rolls) and a statement in the pro forma given in Appendix 'H'.(2)The Management shall also forward the name of the Principal or Headmaster who was appointed by promotion on or after July 31, 1988 but not later than August 6, 1993 against a substantive vacancy under Section 18 to the Inspector along with service records (including the character rolls) and a statement in the pro forma given in Appendix 'H'.(3)Within fifteen days of the receipt of the list under sub-rule (1) or the name under sub-rule (2), the Inspector shall verify the facts mentioned in the statement referred to in sub-rule (1) or sub-rule (2), as the case may be and forward it to the Joint Director.(4)The Joint Director shall, after calling for such additional information as he may consider necessary, place the matter before the Selection Committee referred to in clause (a) of sub-section (2) of Section 33-C;(5)The Selection Committee shall consider the case of the candidates on the basis of the records referred to in sub-rule (1) or sub-rule (2), as the case

may be.(6)In making regularisation of a teacher in the Lecturer grade or Trained Graduate grade, under Section 33-C, reservation to candidate belonging to Scheduled Castes, Scheduled Tribes and other categories shall be made in accordance with the Uttar Pradesh Act enacted thereof.(7)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 sub-rule (6), prepare a list of selected candidates arranged in order of seniority and forward the same to the Joint Director.(8)Within ten days of the receipt of the list referred to in sub-rule (7), the Joint Director shall send the list to Inspector and the Management of the institution concerned.(9)The Management shall make substantive appointment from the list referred to in sub-rule (8) in the order in which the names stand in the list. The appointment so made shall be effective from the date of the order of such appointment.

## **18. Canvassing**

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

## **19. Investigation of misconduct**

. - The procedure for the investigation and proof of misconduct, referred to in sub-section (2) of Section 6 of the Act shall be as follows : (a)Where, on complaint or otherwise, the State Government is satisfied, whether or not after making a preliminary inquiry that there is prima facie case of misconduct against a member it shall give the member concerned an option either to resign the office unconditionally or to face investigation. (b)If no resignation referred to in clause (a) is received within fifteen days from the date of giving such option, the State Government may appoint an Inquiry Officer who shall be a sitting or retired Judge of a High Court or a person eligible to be appointed a Judge of a High Court. (c)The Inquiry Officer shall, after giving the member concerned a reasonable opportunity of being heard and after taking such evidence as he may consider necessary, submit his report to the State Government within fifteen days of the completion of inquiry. (d)In conducting the inquiry, the Inquiry Officer shall be guided by rules of inquiry and the principles of natural justice and shall not be bound by formal rules relating to procedure of inquiry. (e)The provisions of the Uttar Pradesh Departmental Inquiries (Enforcement of Attendance of Witnesses and Production of Documents) Act, 1976 (U.P. Act No. 4 of 1976) shall apply to such inquiry. (f)Where during the course of the inquiry, the Inquiry Officer is changed, for any reason whatsoever, it shall not be necessary for the new Inquiry Officer to commence the inquiry afresh and the inquiry may be proceeded with from the stage when the Inquiry Officer was changed. (g)Subject to the provisions of this rule, the Inquiry Officer shall have power to regulate the procedure of the inquiry, including the fixing of place and time of its sitting and deciding whether the inquiry should be conducted in public or in camera. APPENDIX "A" [See Rules 11 (2) and 14 (3)] Requisition Form for the Recruitment of Candidates for Appointment to the post of Teacher/Principal/Headmaster (To be sent in quadruplicate)

**1. (i) Name of Institution.....**

(ii)Place.....(iii)District .....(iv)Number of Students..... Class..... Section.....  
No.....(v)Names of Subjects; High School/Intermediate.....(vi)Number of  
Teachers.....

**2. (i) Name(s) of the post(s) to which selection is to be made**

(ii)Number of posts.....(iii)Qualification for the post(s).....(iv)Pay scale of the  
post.....

**3. Where the post for which selection to be made is of Lecturer or Trained Graduate grade;**

(i)Total number of sanctioned posts.....(ii)Number of posts already filled by -(a)direct  
recruitment.(b)promotion.(iii)Total number of vacancies determined by the Management to be  
filled by -(a)direct recruitment.(b)promotion.

**4. Number of posts, if any, reserved for -**

(a)Scheduled Castes.(b)Scheduled Tribes.(c)Other Backward Classes of citizens.

**5. Names of all candidates eligible for promotion, their qualification and length of service from date of regular appointment in the grade from which promotion is to be made.**

**6. Any other information, that the Board may desire to have certified that the above information is correctly recorded and verified from the relevant documents.**

\* This information shall be given in case of promotion and required under sub-rule (3) of Rule 14. Manager Verified and forwarded to the Secretary, Uttar Pradesh Secondary Education Services Selection Board, Allahabad (in case of appointment by direct recruitment) and to Joint Director in case of appointment by promotion. District Inspector of Schools APPENDIX "B" [See Rules 12 (4) and 15 (2)] Quality points for selection of teachers by direct recruitment/ad hoc appointment by direct recruitment. For trained graduates grade

Name of Examination    Quality points

1. High School                      The percentage of marks \_\_\_\_\_

10

2. Intermediate                      The percentage of marks x2 \_\_\_\_\_

10

3. Graduate degree The percentage of marks x3\_\_\_\_\_

10

4. Training -

(a) Theory 12 6 3

(b) Practical 12 6 3

5. Post-graduate degree 15 10 5

APPENDIX "C"[See Rules 12 (4) and 15 (2)]Quality points for selection of teachers by direct recruitment/ad hoc appointment by direct recruitment. For lecturer's grade

Name of Examination Quality points

1. High School The percentage of marks\_\_\_\_\_

10

2. Intermediate The percentage of marks x2\_\_\_\_\_

10

3. Graduate degree The percentage of marks x3\_\_\_\_\_

10

4. Post-graduate degree The percentage of marks x4\_\_\_\_\_

10

APPENDIX "D"[See Rule 12 (5)]Quality points for selection of Principal of an Intermediate College/Headmaster of a High School

Name of Examination Quality points

1. High School The percentage of marks\_\_\_\_\_

10

2. Intermediate The percentage of marks x2\_\_\_\_\_

10

3. Graduate degree The percentage of marks x3\_\_\_\_\_

10

4. Postgraduate degree The percentage of marks x4\_\_\_\_\_

10

Others

5. Training -

(a) Theory 12 6 3

(b) Practical 12 6 3

APPENDIX "E"[See Rule 13 (1)](Under Registered cover)Name of institution.....No.....Place.....Date.....District.....Subject : Appointment of Teacher/Principal/Headmaster.Sir/Madam,I am pleased to inform you that you have been selected for the post of.....by the Uttar Pradesh Secondary Education Services Selection Board. The Committee of Management of the institution vide their Resolution No date.....have appointed you as a.....in the scale of Rs with a starting salary of Rs..... plus D.A. and such

other allowances as may be admissible under the rules, orders on one-year probation/temporary up to.....You are called upon to report to the Principal/Headmaster, Manager within 10 days of the receipt of the letter and join duty. In case you fail to join within the specified time, the appointment will be liable to be cancelled.Yours faithfully,ManagerAPPENDIX "F"[See Rule 14 (6)](Under Registered cover)Name of institution..... No.....

Place.....Date.....District.....Subject : Promotion of a Teacher.Sir/Madam,I am pleased to inform you that vide joint Director's Letter No..... dated..... you have been selected for promotion to the post of.....by the Regional Selection Committee. The Committee of Management of the Institution vide their Resolution No.....dated.....have promoted you as.....in the scale of Rs.....on one year probation.You are called upon to join in your new post immediately on the receipt of the letter.Manager.APPENDIX "G"[See Rule 15 (1)(a)]Application for ad hoc appointment by direct recruitment in Lecturer or Trained graduates grade in the institution  
1. Name of the post applied for.....(Mention the subject wherenecessary) { |

Paste here the certified photograph in passport size

|-| 2. [ Name of the applicant.....] [To be filled in Block Letters.]|-| 3. [ Father's Name.....] [To be filled in Block Letters.]|-| 4. [ Permanent address.....] [To be filled in Block Letters.]|-| 5. [ Postal address.....] [To be filled in Block Letters.]|-| 6. [ Home District.....] [To be filled in Block Letters.]|-| 7. Gender.....Male.....Female.....|-| 8. Date of birth (Attach certificate).....|-| 9. Scheduled Castes| Scheduled Tribes| Other Backward Class of Citizen| Others|-| (Attach certificate if belongs to S.C., S.T. or O.B.C.)|-| 10. Citizenship|-| 11. Academic qualifications(attach certified marksheets and certificates).|-| Serial No.| Name of Examination| Subject| Marks obtained percentage| Division| Examining Body|-| 12. Detail of Postal Order.|-| 13. Three choices of the district where posting is required in order of preference.|-| 1.2.3.|-| 14. Detail of annexures : |}DeclarationI.....do hereby declare that, to the best of my knowledge and belief, the information given by me in this application are true.Signature of applicantAPPENDIX "H"[See Rule 17 (1) and 17 (2)]

## 1. (i) Name of the Institution.....

(ii) District and place.....(iii) No. of students Class Section.....(iv) No. of teachers.....

## 2. Statement of ad hoc teachers including Headmaster and Principal :

(i) Name of post(s) for which regularisation has to be made.(ii) Name of the teacher(s) working.(iii) Date from which the post(s) was substantially vacant.(iv) Section under which the ad hoc appointment was made.(v) Date of joining.(vi) Date of approval by the competent authority.(vii) Qualification of the ad hoc teacher(s).(viii) (a) Whether the vacant post belong to the reserved category.(b) If yes, then whether the ad hoc teacher(s) belong to the reserved category.Certified that Shri/Smt./Km.....was appointed on ad hoc basis by direct recruitment/promotion to the post of.....on.....under the rules and the said teacher/Headmaster/Principal is regularly working since the date of appointment.Manager Verified and forwarded to Regional Joint Director of Education.District Inspector of Schools.[Substituted by

Notification No. 607/15-5-2019-1604(30)-2017, dated 18.2.2019.]