

In pursuance of the provisions of clause (3) of Article 348 of the Constitution the Governor is pleased to order the publication of following the English translation of notification no. 17/2016/2791/6-pu-1-16-650(59)/2002 TC dated: 19 October, 2016.

No. 17/2016/2791/6-pu-1-16-650(59)/2002 TC

Dated Lucknow, October 19, 2016

In exercise of the powers under of sub-section (2) of section 46 read with section-2 of the Police Act, 1861 (Act no. 5 of 1861) and all other powers enabling him in this behalf the Governor is pleased to make the following rules with a view of amending the Uttar Pradesh Police Ministerial, Accounts and Confidential Assistants Cadres Service Rules, 2015:-

**THE UTTAR PRADESH POLICE MINISTERIAL, ACCOUNTS AND  
CONFIDENTIAL ASSISTANTS CADRES SERVICE  
(FIRST AMENDMENT) RULES, 2016**

1. (1) These rules may be called the The Uttar Pradesh Police Ministerial, Accounts and Confidential Assistants Cadres Service (First Amendment) Rules, 2016

Short title and commencement

(2) They shall come into force with effect from the date of their publication in the Gazette.

2. In the The Uttar Pradesh Police Ministerial, Accounts and Confidential Assistants Cadres Service Rules, 2015, hereinafter referred to as the said rules, in the existing rule-6, in sub rule (1) for Note-(2) set out in Column-I below, the note as set out in Column-II shall be substituted, namely:-

Amendment of rule-6

**COLUMN-I**

*Existing note*

**Note-** (2) Twenty percent through promotion by the Board on the basis of departmental examination as per procedure prescribed in **Appendix-D** from amongst substantively appointed Group 'D' employees who have ;

- (i) completed seven years of service as such on the first day of the year of recruitment;
- (ii) attained the age of not more than 50 years on the first day of the year of recruitment;
- (iii) possess all other qualifications as specified for direct recruitment on the first day of the year of recruitment;

Provided that if suitable candidates from Group 'D' employees are not found then their unfilled vacancies shall be filled up by direct recruitment.

**COLUMN-II**

*Note as hereby substituted*

**Note-** (2) Twenty percent through promotion by the Board on the basis of departmental examination as per procedure prescribed in **Appendix** from amongst substantively appointed Group 'D' employees who have ;

- (i) completed seven years of service as such on the first day of the year of recruitment;
- (ii) attained the age of not more than 50 years on the first day of the year of recruitment;
- (iii) possess all other qualifications as specified for direct recruitment on the first day of the year of recruitment;

Provided that if suitable candidates from Group 'D' employees are not found then their unfilled vacancies shall be filled up by direct recruitment.

3. In the said rules, for existing rule-10, set out in Column-I below, the rule as set out in Column-II shall be substituted, namely:-

Amendment of rule-10

**COLUMN-I**

*Existing rule*

10. Educational Qualification for direct recruitment

(1) Assistant Sub-Inspector of Police (Ministerial)

- (a) Bachelor's degree from a University established by law in India or equivalent qualification recognized by Government.

**COLUMN-II**

*Rule as hereby substituted*

10. Essential Qualification for direct recruitment

(1) Assistant Sub-Inspector of Police (Ministerial)

- (a) Bachelor's degree from a University established by law in India or equivalent qualification recognized by Government

**COLUMN-I***Existing rule*

(b) Hindi typing (Unicode based using In script or as prescribed by the Head of the Department) with speed of at least 25 words per minute.

(c) Certificate of 'O' Level in computer from DOEACC/NIELIT Society.

**(2) Assistant Sub-Inspector of Police (Accounts)**

(a) Bachelor's degree in Commerce or post graduate diploma in Accountancy from a University established by law in India or equivalent qualification recognized by Government.

(b) Hindi typing (Unicode based using In script or as prescribed by the Head of the department) with speed of at least 15 words per minute.

(c) Certificate of 'O' Level in computer from DOEACC/NIELIT Society.

**(3) Sub-Inspector of Police (Confidential)**

(a) Bachelor's degree from a University established by law in India or equivalent qualification recognized by Government.

(b) Hindi typing (Unicode based using In script or as prescribed by the Head of the department) with speed of at least 25 words per minute.

(c) Hindi Shorthand dictation speed of minimum 80 words per minute.

(d) Certificate of 'O' Level in computer from DOEACC/NIELIT Society.

**COLUMN-II***Rule as hereby substituted*

(b) Hindi typing with speed of at least 25 words per minute and English typing with speed of at least 30 words per minute (Unicode based using In script keyboard or as prescribed by the Head of the Department)

(c) Certificate of 'O' Level in computer from DOEACC/NIELIT Society.

**(2) Assistant Sub-Inspector of Police (Accounts)**

(a) Bachelor's degree in Commerce or post graduate diploma in Accountancy from a University established by law in India or equivalent qualification recognized by Government.

(b) Hindi typing (Unicode based using In script keyboard or as prescribed by the Head of the Department) with speed of at least 15 words per minute.

(c) Certificate of 'O' Level in computer from DOEACC/NIELIT Society.

**(3) Sub-Inspector of Police (Confidential)**

(a) Bachelor's degree from a University established by law in India or equivalent qualification recognized by Government.

(b) Hindi typing with speed of at least 25 words per minute and English typing with speed of at least 30 words per minute (Unicode based using In script keyboard or as prescribed by the Head of the Department)

(c) Hindi Shorthand dictation speed of minimum 80 words per minute.

(d) Certificate of 'O' Level in computer from DOEACC/NIELIT Society.

Amendment  
of rule-11

4. In the said rules, for existing rule-11 set out in Column-I below, the rule as set out in Column-II shall be substituted, namely:-

**COLUMN-I***Existing rule***11. Preferential Qualifications**

Other things being equal, a candidate shall be given preference who has-

1. Higher certification from the DOEACC/NIELIT Society or Bachelors degree in Computer Application/ Technology or higher recognized by the Government;

**COLUMN-II***Rule as hereby substituted***11. Preferential Qualifications**

Other things being equal, a candidate shall be given preference who has-

1. Higher certification from the DOEACC/NIELIT Society or Bachelors degree in Computer Application/ Technology or higher recognized by the Government;

COLUMN-I

*Existing rule*

2. Graduation in Law from any institute or college or University recognised by University Grant Commission;

3. Has served in the Territorial Army for at least two years;

4. possesses "B" Certificate of the National Cadet Corps.

The exact modality for giving preference shall be decided by the Board in consultation with the Head of Department.

5- In the said rules, for existing **rule-16** set out in Column-I below, the rule as set out in Column-II shall be substituted, namely:-

Amendment of rule-16

COLUMN-I

*Existing rule*

**Determination of vacancies**

16. The Heads of Office shall determine and intimate to the Head of the department the number of vacancies to be filled during the course of the year of recruitment and also the number of vacancies reserved for candidates belonging to Scheduled Castes / Scheduled Tribes and other categories under Rule 7. The Head of the Department shall intimate the number of vacancies for both male and female candidates separately, to the Board and also to the Government. Subsequently the board shall notify the vacancies for both male and female candidates separately in the following manner:-

(i) by issuing advertisement in daily Hindi and English newspapers having widest circulation;

(ii) by pasting the notice on the notice board of the office or by advertising through Employment newspapers, and;

(iii) by notifying vacancies to the Employment Exchange;

(iv) by any other means of mass communication including web-sites of Police and Department of Information.

6- In the said rules, for existing **rule-17** set out in Column-I below, the rule as set out in Column-II shall be substituted, namely :-

Amendment of rule-17

COLUMN-I

*Existing rule*

**17- Procedure for Direct recruitment**

**(A) Applications**

(i) A candidate shall fill only one application Form. The Board will accept only online applications. The application of candidates, who fill more than one forms, may be rejected by Board.

COLUMN-II

*Rule as hereby substituted*

2. Graduation in Law from any institute or college or University recognised by University Grant Commission;

3. Has served in the Territorial Army for at least two years;

4. possesses "B" Certificate of the National Cadet Corps.

COLUMN-II

*Rule as hereby substituted*

**Determination of vacancies**

16. The appointing authority shall determine and intimate to the Head of the Department the number of vacancies to be filled during the course of the year of recruitment as also the number of vacancies reserved for candidates belonging to Scheduled Castes, Scheduled Tribes and other categories under rule 7. The Head of the Department shall intimate the number of vacancies for both male and female candidates separately, to the Board and also to the Government. Subsequently the Board shall notify the vacancies for both male and female candidates separately through newspapers and through other means of mass communication.

COLUMN-II

*Rule as hereby substituted*

**17- Procedure for Direct recruitment**

**(A) Application Form and Call Letter:-**

A candidate shall fill only one application Form. The Board will accept only online applications. The Head of the Department, in consultation with the

COLUMN-I*Existing rule*

(ii) The details of the information regarding educational qualification, age, minimum qualifying standards for each category of examination, including physical, written, medical examination etc., minimum qualifying marks for written examination subject wise and other important guidelines as determined by the Board from time to time shall be made available by the Board on its own website and or by other means as it deems necessary.

(iii) The applications shall be invited by the Board giving the applicants adequate time for application, the candidate shall be personally and solely responsible for accuracy and completeness of the application, if the Form of any candidate is found incomplete, wrong or having inaccurate information, the Form may be cancelled and the decision of Board in this regard shall be final.

(iv) An applicant shall certify himself his certificates and documents and be responsible for their genuineness and correctness.

(v) In the application form the detail of the identity, specific identity card number, thumb and finger impression, photographs or bio-metric details will be included in such manner as may be determined by the Board from time to time.

(vi) The Head of the Department, in consultation with Board, may fix an application fee for any recruitment.

(vii) The Board shall have the right to summarily reject the candidature of an applicant for any incompleteness or inaccuracy or variation or conflict with any previous or subsequent information submitted by the candidate.

(viii) The Government may change the number of vacancies for any recruitment at any time before the first examination and may also cancel any recruitment at any time or stage of recruitment without assigning any reason thereof.

(ix) Candidate shall mention their preference as prescribed in sub clause (i) respectively with their application, which will be the basis of allotment in case of selection. The preference given by the candidate in the application form shall be final and no change shall be allowed thereafter.

COLUMN-II*Rule as hereby substituted*

Board, shall fix an application fee for a recruitment. Detailed procedure for filling the Application Form and issuance of call letter shall be determined by the Board and shall be displayed on its website or be published in the notification.

The Government may change the number of vacancies for any recruitment at any time before the first examination and may also cancel any recruitment at any time or stage of recruitment without assigning any reason therefor.

**COLUMN-I**

*Existing rule*

**(B) Call Letters**

Call letter for candidates shall be uploaded by board on its website at least seven days before the examination, the applicant will download it and carry it for subsequent examinations.

**COLUMN-II**

*Rule as hereby substituted*

**(B) Written Examination-**

Candidates whose applications are found correct, shall be required to appear for written test of 400 marks. In this written examination, the Board will keep one objective type question paper of four following subjects:-

Subject	Maximum Marks
1. General Hindi/Computer Knowledge	100 marks (objective type)
2. General Awareness / Current Affairs	100 marks (objective type)
3. Numerical and Mental Ability Test	100 marks (objective type)
4. Mental Aptitude Test/ I.Q. Test / Reasoning	100 marks (objective type)

Candidates failing to obtain 50% marks in each of the above subjects shall not be eligible for recruitment. The Board will decide at its own level to conduct written examination on one date in a single shift or in more than one shift or on more than one date in different shifts with different question paper. Detailed procedure and syllabus for written examination shall be determined by the Board and will be displayed on its website or shall be published in the notification.

**(C) Written Test**

Candidates whose applications are found to be correct will be required to appear in an objective type written test of qualifying nature, which shall carry 400 marks in the following subjects:-

Subject	Maximum Marks
1. General Hindi/ Computer Knowledge	100 marks (objective type)
2. General Awareness/ Current Affairs	100 marks (objective type)
3. Numerical and Mental Ability Test	100 marks (objective type)
4. Mental Aptitude Test/ I.Q. Test / Reasoning	100 marks (objective type)

**(C) Scrutiny of Documents and Physical Standard Test-**

Candidates found successful in written examination under clause (B) shall be required to appear in Scrutiny of Documents and Physical Standard Test. Keeping in view the total number of vacancies, the Board shall decide at its own level, the number of candidates on the basis of merit to be called for this test. Physical Standards for candidates are as follows:-

**1. Minimum Physical Standards for male candidates are as follows:-**

**(a) Height:-**

(i) for General/Other Backward classes and Scheduled Castes male candidates minimum height should be 163 centimetres

**COLUMN-I**  
**Existing rule**

**Note:-**

The detailed syllabus for the examination will be notified by the Board. The procedure for the conducting the written examination shall be such as prescribed in Appendix -A. Candidates failing to obtain 50% marks in each Subject shall not be eligible for recruitment.

**COLUMN-II**

*Rule as hereby substituted*

(ii) for Scheduled Tribes male candidates minimum height should be 156 centimetres.

**(b) Chest:-**

For the candidates belonging to General/ Other Backward classes and Scheduled Castes minimum chest measurement should be 77 centimetres without expansion and at least 82 centimetres with expansion; and for the candidates belonging to the Scheduled Tribes 75 centimetres without expansion and not less than 80 centimetres on expansion.

**Note:-** Minimum 5 centimetre chest expansion is essential.

**2. Minimum Physical Standards for female candidates are as follows:-**

**(a) Height:-**

(i) for General/Other Backward classes and Scheduled Castes female candidates minimum height should be 150 centimetres.

(ii) for Scheduled Tribes female candidates minimum height should be 145 centimetres.

**(b) Weight:-**

Minimum 40 Kg. for female candidates.

For conducting this examination a committee will be constituted by the Board in which a Deputy Collector nominated by the District Magistrate will be the Chairman and the Deputy Superintendent of Police nominated by the District Superintendent of Police will be the member. the other members of the committee shall be nominated by the District Magistrate or the Superintendent of Police if requested by the board.

Detailed procedure for this examination shall be determined by the Board and will be displayed on its website or shall be published in the notification.

If any candidate is not satisfied with his Physical Standard Test, he may file an objection on the same day after the test. For clearing all such objection; the Board shall nominate one Additional Superintendent of Police at every place and Physical Standard Test of all such candidates will be conducted again by the committee in the presence of the said

**COLUMN-I**  
*Existing rule*

**(D) Scrutiny of Documents and Medical Examination-**

Such candidates as are successful in Written Test referred to in clause (C), shall be required to appear for scrutiny of documents and Physical Standard Test. Scrutiny of documents and Physical standard test will be conducted as per Appendix-B. In case any document is found to be manipulated, inaccurate or forged during the scrutiny or at any time after the scrutiny, the candidature of the applicant will be cancelled at the discretion of the Board or the Appointing authority as the case may be.

**(E) Computer Typing and Stenography Examination**

Candidates found successful in Scrutiny of Documents and Medical Examination as per part (D) shall be required to appear in the computer typing test of qualifying nature. The qualifying typing speed shall be as per the post which has been applied for by the candidate. The candidate will be required to appear in Hindi or English typing test as per option filled by him in his application form. Only those candidates who have applied for the post of Sub Inspector of Police (Confidential) and qualify the required typing test as above, shall have to appear in stenography test which shall be of qualifying nature. The syllabus for all the above examination shall be decided by the Board with the consent of Head of Department and duly published on the website.

**Note:-** Individual privacy will be maintained in all video records and the record will be kept in safe custody in the Board and will be made available to a Court of law when summoned by it, or to an enquiry officer from the level of the Board.

**COLUMN-II**

*Rule as hereby substituted*

nominated Additional Superintendent of Police. All those candidates who are again found unsuccessful in the Physical Standard Test, will be declared unfit for recruitment and no further appeal will be entertained in this regard.

**(D) Computer Typing and Stenography Examination**

Candidates found successful in Scrutiny of Documents and Medical Examination as per part (C) shall be required to appear in the computer typing test of qualifying nature. The qualifying typing speed shall be as per the post which has been applied for by the candidate. Only those candidates who have applied for the post of Sub Inspector of Police (Confidential) and qualify the required typing test as above, shall have to appear in stenography test which shall be of qualifying nature. The procedure for the examination shall be decided by the Board and will be displayed on its website or shall be published in the notification.

**(E) Selection and Final Merit List**

From amongst candidates who have qualified in computer typing and from amongst those candidates who have applied for the post of Sub Inspector of Police (Confidential) and have qualified the stenography test also, the Board shall prepare a select list of candidates of each post separately as per vacancies, on the basis of aggregate marks obtained by them in Written examination, keeping in view the reservation policy, and send it with recommendation to the Head of the Department, subject to Medical test/character verification. No waiting list shall be prepared by the Board. List of all such candidates with marks obtained by each candidate shall be uploaded on its website by the Board. The Head of the Department shall after his approval forward the list sent by the Board to the Appointing Authority for further action.

**Note:-** If two or more than two candidates obtain equal marks then their seniority shall be decided by the procedure laid down in the following order:-

- (1) If two or more candidates obtain equal marks then such candidate

**COLUMN-I**  
*Existing rule*

**(F) Selection and Final Merit List**

From amongst candidates who have qualified in computer typing and from amongst those candidates who have applied for the post of Sub Inspector of Police (Confidential) and have qualified the stenography test also, the Board shall prepare a select list of candidates of each post separately as per vacancies, on the basis of aggregate marks obtained by them in Written examination, keeping in view the reservation policy, and send it with recommendation to the Head of the Department, subject to Medical test/character verification. No waiting list shall be prepared by the Board. List of all such candidates with marks obtained by each candidate shall be uploaded on its website by the Board. The Head of the Department shall after his approval forward the list sent by the Board to the Appointing Authority for further action.

**Note:-** If two or more than two candidates obtain equal marks then their seniority shall be decided by the procedure laid down in the following order :-

- (1) If two or more candidates obtain equal marks then such candidate will be given preference who possesses preferential qualification, if any (in the same order as stated in rule 11).

**COLUMN-II**

*Rule as hereby substituted*

will be given preference who possesses preferential qualification, if any (in the same order as stated in rule 11). Candidate having more than one preferential qualification shall get the benefit of only one preferential qualification.

- (2) Even then if two or more candidates have equal marks then candidate older in age shall be given preference.
- (3) If despite the aforementioned more than one candidates are equal, then preference to such candidate shall be determined according to the order in English Alphabets of their names mentioned in High School Certificate.

**(F) Medical Test-**

The candidates whose names are in the select list as per clause (e), will be required to appear for Medical Examination by the Appointing authority. For conducting the medical examination, the Chief Medical Officer of the concerned district shall constitute a Medical Board, which will have 03 doctors, who will conduct Medical Examination as per "Police Recruitment Medical Examination Forms" as prescribed and codified by the Head of Department in consultation with the Director General of Medical Health. Any candidate not satisfied by his Medical Examination, may file an appeal on the day of examination itself. Any appeal with regard to Medical Examination will not be considered if the candidate fails to file the appeal on the date of Medical Examination and declaration of its result itself. The Medical Board constituted for appeal shall have expert regarding Medical deficiency of the applicant. The detailed instructions for conducting Medical examination will be issued by the Director General of Police. The candidates found unsuccessful in Medical Examination shall be declared unfit by the Appointing authority and such vacancies shall be carried forward for next selection.



**COLUMN-I***Existing rule*

Candidate having more than one preferential qualification shall get the benefit of only one preferential qualification.

- (2) Even then if two or more candidates have equal marks then candidate older in age shall be given preference.
- (3) If despite the aforementioned more than one candidates are equal, then preference to such candidate shall be determined according to the order in English Alphabets of their names mentioned in High School Certificate.

**(G) Medical Test**

The candidates whose name are in the list sent as per part (f), will be required to appear for Medical Examination by the Appointing authority. Medical Examination will be conducted in the Police Line of the concerned District or at the place mentioned by the Appointing authority. Medical Examination will be conducted as per Appendix-C. Candidates found unsuccessful in Medical Examination shall be declared unfit by the Appointing authority and such vacancies shall be carried forward for next selection.

**(H) Character Verification**

Character Verification shall be completed under the supervision of appointing authority before issuing of appointment letter and before sending the candidates for training. Ordinarily character verification shall be completed within a month. On adverse fact coming to light during character verification of any candidate, he shall be declared unfit by the appointing authority and such vacancies shall be carried forward for next selection.

7. In the said rules, for existing rule-20 set out in Column-I below, the rule as set out in Column-II shall be *substituted*, namely :-

**COLUMN-I***Existing rule***20. Probation**

(1) A person on substantive appointment to a post in the service shall be placed on probation for a period of two years.

**COLUMN-II***Rule as hereby substituted***(G) Character Verification**

Character Verification shall be completed under the supervision of appointing authority before issuing of appointment letter and before sending the candidates for training. On adverse fact coming to light during character verification of any candidate, he shall be declared unfit by the appointing authority and such vacancy shall be carried forward for next selection.

**COLUMN-II***Rule as hereby substituted***20-Probation**

(1) Regarding matters of probation, a member of service substantively appointed on a post under these rules, shall be governed by the provisions of The Uttar Pradesh Government Servant Probation Rules, 2013, as amended from time to time.

Amendment of  
Rule-20

COLUMN-IExisting rule

(2) The appointing authority may, for reasons to be recorded, extend the period of probation in individual cases specifying the date up to which extension is granted :

Provided that, in exceptional circumstances, the period of probation shall not be extended beyond one year and in no circumstances, beyond two years.

(3) If it appears to 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 to satisfaction of appointing authority, he may be reverted to his substantive post, if any, and if he does not hold a lien on any post, his service 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.

COLUMN-IIRule as hereby substituted

(2) If it appears to 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.

(3) A probationer who is reverted or whose services are dispensed with under sub-rule (2) shall not be entitled to any compensation.

(4) The appointing authority may allow continuous service, rendered in 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 computing the period of probation.

Appendices-A,  
B, C and D

8. In the said rules, for appendices- A, B, C and D set out in Column I below, the appendix as set out in column-II shall be substituted, namely :-

COLUMN-IExisting Appendix  
Appendix-AProcedure for Written Examination

{See Rule-17(c)}

(1) In the Written Examination a candidate shall write in his own handwriting. Scribe or assistant shall not be permitted for any reason whatsoever.

(2) If call letter is not received 07 days before the examination, then the Board shall ensure arrangements for the candidates to contact the board on helpline/ landline/ mobile phone or download the call letter from the Board's website.

COLUMN-IIAppendix as hereby substituted  
AppendixProcedure of Departmental Examination  
for Class IV Employees

{See Rule-6(1)(A)(2)}

1. All the eligible Group-'D' employees (Rule-6 read with Rule 10) shall be required to undergo Typing Test which shall be of qualifying nature.

2. All the candidates who are successful in the Typing Test shall be required to undergo a written examination of 100 marks. The candidates shall be required to obtain 35% marks in order to qualify the written test. The syllabus of the written Test will be decided by the Board in consultation with the Head of Department and notified along with the notification of vacancies. The merit list shall be prepared on the aggregate marks obtained in the written examination. If

COLUMN-I  
Existing Appendix  
Appendix-A

Procedure for Written Examination  
{See Rule-17(c)}

(3) Written Examination shall be conducted on the same day at the same time throughout the State.

(4) For the purpose of the written examination O.M.R. answer sheet shall be in 03 copies, the original copy will be used for scanning, first carbon copy shall be kept for Board's record and second carbon copy shall be for candidate. Candidates will be permitted to take the second carbon copy of O.M.R. answer sheet with them.

(5) After the Written examination is over answer sheets will be dispatched to the Board, centre-wise in sealed covers through the safe custody provided by the District Senior Superintendent of Police/ Superintendent of Police.

(6) Board shall upload answer sheets (O.M.R.) of all the candidates along with the answer key on its website.

(7) The question papers provided to the candidates shall be such that the sequence of the questions and also the answers to particular questions is randomised. Each question paper shall have a unique identification number or series and, where so instructed, the candidates will be expected to record this on the answer sheet as per the instructions issued by the Board. When instructed to do so, and where the candidates have failed to record the same, the answer sheets will not be evaluated and no marks will accrue to such candidates.

COLUMN-II  
Appendix as hereby substituted  
Appendix

Procedure of Departmental  
Examination for Class IV Employees

{See Rule-6(1)(A)(2)}

the two or more candidates secure equal marks, preference will be given to the candidates who are senior in the service, older in age and then in the order of the first letter of the English Alphabet of the first name as mentioned in High School certificate.

(3) The Board shall prepare a select list of candidates as per the merit keeping in view the total number of vacancies notified by the Board. The Board shall submit the list of selected candidates, along with its recommendation to the Head of Department.

(4) Head of Department will approve the list and send it to appointing authority who shall issue the final orders for promotion.

(5) The final list of candidates selected for promotion, as approved by the Head of Department shall be displayed on the website of the Board and the Uttar Pradesh Police.

COLUMN-I  
Existing Appendix  
Appendix-A

Procedure for Written Examination

{See Rule-17(c)}

(8) All precautions shall be taken to ensure the correctness of all the questions and answers. However in case of question being wrong in one or more question papers, or in the opinion of the Board, option for answer is not unique or for any other reason which shall be recorded, Board can annul any question. In case of a question being annulled by the Board for any reason the allotted marks for the question shall be awarded to all those candidates who have attempted the question by marking any of the given answer choices.

(9) Board shall specify detailed syllabus for the examination. However the syllabus will be indicative in nature and after the completion of the examination no appeal or objection will be entertained on the issue of any question being out of syllabus.

(10) Board can divide the question paper in parts and can put two or more than two subjects or two or more than two question papers serially in one question paper.

(11) Board can prescribe minimum passing percentage for any examination, which shall be clearly mentioned in the notification of the examination, and until the Board is satisfied otherwise, the Board will not further examine any candidate who are unsuccessful in previous stage.

(12) As a result of any signature, writing a name or improper sign by a candidate on the answer sheet, except as per the instructions given to the candidates, the candidature of the candidate can be cancelled by the Board.

(13) If a candidate is found copying in the exam or is found using unfair means, then the Board can cancel the candidature of such candidate and the decision of Board in this regard shall be final.

COLUMN-II  
Appendix as hereby substituted  
Appendix

Procedure of Departmental Examination  
for Class IV Employees

{See Rule-6(1)(A)(2)}

**COLUMN-I**

*Existing Appendix*  
**Appendix-A**

**Procedure for Written Examination**

{See Rule-17(c)}

**Appendix-B**

**Scrutiny of Documents and Medical Examination**

{See Rule-17(D)}

**Scrutiny of the Documents**

1. Candidates will be summoned with relevant documents with regard to eligibility, relaxation, preferential qualifications, etc., for scrutiny thereof to be carried out by a committee which will consist of following members :-
  - (a) a deputy collector nominated by the District Magistrate of the District will be the Chairman;
  - (b) a Deputy Superintendent of Police nominated by the Senior Superintendent of Police/ Superintendent of Police of the district.
  - (c) District Inspector of Schools (D.I.O.S) or Basic Siksha Adhikari (B.S.A.) or any other gazetted officer of the education department nominated by the District Magistrate

Where according to the prevalent Government Orders representation of Scheduled Caste/Scheduled Tribes, Other Backward Community, Minority or any other category whose representation is necessary in the above team, the Board shall keep additional officers nominated by the District Superintendent of Police to ensure their representation. Such nominated officers shall not be below the ranks of Inspector in police department.

2. Original documents shall be checked as per the information provided in the Application Form.
3. During scrutiny of documents on being referred by any committee because of any doubt or on being brought directly in its notice, the Board can issue directions in this regard. The directions such issued by Board, shall be final.

**COLUMN-II**

*Appendix as hereby substituted*  
**Appendix**

**Procedure of Departmental Examination for Class IV Employees**

{See Rule-6(1)(A)(2)}

COLUMN-I  
*Existing Appendix*  
Appendix-A

Procedure for Written Examination  
{See Rule-17(c)}

**Physical Standard Test**

The above mentioned Committee can take help of any Government employee for conducting Physical Standard Test.

1. Minimum Physical Standards for male candidates are as follows:-

**(a) Height:-**

(one) for General/ Other Backward Caste and Scheduled Caste male candidates minimum height is 166 centimeter .

(two) for Scheduled Tribe , male candidates minimum height is 158 centimeter.

**(b) Chest:-**

For the candidates belonging to General/ Other Backward Caste and Scheduled Castes minimum chest measurement should be 79 centimeters without expansion and at least 84 centimeters with expansion; and for the Scheduled Tribes 77 centimeters without expansion and not less than 82 centimeters on expansion.

**Note:-** Minimum 5 centimeters chest expansion is essential.

2. Minimum Physical Standards for female candidates are as follows:-

**(a) Height:-**

(one) for General/ Other Backward Caste and Scheduled Caste female candidates minimum height is 150 centimeter.

(two) for Scheduled Tribe female candidates minimum height is 145 centimeter.

**(b) Weight:-**

Minimum 40 Kg. for female candidates.

3. The minimum physical standards for qualification for each test shall be displayed very prominently on Notice Boards in the venue of examination before conducting the examination.

4. Only standardized equipments having Bureau of Indian Standards certification or duly certified by the Director of Weights and Measures are to be used for physical standards test examination.

COLUMN-II  
*Appendix as hereby substituted*  
Appendix

Procedure of Departmental Examination  
for Class IV Employees  
{See Rule-6(1)(A)(2)}

**COLUMN-I**  
*Existing Appendix*  
**Appendix-A**

**Procedure for Written Examination**  
**{See Rule-17(c)}**

5. If any candidate is not satisfied with his Physical Standard Test, he can file an objection on the same day after the test. For clearing all such objection, the Board shall nominate one Additional Superintendent of Police at every place and Physical Standard Test of all such candidates will be conducted again by the committee in the presence of above nominated Additional Superintendent of Police. All those candidates who are again found unsuccessful in the Physical Standard Test, will be declared unfit and no further appeal will be entertained in this regard.

**General Instructions**

- (1) Candidates will be expected to appear on the date and time assigned to them. For reasons beyond their control and to be recorded in writing, the date and time of the test may be changed by the Board for a group of candidates to be tested at a particular time.
- (2) If a candidate fails to appear in the examination on the scheduled date and time, then he can give application to the committee formed for conducting the test in concerned district, giving reasons in detail for absence and requesting to appear in the exam on some other date. The Committee, after considering his application, can decide and allow him to appear for test on some other date. The candidate will be given only one chance in this regard and if he fails to appear in the examination on rescheduled date and time, he shall be considered unsuccessful. The candidates can give this application, before the last date fixed for this test, by the Board. No application will be accepted after the last day. The committee shall inform the Board about all such cases where the date and time of the test has been rescheduled.

**COLUMN-II**  
*Appendix as hereby substituted*  
**Appendix**

**Procedure of Departmental Examination**  
**for Class IV Employees**  
**{See Rule-6(1)(A)(2)}**

COLUMN-I  
Existing Appendix  
Appendix-A

Procedure for Written Examination  
{See Rule-17(c)}

(3) A candidate who fails for not achieving the prescribed standards in the examination, shall not be given another chance and no appeal shall lie for a retest for reasons of health and any other ground whatsoever.

(4) The candidates will be informed about result of Scrutiny of Documents and Physical Standard Test on the same day.

Appendix-C  
Medical Test  
{See Rule-17(G)}

The Appointing authority will request the Chief Medical Officer of the concerned District to constitute medical Board for conducting Medical Examination. The Medical Board will consist of three Doctors, who will conduct Medical Examination as per "Police Recruitment Medical Examination Forms" as prescribed and codified by Head of Department in consultation, with Director General of Medical Health. This Form will be available on Uttar Pradesh Police website and also displayed at the place of Medical Examination. Medical Board can take services of any expert as per requirements.

Only standardized equipments having Bureau of Indian Standards certification or duly certified by the Director of Weights and Measures are to be used for physical standards test examination.

- (1) The doctors will examine the candidates in accordance with the Medical Manual, if any, and announce the result on the day of the Medical Examination.
- (2) The result of the Medical Examination will be displayed on the notice board outside the premises at the end of the day.

COLUMN-II  
Appendix as hereby substituted  
Appendix

Procedure of Departmental Examination  
for Class IV Employees  
{See Rule-6(1)(A)(2)}



COLUMN-I*Existing Appendix*Appendix-AProcedure for Written Examination{See Rule-17(c)}

- (3) Any candidate not satisfied by his Medical Examination, shall file an appeal on the day of examination itself. The appeal should be disposed of by the Medical Board, constituted for the same purpose within one month of the appeal being filed. The Medical Board constituted for appeal shall have expert regarding Medical deficiency of the applicant.
- (4) The members of the Medical Board who are found to give wrong report willfully will be liable for criminal proceedings.
- (5) The Medical Examination is only qualifying in nature and it has no effect on the merit list.

**Note :-** The Medical Board will examine the candidates and their deficiencies such as knock knee, bow legs, flat feet, varicose veins, distant and near vision, colour blindness, hearing test comprising of Rinne's Test, Webber's Test and tests for vertigo etc. as notified by the Government from time to time. The Medical Board may get conducted other examinations after obtaining opinion of experts.

Appendix-DProcedure of DepartmentalExamination for Class IV Employees{See Rule-6(b)}

1. All the eligible Group-'D' employees (Rule-6 read with Rule 10) shall be required to undergo Typing Test which shall be of qualifying nature.
2. All the candidates who are successful in the Typing Test shall be required to undergo a written examination of 100 marks. The candidates shall be required to obtain 35% marks in order to qualify the written test. The syllabus of the written Test will be

COLUMN-II*Appendix as hereby substituted*AppendixProcedure of Departmental Examinationfor Class IV Employees{See Rule-6(1)(A)(2)}

COLUMN-I  
Existing Appendix  
Appendix-A

Procedure for Written Examination

[See Rule-17(c)]

- decided by the Board in consultation with the Head of Department and notified along with the notification of vacancies. The merit list shall be prepared on the aggregate marks obtained in the written examination. If the two or more candidates secure equal marks, preference will be given to the candidates who are senior in the service, older in age and then in the order of the first letter of the English Alphabet of the first name as mentioned in High School certificate.
3. The Board shall prepare a select list of candidates as per the merit keeping in view the total number of vacancies notified by the Board. The Board shall submit the list of selected candidates, along with its recommendation to the Head of Department.
  4. Head of Department will approve the list and send it to appointing authority who shall issue the final orders for promotion.
  5. The final list of candidates selected for promotion, as approved by the Head of Department shall be displayed on the website of the Board and the Uttar Pradesh Police.

COLUMN-II

Appendix as hereby substituted  
Appendix

Procedure of Departmental Examination  
for Class IV Employees

[See Rule-6(1)(A)(2)]

By order,  
DEBASISH PANDA,  
Pramukh Sachiv, Grih

पी०एस०यू०पी०-ए०पी० 529 राजपत्र-(हिन्दी)-2016-(1211)-599 प्रतियां-(कम्प्यु०/टी०/आफसेट)।  
पी०एस०यू०पी०-ए०पी० 12 सा० गृह-2016-(1213)-500 प्रतियां-(कम्प्यु०/टी०/आफसेट)।