



# UTTAR PRADESH PUBLIC SERVICE COMMISSION

Advertisement No.  
A-4/E-1/2018  
Date- 30-10-2018

**Uttar Pradesh University (Centralised) Service Asstt. Registrar Exam.-2018**  
**Date of Commencement for On-Line Application : 30<sup>th</sup> October, 2018**  
**Last Date for On-Line Deposition of Examination Fee in the Bank : 27<sup>th</sup> November, 2018**  
**Last Date for Submission of On-Line Application : 30<sup>th</sup> November, 2018**

**SPECIAL NOTICE :-** (a) Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee deposition. If the fee is deposited in bank after the last date prescribed for fee deposition, the on-line application of the candidate will not be accepted and the fee deposited in the bank will not be refunded in any condition. It will be responsibility of the candidates to deposit fee in the bank upto the last date prescribed for fee deposition and to 'submit' the application upto the last date prescribed for submission of applications. It is also informed that less or more amount deposited in the form of examination fee shall not be refunded in any condition.

(b) In Online Application System, the candidates have to provide their Mobile No. and valid e-mail ID in prescribed column failing which their Basic Registration shall not be completed. All relevant informations/instructions shall be sent through SMS on that mobile no. and e-mail on their valid e-mail ID.

## NECESSARY INFORMATIONS TO APPLICANTS FILLING THEIR APPLICATIONS THROUGH ON-LINE

This advertisement is also available on the Commission's website <http://uppsc.up.nic.in>. The On-line application system is applicable for applying against this advertisement. Applications sent by any other mode shall not be entertained hence candidates are advised to apply On-line only. In connection with On-line application, candidates are advised to go through the instructions thoroughly given as under and apply accordingly:-

1. When the candidate clicks '**ALL NOTIFICATIONS/ADVERTISEMENTS**' on the Commission's website <http://uppsc.up.nic.in> the On-line advertisement shall be automatically displayed, wherein there shall be 3 parts given as below :

- (i) User instructions
- (ii) View Advertisement
- (iii) Apply

A list of all the advertisements will be displayed in which '**On-line System**' is applicable. The Instructions for filling 'On-line application' have been given in User Instruction. The Candidates desirous to see the advertisement will have to click before 'View Advertisement' to which they are desirous to see, full advertisement will be displayed along with sample snapshots of On-Line Application procedure. Click on '**Apply**' for On-Line Application.

### ON-LINE APPLICATION WILL BE COMPLETED IN THREE STAGES :

**First Stage:-** On clicking 'Apply', Candidate Registration will be displayed. Basic Registration form will be displayed on clicking the 'Candidate Registration' respective to Examination. After filling the Basic Registration form, the candidates' must check all the informations filled by them. If any correction/modification is required, click on 'Click here to modify' and ensure the required corrections/modifications. After being fully satisfied with all the informations filled, click on 'Submit Application'. Consequently, the registration of first stage shall be over. Thereafter 'Print Registration Slip' shall be displayed and Print of Registration Slip must be taken by clicking on 'Print Registration Slip'.

**Second Stage:-** After the completion of the procedure of first stage, 'Fee to be deposited [in INR]' shall be displayed with caption "Click here to proceed for payment". After clicking the above caption of 'Click here to proceed for payment', home page of State Bank MOPS (Multi Option Payment System) shall be displayed comprising of 03 modes of payment viz. (i) NET BANKING (ii) CARD PAYMENTS and (iii) OTHER PAYMENT MODES. After depositing the required fee by any one of the above prescribed modes, "Payment Acknowledgement Receipt (PAR)" shall be displayed alongwith detail of fee deposition, the print of which must be taken by clicking on "Print Payment Receipt".

**Third stage :-** On completion of the procedure of second stage click on "Proceed for final submission of application form (Part-2)" as a result of which 'format' shall be displayed. The candidates are required to enter all the required informations in the format. The photo and signature, duly scanned shall be uploaded also. The candidate should scan his/her photograph and signature in the prescribed size (the size will be mentioned at the specified spot in the On-line application). This should also be kept in notice that the photo must be latest passport size. In case the photo and signature, scanned in the prescribed size, are not uploaded, then the On-line system will not accept it. The procedure related for scanning of the photo and signature is laid down in the **Appendix-1**. After filling in all entries in the format, the candidates may click '**PREVIEW**' to see for themselves that all entries and informations are correctly entered and after satisfying themselves should click '**Submit**' button to forward the same to the Commission. It is essential that the candidate should fill all informations On-line correctly according to the instructions given and click the '**Submit**' button by the last date prescribed for submission of the application form. If the candidate does not click the '**Submit**' button, the On-Line application process shall not be completed finally and the candidate shall be accountable for this. After clicking the '**Submit**' button, the candidate may take a print of the application to preserve it with them. In the event of any discrepancy, the candidate will be required to submit the said print in the office of the Commission, otherwise his/her request shall not be entertained. However it is clarified to the candidates that the hard copy of the documents including their On-Line application should not be sent to the commission.

2. **Application Fee :** In the **On-LINE** application process, after completing the procedure of first stage, Category wise prescribed examination fee is to be deposited as per instructions provided in second stage. The prescribed fee of examination for different categories is as under:-

- (i) Unreserved/Other Backward Class - Exam fee Rs. 200/- + On-line processing fee Rs. 25/- Total = Rs. 225/-
- (ii) Scheduled Caste/ Scheduled Tribe - Exam fee Rs. 80/- + On-line processing fee Rs. 25/- Total = Rs. 105/-
- (iii) Handicapped - Exam fee NIL + On-line processing fee Rs. 25/- Total = Rs. 25/-
- (iv) Dependants of the Freedom Fighters/- Ex-Servicemen/Women - According to the original category.

3. The Basic Registration of such candidates will not be accepted who have been debarred from U.P. Public Service Commission and their period of debar has not been completed. In addition to above, the applications submitted without requisite informations regarding debar, if it is found at any stage in future that the applications have been submitted concealing this fact, his/her candidature will be rejected at any stage and the commission will consider to debar from all future examinations/selections including extension of debar period. In this regard if the claims of the candidates made in their application forms are not found true, they can be debarred not only from the examination in question but from all the future examinations and selections made by the commission also including other appropriate penalties.

4. **Modify Submitted Application: If a candidate comes to know about any**

**error/errors in the submitted application form except in exam. name and type of recruitment, Registered Mobile Number, E-mail ID, Aadhaar Number and such cases where prescribed fee for modified category is higher (In case of error in these entries, candidate may submit new online application with prescribed fee only as previously deposited fee will neither be adjusted nor refunded). he/she will be given only one opportunity to modify it/them according to the following procedure before the last date of the submission of application form.**

"Candidate has to click on 'Modify Submitted Application' under 'Online application process' in Candidate Segment. After that 'Candidate Personal Details' will be displayed on the screen to fill in Registration No., Date of Birth, Gender, Domicile and Category. After filling the Verification code the candidate has to click on the 'proceed' button following which in 'Authentication through' four options-registered mobile, registered e-mail ID, Aadhaar No. & OTP (One Time Password) will be displayed on the screen. If the Candidate opts any one option out of aforesaid four options the 'Option Box' will be displayed on the screen to fill in the information pertaining to it. After the candidate has filled in the required information and clicks on the 'proceed' button his/her previously submitted on line application form will be displayed on the screen. The candidate can submit his/her on line application form after making required modifications in it. This facility will be available to the candidates only one time within the last date of submission of application form."

5. The U.P. Public Service Commission shall hold a Written Examination in the District/ Districts mentioned in appendix-2 for the selection to the aforesaid post. Only such candidates will be called for interview who are declared successful on the basis of Result of said Written Examination. The selection will be made on the basis of aggregate marks obtained by the candidates in written examination and interview. The date and venue of examination decided by the Commission will be intimated to the candidates by means of their e-Admission certificates. Number of Districts/Centres may increase or decrease according to final Number of applications received.

6. **No. of Vacancies :** Presently the No. of vacancies is 21 which may be increase or decrease in exceptional circumstances on the request of State Government. These posts are - group "B", Non-Gazetted.

**Pay Scale :** Rs. 9,300/- - Rs. 34,800/- (Grade Pay Rs. 4800/-).

7. **Reservation :** The reservation for Scheduled Castes of U.P./Scheduled Tribes of U.P./Other Backward Class candidates of U.P. shall be admissible in accordance with the provisions of relevant Govt. Rules. Accordingly, reservation for category under horizontal as Dependents of Freedom Fighters of U.P., P.H. of U.P. and Women candidates of U.P. shall be admissible on settlement of vacancies.

**Note :** (1) The Candidates claiming the benefit of reservation/age relaxation must obtain, in support of their category a certificate issued by competent authority on the proforma available on **Appendix-3** of the Website of this detailed advertisement and shall submit the same to the Commission when asked for. (2) All Reserved candidates of U.P. must mention their Category/Sub Category in the Application Form. (3) Candidates claiming reservation/ Age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them. (4) The Scheduled Caste, Scheduled Tribes, Other Backward Class, Dependents of Freedom Fighter, PH and women candidates who are not the permanent residents of U.P. shall not be given the benefit of reservation. Such candidates shall be treated as the candidates of the General Category. In case of women candidates the caste certificate/domicile certificate issued from father side only be treated valid.

8. **Conditions of Eligibility (For age relaxation only) : Eligibility in case of Emergency Commissioned/Short Service Commissioned Officers:** In accordance with the provisions of the G.O. No. 22/10/1976-Karmik-2-85, dated 30-1-1985 Emergency Commissioned/ Short Service Commissioned Officers who have not been released from Army but whose period of Army service has been extended for rehabilitation, may also apply for this examination on the following conditions: (A) Such applicants will have to obtain a certificate of the competent authority of Army, Navy, Air Force to the effect that their period of Service has been extended for rehabilitation and no disciplinary action is pending against them. (B) Such applicants will have to submit in due course a written undertaking that in case they are selected for the post applied for, they will get themselves released immediately from the Army Service. The above facilities will not be admissible to Emergency/Short Service Commissioned Officers, if (a) he gets permanent Commission in the Army, (b) he has been released from the Army on tendering resignation, (c) he has been released from the Army on grounds of misconduct or physical disability or on his own request and who gets gratuity. The candidates must possess all the requisite qualifications/Eligibility conditions till the last date for submitting the applications.

9. **MARITAL STATUS :** Male candidates who are married and have more than one wife living and female candidates who have married a person already having a wife, shall not be eligible unless the Hon'ble Governor has granted an exemption from this condition.

### 10. EDUCATIONAL QUALIFICATION :

**Essential : (A)** The candidates must possess the degree of Graduation from any recognized University or Equivalent qualification by the last date for receipt of application form. Good knowledge of Hindi is essential. **(B)** The candidates must possess the working experience of minimum 07 years in any Govt. office or office of University with which the knowledge of Hindi and English drafting and Accounts Rules are essential.

**Note:- The candidates must enclose a certificate with application, issued by their employer regarding the above experience.**

11. **AGE LIMIT :** (I) Candidates must have attained the age of 30 years and must not have crossed the age of 45 years on July 1, 2018 i.e. they must have not been born earlier than 2nd July, 1973 and not later than July 1, 1988. (II) Upper age limit shall be greater by five years for candidates belonging to Scheduled Castes of U.P., Scheduled Tribes of U.P., Other Backward classes of U.P., skilled players of U.P. of classified games, and State Govt. employees of U.P. including the teachers/staff of Basic Shiksha Parishad of U.P. and teachers/staff of the Govt. Aided Madhyamik Vidyalayas of U.P. i.e. they must have not been born before 2nd July, 1968. (ii) For Emergency Commissioned Officers/Short Service Commissioned Officers/Ex-Army Personnels of U.P. who have rendered atleast 05 years service in Army, the relaxation of 05 years is admissible in upper age limit. Upper age limit for physically handicapped persons of Society of U.P. will be greater by fifteen years i.e. they must have not been born before 2nd July 1958. No relaxation is admissible in upper age limit for D.F.F. candidates.

**In the case of a person who has already rendered at least one year's service in any of the posts in the centralised service or in the university, the maximum age limit shall be greater to the extent he has rendered continuous service over the age limits mentioned in 11(1).**

12. **SOME INFORMATIONS ABOUT EXAMINATION AND INTERVIEW :** (I) The dates and venue for the examination shall be informed by the Commission later on through e-Admit Card. (II) All original certificates shall be verified at the time of interview. Candidates will also be required to furnish four passport size Photographs, two unattested and two attested by their Head of Department or Head of the Institution where they have received education or by a Gazetted Officer at the time of Interview. (III) Candidates serving under the Central or State Government will have to produce 'No Objection Certificate' from their employer at the time of interview issued by the

competent authority.

**NOTE:** The candidates must send hard copy of their On line Applications and enclose self attested copies of all certificates in support of their claims rendered in the On-line application. In this connection, a separate press-communicate shall be published in due course by the commission. If they do not send the hard copy of the On line Application form along with self attested copies of all certificates in support of their all claims, their candidature shall be cancelled.

**13. IMPORTANT INSTRUCTIONS FOR CANDIDATES:** (1) As per decision of the UPPSC a candidate will be liable to be debarred from this examination and all other future examinations and selections upto a maximum period of five years for furnishing any wrong information in his/her application form which cannot be substantiated by relevant documents or for any other malpractice. (2) No change in category, sub-category, Date of Birth etc. is permissible after the receipt of application form in the office of the Commission. In this regard no application for error correction/ modification shall be acceptable. (3) The date of birth of the candidates shall be admissible as entered in High School Certificate. The candidate will have to attach his/her High School or Equivalent Examination Certificate with the application form of Examination. No Other Certificate shall be acceptable for Date of Birth and if it is not attached with the application it shall be rejected. (4) The candidates will have to enclose self attested copies of Marksheet, Certificates & Degrees alongwith the Application Form of examination in support of their claims of educational qualifications. If they do not enclose self attested copies of certificates/ documents in support of their claims, the applications shall be rejected. (5) The benefit of reservation to the categories of Physically Handicapped persons of society of U.P. shall be given only on the posts which are identified by the Government for their sub-category. For this benefit the Handicapped persons must produce a certificate of being handicapped in that sub-category on the prescribed proforma issued by prescribed Medical Officer/ Specialist and counter signed by the Chief Medical Officer according to Rule 2 of U.P. Public Service (Reservation for physically Handicapped, Dependent of Freedom Fighters and Ex-Serviceman (Amendment) Act, 1997 read with G.O. dated 03 Feb., 2008). (6) The Ex-Army personnels must be discharged from army upto the last date prescribed for receipt of applications. (7) Date, time and venue etc. of examination along with Roll No. will be communicated to the candidates through e-Admit Cards, Candidates will have to appear at the centre/venue allotted to them by the Commission. No change in centre/venue is permissible and no application shall be entertained in this regard. (8) The candidature of such candidates who are subsequently found ineligible according to the terms laid down in advertisement will be cancelled and their any claim for the Examination will not be entertained. The decision of the Commission regarding eligibility of the candidates shall be final. (9) The Application /candidature of any stage will not be accepted if the application is not submitted on prescribed form, date of birth is not mentioned or wrong date of birth is mentioned, overage, under age, not fulfilling the minimum educational qualifications, application received after last date and no signature under declaration in the format. (10) The Commission may admit the candidates provisionally after summarily checking of the application but if it is found at any stage that applicant was not eligible or that his/her application should have been rejected or was not entertainable initially, his/her candidature will be rejected and if the candidate is selected and recommended for appointment, the recommendation of the Commission for appointment shall be withdrawn. (11) The Commission reserves the right of cancelling the candidature of any candidate found indulging in any malpractice i.e. copying in examination hall or indiscipline, misbehaviour or canvassing for his/her candidature. On violation of these instructions, the candidates may be debarred from this examination as well as future examinations and selections. In this regard the decision of the Commission shall be final. (12) In all communications to the Commission, the candidates must mention the name of examination, advertisement no., registration no., date of birth, father's/Husband's name and also the Roll Number, if communicated. (13) Candidates selected for appointment will have to undergo Medical Examination as required under the Rules. (14) 3 times candidates shall be called for interview on the basis of written examination. It is essential for the candidates to appear in the interview as the place of candidates will depend on aggregate of marks obtained in written examination and interview. (15) The candidates who are appearing in the Examination of essential qualification prescribed for the post need not apply, because they are not eligible. (16) For the conventional question papers of three hours, the examination timings is 9.30 A.M. to 12.30 P.M. (1st session) and 2.00 P.M. to 5.00 P.M. (IInd session).

#### GENERAL INSTRUCTIONS

- In no circumstances, applications of any stage shall be accepted after the last prescribed date and time. Applications found without requisite informations and without photograph and signature, even when received in time, will be summarily rejected.
- In the On-line system the candidates must ensure that all the requisite informations have been duly filled and must click the "Submit" Button by the Last prescribed Date & Time. They must take the print and keep it safely. In any discrepancy, they will have to produce the print otherwise no request shall be entertained.
- Those candidates, willing to take the benefit of the reservation/age relaxation must obtain a certificate, issued by the competent authority, in support of the reserved category, in the prescribed format printed in this detailed advertisement (**Appendix-3**) and submit the same to the Commission, whenever required to do so. Those claiming more than one reservation/ Age relaxation will be given only one such concession, which will be more beneficial. The candidates who are not originally domiciled of U.P. belonging to SC, ST, O.B.C., dependents of freedom fighters, P.H. and women are not entitled to benefit of reservation/Age relaxation. Such candidates will be treated as general candidates. In case of the women candidates, the domicile/caste certificate issued from father side will be treated valid.
- The Commission do not advise to candidates about their eligibility. Therefore, they should carefully read the advertisement and when satisfied about their eligibility as per conditions of the advertisement, then only apply. The candidates must possess all the requisite qualifications till the last date for submitting the applications.**
- In the category of dependents of the freedom fighters only sons, daughters, grandsons (son's son/daughter's son) and grand daughters (son's daughter/daughter's daughter, married/unmarried) are covered. It is advised that the candidates of aforesaid category must obtain the reservation certificate from the District Magistrate in terms of Govt. Order No. 453/79-V-1-15-1(Ka)14-2015, dated 07.04.2015 in the prescribed format and submit the same.
- In the event of involvement of a candidate in the concealment of any important information, pendency of any case/criminal case, conviction, more than One husband or wife being alive, submission of facts in a distorted manner, malpractice, canvassing for selection etc., the Commission reserves the right to reject the candidature and debar from appearing in the examination in question and all other future examinations and selections.
- In case the candidates feel any problem in the "On-line Application" they may get their problem resolved by contacting over phone or on Website by clicking 'Contact us'.
- The procedure relating to upload scanned **Photo** and **Signature** is given in **Appendix-1**. The name of Districts for Examination are available in the advertisement in **Appendix-2** and Proforma for reservation on **Appendix-3**. In the same way the plan of Examination and the syllabus on **Appendix-4**.

#### Detailed Application Form:

At the top of the page there is a 'Declaration'. The candidates are advised to go through the contents of the **Declaration** carefully. Candidate has the option either to agree or disagree with the contents of Declaration by clicking on 'I Agree' or 'I do not agree' buttons. In case the candidate opts to disagree, the application will be dropped and the procedure will be terminated. Accepting to agree only will submit the candidate's Online Application.

#### Notification Details

This section shows information relevant to Notification.

#### Personal Details

This section shows information about candidate's personal details i.e. Registration Number, Candidate's Name, Father/Husband's Name, Gender, Date of Birth, UP domicile, Category, Marital Status, Email-ID and Contact Number.

#### Other Details of candidate

Other details of candidate shows the information details about UP Freedom Fighter, Ex Army service duration and your physical deformity.

#### Education & Experience Details

It shows your educational and experience details.

#### Candidate address, photo & signature details

Here you will see your complete communication address and photo with your signature.

#### Declaration segment

At the bottom of the page there is a 'Declaration' for the candidates. Candidates are advised to go through the contents of the **Declaration** carefully.

After filling all above particulars there is provision for preview your detail before final submission of application form on clicking on "Preview" button.

Preview page will display all facts/particulars that you have mentioned on entry time if you are sure with filled details then click on "Submit" button to finally push data into server with successfully submission report that you can print.

Otherwise using "Back" button option you can modify your details.

#### **[CANDIDATES ARE ADVISED TO TAKE A PRINT OF THIS PAGE BY CLICKING ON THE "Print" OPTION AVAILABLE]**

#### For Other information:

For other information candidates are advised to select desired option in 'Home Page' of Commission's website <http://uppsc.up.nic.in> in CANDIDATE SEGMENT

CANDIDATE SEGMENT
<b>NOTIFICATIONS/ADVERTISEMENTS</b>
All Notifications / Advertisements
<b>ONLINE FORM SUBMISSION</b>
1. Candidate Registration (FIRST STAGE)
2. Fee Deposition / Reconciliation (SECOND STAGE)
3. Submit Application Form (THIRD STAGE)
<b>APPLICATION FORM STATUS</b>
Update your transaction ID by Double Verification mode
View Application Status
List of Applications Having Photo related Objections
Print Duplicate Registration Slip
Print Detailed Application Form
<b>EXAMINATION SEGMENT</b>
Print Address Slip for sending Documents to Commission [Only for Direct Recruitment]
<b>DOWNLOAD SEGMENT</b>
Download Admit Card
Download Interview Letter
Download Syllabus
Know your Registration No.
Click here to view Key Answer Sheet

#### Regarding application :

- On clicking "View Application status" option in Candidate Segment page you can see current status of candidate.
  - On clicking "Result" option in Candidate Segment page candidate can see result status of periodically.
  - "Interview/Exam Schedule" option in Candidate Segment page candidate can see interview and examination schedule details periodically.
  - On clicking "Key Answer Sheet" candidate can download key answer sheet.
  - On clicking "Admit Card/Hall Ticket" candidate can download their Admit Card using with some basic credential of candidate.
  - On clicking "List of Rejected Candidate" candidate can view rejected candidate list.
  - On clicking "Syllabus" candidate can view syllabus of particular examination.
- (Candidates applying on-line need NOT send hard copy of the On-line Application filled by them on-line or any other document/certificate/testimonial to the Uttar Pradesh Public Service Commission. However they are advised to take printout of the On-line Application and retain it for further communication with the UPPSC.) (The Candidates applying for the examination should ensure that they fulfill all eligibility conditions for admission to examination. Their admission at all the stages of the examination will be purely provisional subject to satisfying the prescribed eligibility conditions.) UPPSC takes up verification of eligibility conditions with reference to original documents at subsequent stages of examination process.
- LAST DATE FOR RECEIPT OF APPLICATIONS :** On-line Application process must be completed (including filling up of Part-I, Part-II and Part-III of the Form) before last date of form submission according to Advertisement, after which the web. Link will be disabled.

#### Appendix-1

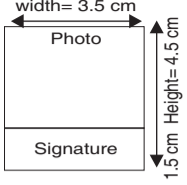
##### The Procedure relating to upload Photo & Signature.

##### Guide Lines for Scanning Photograph with Signature

- Paste the Photo on any white paper as per the above required dimensions. Sign in the Signature Space provided. Ensure that the signature is within the box.
- Scan the above required size containing photograph and signature. Please do not scan the complete page.
- The entire image (of size 3.5 cm by 6.0 cm) consisting of the photo along with the signature is required to be scanned and stored in \*.jpg, .jpeg, .gif, .tif, .png format on local machine.
- Ensure that the size of the scanned image is not more than 50 KB.
- If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. colours etc., during the process of scanning.
- The applicant has to sign in full in the box provided. Since the signature is proof of identity, it must be genuine and in full; initials are not sufficient. Signature in CAPITAL LETTERS is not permitted.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the Hall Ticket and wherever necessary. If the Applicant's signature on answer script, at the time of the examination, does not match the signature on the Hall Ticket, the applicant will be disqualified.

**Sample Image & Signature :-**

continued..



**Appendix - 2**

Name of the Examination District-Allahabad/Lucknow.

**Appendix-3**

**उ०प्र० की अनुसूचित जाति तथा अनुसूचित जनजाति के लिये जाति प्रमाण-पत्र**  
 प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... सुपुत्र/सुपुत्री श्री..... निवासी  
 ग्राम..... तहसील..... नगर..... जिला..... उत्तर प्रदेश राज्य की.....  
 जाति के व्यक्ति हैं जिसे संविधान (अनुसूचित जाति) आदेश, 1950 (जैसा कि समय-समय पर  
 संशोधित हुआ)/संविधान (अनुसूचित जनजाति, उत्तर प्रदेश) आदेश, 1967 के अनुसार अनुसूचित  
 जाति/अनुसूचित जनजाति के रूप में मान्यता दी गई है।  
 श्री/श्रीमती/कुमारी..... तथा अथवा उनका परिवार उत्तर प्रदेश के..... ग्राम.....  
 तहसील..... नगर..... जिला..... में सामान्यतया रहता है।  
 स्थान..... हस्ताक्षर.....  
 दिनांक..... पूरा नाम.....  
 मुहर..... पद नाम.....

जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/तहसीलदार/  
 अन्य वेतन भोगी मजिस्ट्रेट यदि कोई हो/जिला समाज कल्याण अधिकारी

**उत्तर प्रदेश के अन्य पिछड़े वर्ग के लिए जाति प्रमाण-पत्र (प्रारूप-1)**

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... सुपुत्र/सुपुत्री श्री..... निवासी  
 ग्राम..... तहसील..... नगर..... जिला..... उत्तर प्रदेश राज्य की.....  
 पिछड़ी जाति के व्यक्ति हैं। यह जाति उत्तर प्रदेश लोक सेवा (अनुसूचित जातियों, अनुसूचित  
 जनजातियों तथा अन्य पिछड़े वर्गों के लिये आरक्षण) अधिनियम, 1994 (यथासंशोधित) की  
 अनुसूची-एक के अन्तर्गत मान्यता प्राप्त है।  
 यह भी प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... पूर्वोक्त अधिनियम, 1994  
 (यथासंशोधित) की अनुसूची-दो (जैसा कि उत्तर प्रदेश लोक सेवा) (अनुसूचित जातियों, अनुसूचित  
 जन जातियों और अन्य पिछड़े वर्गों के लिये आरक्षण) (संशोधन) अधिनियम, 2001 द्वारा प्रतिस्थापित किया  
 गया है एवं जो उत्तर प्रदेश लोक सेवा (अनुसूचित जातियों, अनुसूचित जन जातियों और अन्य पिछड़े वर्गों के  
 लिये आरक्षण) (संशोधन) अधिनियम, 2002 द्वारा संशोधित की गयी है, से आच्छादित नहीं है। इनके माता-पिता  
 की निरंतर तीन वर्ष की अवधि के लिये सकल वार्षिक आय आठ लाख रुपये या इससे अधिक नहीं है  
 तथा इनके पास धनकर अधिनियम, 1957 में यथा विहित छूट सीमा से अधिक सम्पत्ति भी नहीं है।  
 श्री/श्रीमती/कुमारी..... तथा/अथवा उनका परिवार उत्तर प्रदेश के ग्राम.....  
 तहसील..... नगर..... जिला..... में सामान्यतया रहता है।  
 स्थान..... हस्ताक्षर.....  
 दिनांक..... पूरा नाम.....  
 मुहर..... पद नाम.....  
 जिलाधिकारी/अतिरिक्त जिलाधिकारी/सिटी मजिस्ट्रेट/परगना मजिस्ट्रेट/ तहसीलदार।

**उ.प्र. के दिव्यांग व्यक्तियों के लिए प्रमाण-पत्र  
 CERTIFICATE FOR PHYSICALLY HANDICAP OF U.P.**

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL  
 Certificate No. .... Date .....

**DISABILITY CERTIFICATE**

Recent photograph  
 of the candidate  
 showing the disability  
 duly attested by the  
 Chairperson of the  
 Medical Board

This is to certified that Shri/Smt/Kum..... son/wife/daughter of  
 Shri..... age..... Sex..... identification  
 mark (s)..... is suffering from permanent disability of following category.  
 A. Locomotor or cerebral palsy:  
 (i) BL-Both legs affected but not arms.  
 (ii) BA-Both arms affected  
 (a) Impaired reach (b) Weakness or grip  
 (iii) BLA-Both legs and both arms affected  
 (iv) OL-One leg affected (right or left)  
 (a) Impaired reach (b) Weakness of grip (c) Ataxic  
 (v) OA-One arm affected  
 (a) Impaired reach (b) Weakness of grip (c) Ataxic  
 (vi) BH-Stiff back and hips (Cannot sit or stood)  
 (vii) MW- Muscular weakness and limited physical endurance  
 B. Blindness or Low Vision:  
 (i) B-Blind  
 (ii) PB-Partially Blind  
 C. Hearing impairment:  
 (i) D-Deaf  
 (ii) PD-Partially Deaf  
 (Delete the category whichever is not applicable)  
 2. This condition is progressive/non-progressive/likely to improve/not likely to  
 improve. Re-assess of this case is not recommended/is recommended after a  
 period of..... year..... months.  
 3. Percentage of disability in his/her case is..... percent.  
 4. Sh./Smt./Kum. .... meets the following physical requirements discharge of  
 his/her duties:  
 (i) F-can perform work by manipulating with fingers. Yes/No  
 (ii) PP-can perform work by pulling & pushing. Yes/No  
 (iii) L-can perform work by lifting. Yes/No  
 (iv) KC-can perform work by kneeling and crouching. Yes/No  
 (v) B-can perform work by bending. Yes/No  
 (vi) S-can perform work by sitting. Yes/No  
 (vii) ST-can perform work by standing. Yes/No  
 (viii)W-can perform work by walking Yes/No  
 (ix) SE-can perform work by seeing. Yes/No  
 (x) H-can perform work by hearing/speaking. Yes/No  
 (xi) RW-can perform work by reading and writing. Yes/No

(Dr.....) (Dr.....) (Dr.....)  
 Member Member Chairperson  
 Medical Board Medical Board Medical Board

Countersigned by the  
 Medical Superintendent/  
 CMO/HQ Hospital  
 (with seal)

\*Strike out which is not applicable.

उत्तर प्रदेश लोक सेवा (शारीरिक रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रितों

और भूतपूर्व सैनिकों के लिए आरक्षण) अधिनियम, 1993 (यथासंशोधित) के अनुसार  
 स्वतंत्रता संग्राम सेनानी के आश्रित के प्रमाण-पत्र का प्रपत्र।

**प्रमाण-पत्र**

प्रमाणित किया जाता है कि श्री/श्रीमती..... निवासी-..... ग्राम-.....  
 तहसील-..... नगर-..... जिला-..... उत्तर प्रदेश लोक सेवा (शारीरिक  
 रूप से विकलांग, स्वतंत्रता संग्राम सेनानियों के आश्रितों और भूतपूर्व सैनिकों के लिए आरक्षण)  
 अधिनियम, 1993 के अनुसार स्वतंत्रता संग्राम सेनानी हैं और श्री/श्रीमती/ कुमारी (आश्रित).....  
 पुत्र/पुत्री/पौत्र (पुत्र का पुत्र या पुत्री का पुत्र) तथा पौत्री (पुत्र की पुत्री या पुत्री की पुत्री)  
 (विवाहित अथवा अविवाहित) उपर्युक्त अधिनियम, 1993 (यथासंशोधित) के प्रावधानों के अनुसार  
 उक्त श्री/श्रीमती (स्वतंत्रता संग्राम सेनानी)..... के आश्रित हैं।  
 हस्ताक्षर.....  
 पूरा नाम.....  
 स्थान..... मुहर.....  
 दिनांक..... जिलाधिकारी  
 सील

**कुशल खिलाड़ियों के लिये प्रमाण-पत्र जो उ.प्र. के मूल निवासी हैं  
 शासनादेश संख्या-22/21/1983-कार्मिक-2 दिनांक 28 नवम्बर, 1985**

**प्रमाण-पत्र के फार्म - 1 से 4 प्रारूप-1**  
**(मान्यता प्राप्त क्रीड़ा/खेल में अपने देश की ओर से अन्तर्राष्ट्रीय प्रतियोगिता में भाग  
 लेने वाले खिलाड़ी के लिये)**  
 सम्बन्धित खेल की राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन का नाम..... राज्य  
 सरकार की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण-पत्र  
 प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... आत्मज/पत्नी/आत्मजा  
 श्री..... निवासी..... पूरा पता..... ने दिनांक..... से  
 दिनांक..... तक..... (स्थान का नाम) में आयोजित.....  
 (क्रीड़ा/खेल-कूद का नाम) की प्रतियोगिता/टूर्नामेन्ट में देश की ओर से भाग लिया।  
 उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में..... स्थान प्राप्त किया गया।  
 यह प्रमाण-पत्र राष्ट्रीय फेडरेशन/राष्ट्रीय एसोसिएशन/(यहाँ संस्था का नाम दिया जाये).....  
 में उपलब्ध रिकार्ड के आधार पर दिया गया है।  
 स्थान..... हस्ताक्षर.....  
 दिनांक..... नाम.....  
 पद.....  
 संस्था का नाम.....  
 मुहर.....

**नोट :** यह प्रमाण-पत्र नेशनल फेडरेशन/नेशनल एसोसिएशन के सचिव द्वारा व्यक्तिगत रूप से किये  
 गये हस्ताक्षर होने पर ही मान्य होगा।

**प्रारूप - 2**

**(मान्यता प्राप्त क्रीड़ा/खेल में अपने प्रदेश की ओर से राष्ट्रीय प्रतियोगिता में भाग  
 लेने वाले खिलाड़ी के लिये)**  
 सम्बन्धित खेल की प्रदेशीय एसोसिएशन का नाम..... राज्य सरकार की  
 सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण-पत्र  
 प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... आत्मज/पत्नी/  
 आत्मजा श्री..... निवासी (पूरा पता)..... ने दिनांक.....  
 से दिनांक..... तक..... में (क्रीड़ा/खेल-कूद का नाम) की  
 प्रतियोगिता (टूर्नामेन्ट स्थान का नाम)..... आयोजित राष्ट्रीय..... में  
 (क्रीड़ा/खेल-कूद का नाम) की प्रतियोगिता/ टूर्नामेन्ट में प्रदेश की ओर से भाग लिया।  
 उनके टीम के द्वारा उक्त प्रतियोगिता/टूर्नामेन्ट में..... स्थान प्राप्त किया गया।  
 यह प्रमाण-पत्र..... (प्रदेशीय संघ का नाम) में उपलब्ध रिकार्ड के आधार पर दिया  
 गया है।  
 स्थान..... हस्ताक्षर.....  
 दिनांक..... नाम.....  
 पद.....  
 संस्था का नाम.....  
 पता.....  
 मुहर.....

**नोट :** यह प्रमाण-पत्र प्रदेशीय खेल-कूद संघ के सचिव द्वारा व्यक्तिगत रूप से किये गये हस्ताक्षर  
 होने पर ही मान्य होगा।

**प्रारूप - 3**

**(मान्यता प्राप्त क्रीड़ा/खेल में अपने विश्वविद्यालय की ओर से अन्तर्विश्वविद्यालय  
 प्रतियोगिता में भाग लेने वाले खिलाड़ी के लिये)**  
 विश्वविद्यालय का नाम..... राज्य स्तर की सेवाओं/पदों पर नियुक्ति के लिए कुशल  
 खिलाड़ियों के लिए प्रमाण-पत्र  
 प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... आत्मज/पत्नी/ आत्मजा  
 श्री..... निवास (पूरा नाम)..... विश्वविद्यालय की कक्षा.....  
 के विद्यार्थी ने दिनांक..... से दिनांक..... तक..... (स्थान का नाम) में  
 आयोजित अन्तर्विश्वविद्यालय..... (क्रीड़ा/खेल-कूद का नाम) प्रतियोगिता/टूर्नामेन्ट में  
 विश्वविद्यालय की ओर से भाग लिया। उनके टीम के द्वारा उक्त प्रतियोगिता/  
 टूर्नामेन्ट में..... स्थान प्राप्त किया गया। यह प्रमाण-पत्र डीन ऑफ स्पोर्ट्स अथवा इंचार्ज  
 खेल कूद..... विश्वविद्यालय में उपलब्ध रिकार्ड के आधार पर दिया गया है।  
 स्थान..... हस्ताक्षर.....  
 दिनांक..... नाम.....  
 पद.....  
 संस्था का नाम.....  
 मुहर.....

**नोट :** यह प्रमाण-पत्र विश्वविद्यालय के डीन ऑफ स्पोर्ट्स या इंचार्ज खेल-कूद द्वारा व्यक्तिगत रूप  
 से किये गये हस्ताक्षर होने पर ही मान्य होगा।

**प्रारूप - 4**

**(मान्यता प्राप्त क्रीड़ा/खेल में अपने स्कूल की ओर से राष्ट्रीय खेल-कूद में भाग लेने  
 वाले खिलाड़ी के लिये)**  
 डाइरेक्ट्रेट ऑफ पब्लिक इन्स्ट्रक्शन्स/निदेशक, शिक्षा, उत्तर प्रदेश..... राज्य स्तर  
 की सेवाओं/पदों पर नियुक्ति के लिए कुशल खिलाड़ियों के लिए प्रमाण-पत्र  
 प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी..... आत्मज/पत्नी/आत्मजा श्री  
 ..... निवासी (पूरा पता)..... में..... स्कूल में कक्षा.....  
 के विद्यार्थी ने दिनांक..... से दिनांक..... तक.....  
 (स्थान का नाम) में आयोजित स्कूलों के नेशनल गेम्स की..... (क्रीड़ा/खेल-कूद का  
 नाम) प्रतियोगिता/टूर्नामेन्ट में..... स्कूल की ओर से भाग लिया। उनके टीम के द्वारा  
 उक्त प्रतियोगिता/टूर्नामेन्ट में..... स्थान प्राप्त किया गया।  
 यह प्रमाण-पत्र डाइरेक्ट्रेट ऑफ पब्लिक इन्स्ट्रक्शन्स/शिक्षा में उपलब्ध रिकार्ड के आधार पर दिया  
 गया है।  
 स्थान..... हस्ताक्षर.....

दिनांक ..... नाम.....  
 पद .....  
 संस्था का नाम.....  
 मुहर .....

नोट : यह प्रमाण-पत्र निदेशक/या अतिरिक्त/संयुक्त या उपनिदेशक डाइरेक्ट्रेट ऑफ पब्लिक इन्सट्रक्शन्स/शिक्षा ..... द्वारा व्यक्तिगत रूप से हस्ताक्षर होने पर मान्य होगा।

## Appendix - 4

## Plan of Examination &amp; Syllabus

विषय	परीक्षा अवधि	अधिकतम अंक
1. सामान्य अध्ययन	3 घंटे	200
2. सामान्य हिन्दी, सारांश आलेखन, निबन्ध	3 घंटे	200
3. उत्तर प्रदेश वित्तीय नियम एवं कार्यालय प्रक्रिया सम्बन्धी नियम	3 घंटे	100
4. व्यक्तित्व परीक्षा / साक्षात्कार		50
		<b>योग 550</b>

सामान्य अध्ययन के प्रश्न पत्र में निम्नांकित विषयों पर प्रश्न किये जायेंगे।

1. सामान्य विज्ञान
2. राष्ट्रीय तथा अन्तर्राष्ट्रीय महत्व की समसामयिक घटनाएँ
3. भारत का इतिहास
4. भारतीय राष्ट्रीय आन्दोलन
5. भारतीय राज्य व्यवस्था तथा अर्थ व्यवस्था
6. विश्व भूगोल तथा जनसंख्या

सामान्य विज्ञान के प्रश्न दैनिक अनुभव तथा प्रेक्षण से सम्बन्धित विषयों सहित विज्ञान के सामान्य प्रबोध एवं जानकारी पर होंगे, जिसकी किसी भी सुशिक्षित व्यक्ति से अपेक्षा की जा सकती है जिसने किसी वैज्ञानिक विषय का विशेष अध्ययन नहीं किया हो।

भारत के इतिहास के अन्तर्गत आर्थिक, सामाजिक, सांस्कृतिक तथा राजनीतिक पक्षों की व्यापक जानकारी पर ध्यान देना होगा।

भारतीय राष्ट्रीय आन्दोलन पर अभ्यर्थियों से भारतीय स्वतंत्रता आन्दोलन की प्रकृति तथा विशेषता, राष्ट्रवाद का अभ्युदय तथा स्वतंत्रता प्राप्ति के बारे में सामान्य ज्ञान अपेक्षित है।

भारतीय राज्य व्यवस्था तथा अर्थव्यवस्था के अन्तर्गत भारतीय राज्य व्यवस्था, भारतीय संविधान, पंचायती राज तथा सामुदायिक विकास, भारत की अर्थव्यवस्था तथा नियोजन के व्यापक लक्षणों की जानकारी पर प्रश्न होंगे।

विश्व भूगोल तथा जनसंख्या में केवल विषयों की सामान्य जानकारी की परख होगी जिसमें भारत के भूगोल में भौतिक/पारिस्थितिक आर्थिक, सामाजिक जनाकिकीय पक्षों पर विशेष बल दिया जायेगा।

अभ्यर्थियों से उपरोक्त विषयों की सामान्य जानकारी (अभिज्ञा) विशेषतः उत्तर प्रदेश के परिप्रेक्ष्य में अपेक्षित है।

## सामान्य हिन्दी

समय: तीन घंटे	अधिकतम अंक: 200
(1) निबन्ध लगभग 400 (चार सौ) शब्दों में	40 अंक
(2) गद्यांश – लगभग 300 (तीन सौ) शब्दों का	
(क) उचित शीर्षक	5 अंक
(ख) मूल गद्यांश का सारांश	20 अंक
(ग) तीन रेखांकित अंशों की व्याख्या	15 अंक
<b>कुल 40 अंक</b>	
(3) हिन्दी- आलेखन- शासकीय, अर्द्धशासकीय पत्र, कार्यालय-आदेश, कार्यालय-ज्ञाप, परिपत्र, विज्ञप्ति, निविदा- सूचना, टिप्पणी।	15+15= 30 अंक
(4) (क) किन्हीं पाँच शब्दों में से प्रत्येक के चार-चार पर्यायवाची शब्द बतायें—	10 अंक
(ख) किन्हीं पाँच शब्दों के विपरीतार्थक शब्द बताइए—	05 अंक
(ग) किन्हीं पाँच शब्द-युग्मों में शब्दों के अर्थगत अन्तर स्पष्ट करते हुए उनका अपने वाक्यों में प्रयोग कीजिए—	10 अंक
(घ) किन्हीं पाँच पदों में से प्रत्येक में समास का नाम बताइए—	05 अंक

(5) (क) किन्हीं पाँच शब्दों की वर्तनी शुद्ध कीजिए—	10 अंक
(ख) किन्हीं पाँच वाक्यों को शुद्ध करके लिखिए—	10 अंक
(ग) किन्हीं पाँच वाक्यांशों में से प्रत्येक के लिए एक-एक शब्द दीजिए—	10 अंक
(6) (क) किन्हीं पाँच मुहावरों एवं लोकोक्तियों के अर्थ स्पष्ट करते हुए उनका अपने वाक्यों में प्रयोग कीजिए—	15 अंक
(ख) किन्हीं पाँच शब्दों में से प्रत्येक और उपसर्ग छांटकर लिखिए—	05 अंक
(ग) किन्हीं पाँच शब्दों के एकाधिक अर्थ लिखिए—	10 अंक

## उ0प्र0 वित्तीय नियम व कार्यालय 'प्रक्रिया सम्बन्धी मैनुअल' का पाठ्यक्रम

1. उत्तर प्रदेश वित्तीय हस्त पुस्तिका भाग-2 खण्ड 2 से 4 जहाँ तक इसका सम्बन्ध मूल नियम व सहायक नियमों से है। तथा वेतन निर्धारण, अवकाश नियम, सेवा सम्बन्धी प्रकरण।	
2. वित्तीय हस्त पुस्तिका भाग-5 खण्ड 1, लेखा नियमों की जानकारी हेतु।	
चैप्टर-4 व चैप्टर-5- वेतन व भत्तों सम्बन्धी लेखा नियम।	
चैप्टर-6- अधिकारियों व कर्मचारियों के वेतन देयकों का निर्माण।	
चैप्टर-7- अधिष्ठान सम्बन्धी नियम।	
चैप्टर-8- आकस्मिक व्यय- विभिन्न अधिकारियों की जिम्मेदारियाँ तथा नियंत्रण अधिकारी का दायित्व।	
चैप्टर-10- ऋण व अग्रिम सम्बन्धी लेखा नियम।	
चैप्टर-13-निर्माण कार्य सम्बन्धी लेखा नियम।	
चैप्टर-18-सेवा सम्बन्धी निधियाँ यथा कर्मचारी भविष्य निधि।	
3. वित्तीय हस्त पुस्तिका भाग-3- यात्रा भत्ता सम्बन्धी नियम।	
चैप्टर-1- दैनिक भत्ता की परिभाषा, परिवार की परिभाषा, विभागाध्यक्ष, सड़क यात्रा भत्ता, जनसामान्य के लिए अनुमन्य वाहनों से यात्रा करना।	
चैप्टर-2- यात्रा सम्बन्धी सामान्य नियम।	
चैप्टर-3- सामान्य यात्राओं सम्बन्धी नियम।	
चैप्टर-4- विशेष यात्राओं सम्बन्धी नियम।	
- स्थानान्तरण पर अनुमन्य यात्रा भत्ता।	
- प्रथम नियुक्ति पर कार्यभार ग्रहण करते समय अनुमन्य यात्रा भत्ता।	
- विभागीय परीक्षाओं पर भाग लेने हेतु अनुमन्य यात्रा भत्ता।	
- निलम्बन अवधि में की गयी सरकारी यात्राओं पर अनुमन्य यात्रा भत्ता अथवा साक्ष्य हेतु उपस्थित होने पर देय यात्रा भत्ता।	
चैप्टर-6- मृत्यु अथवा सेवा निवृत्ति पर अनुमन्य यात्रा भत्ता।	
चैप्टर-7- वाहन भत्ता सम्बन्धी नियम।	
4. सिविल सर्विस रेगुलेशन: भाग 1, 4, 8 व 10 जैसा कि उ0प्र0 राज्य में लागू करने हेतु अंगीकृत किया गया।	
भाग-4 सामान्य पेशान नियम।	
- अर्ह सेवा की शर्तें।	
- सेवा अवधि आगणन के नियम।	
- पेशान स्वीकृत करने की शर्तें।	
- देय पेशान का निर्धारण।	
भाग-8- सेवा अभिलेखों का रख-रखाव।	
भाग-10- पेशान आवेदन का प्रक्रियात्मक ज्ञान।	
5. भण्डार क्रय नियम तथा उ0प्र0 सरकार के अनुपूरक नियम तथा भण्डार क्रय के सम्बन्ध में निर्गत विभागीय (निदेशक उद्योग) के विभिन्न परिपत्र।	
6. विश्वविद्यालय अनुदान आयोग द्वारा अनुमन्य विश्वविद्यालय के प्राध्यापकों के विभिन्न वेतनक्रमों में वेतन निर्धारण, समयबद्ध प्रोन्नतियाँ, डाक्टरेट उपाधि धारी प्राध्यापकों को अग्रिम वेतन वृद्धियाँ स्वीकृत करना आदि के सम्बन्ध में विश्वविद्यालय अनुदान आयोग द्वारा निर्गत विभिन्न परिपत्रों में उल्लिखित नियमों का सम्यक ज्ञान।	
7. कार्यालयीय प्रक्रिया सम्बन्धी मैनुअल।	
मैनुअल ऑफ गवर्नमेंट आर्डर्स को सन्दर्भ पुस्तिका के रूप में उपयोग किया जा सकता है।	
(i) विश्वविद्यालय अनुदान आयोग द्वारा निर्गत परिपत्र के कतिपय अस्पष्ट बिन्दुओं को पूर्णतया स्पष्ट करने हेतु अध्यक्ष, विश्वविद्यालय अनुदान आयोग को पत्र लिखने के लिए अभ्यर्थियों से कहा जाय।	
(ii) अभ्यर्थियों से कहा जाये कि वे कुलपति की तरफ से कुलाधिपति को एक अ0शा0पत्र लिख कर विश्वविद्यालय के प्राध्यापकों के बीच वरिष्ठता निर्धारण सम्बन्धी मामलों पर निर्णय देने का अनुरोध करें।	

Secretary

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