

In pursuance of the provisions of clause (3) of Article 348 of the Constitution, the Governor is pleased to order the publication of the following English translation of notification no 1478/XIX-1-2002-124/89, dated 5-8-2002

**GOVERNMENT OF UTTAR PRADESH**  
**INFORMATION SECTION-1**  
**NOTIFICATION**  
**Miscellaneous**

In exercise of the power conferred by the proviso to Article 309 of the Constitution and in supersession of all existing rules and orders on the subject, the Governor is pleased to make the following rules regulating recruitment and the conditions of service of persons appointed to the Uttar Pradesh Information (Gazetted) Service.

THE UTTAR PRADESH INFORMATION GAZETTED SERVICE RULES,  
2002

PART-1 GENERAL

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|------------------------------|---|
| Short title and commencement | 1. (1) These rules may be called the Uttar Pradesh Information (Gazetted) Service Rules, 2002<br>(2) They shall come into force at once.  |
| Status of the service        | 2. The Uttar Pradesh Information (Gazetted) Service is a service comprising Group 'A' and Group 'B' posts.  |
| Definitions                  | 3. In these rules, unless there is anything repugnant in the subject or context:<br>(a) appointing authority in respect of the posts at serial numbers 1 to 15 in the Appendix means the Governor and respect of the remaining posts means the Director;<br>(b) citizen of India means a person who is or is deemed to be a citizen of India under Part-II of the Constitution;<br>(c) 'Commission' means the Uttar Pradesh Public Service Commission;<br>(d) 'Constitution' means the Constitution of India;<br>(e) 'Director' means the Director of Information and Public relations, Uttar Pradesh<br>(f) 'Government' means the State Government of |

Uttar Pradesh;

- (g) "Governor" means the of Uttar Pradesh;
- (h) 'Member of the service' means a person substantively appointed under these rules or the rules or orders in force prior to the commencement of these rules to a post in the cadre of the Service;
- (i) 'Service' means the Uttar Pradesh Information (Gazetted) Service;
- (j) 'Substantive appointment' means an appointment, not being an adhoc appointment, on a post in the cadre of the Service, made after selection in accordance with the rules and, if there were no rules. in accordance with the procedure prescribed for the time being by executive instructions issued by the Government;
- (k) 'Year of recruitment' means a period of twelve months commencing on the first day of July of a calendar year.

#### **PART-II-CADRE**

- Cadre of Service
- 4. (1) The strength of the service and of each category of posts therein shall be such as may be determined by the Government from time to time.
  - (2) The strength of the service and of each category of posts therein shall, until orders varying the same are passed under sub-rule (1), be as given in the Appendix:  
Provided that :-
    - (i) the appointing authority may leave unfilled or the Governor may hold in abeyance any vacant post, without thereby entitling any person to compensation; or
    - (ii) the Governor may create such additional, permanent or temporary, posts as he may consider proper.

#### **PART-III-RECRUITMENT**

- Source of recruitment
- 5. Recruitment to the various categories of posts in the service shall be made from the following sources:

- (1) Joint Director By promotion through the Selection Committee from amongst substantively appointed Deputy Directors and other officers of the equivalent pay scale who have completed one year's service, as such. On the first day of the year of recruitment.
- (2) Deputy Director/  
Deputy Director  
(Film-Photo) By promotion through the Selection Committee from amongst substantively appointed Assistant Director and other officers of the equivalent pay scale who have completed five year's service, as such, on the first day of the year of recruitment.
- NOTE: **Deputy Directors include Director, Uttar Pradesh, State Information Centre, New Delhi.**
- (3) Assistant Director (i) 97 percent by promotion through the Selection Committee from amongst substantively appointed Information Officers, District Information Officers, Feature Writers, Script Writers, Incharge English, Chief Reporter and Senior Administrative Officer who have completed five years service as such on the first day of the year of recruitment.  
and Assistant Director (ii) 3 percent by promotion through the Selection Committee from amongst substantively appointed Research Officer (Publication) who have completed five year service, as such, on the first day of the year of recruitment.  
Director (Publicity)/Assistant Director (Research)/Assistant Director (Exhibition)/Assistant Director (Publication)
- NOTE: Promotion the post of Assistant Director (Publication) two years experience in publication shall be necessary.
- (4) Television  
Maintenance Officer By promotion through the Selection Committee from amongst substantively appointed Assistant Television Engineer and Administrator-cum-Store Purchase Officer having diploma in Electronic Engineering who have completed five year's service, as such, on the first day of the year of recruitment.
- (5) Film Production  
Officer/Producer  
(Film) By promotion through the Selection Committee from amongst substantively appointed Film Distribution Officers, Photo Officers, Film Production Manager and Film Officers who have completed three year's service, as such, on the

- (6) Assistant Director  
(Song and Drama) first day of the year of recruitment.  
By direct recruitment through Commission.
- (7) Research Officer  
(Publication)/Editor By promotion through the Selection Committee from amongst substantively appointed Joint Editor who have completed two year's service, as such, on the first day of the year of recruitment and substantively appointed Associate Editors who have completed seven year's service, as such, on the first day of the year of recruitment.
- NOTE: **For promotion to the post of Editor two years experience of edition/publication shall be necessary.**
- (8) Planning and Evaluation Officer By promotion through the Selection Committee from amongst substantively appointed Information Officers who have three years experience of working as District Information Officer or substantively appointed Statical Assistant who have bachelor's degeree with Mathematics or Statistics and who have completed five year's service, as such on the first day of the year of recruitment.
- (9)Information Officers/Script Writer/Feature Writers/Incharge, English 50 percent direct recruitment through the Commission and 50 percent by promotion through the Commission out of which:-
- (a) 3 percent from amongst substantively appointed Personal Assistant who have completed firve year's service, as such, on the first day of the year of recruitment.
  - (b) 42 percent from amongst substantively appointed Translator, Assistant Regional Exhibition Officers and Sub-Editors who have completed seven year's service, as such, on the first day of the year of recruitment.
  - (c) 55 percent from amongst substantively appointed Additional District Information Officers and Supervisors, Rural broadcasting who have completed five year's service, as such, on the first day of the year of recruitment.

**NOTE:**

**There will be a unified cadre of Information Officers who, when posted to the districts, will be designated as District Information Officer.**

- (10) Chief Reporter By promotion through the Selection Committee from amongst substantively appointed Reporters who have completed five year's service, as such, on the first day of the year of recruitment.
- (11) Research Officer By promotion through the Selection Committee from amongst substantively appointed Assistant Research Officer, Reference Assistant and Librarians (except Photo-Film Unit) who have completed five year's service, as such, on the first day of the year of recruitment.
- (12) Senior Administrative Officer By promotion through the Selection Committee from amongst substantively appointed Administrative Officer.
- (13) Joint Editor and Associate Editor (i) 33 percent by direct recruitment through the Commission and;  
(ii) 67 percent by promotion through the Commission from amongst substantively appointed Sub-Editors and Translators who have completed five year's service, as such on the first day of the year of recruitment.

**NOTE:**

**Seniormost Associate Editor shall hold the post of Joint Editor.**

- (14) Personal Assistant By promotion through the Selection Committee from amongst substantively appointed Stenographers who have completed five year's service, as such, on the first day of the year of recruitment.

- Reservation 6. Reservation for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories shall be in accordance with Uttar Pradesh Public Services (Reservation for Physically Handicapped. Dependents of Freedom Fighters and Ex-Servicemen) Act, 1993 and the Uttar Pradesh Services (Reservation for

Scheduled Castes, Scheduled Tribes and Other Backward Classes) Act, 1994, as amended from time to time and the orders of the Government in force at the time of the recruitment.

#### **PART- IV - QUALIFICATIONS**

Nationality

7. A candidate for direct recruitment to a post in the service must be:

- (a) a citizen of India; or
- (b) a Tibetan refugee who came over to India before the 1st January, 1962 with the intention of permanently settling in India; or
- (c) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or any of the East African countries of Kenya, Uganda and the United Republic of Tanzania (formerly Tanganyika and Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government.

Provided further that a candidate belonging to category (b) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh:

Provided also that if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and the retention of such a candidate in service beyond the period of one year, shall be subject to his acquiring Indian citizenship.

**NOTE-** A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

Academic  
qualification

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

**Post**

**Qualifications**

(1) Assistant Director  
(Song and Drama)

- (1) A Bachelor's degree from a University established by law in India or a qualification recognized by the Government as equivalent thereto.
- (2) Experience in stage arrangement, stage craft and direction of stage dramas.
- (3) Practical knowledge of modern theatre techniques and equipments.
- (4) Experience of direction and exhibition of Puppet shows.
- (5) Diploma in acting and stage craft.
- (6) Experience of dramas and cinema.
- (7) Experience in working pattern of Government and semi Government offices.

(2) Information  
Officer

- (A) Essential qualification:-
  - (i) A Bachelor's degree with Hindi as one of the subject from a University established by law in India or a degree recognized by the Government equivalent thereto.
  - (ii) Diploma in journalism or 5 years journalistic experience.
- (B) Preferential qualification:-
  - (1) Experience of writing articles, scripts and features in the news papers and magazines.
  - (2) Bachelor Degree in Journalism from a University established by law in India or any Institution recognized by the Government as equivalent thereto.
  - (3) Diploma in Music/Lighting/Acting/Direction etc. from any institute recognized by the Government.

(3) Associate Editor

- (1) A Bachelor's degree from a university established by law in India with Hindi or Sanskrit literature as one of the subject, or a qualification recognized by the Government as equivalent thereto.
- (2) Three years experience of journalism or editorial work in any leading daily or monthly newspaper or in any department of the Government.

Preferential

9. A candidate who has:

- |  |   |
|--|---|
| qualification  | <p>(1) served in the Territorial Army for a minimum period of two years;</p> <p style="text-align: center;">or</p> <p>(2) obtained a 'B' certificate of National Cadet corps: shall other thing being equal be given preference in the matter of direct recruitment.</p>  |
| Age  | <p>10. A candidate for direct recruitment must have attained the age of 21 years and must not have attained the age of more than 35 years on the first day of July of the calendar year in which vacancies for direct recruitment are advertised by the Commission:</p> <p style="padding-left: 40px;">Provided that the upper age limit in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and such other categories as may be notified by the Government from time to time shall be greater by such number of years as may be specified.</p> |
| Character  | <p>11. The character of a candidate for direct recruitment to a post in the service must be such as to render him suitable in all respects for employment in Government service. The appointing authority shall satisfy itself on this point.</p>   |
| <p>Note- Persons dismissed by the Union Government or a State Government or by a Local Authority or a Corporation or Body owned or controlled by the Union Government or a State Government shall be ineligible for appointment to any post in the service. Person convicted of an offence involving moral turpitude shall also be ineligible.</p> |   |
| Marital status   | <p>12. A male candidate who has more than one wife living or a female candidate who has married a man already having a wife living shall not be eligible for appointment to a post in the service:</p> <p style="padding-left: 40px;">Provided that the Government may, if satisfied that there exist special grounds for doing so, exempt any person from the operation of this rule.</p>  |
| Physical fitness   | <p>13. No candidate shall be appointed to a post in the Service unless he be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his duties. Before a candidate is finally approved for appointment, he shall be required to pass an</p>   |



examination by a Medical Board.

Provided that medical certificate of fitness shall not be necessary in case of a candidate recruitment by promotion.

### **PART-V -PROCEDURE FOR RECRUITMENT**

- Determination of vacancies 14. The appointing authority shall determine the number of vacancies to be filled during the course of the year of recruitment as also the number of vacancies to be reserved for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other categories under rule 6. The vacancies to be filled through the Commission shall be intimated to them.
- Procedure for direct recruitment 15. (1) Applications for permission to appear in the competitive examination shall be called by the Commission in the form published in the advertisement issued by the Commission.  
(2) No candidate shall be admitted to the examination unless he holds a certificate of admission, issued by the Commission.  
(3) After the results of the written examination have been received and tabulated, the Commission shall, having regard to the need for securing due representation of the candidates belonging to the Scheduled Castes, Scheduled Tribes and others categories in accordance with rule 6, call for interview such number of candidates, as on the result of the written examination, have come up to the standard fixed by the Commission in this respect. The marks awarded to each candidate at the interview shall be added to the marks obtained by him in the written examination.  
(4) The Commission shall prepare a list of candidates in order of their proficiency as disclosed by the aggregate of marks obtained by each candidate at the written examination and interview and recommend such number of candidates as they consider fit for appointment. If two or more candidates obtain equal marks in the aggregate, the name of the candidate obtaining higher marks in the written examination shall be

placed higher in the list. The Commission shall forward the list to the appointing authority.

Procedure for recruitment by promotion through the Commission 16. Recruitment by promotion through the commission shall be made on the basis of seniority subject to the rejection of the unfit in accordance with the Uttar Pradesh Promotion by Selection in Consultation with Public Service Commission (Procedure) Rules, 1970, as amended from time to time.

Provided that where promotion to any category of posts in the service is to be made from more than one feeder cadres, eligibility lists shall be prepared by arranging the names of the persons in the field of eligibility in order of seniority as determined by the dates of their substantive appointments on their respective posts and where two or more persons were appointed as such on the same date, the person older in age shall be placed higher in the list. In so arranging the names, the inter se seniority of persons holding the same post shall not be disturbed:

Provided further that where posts in the feeder cadres are in different scales of pay, names of persons holding posts in higher scales of pay shall be placed in the eligibility lists first and the names of persons holding posts in lower scales of pay shall be placed thereafter.

Procedure for recruitment by promotion through the Selection Committee 17. (1) Recruitment by promotion shall be made on the basis of the criterion laid down in the Uttar Pradesh Government Servants Criterion for Recruitment by Promotion Rules, 1994, as amended from time to time through the Selection Committee constituted in accordance with the Uttar Pradesh. Constitution of Departmental Promotion Committee for posts Outside the purview of the service Commission Rules, 1992 as amended form time to time.

**Note-** Nomination of officers for giving representation to the Scheduled Castes, Scheduled Tribes and Other Backward Classes of citizens in the Selection Committee shall be made in accordance with the order made under section 7 of the Uttar Pradesh Public Services (Reservation for Scheduled Castes, Scheduled Tribes and Other

Backward Classes) Act, 1994, as amended from time to time.

- (2) The appointing authority shall prepare eligibility lists of the candidates in accordance with the Uttar Pradesh Promotion by Selection (on posts outside the purview of the Public service Commission) Eligibility List Rules, 1986, as amended from time to time and place the same before the Selection Committee along with the character rolls and such other records, pertaining to them, as may be considered proper:

Provided that where promotion to any category of posts in the service is to be made from more than one feeder cadres eligibility lists shall be prepared by arranging the names of the persons in the field of eligibility in order of seniority as determined by the dates of their substantive appointments on their respective posts and where two or more persons were appointed as such on the same date, the person older in age shall be placed higher in the list. In so arranging the names, the inter se seniority of persons holding the same post shall not be disturbed.

Provided further that where posts in the feeder cadres are in different scales of pay, names of persons holding posts in higher scales of pay shall be placed in the eligibility lists first and the names of the persons holding posts in lower scales of pay shall be placed thereafter.

- (3) The Selection Committee shall consider the cases of the candidates on the basis of the records, referred to in sub-rule (2) and if it considers necessary, it may interview the candidates also.
- (4) The Selection Committee shall prepare a list of selected candidates in accordance with the orders of the Government in force at the time of recruitment and forward the same to the appointing authority.

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

name in the list being of the person appointed by promotion.

## **PART- VI- APPOINTMENT, PROBATION, CONIRMATION AND SENIORITY**

- Appointment
- 19 (1) Subject to the provisions of sub-rule (2), the appointing authority shall make appointment by taking the name of candidates in the order in which they stand in the lists prepared under rule 15, 16, 17 or 18 as the case may be.
- (2) Where, in any year of recruitment, appointments are to be made both by direct recruitment and by promotion, regular appointments shall not be made unless selections are made from both the sources and a combined list is prepared in accordance with rule 18.
- (3) If more than one order of appointment are issued in respect of any one selection, a combined order shall also be issued, mentioning the names of the persons in order of seniority as determined in the selection or, as the case may be, as it stood in the cadre from which they are promoted, If the appointments are made both by direct recruitment and by promotion, names shall be arranges in accordance with the cyclic order referred to in rule 18.
- Probation
20. (1) A person on substantive appointment to a post in the Service shall be placed on probation for a period of two years.
- (2) The appointing authority may, for reasons to be recorded extend the period of probation in individual cases specifying the date up to which the extension is granted:  
Provided that, save in exceptional circumstances, the period of probation shall not

be extended beyond one year and in no circumstance beyond two years.

- (3) If it appears to the appointing authority at any time during or at the end of the period of probation or extended period of probation that a probationer has not made sufficient use of his opportunities, he may be reverted to his substantive post, if any and if he does not hold a lien on any post, his services may be dispensed with.
- (4) A probationer who is reverted or whose services are dispensed with under sub-rule (3) shall not be entitled to any compensation.
- (5) The appointing authority may allow continuous service, rendered in an officiating or temporary capacity in a post included in the cadre or any other equivalent or higher post, to be taken into account for the purpose of computing the period of probation.
- Confirmation 21 (1) Subject to the provisions of sub-rule (2) a probationer shall be confirmed in his appointment at the end of the period of probation or the extended period of probation, if-
- (a) his work and conduct is reported to be satisfactory.
- (b) his integrity is certified.
- (2) Where, in accordance with the provisions of the Uttar Pradesh State Government Servants Confirmation Rules, 1991, confirmation is not necessary, the order under sub-rule (3) of rule 5 of those rules, declaring that the person concerned has successfully completed the probation shall be deemed to be the order of confirmation.
- Seniority 22. The seniority of persons substantively appointed to any category of posts in the service shall be determined in accordance with the Uttar Pradesh Government Servants Seniority Rules, 1991, as amended from time to time.

#### **PART-VII PAY ETC.**

- Scales of pay 23. (1) The scales of pay admissible to persons appointed to the various categories of posts in the

Service shall be such as may be determined by the Government from time to time.

- (2) The scales of pay at the time of the commencement of these rules are as follows:

<b>Serial No.</b>	<b>Name of the post</b>	<b>Scale of pay</b>
1.	Joint Director	Rs.12000-375-16500
2.	Deputy Director	Rs.10000-325-15200
3.	Deputy Director(Film-Photo)	Rs.10000-325-15200
4.	Assistant Director	Rs.8000-275-13500
5.	Assistant Director(Exhibition)	Rs.8000-275-13500
6.	Assistant Director(Publication)	Rs.8000-275-13500
7.	Assistant Director(Publicity)	Rs.8000-275-13500
8.	Assistant Director(Research)	Rs.8000-275-13500
9.	Assistant Director(Song and Drama)	Rs.8000-275-13500
10.	Editor	Rs.8000-275-13500
11.	Television Maintenance Officer	Rs.8000-275-13500
12.	Film Production Officer	Rs.8000-275-13500
13.	Producer, Film	Rs.8000-275-13500
14.	Planning and Evaluation Officer	Rs.8000-275-13500
15.	Research Officer(Publication)	Rs.8000-275-13500
16.	Information Officer	Rs.6500-200-10500
17.	Script Writer	Rs.6500-200-10500
18.	Feature Writer	Rs.6500-200-10500
19.	Incharge, English	Rs.6500-200-10500
20.	Research Officer	Rs.6500-200-10500
21.	Senior Administrative Officer	Rs.6500-200-10500
22.	Associate Editor	Rs.6500-200-10500
23.	Joint Editor	Rs.6500-200-10500
24.	Chief Reporter	Rs.6500-200-10500
25.	Personal Assistant	Rs.5500-175-9000

- Pay during probation 24(1) Notwithstanding any provision in the Fundamental Rules to the contrary, a person on probation, if he is not already in permanent Government service, shall be allowed his first increment in the time scale when he has completed one year of satisfactory service and second increment after two years of service when he has completed the probationary period and is also confirmed.
- (2) The pay during probation of a person who was already holding a post under the Government, shall be regulated by the relevant fundamental rules.
- (3) The pay during probation of a person already in permanent Government service shall be regulated by the relevant rules, applicable generally to Government servants serving in connection with

the affairs of the state.

### **PART VIII-OTHER PROVISIONS**

- Canvassing 25. No recommendations, either written or oral, other than those required under the rules applicable to the post or Service will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature will disqualify him for appointment.
- Regulation of other matters 26. In regard to the matters not specifically covered by these rules or special orders, persons appointed to the service shall be governed by the rules regulations and orders applicable generally to Government servants serving in connection with the affairs of the State.
- Relaxation in the conditions of service 27. Where the State Government is satisfied that the operation of any rule regulating the conditions of service of persons appointed to the Service causes undue-hardship in any particular case, it may notwithstanding anything contained in the rules applicable to the case by order dispense with or relax the requirement of that rule to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner.  
Provided that where a rule has been framed in consultation with the Commission that body shall be consulted before the requirements of the rule are dispensed with or relaxed.
- Savings 28. Nothing in these rules shall affect reservations and other concessions required to be provided for the candidates belonging to the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders of the Government issued from time to time in this regard.

## APPENDIX

[See rule 4(2) and 24(2)]

Serial No.	Name of post	Numbers of posts		
		Permanent	Temporary	Total
1	2	3	4	5
1.	Joint Director	-	2	2
2.	Deputy Director	4	13	17
3.	Deputy Director(Film Photo)	1	-	1
4.	Assistant Director(Research)	-	1	1
5.	Assistant Director(Publicity)	-	1	1
6.	Assistant Director	4	19	23
7.	Assistant Director(Exhibition)	1	-	1
8.	Assistant Director(Publication)	1	-	1
9.	Assistant Director(Song and Drama)	1	-	1
10.	Editor	2	1	3
11.	Television Maintenance Officer	1	-	1
12.	Film Production Officer	1	-	1
13.	Producer. Film	1	-	1
14.	Planning and Evaluation Officer	-	1	1
15.	Research Officer(Publication)	-	1	1
16.	Information Officer	59	15	74
17.	Script Writer	1	-	1
18.	Feature Writer	5	-	5
19.	Incharge. English	1	-	1
20.	Research Officer	1	-	1
21.	Senior Administrative Officer	-	1	1
22.	Associate Editor	2	-	2
23.	Joint Editor	-	1	1
24.	Chief Reporter	-	1	1
25.	Personnal Assistant	1	-	1

By order

**(Rohit Nandan)**  
Secretary