

NOTIFICATION
General Administration Department
Sachivalaya, Gandhinagar
Dated the: 12 -2-2014

CONSTITUTION
OF INDIA.

No..GS/5/2014/542/102014/87/G.4 :- In exercise of the powers

conferred by the proviso to article 309 of the Constitution of India, the Governor of Gujarat hereby makes the following rules to provide for regulating recruitment to the post of Clerk, Class III, in the offices of the State Government other than those mentioned in rule 2, namely:-

1. These rules may be called the Gujarat Non-Secretariat Clerk, Class III, Recruitment Rules, 2014.
2. They shall apply to all the offices of the State Government other than,-
 - (i) the Departments of the Secretariat,
 - (ii) the Office of the Gujarat Public Service Commission,
 - (iii) the Office of the Vigilance Commission, Gujarat State,
 - (iv) the Office of the Gujarat Legislature Secretariat, Gandhinagar,
 - (v) Judicial Courts in the State of Gujarat,
 - (vi) the Office of the Secretary to the Governor of Gujarat, Gandhinagar.
 - (vii) Office of the Comptroller of the Household to the Governor of Gujarat, Gandhinagar.
 - (viii) the Office of the Secretary, Gujarat State Soldier's, Sailor's and Airmen's Board, Ahmedabad,

- (ix) the office of the Secretary, District Soldier's, Sailor's and Airmen's Board, Ahmedabad, Vadodara, Surat.
- (x) the Office of the Gujarat Subordinate Services Selection Board, Gandhinagar,
- (xi) the Office of the Resident Commissioner, New Delhi,
- (xii) the Office of the Liaison Officer, Bombay.

3. Appointment to the post of Clerk, Class III, in the Office of the State Government other than those mentioned in rule 2 shall be made either,-

- (a) by promotion of a person of proved merit and efficiency from amongst the persons who :
 - (i) have worked for not less than four years in the cadre of Class IV, in the inferior service of the concern Directorate/Commissionerate or in the cadre of constabulary in the prohibition and Excise Department;
 - (ii) have undergone training and passed the post training examination prescribed for the post of Clerk, Class III, in accordance with the provisions of the rules as may be prescribed by the Government;
 - (iii) have passed the qualifying examination for computer knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules, 2006;

- (iv) have passed the Secondary School Certificate Examination conducted by the Secondary and / or Higher Secondary Education Board; and
- (v) have a speed of not less than 5000 key Depressions per hour with accuracy for data entry work in English and Gujarati; or
- (b) by direct selection on the basis of the result of the competitive examination held for the purpose:

Provided that the number of posts to be filled by promotion shall, at no point of time, exceed 20% of the cadre strength, subject to availability of candidate eligible for promotion.

4. To be eligible for appointment by direct selection to the post mentioned in rule 3, a candidate shall –

- (a) not be more than 28 years of age:

Provided that the upper age limit may be relaxed in favour of a candidate who is already in the service of the Government of Gujarat in accordance with the provisions of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967;

- (b) have passed the Higher Secondary School Certificate Examination conducted by Secondary and /or Higher Secondary Education Board or possess an equivalent qualification recognised as such by the Government;
- (c) have a speed of not less than 5000 key Depressions per hour with accuracy for data entry work in English and Gujarati;


- (d) possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967; and
 - (e) possess adequate knowledge of Gujarati or Hindi or both.
5. A candidate appointed by direct selection shall be on probation for a period of one year.
 6. A candidate appointed by direct selection shall, during his probation period, require to undergo pre-service training and pass the post training examination in accordance with the rules prescribed by the Government.
 7. A candidate appointed by direct selection shall require to pass an examination in Hindi or Gujarati or both and /or departmental examination, as the case may be, in accordance with the rules prescribed by the Government.
 8. A candidate appointed either by direct selection or by promotion shall have to undergo such training and pass such examination as may be prescribed by the Government.
 9. A candidate appointed by direct selection shall be required to furnish a security and surety bond in such form, for such amount and for such period as may be prescribed by the Government.
 10. Repeal and Saving.-
 - (i) The Gujarat Non-Secretariat Clerks, and Clerk-cum Typists Recruitment Rules, 1990;
 - (ii) The Gujarat Non Secretariat Gujarati Typists Recruitment Rules, 1990; and

(iii) The Gujarat Non-Secretariat English Typists Recruitment Rules, 1990,

are hereby repealed:

Provided that such repeal shall not affect the things done or action taken under any of the rules so repealed.

By order and in the name of the Governor of Gujarat,



(C.M.Sadadiya)

Joint Secretary to Government.

To,

The Secretary to the Hon'ble Governor of Gujarat,

The Chief Principal Secretary to the Hon'ble Chief Minister.

The Principal Secretary to the Hon'ble Chief Minister,

The Personal Secretary to all Ministers / Ministers of State,

*The Secretary to Gujarat Public Service Commission, Ahmedabad,

*The Secretary to Gujarat Legislature Secretary, Gandhinagar.

*The Secretary to Vigilance Commission, Gandhigarar,

*The Registrar, Gujarat High Court, Ahemedabad,

*The Secretary to Gujarat Civil Services Tribunal, Gandhinagar.

*The Accountant General, Gujarat, Ahmedabad / Rajkot,

The All Department of the Secretariat (10 spare copies),

with a request to convey the Heads of Departments and Heads of Offices under their administrative control.

The Gujarat Subordinate Service Selection Board, Gandhinagar, (5 copies),

The Commissioner of Sardar Patel Institute of Public Administration, Ahmedabad, (20 copies),

All Collector,

The Resident Audit Officer, Gandhinagar,

The Manager, Government Press, Gandhinagar

with a request to publish the notification in Gujarat Government Gazette and send 300 copies to this department.

The Legislative and Parliamentary Affairs Department, Sachivalay, Gandhinagar

with a request to publish Gujarati Translation of Notification and send 300 copies to this department.

All Branches in General Administration Department,

Select File. G.4 Branch

*By letter.