

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

Constitution
of India.

No. GS/6/2014/544/102014/87/G-4:- In exercise of the powers conferred by the proviso to article 309 of Constitution of India and in supersession of the Gujarat Non-Secretariat Clerks, Clerk-cum-Typists and Typists (Direct Recruitment Procedure) Rules, 1990, the Governor of Gujarat hereby makes the following rules to provide for regulating the method of examination for recruitment to the post of Clerk, Class III, in the offices of the State Government other than those mentioned in sub-rule (2) of rule 1, namely:-

1. Short Title and Application.-

- (1) These rules may be called the Gujarat Non-Secretariat Clerks, Class III, (Direct Recruitment Procedure) Rules, 2014.
- (2) They shall apply to the direct recruitment of Clerk, Class III, in all the offices of the State Government other than those mentioned in Appendix-A and those which are within the purview of the Panchayat Service Selection Board or Committees.

2. Definitions.- In these rules, unless the context otherwise requires,-

- (a) "Appendix" means an Appendix appended to these rules;
- (b) "Board" means the Gujarat Subordinate Services Selection Board, Gandhinagar;

- (c) "Examination" means the competitive examination for the direct recruitment to the post of Clerk, Class III, in all the offices of the State Government other than those mentioned in sub-rule (2) of rule 1 and includes written test and computer proficiency test;
- (d) "Government" means the Government of Gujarat ;
- (e) "Heads of Departments or Offices" means the Heads of Departments or Offices of the State Government other than those mentioned in sub-rule (2) of rule 1.

3. Educational Qualification and Age limit.-

- (1) A candidate possessing the requisite educational qualification, other qualifications and requirements for the appointment to the post of Clerk, Class III, prescribed under the relevant recruitment rules shall be eligible for admission to the examination.
- (2) A candidate for the post of Clerk, Class III, must have attained the age of eighteen years and must not have attained the maximum age prescribed for the appointment to the post of Clerk, Class III, under the relevant recruitment rules as on the date specified in the advertisement by the Board.
- (3) Notwithstanding anything contained in sub-rule (2), the upper age limit specified in the said sub-rule shall be relaxed in favour of the candidates belong to reserved categories in accordance with the provisions made in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 or other relevant

rules and orders issued by the Government from time to time.

4. Procedure for preparing of requisitions.-

- (1) Every year all the offices other than those mentioned in Appendix-A shall send the requisition indicating their requirements for appointments to the post of Clerk, for the next year commencing from October, to their respective Secretariat Departments not later than the 1st May of a year in the proforma as mentioned in Appendix-B to these rules or in the manner as may be directed by Government from time to time by general or special order.
- (2) The respective Secretariat Departments shall then send a consolidated requisition for all the offices under their administrative control indicating their total requirements for appointments to the post of Clerk, for the next year commencing from October to the Board not later than the 1st June of a year in the proforma as mentioned in Appendix-C of these rules or in the manner as may be directed by Government from time to time by general or special order.
- (3) The estimate of anticipated requirements of selected candidates shall not depend merely upon the actual number of vacancies existing or likely to arise on some particular date. But the offices to which these rules apply shall prepare an estimate of their probable recruitments by past experience depending upon the probable vacancies on account of resignations and

other grounds and creation of new posts owing to anticipated developments etc. Thus, this estimates shall not merely be an estimate of exact available number of posts that may fall vacant during particular period as shown in sub-rule (2) but shall be an exhaustive numerical estimate of anticipated requirements of Clerks, during that period. Utmost care should be taken that this estimate is not excessively beyond the actual requirement of one year from October of a year to September of the next year or a sanction given in recruitment year.

5. Holding of Examination.-

- (a) The Board shall, on receiving the requisition from the Secretariat Departments, publish an advertisement in the first week of August, every year in the prominent news papers widely circulated in the State, inviting applications in the prescribed form from the eligible candidates for the appointment to the post of Clerk.
- (b) The Heads of Departments or Offices in which vacancies are to be filled in shall be indicated in the advertisement Secretariat Departmentwise and the candidates shall be required to submit their application in response to these advertisements to the Board.
- (c) The Board shall be empowered to prescribe the procedure to call for application and scrutiny of the applications.
- (d) The Board shall hold an examination for selection of candidate for direct recruitment to the post of Clerk

ordinarily once in a year in the month of September or October.

(e) The date on which, the time and the places at which the examination may be held shall be decided by the Board.

(f) The candidate shall be required to attend all the stages of examination at his own expenses on such dates, time and places as may be notified by the Board.

6. Application for appearing in Examination .-

(a) The candidate who desire to appear at the examination shall be required to submit an application in such form, within such time limit as may be prescribed by the Board along with such fees as may be fixed by the Government.

(b) The fees shall be paid in such manner as Board may direct. The fees once paid shall not be refunded or held over for the subsequent examination.

(c) The request of a candidate for withdrawal of application and refund of fees shall not be entertained in any circumstances.

7. Decision of Board will be final.-

(1) No candidate shall be allowed to appear at the examination unless the Board is satisfied that-

(a) the candidate possesses the requisite qualification under the recruitment rules of the post of Clerk, Class III,

(b) he has paid the requisite fees along with the application;

- (c) the candidate is eligible in all respect and complied with all the requirement.
- (2) The decision of the Board as to the eligibility of a candidate for admission to the examination shall be final.
- (3) Subsequently, if at any time, the candidate is found ineligible to appear at the examination, his candidature shall be treated as cancelled and if already selected and appointed, his appointment shall be treated as cancelled abinitio and his service shall be terminated forthwith.

Provided that such candidate shall be given an opportunity of being heard before terminating his service.

8. Conduct and Regulation of Examination.-

The Board shall regulate all matters relating to appointment of examiners, supervisors, remuneration payable to them and conduct of examination in accordance with the procedure adopted by it and in conformity with the Government's order in that behalf.

9. Mode of examination .-

- (a) The Board shall after receiving the application from the candidates, scrutinize the application in accordance with these rules and call the eligible candidate for written test.
- (b) The candidates who have obtained the minimum qualifying marks in the written test as may be

determined by the Board shall be called for computer proficiency test to be held by the Board.

- (c) The number of candidates called for computer proficiency test shall ordinarily be five times the number of vacancies requisitioned.
- (d) The Board shall declare the list of successful candidates in written test.
- (e) A candidate who desires to have his marks of written test rechecked, may apply to the Board along with such fees as may be fixed by the Board within a period of 15 days from the date of declaration of the result of the written test.

10. Syllabus of Examination .-

The syllabus of the written test and computer proficiency test shall be as specified in Appendix-D.

11. Qualifying Standard and marks.-

The qualifying standard for written test and computer proficiency test shall be determined by the Board from time to time - if necessary then separately for reserved and non reserved categories of candidates. However, minimum qualifying standard that may be determined by the Board shall not in any case be less than 40% of marks in each test. The candidate who qualified in the written test according to the qualifying standard determined by the Board shall only be called for computer proficiency test.

12. Medium of Examination.-

The medium of examination shall be Gujarati except the portion of English questions for which the medium in written test shall be English. The candidate shall have to take computer proficiency test in English and Gujarati both.

13. Examination fees.-

- (1) Each candidate shall unless exempted under sub-rule (2) pay an examination fee of hundred rupees to the Board in such manner as may be prescribed by the Board in respect of an application made by him under these rules and attach a document evidencing such payment along with such application.
- (2) A candidate who is a member of Scheduled Caste, Scheduled Tribes, Socially and Educationally Backward classes or nomadic and denotified tribes or Disabled persons (as per Government orders) shall be exempted from the payment of fees to be made under sub-rule (1).

14. Prohibition to use certain devices in examination hall.-

- (a) The candidate shall be required to answer all the question papers of the examination in his own handwriting.
- (b) The candidate shall not be allowed to carry with him a cellular phone, calculator, pager, or any other electronics communication device:

Provided that the candidates may be allowed to use a simple battery operated non-programmable

pocket calculator in those conventional type question papers of the examination as may be specified by the Board.

Provided further that the candidates shall not be permitted to exchange or transfer their calculator during the examination.

15. Disciplinary Actions.-

A candidate who is or has been declared by the Board to be guilty of:-

- (a) obtaining support for his candidature by any means; or
- (b) impersonating; or
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or documents which have been tempered with, or
- (e) making statement which are incorrect or false or suppressing material information; or
- (f) resorting to any other irregular or improper means in connection with his candidature for the examination; or
- (g) using unfair means during the examination, or
- (h) writing irrelevant matter, including absurd language or pornographic matter in the scripts, or
- (i) misbehaving in any other manner in the examination hall, or
- (j) harassing or doing bodily harm to the staff employed by the Board for the conduct of the examination, or

- (k) attempting to commit or, as the case may be, abetting of all or any of the acts specified in the foregoing clauses, or
- (l) violating any of the conditions for admission to appear in the examination as prescribed and specified in the admission certificate,

may, in addition to rendering himself liable to criminal prosecution, be liable--

- (1) to be disqualified by the Board from the examination for which he is a candidate; or
- (2) to be debarred either permanently or for a specified period,-
 - (a) by the Board for appearing in any examination or candidature for the concerned post, or
 - (b) by the Government from any employment under it.

Provided that no penalty under sub clause (a) or (b) shall be imposed except after giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf and with the prior approval of the Secretary of the General Administration Department; or

- (3) to disciplinary action under the relevant rules if he is in the Government service.

16. Ineligibility on failure to attend computer proficiency test.-

The candidate who is qualified in the written test and call for computer proficiency test but fails to attend the computer proficiency test on the specified date and time shall not be eligible for selection.

17. How to prepare select list.-

- (1) The result of all the candidates who appear in the Computer Proficiency Test shall be arranged by the Board in the order of merit on the basis of aggregate marks finally awarded to each candidate in the Written Test and Computer Proficiency Test specifying their names, seat numbers and total marks obtained by the candidates and the same shall be caused to be published on the notice board and /or on web site and the copy of the result so published shall be sent to the Government in General Administration Department and concerned Secretariat Department.
- (2) The Board shall call the candidates individually as per their merit in the manner as may be decided by the Board.
- (3) The Board shall ask the candidate for his option or choice for the Department or as the case may be, for district. and as per the choice of the candidate the Board shall prepare a select list for the concerned department or, as the case may be, for district to the extent of the number of vacancies requisitioned.

- (4) The candidate who belongs to the reserved category and selected on his own merit but according to his choice, he does not get the department or as the case may be, district and if the post of concerned reservation category is available in the department or as the case may be, in the district as per choice of the such concerned as a reserve candidate, then such candidate shall be allocated to that department or, as the case may be, the district against the such reserved post. Such reserved post shall be treated as to be filled up post against the reservation quota of such category.
- (5) The Board shall prepare first, the list for general category post for the concerned department or, as the case may be, for concerned district and then prepare a list for reserved category post of Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes for the concerned department or, as the case may be, for concerned district to the extent of the number of vacancies requisitioned.

18. Preparation of select list.-

- (1) The Board shall cause to prepare a select list in accordance with the rule 17 for the concerned department or, as the case may be, for concerned district in the order of merit on the basis of aggregate marks finally awarded to each candidate in the written test and computer proficiency test to the extent of the number of vacancies requisitioned.

- (2) The Board shall also prepare a list of successful candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women and Ex-Servicemen to the extent of the number of vacancies reserved for such categories.
- (3) The Board shall cause to prepare a waiting list showing the names, seat numbers and total marks of the qualified candidates as per their category and the waiting list shall contain about 10% of total number of candidates requisitioned by the Government and sent to the concerned Secretariat Department on demand.
- (4) The waiting list referred to in sub-rule (3) shall be operative for a period of one year from the date of publication of the result or till the date of publication of the result of the next examination which ever is earlier.

19. Result of Examination.-

The Board shall declare the result of the examination in three parts as under, namely:-

Part I: (a) The result of the successful candidates shall be arranged in the order of merit specifying their names, seat numbers and total marks obtained by the candidates and allocation of the department or district and the same shall be caused to be published on the notice board and/or on web site and the copy of the result so published shall be sent to the Government in General Administration Department on the same

day. The result shall be caused to be published in the *Official Gazette* by the Board and the copy of the result so published in the *Official Gazette* shall be sent to the Government in General Administration Department with 10 copies and concerned Administrative Department of the Secretariat and the concerned department.

- (b) The Board shall communicate the result to the successful candidates individually in the manner as may be decided by the Board. The Board shall not enter into any further correspondence with the successful candidates after communication of the result.

Part II: The Board shall cause to prepare a waiting list in accordance with sub-rule(3) of rule 18. The waiting list of the qualified candidates shall be arranged in the order of merit specifying their names, seat numbers and total marks obtained by the candidates and same shall be caused to be published on the notice board and/ or on web site and in the *Official Gazette* by the Board.

Part III: The Board shall cause to prepare a list of the unsuccessful candidates who are not included in Part I and Part II, specifying their names, seat numbers and total marks obtained by them and same shall be published on the notice board of the Board and/ or on web site.

20. Recommendation and Allocation.-

The Board shall recommend the candidates qualified for appointment to the respective Departments of Secretariat according to their requirements shown in the requisition sent to the Board. The respective Secretariat Department shall then allot the candidates to the respective offices under their administrative control according to their requirements shown in the requisition. The concerned appointing authorities thereafter shall issue orders of appointments of the candidates so allotted and such orders shall be sent to the concerned candidates by Register Post Acknowledgement Due.

21. No right to appointment.-

To qualify in the examination shall not by itself confer upon a candidate any right to appointment and no candidate shall be appointed to the post unless the appointing authority is satisfied after such inquiries as may be considered necessary that the candidate is suitable in all respect for appointment to the post and public service.

22. Medical Test.-

The candidate recommended for appointment shall be required to pass the medical examination in accordance with the provisions of the Gujarat Civil Services (General Conditions of Services) Rules, 2002.

23. Appointment.-

Appointment of the selected candidates shall be made strictly in order of their rank in the merit list prepared by the Board.

24. Joining to post.-

The selected candidates for appointment to the post of Clerk, shall have to join their postings within 30 days from the date of receipt of the appointment orders. If the candidates fail to join their posting within 30 days, their appointment orders shall be cancelled. However, if it is established that for the reasons beyond his control the candidate could not able to join the posting within 30 days, the competent authority may, for reasons to be recorded in writing, allow such candidate to join the posting even after expiry of 30 days. However, the seniority of such candidates shall be determined with reference to his actual date of joining the post subject to provisions laid down under the Training and Examination Rules as may be prescribed by Government in this behalf.

25. Pre-service Training.-

- (1) The candidates selected for the post of Clerk, before regular appointments, shall be required to undergo pre-service training and shall have to pass the post training examination in the specified period and chances in accordance with the training and examination rules as may be prescribed by Government.
- (2) The Commissioner, Sardar Patel Institute of Public Administration, Ahmedabad, shall arrange for imparting the pre-service training and examination for the

candidates selected for appointment to the posts of clerks under these rules. The candidates shall be required to be sent for training in the training centres under the Sardar Patel Institute of Public Administration by the respective offices in which they are appointed.

26. Departmental Examination.-

- (1) The candidates selected for the post of Clerk, after their appointment, shall have to pass the departmental examination, if any within the time and chances specified in the departmental examination rules made by the Government from time to time.
- (2) The candidates after appointment, shall be required to pass an examination in Hindi or Gujarati according to the rules and orders made by the Government from time to time.

27. Controlling Authority.-

The Secretary to Government, General Administration Department (Personnel) shall be the controlling and the co-ordinating authority for operation of these rules. He shall also be competent to allot or reallocate the candidates from the offices under one Secretariat Department to the an other Departments in exceptional circumstances.

28. Interpretation in case of doubt.-

If any question arises as to the interpretation of these rules, the question shall be referred for the decision of the Chief Secretary to Government and his decision shall be final.

29. Savings.-

Notwithstanding anything contained in the above rules, any action initiated under the Gujarat Non-Secretariat Clerks, Clerk-cum-Typists and Typists (Direct Recruitment Procedure) Rules, 1990 before the commencement of these rules, shall be valid till it is completed.

APPENDIX-A

(See rules 1(2) and 2 (c))

- (i) All Departments of the Secretariat.
- (ii) Office of the Gujarat Public Service Commission.
- (iii) Office of the Gujarat Vigilance Commission.
- (iv) Office of the Gujarat Legislature Secretariat.
- (v) Office of the Gujarat Subordinate Services Selection Board.
- (vi) Judicial Courts in the State of Gujarat.
- (vii) Office of the Secretary to the Governor of Gujarat.
- (viii) Office of the Comptroller of the House Hold to the Governor of Gujarat.
- (ix) Office of the Secretary, Gujarat State Solider's, Sailor's and Airmen's Board, Ahmedabad.
- (x) Office of the Secretary, District Solider's, Sailor's and Airman's Board, Ahmedabad, Vadodara and Surat.
- (xi) Office of the Resident Commissioner, New Delhi.
- (xii) Office of the Liaison Officer, Bombay.

(See rule 4 (1))

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APPENDIX-C

(See rule 4 (2))

The Statement showing the number of vacancies for the post of Clerk, Class III, which may accruing during next recruitment year i.e. in the offices under the administrative control of -----Department of the Secretariat

Sr. No	Name of the Head of Department office	Name of the post and scale of pay	Anticipated vacancies			Total No. of anticipated vacancies (Column 4+5+6)	Breakup of the total No. of vacancies (column 7) in to General and reserved categories of posts.				No. of vacancies to be reserved from the total No. of vacancies (column 7) as per rules for				Physically Handi-capped	Ex. Servicemen
			Actual vacant posts	New posts likely to be created during the recruitment year	Posts which may fall vacant due to retirement promotion, resignation, etc.		General	SC	ST	SEBC	General	SC	ST	SEBC		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1		Clerk (Rs---)														

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APPENDIX- D

(See rule 10)

Part I: Syllabus for written test

3 hours

1.	History and culture of Gujarat	25 Marks
2.	Gujarati Grammar	25 Marks
3.	English Grammar	25 Marks
4.	Current Affairs of India and Gujarat	50 Marks
5.	Computer Theory in reference to the basic knowledge of computer applications as prescribed in Appendix-E.	25 Marks
6.	Public Administration and Constitution of India	50 Marks
	Total	200 Marks

Note: The examination shall be in O.M.R. (Optical Mark Reader) system. Every question shall be of 1 mark. Every attempted question with incorrect answer shall carry a negative marks of 0.25.

Part II Syllabus for computer proficiency test

1 hour and 30 minutes

1.	Gujarati Typing Test	20 Marks
2.	English Typing Test	20 Marks
3.	Computer practical test in reference to the basic knowledge of computer applications as prescribed in Appendix-F	60 Marks
	Total	100 Marks

Note: The speed of typing shall not be less than 5000 key depressions with accuracy per hour.

APPENDIX-E

(see Appendix-D)

(1) Operating System and office Productivity Tools

- (i) Microsoft Windows XP / 2003
- (ii) MS Word 2003 including Advanced Features
- (iii) MS Outlook 2003
- (iv) File and Folder Management
- (v) Internet Familiarity, Usages and E-mail
- (vi) Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN.
- (vii) Information on Internet explorer usages and various options / settings available
- (viii) Overview & usages of PDF
- (ix) Microsoft Office

(2) Microsoft Office Indic 2003 (Gujarati)

- (i) Introduction about MS Office 2003 Indic
- (ii) Introduction about Desktop, Mouse, Keyboard, etc.
- (iii) How to start Word? Methods of starting Word 2003
- (iv) How to change Language English to Gujarati
- (v) Introduction about the Gujarati Keyboards
- (vi) Introduction about the Gujarati IME. Difference between Remington and Transliteration K/B
- (vii) How to operate the K/B. What is Transliteration K/B.
- (viii) How to type different Characters and Words from transliteration K/B.
- (ix) How to use IME help? How to use spelling grammars check in Gujarati?
- (x) What is smart Tag? What is thesaurus?
- (xi) How to change the menu from English to Gujarati
- (xii) Convert the ASCII font to Unicode from TBIL converter.

(3) Troubleshooting, Installation and Best practices

- (i) Understanding Storage devices
- (ii) How to use a DVD / CD / ROM and floppy
- (iii) Burning DVD /CD
- (iv) Taking data on and from a flash drive, pen drive

C:\Documents and Settings\admin\Desktop\notification -Non Secretariat Clerks.doc

- (v) Using data and resources from a Local Area Network
- (vi) Using FTP for uploading and downloading of Data from the Internet
- (vii) Information on Scanner and Scanner Software usage / configuration

(4) Installations :

- (i) Installing basic software's like MS Office, etc.
- (ii) CD Burning Software (Nero etc.)
- (iii) Installing or adding printers
- (iv) Installing or adding Fonts
- (v) Installing sound drivers
- (vi) Installing drivers for any new hardware
- (vii) Installing new software and removing them using the control panel

(5) Best Practices.

- (i) General Security concepts (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection, of the assigned accounts)
- (ii) Disk Cleanup
- (iii) Regular updating of anti virus software
- (iv) Scandisk
- (v) Backups in detail including the following :
 - (a) Backup through Application
 - (b) Backup through Utilities and Tools
 - (c) Record Retention

(6) Troubleshooting :

- (i) Troubleshooting Tools
- (ii) Troubleshooting Viruses
- (iii) Troubleshooting Fundamentals
- (iv) Problems that keep a computer from starting
- (v) Troubleshooting OS, Network
- (vi) Problems after a Computer Boots

APPENDIX-F
(see Appendix-D)

Practical Test

(i)	Preparing a tender notice in word file	30 Marks
(ii)	Preparing a slide for presentation based on data provided	10 Marks
(iii)	Preparing an excel spreadsheet and answering an arithmetic problem	10 Marks
(iv)	Error check and spelling correction in given word document - Comment remove - Spelling check - Bold - Remove (Rewriting of paragraph)	10 Marks

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 Collectors,

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.