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NOTIFICATION
Social Justice and Empowerment Department
Sachivalaya, Gandhinagar
Dated the 3rd October, 2016.

**Constitution
Of India.**

No:-GS/23/2016/MKM/102013/695566/J :-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 the conditions of service of persons directly recruited to the post of Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III in the subordinate service of the Directorate of Scheduled Castes Welfare, Gujarat State in so far as they relate to their pre-service training and passing of the post-training Examination, namely:-

1. Short Title, extent and commencement:-

- (1) These rules may be called the Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III (Pre-service Training and Post-Training Examination) Rules, 2016.
- (2) They shall come into force from the date of their publication in the *Official Gazette*.
- (3) They shall apply to the persons directly recruited to the post of Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III in the subordinate service of the Directorate of Scheduled Castes Welfare, Gujarat State.

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

- (a) "Appendix" means an Appendix appended to these rules;

(b) "contractual post" means Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III in the subordinate service of the Directorate of Scheduled Castes Welfare, Gujarat State.

(c) "Director General" means the Director General of Sardar Patel Institute of Public Administration;

(d) "direct recruit" means a person appointed on the post of Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III in the subordinate service of the Directorate of Scheduled Castes Welfare, Gujarat State.

(e) "Institute" means the Sardar Patel Institute of Public Administration or such Institute as may be notified by the Government;

(f) "Post-training Examination" means examination held by the Sardar Patel Institute of Public Administration (SPIPA) that has imparted pre-service training to the direct recruits.

3. Institutional training and scheme of Examination,- The direct recruits shall require to undergo institutional training in the institute in accordance with the following provisions, namely:-

- (1) The institutional training shall be for a period of eight weeks. This training shall be imparted by the institute.
- (2) The direct recruits shall be under the control of Director General during the period of their institutional training.
- (3) The Post-training Examination shall be held by the institute after the institutional training period is over. The direct recruits who have completed the institutional

training programme shall require to pass the post-training examination. After completion of the institutional training, the direct recruits shall require to work in their respective offices until their post-training examination.

4. Syllabus,-

- (1) The Post-training Examination shall consist of five papers each of 100 (one hundred) marks. The syllabus of each paper shall be as specified in Appendix I. This examination shall be referred to as Post-training Examination and shall be conducted by the institute.
- (2) The examination shall consist of Multiple Choice Questions (MCQs) except paper V which shall be descriptive. Answers in paper V shall be require to be written in English or Gujarati or as per the instruction given in the question paper.
- (3) The candidate shall be allowed to answer the entire subjects of Papers I to IV with the help of books and Paper V shall be without books.

Explanation: "With books" means original book of the subject approved by the Government or the Institute from time to time which includes bare Acts and / or rules without any commentaries or case laws and includes manuals issued under the Act published by the Government of Gujarat.

5. Attempts for passing Examination,-

- (1) The direct recruits shall require to pass the Post-training Examination in not more than three attempts during their contractual period :

Provided that the persons belonging to the Scheduled Castes or Scheduled Tribes who unable to pass the Post-training Examination within three attempts, shall allowed an additional attempt which shall have to be availed within a

period of one year from the date of declaration of the result of the examination of his third attempt.

- (2) If a direct recruit fails to pass the Post-training Examination in the prescribed attempts as required under these rules, his services shall be terminated :

Provided that if in case the State Government is satisfied that he could not pass the examination within prescribed attempts for reasons beyond his control, the State Government may after recording reasons in writing allow him not more than two additional attempts to pass such post-training Examination on payment of an examination fees as may be determined by the Government from time to time:

Provided further that if a person passes the Post-training Examination after availing the additional attempts, he shall not be entitled to claim seniority over those persons who have passed the examination earlier than him within the specified attempts and specified time.

- (3) In the circumstances mentioned in sub-rule (1) and sub-rule (2) above, if the examinations are not conducted in time or result thereof cannot be declared before the contractual period of the direct recruits is over, his probation period shall be deemed to be extended till the declaration of the result of the Post-training Examination of his last additional attempt.

- (4) Not appearing in the examination, shall be considered as an attempt.

6. Publication of results.- The Director General of Institute shall submit the result of each Post-training Examination to the Government. The Government shall publish this result in the *Official Gazette* vide notification.

7. Qualifying Standard for passing the examination,-

(1) The standard for passing the post-training examination shall be of fifty percentage of the total marks assigned in each paper.

(2) An unsuccessful candidate who secures sixty percentage or more marks in one or more papers shall be exempted from appearing in that or those papers at the subsequent examinations.

8. The direct recruits shall not be entitled to any travelling allowances for the journeys performed by him to attend institutional training and/or to appear in the Post-training Examination.

9. Eligibility to appear in examination,-

(1) In order to qualify for appearing at the examination, a directly recruited Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III, shall be required to attend a minimum of 85% of the total number of lectures in the institutional training otherwise he shall be disqualified for appearing in the post-training examination and shall be liable to be terminated from his contractual appointment.

(2) During the period of institutional training, a directly recruited Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III shall not be allowed any type of leave or absence for more than three days. If the direct recruit remains absent for more than three days and the Director General of the Institute is satisfied that his absence is not due to any unavoidable circumstances beyond his control, he may direct to deduct the pay of the directly

recruited Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III for the days of absence.

10. Books for institutional training,-

The Institute shall provide the books for institutional training and for Post-training Examination to the direct recruits without obtaining any security deposit during their institutional training in the Institute. The direct recruits shall be required to return the books as soon as the Post-training Examination is over. In case of their loss or damage, price of the books shall be recovered from the direct recruits by the Institute.

11. Prohibition to use certain devices in the examination hall,-

No direct recruit shall be allowed to carry with him any electronics devices like cellular phone, lap-top, i-pad, calculator, pager, etc in the examination hall.

12. Power of Director General to change or alter schedule.-

The Director General is entitled to change or alter Training Schedule of Post-training Examination as per prevailing circumstances.

13. Execution of bond,-

Every direct recruit shall be required to execute a bond in the form as specified in Appendix II appended to these rules.

14. After passing the Post-training Examination the direct recruit shall be required to work as an Assistant Social Welfare Officer, Class III and Social Welfare Inspector, Class III in the subordinate service of the Directorate of Scheduled Caste Welfare, Gujarat State.

APPENDIX 'I'

(See rules 4 (1))

Syllabus for institutional training and Post-training Examination for the direct recruits.

<u>Paper-I</u>	<u>The Constitution of India, Panchayati Raj and Five years plan</u>
100 Marks,	(1) Articles 32, 226, 309, 310 and 311.
Duration-3 hours	(2) Fundamental Rights
(with books)	(3) Directive Principles
	(4) Role of the Gujarat Public Service Commission (Article 320) / The Gujarat Civil Services Tribunal Act, 1972.
	(5) Provisions of Panchayats and Municipality-with focus on 73 rd and 74 th Amendments.
	(6) The Supreme Court and High Courts.
	(7) Election Commission (Centre and State)
	(8) Finance Commission
	(9) Union list, State list and Concurrent list
	(10) Panchayati Raj and structure of Panchayati Raj in Gujarat, its power and limitations
	(11) Planning Commission
	(12) Five year plan and Concepts of inclusive growth and sustainable development.

Paper-II

Office Procedure, Act and Rules

- 100 Marks,
Duration-3 hours
(with books)
- (1) Office procedure in offices of Heads of Departments and offices under their administrative control. (Non-Secretariat)
 - (2) The Right to information Act, 2005.
 - (3) Confidential Report Rules and Guidelines.
 - (4) Gujarat Legislative Assembly Rules.

Paper-III

Service Matters

- 100 Marks,
Duration-3 hours
(with books)
- (1) General information about administrative set up in offices of Heads of Departments and offices under their administrative control. (including Panchayats)
 - (2) The Gujarat Civil Services (Conduct) Rules, 1971.
 - (3) The Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
 - (4) The Gujarat Civil Services Rules, 2002 (Vol. 1 to 8)
 - (5) Roaster Manual (How to Prepare, maintain roster register and allocation of Roster Points)

Paper-IV

Financial Matters

- 100 Marks,
Duration-3 hours
(with books)
- (1) Gujarat Budget Manual, Part 1 and 2.
 - (2) The Gujarat Financial Rules, 1971.
 - (3) The Gujarat Treasury Rules, 2000.
(except chepter-14 to 17, rules 337 to 417)
 - (4) The Bombay Contingent Expenditure Rules, 1959.
 - (5) Delegation of Financial Powers

Paper-V

Noting and drafting in Gujarati and English language

100 Marks,

(1) Essay writing in Gujarati and English

Duration-3 hours

(2) Letter writing in Gujarati and English

(without books)

(3) Précis writing, paragraphs writing and short noting.

(4) General grammar, meaning of proverbs and their use in sentences.

(5) Translation from English to Gujarati and Gujarati to English

(6) High Court Matters-Preparation of parawise remarks, filling of Affidavit & Drafting of 'Speaking Orders'.

APPENDIX II

(See rule 13)

SECURITY BOND

Know all men by these presents that Ia candidate selected for appointment to the post ofon contractual basis in accordance with the rules contained in Government Notification.....department, No.....dated the(hereinafter referred to as "the rules") an held and firmly bound up; to the Governor of Gujarat exercising the executive power of the Government of the State of Gujarat (hereinafter referred to as "the Government" which expression shall, unless the context otherwise requires, include his successors in office and assigns) in the amount equal to pay and allowances paid to me by the Government during my training plus amount prescribed by the Government from time to time towards the cost of training imparted to me by the Institute. Being an expenditure incurred by the Government to my training and which is to be paid to the Government for which payment, well and truly to be made I find myself, my heirs, executors, administrators and legal representatives by these presents.....Whereas I am required under the rules to execute a bond for refund to the Government of the amount equal to pay and usual allowance drawn by me during the training in the event of my (a) failure to complete the institutional training , or (b) failure to appear in the Post-training Examination, or (c) failure to comply with any of the provisions of the contractual rules, if any, to the satisfaction of the Government or (d) quitting service before the completion of the period of 3 years from the date of my regular appointment of satisfactory completion of the contractual period. Now, the condition of the above written bond is that, if, I duly and faithfully observe and perform the stipulations and condition on my part to be observed and performed as contained in the said rules (Which rules shall be deemed to form part of these presents), then the above written bond shall be void, otherwise the same shall remain in full force and effect; Provided that without prejudice to other right or remedies, it shall be open to the Government to recover the amount payable under this bond as arrears of land revenue.

In witness whereof I have here to set my hand this day.....of20.....

Signature of the candidate.

(Full name and address)

Signed and delivered by the above named in the presence of:-

1. Signature and full address

2. Signature and full address

SURETY


We.....and.....residing
at.....in taluka.....District.....Declare
ourselves sureties for the above named.....(hereinafter
referred to as "the candidate") and guarantee that the candidate shall do and
perform all that he has undertaken to do and perform and in case of his (1) failure
to complete the institutional training or (2) failure to appear in the Post-training
Examination, or (3) failure to comply with any of the provisions of the contractual
rules, if any, to the satisfaction of Government, (4) Quitting service before
appointment on satisfactory completion of the contractual period, we hereby bind
ourselves jointly and severally to forfeit to the Government of Gujarat exercising
the executive power of the Government of State of Gujarat (herein after referred
to as "the Government") the amount equal to the pay and allowances paid to him
by the Government during his training plus amount prescribed by Government
from time to time towards the cost of training imparted to him by the institute.
Being an expenditure incurred by the Government on his training in which the
candidate has bound himself and we agree that the Government may, without
prejudice to other rights or remedies available to the Government recover the said
amount from us as arrears of land revenue; and we also agree that any variation of
the terms and conditions specified in the said rules will not discharge us from our
liabilities to pay the said amount and for the purpose of enforcement of our
liability under this agreement, our liability shall be joint and several with that of
the candidate.

Dated this.....day of20.....Singed and
delivered by the said.

Date: Signature of Surety.
Place: Full address and occupation.

In the presence of:
Signature
Full address and
Occupation of witness:

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

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Under Secretary to Government.

Copy To,

1. Director, Scheduled Caste Welfare, Dr. Jivraj Mehta Bhavan, Gandhinagar
2. Accountant General, Ahmedabad/Rajkot
3. The Secretary, Gujarat Subordinate Service Selection Board, Gandhinagar

4. The Secretary, Gujarat Civil Services Tribunal, Gandhinagar
5. General Administration Department, K- Br., Sachivalaya, Gandhinagar
6. Secretary, Legislative & Parliamentary Affairs, Sachivalaya, Gandhinagar
7. A and CHH Branches of Social Justice & Empowerment Department, Sachivalaya, Gandhinagar
- ✓ 8. Computer cell, Social Justice & Empowerment Department (with a request to upload on department's website)
9. Select file.