

NOTIFICATION
General Administration Department
Sachivalaya, Gandhinagar
Dated the 15th July, 2015.

**CONSTITUTION
OF INDIA**

No. GS/26/2015/CRR/102015/27898/G.5 :- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of all the rules regulating the recruitment to the post of Head Clerk, class-III, in the subordinate service of the Non Secretariat Offices of the State of Gujarat, the Governor of Gujarat hereby makes the following rules to provide for regulating recruitment to the post of Head Clerk, class-III, in the subordinate service of the Non Secretariat Departments and Offices of the State of Gujarat, namely:-

1. These rules may be called the Head Clerk, class-III, in the subordinate service of the Non Secretariat Departments and Offices of the State of Gujarat Recruitment Rules, 2015.
2. They shall apply to the offices of the state Government wherever the post of Head Clerk is sanctioned or is to be sanctioned and where the feeder cadre of Senior Clerk is sanctioned or is to be sanctioned except the following offices:-
 - (i) the Department of 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
 - (v) the Judicially Courts in the State of Gujarat.
 - (vi) the office of the Secretary to Governor of Gujarat
 - (vii) the office of the Comptroller of Household to the Governor of Gujarat.
 - (viii) the office of the Director of Sainik Welfare and Resettlement.
 - (ix) the office of the Gujarat Subordinate Service Selection Board, Gandhinagar.

- (x) the office of the Resident Commissioner, New Delhi.
- (xi) the office of the Liaison Officer, Bombay.

3. Appointment to the post of Head Clerk, class-III, in the subordinate service of the Non Secretariat Departments and Offices of the State of Gujarat 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 five years in the cadre of Senior Clerk, class-III in the subordinate service of the concerned Non Secretariat Department and Office;
 - (ii) have passed the departmental examination as may be prescribed by the Government; and
 - (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.

Provided that where the appointing authority is satisfied that a person having the experience specified in sub - clause (i) above is not available for promotion and that it is necessary in the public interest to fill up the post by promotion even of a person having experience for a lesser period; it may, for reasons to be recorded in writing, promote such person who possesses experience of a period of not less than two thirds of the period specified in sub - clause (i) above; or

- (b) by promotion on the basis of the result of the Special Competitive Examination of a person of proved merit and efficiency from amongst the persons who :-

- (i) have worked for not less than five years in the cadre of Senior Clerk, class-III, in the subordinate service of any of the Non Secretariat Departments and Offices of the State of Gujarat ;
- (ii) have passed the departmental examination as may be prescribed by the Government for promotion to the post of Head Clerk.
- (iii) possess degree obtained from any of the Universities established or incorporated by or under the Central or State Act in India or any other educational institution recognized as such or declared to be a deemed university under section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognized by the Government;
- (iv) 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;

- 4. The appointments by promotion as specified in the clause (a) and (b) of rule 3 shall be made in the ratio of 3 : 2.
- 5. A candidate appointed by promotion under clause (a) and (b) of rule 3 shall have to undergo such training and to pass such examination as may be prescribed by the Government.

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



(A .H . Mansuri)
Deputy Secretary to Government
General Administration
Department.

To,

- The Secretary to the Governor.
- The Principal Secretary to the Chief Minister
- The Personal Secretary to All Ministers / Minister of State

- The Secretary, Gujarat Legislature Secretariat, Gandhinagar
- The Secretary, Gujarat Public Service Commission, Ahmedabad.
- The Secretary, Gujarat Vigilance Commission, Gandhinagar.
- The Registrar, Gujarat High Court, Ahmedabad.
- The Secretary, Gujarat Panchayat Service Selection Board, Ahmedabad
- The Secretary Gujarat Civil Services Tribunal, Gandhinagar.
- The Secretary, Gujarat Subordinate Service Selection Board Gandhinagar.
- All Department of the Secretariat (with 10 copies)
 With a request to send the copy to the concerned Head of Department under their Administrative Control.
- The Manager, Government Central Press, Gandhinagar.
 with a request to publish the enclosed Notification in Part-IV-A, Gujarat Government Gazette and send 300 copies to this department
- The Legislative and Parliamentary Affairs Department – with a request to publish Gujarati Translation of Notification and send 100 copies to this Department.
- All officers / Branches in General Administration Department
- Web Master (with a request to upload on the G.A.D. website.)
- The Select file
- By letter.