

## NOTIFICATION

General Administration Department,

Sachivalaya, Gandhinagar.

Dated the 5<sup>th</sup> June , 2014.

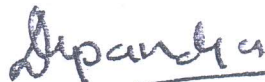
CONSTITUTION  
OF INDIA.

**No.GS/21 /2014/BHRT/10-2014/103837/K :-** 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 Office Assistant, Class III, in the subordinate service of the Secretariat Departments namely:-

1. These rules may be called the Office Assistant, Class III in the Secretariat Departments Recruitment Rules, 2014.
2. Appointment to the post of Office Assistant, Class III in the subordinate service of the Secretariat Departments shall be made by direct selection.
3. To be eligible for appointment by direct selection to the post mentioned in rule 2 , a candidate shall, -
  - (a) not be more than 28 years of age;
  - (b) have passed the Higher Secondary School Certificate Examination conducted by a Secondary or Higher Secondary Education Board or possess an equivalent qualification recognised by the Government;
  - (c) possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Rerecruitment (General) Rules 1967;
  - (d) have a speed of not less than 5000 key Depressions with accuracy per hour for data entry work in English and Gujarati,
  - (e) possess adequate knowledge of Gujarati or Hindi or both.
4. The selected candidate shall be on probation for a period of one year.

5. The selected candidate shall, during his probation period, be required to undergo pre-service training and pass the post training examination in accordance with the rules as may be prescribed by the Government.
6. The selected candidate shall during his probation period be required to pass qualifying examination for computer knowledge, in accordance with the provisions of Gujarat Civil Services Computer Competency Training and Examination Rules, 2006.
7. The selected candidate shall be required to pass the examination in Hindi or Gujarati or both in accordance with the rules prescribed in this behalf by the Government.
8. The selected candidate shall have to undergo such training and pass such examination as may be prescribed by the Government.
9. The selected candidate 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.

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



Deputy Secretary to Government.

To,

- The Secretary to Honorable Governor.
- The Principal Secretary to the 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

- The Gujarat Subordinate Service Selection Board, Gandhinagar.
- The Commissioner of Sardar Patel Institute of Public Administration, Ahmedabad.
- 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. K Branch

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➤ By letter.