

NOTIFICATION

General Administration Department,
Sachivalaya, Gandhinagar.
Dated the 18th July, 2014.

Constitution
of India.

No.GS.26.BRT.10.2014.0683.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 the method of competitive examination for recruitment to the post of Office Assistant, Class III, in the subordinate service of the Secretariat Departments, Gujarat State, namely :-

1. Short title extent and Commencement :-

- (i) These rules may be called the Office Assistant, Class III, Rules, 2014.
- (ii) They shall come into force on the date of their publication in the *Official Gazette*.
- (iii) They shall apply to the persons, who are eligible to be appointed by direct recruitment as the Office Assistant, Class III, in the subordinate service of the Secretariat Departments.

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

- (a) "Appendix" means an Appendix appended to these rules;
- (b) "Government" means the Government of Gujarat;
- (c) "examination" means the competitive examination held by the Board under these rules for the purpose of direct recruitment to the post of Office Assistant, Class III.
- (d) "Board" means the Gujarat Subordinate Services Selection Board, Gandhinagar.
- (e) "Paper" means any of the question papers of the examination specified in the Appendix-I.

(f) "relevant recruitment rules" means prescribed recruitment rule for the post of Office Assistant, Class III, in the subordinate service of the Secretariat Departments.

3. Educational Qualification.

A candidate possessing the requisite educational qualification for the appointment to the post of Office Assistant, Class III, in the subordinate service of the Secretariat Departments prescribed under the relevant recruitment rules shall be eligible for admission to the examination.

4. Age limit:-

A candidate shall have attended the minimum age and shall not have attended the maximum age prescribed under the relevant recruitment rules as on the date specified in the advertisement by the Board :

Provided that the upper age limit specified above be relaxed in favour of the candidates belonging to reserved categories in accordance with the provisions as specified in the Gujarat Civil Services Classification Recruitment (General), 1967.

5. Holding of examination.

(1) The Board shall on receiving the requisition from the Government hold the examination for selection of candidates for recruitment to the post of Office Assistant, class III, in the subordinate service of the Secretariat Departments.

(i) The Examination will comprise of two stages:-

(a) Written examination

(b) Computer proficiency examination

(2) The date, time and the places for holding the examination shall be decided by board.

(3) The candidate shall be required to attend the examination at his own expenses.

6. Application to appear in Examination,-

- (1) The candidate who desires to appear at the examination shall submit his application in such form, within such time limit as may be prescribed by the Board alongwith such fees as may be fixed by the Government from time to time.
- (2) The fees once paid shall not be refunded or held over for the subsequent examination in any circumstances.

7. Appearance at the examination,-

- (1) No candidate shall be allowed to appear at the examination unless the Board is satisfied that-
 - (a) the candidate possesses the required qualification under the relevant recruitment rules for the said post; and
 - (b) he has paid the requisite fees along with the application.
- (2) The decision of the Board as to the eligibility of a candidate for admission to the examination shall be final.
- (3) No candidate shall be allowed to appear at the examination unless the Board is satisfied that the candidate is eligible in all respect and he has complied with all the requirements.
- (4) Subsequently, if at any time, the candidate is found not eligible to appear at the examination, his candidature shall be cancelled even if already selected and appointed, his appointment shall be treated as cancelled ab-initio and his service shall be terminated forthwith :

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

8. Mode of examination :-

- (1) The Board shall, after receiving the application from the candidates, verify the application in accordance with these rules and call the eligible candidate for written test.

- (2) The Board shall hold the computer proficiency test for those candidates who have obtained the minimum qualified marks in the written test as may be determined by the Board.
- (3) The number of candidates called for computer proficiency test shall ordinarily be three times more the number of vacancies requisitioned.
- (4) The Board shall declare the list of successful candidates in the order of merit on the basis of the aggregate marks obtained by candidates in the written test and computer proficiency test.

9. Papers and syllabus.

The syllabus of the written test and computer proficiency test shall be as specified in Appendix appended to these rules.

10. Medium of Examination .

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

11. Qualifying Standard and Marks , -

The Board shall fix the qualifying standard for written test and computer proficiency test for all the candidates including those belonging to reserved categories. However, minimum qualifying standard that may be determined by the Board shall not, in any case be less than 40 per cent of marks in each test. The candidates, who qualify in the written test according to the qualifying standard determined by the Board shall, only be called for computer proficiency test.

12. Ineligibility on failure to attend the computer proficiency test , -

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

13. Preparation of select list and waiting list , -

- (1) The Board shall cause to prepare a select list of the successful candidates in Part-I in the order of merit on the basis of aggregate marks finally awarded to each candidate in the Written Test and Computer Proficiency Test.
- (2) The Board shall also prepare a waiting list showing name of candidates in Part-II as far as feasible for about ten percent of the number of successful candidates recommended by the Board under sub-rule(1) above for recommendation on demand by the General Administration Department. The said waiting list shall be valid only till 31st December but of the year in which select list is notified.
- (3) The Board shall prepare the list of the unsuccessful candidates who are not included in Part-I and Part-II.
- (4) The Board shall also recommend the names of successful candidates belong to Scheduled Caste, Scheduled Tribes, Socially and Educationally Backward Classes, Women, Physically Handicap Person and Ex-servicemen to the extent of the number of vacancies reserved for such categories.

14. Publication of Result , -

- (1) The Board shall declare the result of the examination and submit to the General Administration Department, Government of Gujarat and also publish the same on its website. The Government shall publish the same in the Official Gazette.
- (2) The board shall communicate the result to the successful candidates individually in the manner as may be determined by it.

15. No right to appointment , -

The successful candidates shall ordinarily be considered for appointment to the post in order of merit determined by the Board

up to the number of posts to be filled in. The mere success in the examination shall not itself confer any right to appointment and it shall be open to the appointing authority to drop a candidate, if after such inquiries, it is satisfied that the candidate is not suitable in all respects for appointment to the public services.

16. Medical Examination ,-

The candidates qualified for appointment shall be required to go through the medical examination in accordance with the rules made by the Government in that behalf.

17. Disciplinary Actions ,-

The 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 tampered 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 to commission of all or any of the acts specified in the foregoing clauses, or
- (l) violating any of the condition 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:-
 - (a) to be disqualified by the Board from the examination for which he is a candidate, or
 - (b) to be debarred either permanently or for a specific period-
 - (i) by the Board from appearing in any examination or from any interview for direct selection to be held by it , or
 - (ii) by the State Government from any employment under it :
Provided that no penalty under clause (a) or clause (b) shall be imposed except after giving the candidate an opportunity of being heard or representation as he may wish to make in that behalf, or
 - (C) to disciplinary action under the appropriate rules if he is already in Government Service.

18. Mark- Sheet and Rechecking of Marks,-

- (1) A candidate, who desires to have his marks of the examination rechecked, may apply to the Board along with such fees as may be fixed by the Board for each paper within a period of fifteen days from the date of declaration of the final result of the examination.
- (2) A candidate who desires to have his mark-sheet of the examination shall apply to the Board along with such fees as

may be fixed by the Board within a period of fifteen days from the date of declaration of the final result of the examination.

19. Prohibition to Use Certain devices in Examination Hall,-

A candidate shall not be allowed to carry with him a cellular phone, calculator, pager, or any other electronic communication devices :

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.

20. Conduct and Regulation of Examination , -

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

21. Training and Examination,-

The selected candidates shall be required to under go pre-service training and pass the post –training examination and the departmental examination, if any, in accordance with rules as prescribed by the Government in that behalf.

APPENDIX

(See rule 9)

Part I - Syllabus for the written test.

Paper No.	Subject	Marks	Duration
I	General Studies: History, Geography and culture of Gujarat, constitution of India.	100	90 minutes
II	Gujarati Grammar, English Grammar, Current Affairs, quantitative aptitude and Test of Reasoning.	100	90 minutes
Total		200 Marks	

Note :-

(1.) The standard and the course content of the syllabus for Paper 1 and 2 shall be of Twelfth standard of the Gujarat Secondary and Higher Secondary Education Board.

(2.) The question papers shall be of the objective type (Multiple choice questions). Every attempted question with incorrect answer shall carry a negative mark of 0.25.

Part II - Syllabus for the Computer Proficiency Practical test 90 minutes.

1.	Gujarati Typing Test.	20 Marks
2.	English Typing Test.	20 Marks
3.	Preparing slides for presentation based on data provided.	15 Marks
4.	Preparing excel spreadsheet and answering an arithmetic problem.	15 Marks

5.	Error check and spelling correction in given word document - Comment remove - Spelling check -Margin setting -Table insert -Text Highlight	15 Marks
6.	Writing an E-mail to notified recipient address.	15
Total		100 Marks

Note :-

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

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


(Devi Pandya)

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

➤ By letter.