

તાત્કાલિક / અગત્યનું

નં.સસુખા/મકમ/ખા.પરીક્ષા/૧૬-૧૭/૧૨૮૭

નિયામક સમાજ સુરક્ષા ખાતાની કચેરી,
બ્લોક નં.૧૬, ડો જીવરાજ મહેતા ભવન,
જુના સચિવાલય, ગાંધીનગર.

તા.૨૨/૦૩/૨૦૧૭

પરિપત્ર

આ ખાતા હસ્તકના વર્ગ-૩ ના જુનિયર ક્લાર્ક સંવર્ગના કર્મચારીઓ માટેની ખાતાકીય નિમ્નશ્રેણી પરીક્ષા માટેના આવેદન પત્રો નીચેની વિગતોએ મંગાવવામાં આવે છે.

સરકારશ્રીનાં સામાન્ય વહીવટ વિભાગના તા.૩૧/૦૩/૨૦૧૫ના જાહેરનામાથી કોમન ખાતાકીય પરીક્ષા નિયમો અમલમાં આવેલ છે. જે સામાન્ય વહીવટ વિભાગની વેબસાઇટ પર પ્રસિધ્ધ થયેલ છે. જે ધ્યાને લઈ સદર જાહેરનામાથી નિયત થયેલ અરજી ફોર્મમાં તમામ વિગતો સહિત પાત્રતા ધરાવતા ઉમેદવારોની અરજી (પાત્રતા પ્રમાણપત્ર સહિત) દિન-૧૦ માં મોકલી આપવા જણાવવામાં આવે છે.

અગત્યની સુચનાઓ:-

❖ અધુરાશવાળા અરજીપત્રકો સ્વીકારવામાં આવશે નહિ. નિયત તક (ત્રણ તક , અ.જા/અ.જ.જા માટે ૪ તક) કરતા વધારાની તકથી પરીક્ષામાં ઉપસ્થિત થતા હોય તો પરીક્ષા ફીની રકમ રૂ.૧૦૦/- સરકારશ્રીમાં ચલાણથી જમા કરવી ચલાણની મુજબ નકલ અરજી સાથે મોકલી આપવાની રહેશે.

❖ નિમ્ન શ્રેણી

જુનિયર ક્લાર્ક સંવર્ગમાં બે વર્ષની સેવા (કાયમી થયા બાદથી સેવાની ગણતરી કરવાની રહે છે.) પુરી કરેલ હોય તેવા ઉમેદવારો ખાતાકીય નિમ્નશ્રેણી પરીક્ષામાં બેસવા માટે પાત્રતા ધરાવે છે. હાલમાં ફિક્સ પગારથી ફરજ બજાવતા ક્લાર્ક સંવર્ગના કર્મચારીઓની અરજી મોકલવી નહી.

આ પરિપત્રની જાણ તાબાના તમામ સંબંધિત કર્મચારીઓને કરવાની રહેશે. તથા નોટીસ બોર્ડ પર પ્રસિધ્ધિ આપવાની રહેશે. તથા નિયત સમયમાં આવેદનપત્રો મેળવી તાત્કાલિક દરખાસ્ત અત્રે મોકલી આપવા જણાવવામાં આવે છે.



નિયામક

સમાજ સુરક્ષા ખાતું

ગુજરાત રાજ્ય, ગાંધીનગર

નકલ રવાના:-

- (૧) તમામ જિલ્લા સમાજ સુરક્ષા અધિકારીશ્રીઓને જાણ તથા ઘટતિ કાર્યવાહી સારુ
- (૨) તમામ સરકારી સંસ્થાઓને જાણ તથા ઘટતિ કાર્યવાહી સારુ
- (૩) વડી કચેરીની તમામ શાખા અધિકારીશ્રીઓને જાણ સારુ

નકલ સવિનય રવાના:-

નાયબ સચિવશ્રી (પરીક્ષા) ગુજરાત ગૌણ સેવા પસંદગી મંડળ, કર્મચોગી ભવન, બ્લોક નં. ૨, પહેલો માળ, ગાંધીનગર.

NOTIFICATION
General Administration Department,
Sachivalaya, Gandhinagar.
Dated the 31st March, 2015.

CONSTITUTION
OF INDIA.

No.GS/2015/12-A/KTP/102014/1509/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, namely :-

1. Short title, commencement and application :-

- 1) These rules may be called "Gujarat Civil Services (Conditions of Service Relating to Departmental Examination) (General) Rules, 2015.
- 2) They shall come into force at once.
- 3) Notwithstanding anything contained in any others rules, these rules shall apply to all the Class III posts as mentioned in Appendix A belonging to subordinate services in the State of Gujarat, except such posts in the offices mentioned below,-

- (i) the Departments of Sachivalaya;
- (ii) the Gujarat Public Service Commission;
- (iii) the Vigilance Commission, Gujarat State;
- (iv) the Gujarat Legislature Secretariat;
- (v) Judicial Courts in the State of Gujarat;
- (vi) the Secretary to Governor of Gujarat;
- (vii) the Comptroller of Household to the Governor of Gujarat;
- (viii) the Director of Sainik Welfare and Resettlement;
- (ix) the Gujarat Subordinate Service Selection Board, Gandhinagar;
- (x) the Resident Commissioner, New Delhi; and
- (xi) the Liaison Office, Bombay.

2. Definitions:-

In these rules, unless the context otherwise requires,-

- (1) "Appointed date" means the date on which these rules shall come into force;

- (2) "Board" means the Gujarat Subordinate Service Selection Board, Gandhinagar;
- (3) "Government" means the Government of Gujarat;
- (4) "Examination" means the examination specified under these rules;
- (5) "Appendix" means an appendix appended to these rules;
- (6) "Concerned Department" means the respective Head of the department;
- (7) "Lower level departmental examination" means an examination prescribed in part-I of Appendix-B;
- (8) "Higher level departmental examination" means an examination prescribed in part-II of Appendix-B;
- (9) "Departmental examination" means higher level departmental examination or lower level departmental examination as the case may be;
- (10) "Old rules" means the departmental examination rules made for promotion to the posts mentioned in part-II and part-III of the Appendix-A existing prior to appointed date;
- (11) "Relevant departmental examination" means departmental examination prescribed under the old rules.

3. Requirement to pass the Departmental Examination.-

- (1) The person appointed to the post specified in Part-I of Appendix-A shall be required to pass the Lower level Departmental Examination to be eligible for promotion to the posts specified in part-II of Appendix-A.
- (2) The person appointed to the posts specified in Part-II of Appendix-A shall be required to pass the higher level Departmental Examination to be eligible for promotion to the posts specified in part-III of Appendix-A.
- (3) Notwithstanding anything contained in sub-rules (1) and (2), where any such person has before the appointed date passed the relevant departmental examination or has been exempted under the old rules from passing the relevant departmental examination, shall not be required to pass the departmental examination.

4. **Eligibility to appear in examination.-** No person shall be eligible to appear at the departmental examination unless he has completed two years' service after his regular appointment on the post mentioned in part-I or part-II of Appendix-A as the case may be.

5. **Specified Chance for passing relevant Examination.-** A person shall require to pass such departmental examination within three chances. To appear in the departmental examination up to three chances, no examination fees shall be required to be paid. After the third chance the person shall be eligible to appear in the departmental examination at any time on payment of an examination fees as may be determined by the Government:

Provided that-

- (a) The person shall not be entitled to claim seniority over those persons who have passed the departmental examination earlier than him and also have been promoted to the higher post before he became eligible for such promotion on passing such departmental examination after three chances.
- (b) A person who has been provided any chance under the old rules shall be allowed the remaining chances under these rules.
- (c) No person shall be eligible to appear at the departmental examination unless he has passed the post-training examination for existing post or he has been exempted from the post-training examination, if any.
- (d) a person belonging to the Scheduled Castes or Scheduled Tribes may be allowed one additional chance without payment of prescribed fees.

6. Syllabus and scheme of Departmental Examination :-

- (1) The syllabus for Lower level Departmental examination shall be as mentioned in Part-I of Appendix-'B', the syllabus of paper V shall be determined by the concerned Sachivalya Department in consultation with General Administration Department.

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(2) The syllabus for higher level Departmental examination shall be as mentioned in Part-II of Appendix-'B', the syllabus of paper V shall be determined by the concerned Sachivalya Department in consultation with General Administration Department.

(3) Lower level and Higher level Departmental Examination shall consist of five papers each of 100 (one hundred) marks. The examination shall consist of multiple choice questions except paper IV which will be descriptive.

(4) The candidate shall be allowed to answer the entire subjects of papers 1 to 3 and 5 with the help of books. Whereas, paper 4 shall be answered without books.

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

7. Holding of Examinations:-

(1) The Board shall hold the departmental examination at least twice in a year, ordinarily in the month of July and December.

(2) The Board shall communicate the tentative programme of departmental examinations to the concerned Sachivalaya Department and the Heads of the Department at least ninety days before provisional date prescribed by the Board.

(3) A person who desires to appear at the departmental examination shall send his application in the form as specified in Appendix-'C' to the Board through the concerned Head of the Department for enlisting his name as a candidate for such examination at least sixty days before the date of the departmental examination.

(4) The Head of Department in which the person is serving shall scrutinize the application with regard to his eligibility for appearing in the departmental examination and forward the same to the Board with the certificate of eligibility as

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specified in Appendix- 'C' to appear at the departmental examination.

- (5) If the applicant subsequently decides not to appear at the departmental examination, he shall give intimation thereof to the Board through concerned Head of Department at least thirty days before the date of commencement of the departmental examination.
- (6) In the event of any person failing to appear at an examination after having enlisted his name as a candidate for appearing thereat but without intimating referred to in sub-rule (5), he shall be deemed to have lost one chance to pass the departmental examination.
- (7) The Board shall admit the candidate to the examination on the strength of the certificate issued by the concerned Head of the Department that he is eligible to appear in the departmental examination:

Provided that the concerned Head of the Department may condone the failure on the part of the person to give intimation referred to in sub-rule (5) and the consequences arising there from if he is satisfied that the person has failed to give intimation within time for reasons beyond his control.

- (8) The place, date and time for holding the departmental examination shall be communicated by the Board directly to the candidates under intimation of the concerned Head of the Department.

8. The Standard for Passing the Departmental Examination.-

- (1) The standard for passing the departmental examination shall be fifty percent of total marks assigned to each paper.
- (2) An unsuccessful candidate who secures sixty percent or more marks in any or more papers shall be exempted from appearing in those papers at the subsequent examination:

Provided that any exemption obtained by such candidate in any paper under the old rules shall be deemed

to have been obtained in the corresponding paper under these rules.

9. Medium of Examination.-

The medium of the written examination shall be Gujarati or English as per instructions given in the question paper.

10. Result of Examination.-

The Board shall publish the result of the examination in the *Official Gazette* and shall forward the same to the General Administration Department and concerned department of Sachivalaya and Heads of the Department concerned. The concerned Head of the Department shall intimate the result to the candidates.

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

A candidate shall not be allowed to carry with him any electronic communication devices like cellular phone, calculator, pager, etc.

12. Incentives,-

The candidate who secures eighty percent or more aggregate marks in the examination in first chance shall be paid cash amount as an incentive as determined by the Government.

13. Repeal and Saving.-

The old rules made by the concerned Sachivalaya Department for promotion to the post mentioned in Part-II and Part-III of the Appendix- 'A' and any other rules corresponding thereto in force immediately before the coming into force of these rules are hereby repealed:

Provided that such repeal shall not affect the things done or action taken under any of the rules so repealed.

APPENDIX- "A"

(See rule 3)

Part-I

1. Clerk, Class III and any other post having pay Band of Rs. 5200-20200, Grade pay Rs.1900.

Part-II

2. Senior Clerk, Class III and any other post having pay Band of Rs. 5200-20200, Grade pay Rs.2400.

Part-III

3. Head Clerk, Class III and any other post having pay Band of Rs. 9300-34800, Grade pay Rs.4200.

APPENDIX "B"

(See rules 6)

PART-I (Lower Level Departmental Examination)

Paper I Constitution of India and Service matters. Marks: 100, Duration: 2 Hrs.

1. Constitution of India (Article -32,226, 309, 310,311 and 320, Fundamental Rights, Directive Principles).
2. Gujarat Civil Service Rules (Conduct) Rules, 1971 and Gujarat Civil Service Rules (Discipline and Appeal) Rules, 1971.
3. Panchayati Raj and structure of Panchayati Raj in Gujarat.
4. Prevention of Corruption Act, 1988.

Paper II Financial Matters. Marks: 100, Duration: 2 Hrs.

1. Gujarat Civil Services Rules (G.C.S.R.), 2002; Vol. I to VIII.
2. Gujarat Budget Manual, Part I and II.
3. Gujarat Financial Rules, 1971.
4. Bombay Contingent Expenditure Rules.
5. Gujarat Treasury Rules, 2000.

Paper III Office Procedure, Marks: 100, Duration: 2 Hrs.

1. Manual of Office procedure.
2. Rules of Business and instructions there under.
3. Set up of the machinery of the Government.
4. Confidential Report Rules and Guidelines.
5. Right to Information act, 2005 (with all amendments).
6. Gujarat Civil Service Classification and Recruitment (General) Rules, 1967.

Paper IV GUJARATI - ENGLISH LANGUAGE: Marks: 100, Duration: 3 Hrs. Without Books

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|--|----------|
| (1) Translation from English to Gujarati and from Gujarati to English. | 25 Marks |
| (2) Noting and Drafting in Gujarati or English | 25 Marks |
| (3) Gujarati Grammar | 25 Marks |
| (4) English Grammar | 25 Marks |

Paper V This paper shall consist of one or more parts pertaining to Acts, Rules of the concerned department and other activities relating to such Department.

Marks: Per part 100 marks, Duration: 2 Hrs.

PART-II (Higher Level Departmental Examination)

Paper I Constitution of India and Service matters, Marks: 100, Duration: 2 Hrs.

1. Constitution of India with reference to,-

- (1) Articles 309;
- (2) Provision of Panchayats and Municipalities with focus on amendment 73 and 74;
- (3) Election commission;
- (4) Finance commission;
- (5) Concurrent list and State list; and
- (6) Supreme Court and High Courts.

2. The Gujarat Civil Services (Conduct) Rules, 1971 and The Gujarat Civil Service Rules (Discipline and Appeal) Rules, 1971.

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3. The Gujarat Legislative Assembly Rules.
4. Current Five Year Plans with special reference to Gujarat.
5. Structure of Panchayati Raj in Gujarat, its power and limitations.

Paper II Financial Matters. Marks: 100, Duration: 2 Hrs.

1. The Gujarat Civil Service Rules (G.C.S.R.), 2002; Vol. I to VIII.
2. The Gujarat Budget Manual, Part I and part II.
3. The Gujarat Treasury Rules, 2000.
4. Delegation of Financial Powers.
5. Purchase policy of Government of Gujarat.
6. Existing Higher Pay Scale Scheme.

Paper III Office Procedure, Marks : 100, Duration: 2 Hrs.

1. Rules of Business and Instructions issued there under.
2. Manual of Office Procedure.
3. Organizing and structure of the machinery of the Government.
4. Performance Appraisal Report.
5. Instructions Roster Manual (How to prepare, maintain roster register and allocation of Roster points).
6. The Gujarat Civil Services Tribunal Act, 1972.
7. Right to Information act, 2005 (with all amendments).

Paper IV Gujarati and English language and General Subject. Marks: 100, Duration: 3 Hrs. (Without Books)

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|---|----------|
| (1) Essay in English and Gujarati | 15 Marks |
| (2) Secretariat and field Relationship | 10 Marks |
| (3) High Court matters—Preparation para wise remarks, and Drafting of 'Speaking Orders' | 10 Marks |
| (4) Government Correspondence- different type of letters and difference between them | 25 marks |
| (5) Grammar- English- | 15 marks |
| Grammar-Gujarati | 15 marks |
| (6) Administrative Vocabulary- Gujarati and English and its usage | 10 marks |

Paper: V This paper shall consist of one or more parts pertaining to Acts, Rules of the concerned department and other activities relating to such Department.

Marks: Per part 100 marks, Duration: 2 Hrs.

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APPENDIX 'C'

(See rule 7)

**Application for appearing at Lower level / Higher level
Departmental Examination to be held by the Board.**

1.	Applicant's name in full (Surname first) (In English and Gujarati):	
2.	Designation (In English and Gujarati):	
3.	Name of the office in which at present serving:	
4.	Birth date and age at the time of this examination.	
5.	Date of appointment and total years of service:	
6.	Whether the applicant had appeared at the Examination previously if so-	
	(a)Month and year of examination at which he appeared:	
	(b)Whether any exemption is earned. If so, details of marks, Year of examination and subject should be given:	
	(c)Whether the applicant intends to avail of exemptions earned? State "Yes" or "No" (The choice will be treated as final and no change shall be allowed):	
7.	Authority of the Rule under which the applicant has to Appear for the examination:	
8.	Number of chances and time limit within which the applicant is required to pass the examination (date of expiry of the period for appearing at the examination should be mentioned):	
9.	Number of trials exhausted.	
10.	Whether additional (special chance) has been granted? Number and date of orders, under which the additional chance has been granted to the applicant should be specified and a copy thereof should be sent):	
11.	Purpose of passing the examination (e.g. confirmation, retention in Government service, promotion, etc.):	

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12.	Whether the applicant is eligible to appear at the examination according to the rules of the Departmental Examination:	
13.	Number and date of orders relaxing age and service limit from competent authority (copies of orders should be attached)	
14.	Remarks, if any:	

PLACE:

Signature of the applicant

DATE:

CERTIFICATE OF ELIGIBILITY

[See rule 7(4)]

Certified that -

(1) The above particulars are verified and found correct. Shri/Smt./Kum..... is eligible to appear at the Lower level / Higher Level Departmental examination for promotion to the post ofto be held in

(2) * Necessary fee is paid; copy of *Challan* is attached herewith.

(3) *Candidate is granted additional chance, a copy of order is attached.

Place:.....

Date:.....

* Strike out whichever is not applicable.

(Signature and designation
of the Head of Department/Office)

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

D.B. Jhala

(D.B.Jhala)

Under Secretary to Government.

To

The Secretary to the Governor.

The Principal Secretary to the Chief Minister.

The Personal Secretary to the Minister / Minister of State.

- The Secretary, Gujarat Legislative Secretariat.
- The Secretary, Gujarat Public Service Commission.
- The Secretary, Gujarat Vigilance Commission, Gandhinagar.
- The Registrar, Gujarat High Court, Ahmedabad.
- The Secretary, Gujarat Civil Services Tribunal, Gandhinagar.
- The Secretary, Gujarat Subordinate Service Selection Board, Gandhinagar.

The Secretary, Gujarat Panchayat Service Selection Board, Ahmedabad.

The Accountant General, Gujarat, Ahmedabad/Rajkot.

The Pay and Accounts Officer, Ahmedabad / Gandhinagar.

The Resident Audit Officer, Gandhinagar.

All Departments of Secretariat.(With a Request to send the copy to all the Head of Offices Department /Offices /Corporation/Board under the Department)

Commissioner, Sardar Patel Institute of Public Administration, Ahmedabad.

All Collectors.

Web master... for putting up the orders on Govt. Network/GR book online.

The Manager, Government Press, Gandhinagar.

... with a request to publish the notification in Gujarat Government Gazette and send two hundred copies to this department.

The Legislative and Parliamentary Affairs Department, Sachivalaya, Gandhinagar.

...With a request to publish Gujarati Translation of Notification and send two hundred copies to this department.

All Branches of General Administration Department.

The Select file.

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Application for appearing at Lower / higher level Departmental Examination to held by the Board

1	Applicants name in full (Surname first) In English and Gujarati)	
2	Designation (In English and Gujarati)	
3	Name of the office in which at the present serving	
4	Birth date and age at time of this examination	
5	Date of appointment and total years of service	
6	Whether the applicant had appeared at the examination previously if so	
	(a)Month and year of examination at which appeared.	
	(b)Whether any exemption is earned. If so details of marks Year of examination and subject should be given .	
	(c)Whether the applicant Intends to avail of exemptions eamed? State Yes or No (The choice will be treated as final no change shall be allowed)	
7	Authority of the Rule Under which the applicant has to Appear for the examination	
8	Number of chances and time Limit within the applicant is required to pass the examination (date of expiry of the period for appearing at the examination should be mentioned)	
9	Number of trails exhausted	
10	Whether additional (special chance) has been granted? Number and date of orders Under which the additional chance has been granted to the applicant should be	

	specified and a copy thereof should be sent)	
11	Purpose of passing the examination(e.g. confirmation retention in Government service promotion etc)	
12	Whether the applicant is eligible to appear at the examination according to the rules of the Departmental examination.	
13	Number and date of orders relaxing age and service limit from competent authority (copies of order should be attached)	
14	Remarks if any	

PLACE GAGDHINAGR

DATE

Signature of applicant

CERTIFICATE OF ELIGILITY

(See rule 7 (4))

Certified that -

(1) The above particulars are verified and found correct.

Shri /Smt./kum. Is eligible to appear at the Lower level / Higher level Departmental examination for promotion to the postto be held in

(2) Necessary fee is paid copy of Challan is attached herewith.

(3) Candidate is granted additional chance a copy of order is attached.

Place

Date

(Signature and designation of the Head of Department / Office)