

**NOTIFICATION**  
**GENERAL ADMINISTRATION DEPARTMENT,**  
**SACHIVALAYA, GANDHINAGAR.**  
Dated the 21st August, 2017.

**Constitution of  
India.**

No. GS-2017-27-BPN-102015-99- 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 conditions of service of persons directly recruited to the post of Senior Clerk, Class III, 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 Senior Clerk, Class III, (Pre-service Training and passing of post-training examination) Rules, 2017.
- (2) They shall come into force from the date of their publication in the *Official Gazette*.
- (3) Notwithstanding anything contained in any others rules governing appointment to the post of Senior Clerk, Class III, these rules shall apply to the persons directly recruited as Senior Clerk, Class III posts in the State of Gujarat otherwise than by promotion from a lower post.

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

- (a) "Appendix" means the Appendix appended to these rules;
- (b) "Contractual Post" means the post of Senior Clerk, Class III, in the office on which the direct recruits are appointed on contractual basis;
- (c) "Director General" means the Director General of the Sardar Patel Institute of Public Administration;
- (d) "direct recruit" means a person appointed on contractual basis on the post of Senior Clerk, Class III, on the recommendation of the Gujarat Subordinate Service Selection Board, Gandhinagar through competitive examination;
- (e) "Institute" means the Sardar Patel Institute of Public Administration;
- (f) "examination" means the Post- training Examination held by the Sardar Patel Institute of Public Administration that has imparted Pre service training to the direct recruits;
- (g) "Specified Chances" means the number of chances specified in these rules within which person is required to pass the examination;
- (h) "specified period" means the period specified in these rules within which a person is required to pass the examination.

### **3. Institutional training and scheme of examination-**

Every direct recruits shall be required to undergo institutional training in the Institute and pass the post- training examination conducted by the Institute in accordance with the following provisions, namely:-

- (1) The institutional training shall be for a period of six weeks. This training shall be imparted by the Institute..
- (2) The direct recruit shall be under the control of the Director General, of the Institute during the period of their institutional training.
- (3) The examination shall be held by the Institute after the institutional training period is over. The direct recruit who have completed the institutional training programme shall be required to pass the examination. After completion of the institutional training, the direct recruits shall be required to work in their respective offices until their examination.

### **4 Syllabus-**

- 1) The examination shall consist of five papers. Each paper shall be of 100 (one hundred) marks. The syllabus of each paper shall be as specified in **Appendix-I**.
- (2) The examination shall consist of Multiple Choice Questions (MCQ) except Paper 4, which shall be descriptive. Answers of papers 4 shall be required to be written in English or Gujarati, as per instructions given in the question paper.
- (3) The candidate shall be allowed to answer the question of papers 1 to 3 and 5 with the help of books and paper 4 shall be answered 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 manual issued under the Act and published by the Government of Gujarat.

### **5. Chances for passing examination:**

- (1) The direct recruits shall be required to pass the examination within three chances and within a period of five years of their contractual period:

Provided that a person belonging to the Scheduled Castes or the Scheduled Tribes who is unable to pass the examination within three chances, shall be allowed an additional chance which shall have to be availed of within a period of one year from the date of declaration of the result of the examination of his/her third chance.

Provided further that if, the State Government is satisfied that a person could not pass the examination within the prescribed chances for the reasons beyond his control, it may, after recording reasons in writing allow him not more than two additional chances to pass such examination on payment of an examination fees as may be determined by the Government from time to time:

Provided also that, If a person passes the examination after availing the additional chances, he shall not be entitled to claim seniority over those persons who have passed such examination earlier than him within the specified chances and specified period.

(2) If a direct recruit fails to pass the examination in the prescribed chances or prescribed period as required under these rules, his services shall be terminated.

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

(4) Not appearing in the examination, shall be considered as a chance.

#### **6. Publication of Result**

The Director General, shall declare the result of each examination and shall submit the same to the Government. The Government shall publish the same in the *Official Gazette*.

#### **7. Qualifying Standard for passing of the examination-**

(1) The standard for passing the examination shall be of fifty per cent of the total marks assigned to each paper.

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

(3) The direct recruit shall not be entitled to any travelling allowance for the journey performed by him to attend institutional training and/or to appear in the examination.

#### **8. Eligibility to appear in examination-**

(1) In order to qualify for appearing at the examination, a direct recruit 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 examination and his service shall be liable to be terminated from his contractual appointment.

2) During the period of Institutional training, a direct recruit 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 direct recruit for the days of his absence.

#### **9. Books for Institutional training-**

The Institute shall provide books for institutional training and 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 examination is over. In case of their loss or damage, price of the books shall be recovered from the direct recruits by the Institute.

**10. Prohibition to use certain device in the Examination Hall-**

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

**11. Security and Surety Bond-**

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

**12. Miscellaneous Provisions:-**

The Director General shall be entitled to change or alter the Training Schedule of the examination as per the prevailing circumstances.

**APPENDIX-I**  
(See rules (4) )

Syllabus for Institutional Training and Post-training Examination for the direct recruits Senior Clerk, Class III

**Paper I: Constitution of India and Service Matters. Marks: 100, Duration: 2 Hours.**

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

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

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

**Paper III: Office Procedure. Marks : 100, Duration:2 Hours.**

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

**Paper IV: GUJARATI - ENGLISH LANGUAGE: Marks : 100, Duration:3 Hours.**  
**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** shall consist of one or more parts pertaining to relevant Departmental Acts, Rules and other Departmental activity.  
Concerned Department shall determine specific syllabus as per their requirement and work related to them.

**Marks: 100 , Duration: 2 Hours With books.**

**APPENDIX II**  
**(See rule 11)**  
**SECURITY BOND**

Know all men by these presents that I .....a candidate selected for appointment to the post of .....on contractual basis in accordance with the rules contained in Government Notification,.....Department, No.....dated the .....(hereinafter referred to as "the rules") am 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 bind 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 allowances 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 on 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 conditions 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.....of .....20.....

Signature of the candidate

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

1. Signature and full address.
2. Signature and full address.