

## NOTIFICATION

General Administration Department  
Sachivalaya, Gandhinagar  
Dated the 5<sup>th</sup> March, 2016.

Constitution  
of India.

No.GS/2016/13/BRT/10/102015/612408/12/K:- 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 method of examination for recruitment to the post of Senior Clerk, Class III, the Governor of Gujarat hereby makes the following rules to provide for the method of examination for recruitment to the post of Senior Clerk, Class III, in the Subordinate Service of the Non-Secretariat Departments and Offices of the State of Gujarat, namely:-

1. *Short title, commencement and application.*- (1) These rules may be called the Senior Clerk, Class III, in the Non-Secretariat Departments and Offices (Competitive Examination) Rules, 2016.

(2) They shall come into force on the date of their publication in the *Official Gazette*.

(3) They shall apply to the posts of Senior Clerk, Class III, in the Non-Secretariat Departments and Offices of the State of Gujarat as specified in Appendix "A", to be filled in by direct recruitment except the Departments and offices as specified in Appendix "B".

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

(a) "Appendix" means an Appendix appended to these rules;

(b) "Board" means the Gujarat Subordinate Services Selection Board, Gandhinagar;

(c) "Examination" means the competitive examination for the direct recruitment to the post specified in Appendix "A" ; and includes written test and computer proficiency test;

(d) "Government" means the Government of Gujarat;

(e) "Heads of Departments or Offices" means the Heads of Departments or Offices of the State Government other than those mentioned in Appendix "B";

(f) "relevant recruitment rules" means the Senior Clerk, Class III, in the Subordinate Service of the Non-Secretariat Departments and Offices of the State of Gujarat Recruitment Rules, 2015.

**3. *Educational Qualification and Age Limit.-***

The candidate who possesses the requisite educational qualifications, other qualifications and requirements for the appointment to the post as specified in Appendix "A" prescribed under rule 5 of the relevant recruitment rules shall be eligible for admission to the examination.

**4. *Procedure for Preparing of Requisitions.-***

(1) Every year all the offices other than those mentioned in Appendix "B" shall send the requisition indicating their requirements for appointment to the post of Senior Clerk as specified in Appendix "A" for the next year commencing from January, to their respective Secretariat Departments not later than the 1st March of the year in the proforma as specified in Appendix "C" in the manner as the State Government may by a general or special order specify.

(2) The respective Secretariat Departments shall, then send the Board a consolidated requisition for all the offices under their administrative control indicating their total requirements for appointments to the post of Senior Clerk as specified in Appendix "A"

for the next year commencing from January not later than the 1st April of a year in the proforma as **specified** in Appendix 'D' or in the manner as the State Government may by a general or special order specify.

(3) The estimate of anticipated requirements of selected the candidates shall not depend merely upon the actual number of vacancies existing or likely to arise on some particular date. But the offices to which these rules apply shall prepare an estimate of their probable recruitments by past experience depending upon the probable vacancies on account of resignations and other grounds and creation of new posts owing to anticipated developments, etc. Thus, these estimates shall not merely be an estimate of exact available number of posts that may fall vacant during particular period as shown in sub-rules (2) and (3) but shall be an exhaustive numerical estimate of anticipated requirements of the posts during that period. The details may be sent in the proforma as **specified** in Appendix "E". Utmost care should shall be taken to ensure that the estimate is not excessively beyond the actual requirement of one year from January of a year to December of the year or the sanction given in recruitment year.

##### **5. Holding of Examination.-**

(1) The Board shall, on receiving the requisition from the Secretariat Departments, publish an advertisement in the first week of June or July, every year in the prominent newspapers widely circulated in the State, inviting applications in the prescribed form from the eligible candidates for the appointment to the post.

(2) The number of vacancies which are to be filled in each of the Heads of Departments or the offices shall be indicated in the advertisement and the candidates shall be required to submit their applications in response to this advertisement to the Board.

(3) The procedure for inviting applications and scrutiny of the applications shall be such as may be decided by the Board.

(4) The Board shall hold an examination for selection of candidates by direct recruitment to the post of **Senior Clerk, Class III**, ordinarily once in a year in the month of September or October.

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

(6) The candidates shall be required to attend all the stages of examination at their own expenses on the dates, time and places as notified by the Board.

6. *Application for appearing in examination.-*

(1) The candidate who desires to appear at the examination shall submit his application in the prescribed form, within the time limit prescribed by the Board along with such fees as may be fixed by the Government.

(2) The fees shall be paid in the manner as specified by the Board in the advertisement. The fees once paid shall not be refunded or held over for the subsequent examination.

(3) The request of a candidate for withdrawal of application and refund of fees shall not be entertained in any circumstances.

7. *Decision of Board shall be final.-*

(1) No candidate shall be allowed to appear at the examination unless the Board is satisfied that the candidate-

(a) possesses the requisite qualifications under the relevant recruitment rules of the post,

(b) has paid the requisite fees along with the application, and

(c) is eligible in all respect and complies with all the requirement for appearing in the examination.

(2) The decision of the Board as to the eligibility of a candidate for admission to the examination shall be final.

(3) Subsequently, if, at any time, the candidate is found ineligible to appear at the examination, his candidature shall be treated as cancelled and if already selected and appointed, his appointment shall be treated as cancelled *ab-initio* and his service shall be terminated forthwith:

Provided that no such appointment shall be terminated unless the candidate has been given an opportunity of being heard.

8. *Conduct and Regulation of Examination.*- The Board shall regulate all matters relating to appointment of examiners, supervisors, remuneration payable to them and conduct of examination in accordance with the procedure adopted by it and in conformity with the rules made in this behalf and directions of the State Government.

9. *Mode of Examination.*-

(1) The Board shall, after receiving the applications from the candidates, scrutinise the applications with respect to the eligibility of candidates in accordance with these rules and shall allow the eligible candidates to appear in the written test.

(2) The Board shall declare the list of successful candidates in the written test.

(3) The candidates who have obtained the minimum qualifying marks in the written test as may be determined by the Board shall be called for computer proficiency test which shall be held by the Board.

(4) The number of candidates called for computer proficiency test shall ordinarily be three times the number of vacancies requisitioned.

(5) The candidate who desires to have his marks of written test rechecked, may apply to the Board along with such fees as may be fixed by the Board within a period of 15 days from the date of declaration of the result of the written test.

10. ***Syllabus of Examination.***- The syllabus of the Written Test and Computer Proficiency Test shall be as specified in Appendix "F".

11. ***Medium of Examination.***- The medium of examination shall be Gujarati except the portion of English questions for which the medium in written test shall be English. The candidate shall have to take computer proficiency test in both the languages i.e. English and Gujarati.

12. ***Qualifying Standard and Marks.***-

The Board shall fix the qualifying standard for written test and computer proficiency test for the candidates of non-reserved categories and separately for candidates belonging to reserved categories. However, the 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 candidate who is qualified in the written test according to the qualifying standard as fixed by the Board shall only be called for computer proficiency test.

13. ***Examination Fees.***-

(1) Each candidate, unless exempted under sub-rule (2) shall pay an examination fees of rupees one hundred to the Board in the manner prescribed by the Board along with the application made by him under sub-rule (1) of rule 6 and attach a document evidencing such payment of fees.

(2) The candidate belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes or Nomadic and

De-notified Tribes or Disabled Persons (as per Government orders) shall be exempted from the payment of fees under sub-rule (1).

**14. Prohibition to Use Certain Devices in Examination Hall.-**

- (1) The candidate shall be required to answer all the question papers of the examination in his own handwriting.
- (2) The candidate shall not be allowed to carry with him a laptop, tablet, cellular phone, calculator, pager, or any other electronics communication device.

**15. Disciplinary Actions.-**

A 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 tempered 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 of all or any of the acts specified in the foregoing clauses; or
- (l) violating any of the conditions 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-
  - (i) to be disqualified by the Board from the examination for which he is a candidate; or
  - (ii) to be debarred either permanently or for a specific period,
    - (a) by the Board for appearing in any examination or candidature for the concerned post, or
    - (b) by the state Government from any employment under it:

Provided that no penalty under sub clause (a) or (b) shall be imposed except after giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf and with the prior approval of the Secretary to the Government of Gujarat, General Administration Department (Personnel); or

- (iii) to disciplinary action under the relevant rules if he is in the Government service.



**16. *Ineligibility on Failure to Attend Computer Proficiency Test.-***

The candidate who is qualified in the Written Test and is 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.

**17. *Manner of Preparation of Select List.-***

- (1) The result of all the candidates who have appeared in the Computer Proficiency Test shall be arranged by the Board in the order of merit on the basis of aggregate marks finally awarded to each candidate in the Written Test and Computer Proficiency Test specifying their names, seat numbers and total marks obtained by the candidates and the same shall be caused to be published on the notice board and in the official web-site of the Board.
- (2) The Board shall call the candidates individually as per their merit in the manner as may be decided by the Board.
- (3) The Board shall invite from the candidate his option or choice for the Department or the district or both and as per the choice of the candidate, the Board shall prepare the select list of the candidates department and district wise, to the extent of the number of vacancies requisitioned.
- (4) The candidate who is belonging to the reserved category and selected on his own merit but does not get the post in the department or the district, of his choice according to merit order and if the post of concerned reserved category is available in the department or in the district of his choice as a reserved candidate, then, such candidate shall be allocated to that post in the department or, the district against the such reserved post.

Such reserved post shall be treated as filled up against the reservation quota of such category.

- (5) The Board shall in the first instance, prepare the list for general category candidates for the concerned department or, as the case may be, for concerned district and then prepare the list for the candidates belonging to reserved category of Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes for the concerned department or, as the case may be, for concerned district, to the extent of the number of vacancies requisitioned.

**18. Preparation of Select List.-**

- (1) The Board shall cause to prepare a select list of successful candidates in accordance with the rule 17 for department wise or, as the case may be, district wise in the order of merit on the basis of aggregate marks finally awarded to each candidate in the Written Test and Computer Proficiency Test, to the extent of the number of vacancies requisitioned.
- (2) The Board shall also prepare a select list of successful candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women, Disabled Persons (as per Government orders) and Ex-Servicemen for department wise or, as the case may be, for district wise, to the extent of the number of vacancies reserved for such categories and requisitioned.

**19. Result of Examination.-** The Board shall declare the result of the examination in three parts as under, namely:-

- Part I: (a) The result of the successful candidates shall be arranged in the order of merit specifying their names, seat numbers

and total marks obtained by the candidates and allocation of the post and department or district and the same shall be caused to be published on the notice board and in the official on web-site of the Board and the copy of the result so published shall be sent to the Government in General Administration Department on the same day. The result shall be caused to be published in the *Official Gazette*, by the Board and the copy of the result so published in the *Official Gazette*, shall be sent to the concerned Administrative Department of the Secretariat and the concerned department.

- (b) The Board shall communicate the result to the successful candidates individually in the manner as may be decided by the it. The Board shall not enter into any further correspondence with the successful candidates after communication of the result.

Part II: The Board shall cause to prepare a list of the unsuccessful candidates who are not included in Part I, specifying their names, seat numbers and total marks obtained by them and same shall be published on the notice board of the Board and in the official on web-site of the Board.

20. **Rechecking of Marks.**- A candidate who desires to have his marks of Written Test rechecked, may make an application to the Board along with the fees as may be fixed by the it, within a period of fifteen/ thirty days from the date of declaration of the result of the Written Test.

21. **Recommendation and Allocation.**- The Board shall recommend the candidates qualified for appointment to the respective Departments of Secretariat according to their requirements shown in the requisition

sent to the it. The respective Secretariat Department shall then allot the candidates to the respective offices under their administrative control according to their requirements shown in the requisition. The concerned appointing authorities thereafter shall issue orders of appointments of the candidates so allotted and such orders shall be sent to the concerned candidates by Register Post Acknowledgement Due (RPAD).

22. **Appointment.-** Appointment of the selected candidates shall be made strictly in order of their rank in the merit list prepared by the Board.

23. **No Right to Appointment.-** The successful candidates shall ordinarily be considered for appointment to the post in order of merits as determined by the Board up to the number of posts to be filled in.

Mere success in the examination shall not in itself confer upon a candidate any right to appointment and no candidate shall be appointed to the post unless the appointing authority is satisfied after such inquiries as may be considered necessary that the candidate is suitable in all respect for appointment to the post and public service.

24. **Medical Test.-** The candidate recommended for appointment shall be required to pass the medical examination in accordance with the provisions of the Gujarat Civil Services (General Conditions of Services) Rules, 2002.

25. **Joining to post.-** The selected candidate appointed under rule 21 shall have to join his postings within a period of (30) thirty days from the date of receipt of the appointment order. If the candidate fails to join his posting/ duties within the aforesaid period of (30) thirty days, his appointment shall be cancelled. However, if it is established by the candidate that for the reasons beyond his control, he could not to join his posting /duties within the aforesaid period, the appointing

authority may, for reasons to be recorded in writing, allow such candidate to join the his posting /duties even after the expiry of (30) thirty days. However, the seniority of such candidate shall be determined in accordance with the rules prescribed in that behalf by the Government.

26. *Pre-service Training.*- (1) The selected candidate before regular appointment, shall be required to undergo pre-service training and shall have to pass the post-training examination in the specified period and specified chances in accordance with the rules governing the pre-service training and examination as prescribed by the Government.

(2) The Commissioner, Sardar Patel Institute of Public Administration, Ahmedabad(SPIPA), shall arrange for imparting the pre-service training and post-training examination for the candidates selected for appointment to the post referred to in these rules. The candidates shall be required to be sent for pre-service training in the training centres established and under the Sardar Patel Institute of Public Administration by the respective offices in which they are appointed.

27. *Departmental Examination.*-

(1) The selected candidate, after his appointment, shall have to pass the departmental examination, if any, within the specified period and specified chances in accordance with the rules governing the departmental examination made by the Government in that behalf.

(2) The selected candidate, after his appointment, shall require to pass an examination in Hindi or Gujarati in accordance with the rules made by the Government in that behalf.

28. *Interpretation of Rules:-* If any question arises as to the interpretation of any of these rules, the question shall be referred to the Government for the decision and the decision of the Government in the matter shall be final.

**APPENDIX "A"**  
(See rule 1 (3))

Sr. No.	Name of the Post
1.	Senior Clerk, Class III, in all the offices of the State Government other than those mentioned in Appendix "B" and those which are within the purview of the Gujarat Panchayats Service Selection Board or Committees.

**APPENDIX "B"**

(See rule 1 (3))

- (i) All Departments of the Secretariat.
- (ii) Office of the Gujarat Public Service Commission.
- (iii) Office of the Gujarat Vigilance Commission.
- (iv) Office of the Gujarat Legislature Secretariat.
- (v) Office of the Gujarat Subordinate Services Selection Board.
- (vi) Judicial Courts in the State of Gujarat.
- (vii) Office of the Secretary to the Governor of Gujarat.
- (viii) Office of the Comptroller of the House Hold to the Governor of Gujarat.
- (ix) Office of the Secretary, Gujarat State Solider's, Sailor's and Airmen's Board, Ahmedabad.
- (x) Office of the Secretary, District Solider's, Sailor's and Airman's Board, Ahmedabad, Vadodara and Surat.
- (xi) Office of the Resident Commissioner, New Delhi.
- (xii) Office of the Liaison Officer, Bombay.

APPENDIX-C

(See rule 4 (1))

The Statement showing the number of vacancies for the post of ..... Class III, to be filled in the ensuing recruitment year from ..... to ..... in the office of the .....

Sr. No.	Name of the post and scale of pay	Anticipated vacancies					Total No of anticipated vacancies for the direct recruitment	Breakup of the total No. of vacancies (column 6) in to General and reserved categories of posts.					No. of vacancies to be reserved from the total No. of vacancies (column 6) as per rules for					Physical Handicapped	Ex. Servicemen
		Actual vacant posts	New posts likely to be created during the recruitment year	Posts which may fall vacant due to retirement, resignation, etc.	General	SC		ST	SEBC	General	SC	ST	SEBC	General	SC	ST	SEBC		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16				
1	(Rs....)																		

**APPENDIX-D**  
**(See rule 4 (2))**

The Statement showing the number of vacancies for the post of senior clerk Class III, which may accruing during next recruitment year i.e. In the offices under the administrative control of..... Department of the Secretariat

Sr. No	Name of the Head of Department of office	Name of the post and scale of pay	Actual vacant posts	Anticipated vacancies			Total No of anticipated vacancies for the direct recruitment	Breakup of the total No of vacancies (column 7) in to General and reserved categories of posts:						No. of vacancies to be reserved from the total No. of vacancies (column 7) as per rules for			Physically Handicapped	Ex. Servicemen
				New posts likely to be created during the recruitment year	Posts which may fall due to retirement promotion, resignation, etc.	General		SC	ST	SEBC	General	SC	ST	SEBC				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
1		(Rs.....)																



**APPENDIX-E**

*(See rule 4 (3))*

The Statement showing the number of vacancies for the post of Senior Clerk, Class III, which may accruing during next recruitment year in the office of the .....

Sr. No	Name of the Secretariat Department	Name of the post and scale of pay	Anticipated vacancies						Total No of anticipated vacancies for the direct recruitment	Breakup of the total No. of vacancies (column 7) in to General and reserved categories of posts.					No. of vacancies to be reserved from the total No. of vacancies (column 7) as per rules for						
			Actual vacant posts	New posts likely to be created during the recruitment year	Posts which may fall due to retirement promotion, resignation, etc.	General	SC	ST		SEBC	General	SC	ST	SEBC	Women	Physically Handicapped	Ex. Servicemen				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17					



**APPENDIX "F"**  
(See rule 10)

**PART I:**

**Syllabus for Written Test**

Sr.No	Subjects covered in the Paper	Marks	Duration
1.	General Knowledge: History of Gujarat, Geography of Gujarat, Art and Culture, Constitution of India, General Science, Current Affairs of India and Gujarat, Basic Knowledge of Computer, Environment, Public Administration, Government schemes, Panchayati Raj and Disaster Management.	80 Marks	Duration: 120 Minutes
2.	Gujarati Grammar and Literature	50 Marks	
3.	English Grammar	40 Marks	
4.	Quantitative Aptitude and Test of Reasoning	30 Marks	
	<b>Total</b>	<b>200 Marks</b>	

**Note:**

- 1 The objective type written test shall consists of Multiple Choice Question (MCQ) and O.M.R (Optical Mark Reader) system.
- 2 Every question shall be of 1 mark.
- 3 The candidate shall have to attempt all questions.
- 4 Every attempted question with incorrect answer shall carry a negative mark of 0.25.
- 5 In every question there shall be one option of "Not Attempted". If the candidate does not intend to answer, he/she may select this

option. If the candidate selects this option, the negative marks shall not be given.

- 6 If the candidate has not selected any of the options given in the question, then it shall carry a negative mark of 0.25.

**PART II:**  
**Syllabus for Computer Proficiency Test**

Sr. No.	Particulars of Test	Marks	Duration
1.	Gujarati Typing Test	30 Marks	<b>1 Hour and 30 Minutes Hour</b>
2.	English Typing Test	20 Marks	
3.	Computer practical test with reference to the basic knowledge of computer applications as prescribed in Appendix-G	50 Marks	
	Total	100 Marks	

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

**APPENDIX-G**  
**(See Appendix-F,Part II)**

**Practical Test**

Sr. No.	Particulars	Marks
1.	Preparing a note in word file	10 Marks
2.	Preparing a Power Point slide for presentation based on data provided	15 Marks
3.	Preparing an Excel spreadsheet and answering an arithmetic problem	15 Marks
4.	E-mails (with attachments)	10 Marks

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

  
(Devi Pandya)

Joint Secretary to Government.

To,

The Secretary to the Governor,

The Principal Secretary to the Chief Minister,

The personal Secretary to all Ministers / Ministers of State,

\*The Secretary Gujarat Public Service Commission, Ahmedabad,

\*The Secretary Gujarat Legislature Secretary, Gandhinagar.

\*The Secretary Vigilance Commission, Gandhigarar,

\*The Registrar, Gujarat High Court, Ahmedabad,

\*The Secretary Gujarat Civil Services Tribunal, Gandhinagar.

\*The Accountant General, Gujarat, Ahmedabad / Rajkot,

All Department of the Secretariat (with a request to convey the Heads of Departments and Heads of Offices under their administrative control).

The Gujarat Subordinate Service Selection Board, Gandhinagar,

The Commissioner of Sardar Patel Institute of Public Administration, Ahmedabad,

All Collectors,

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 Officers/Branches in General Administration Department,

Select File.

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\*By letter.

