

## NOTIFICATION

General Administration Department,

Sachivalaya, Gandhinagar.

Dated the 18<sup>th</sup> April, 2016.

Constitution  
of India.

No. GS/ ૩૦/૨૦૧૬/૬૧૨/૧૦૨૦૧૪/૮૭/૬-૪:- In exercise of the powers conferred by the proviso to article 309 of Constitution of India and in supersession of the Gujarat Non-Secretariat Clerks (Training and Examination) Rules, 2001 and any other rules made in that behalf, 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 Gujarat Non-Secretariat Clerks, Class III, in so far as they relate to their training and passing of the post-training examination, namely :-

**1. Short title, extent and commencement:-**

- (1) These rules may be called the Gujarat Non-Secretariat Clerks, Class III, (Training and 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 persons selected for appointment to the post of Clerks, Class III, in the offices of the State Government as specified in rule 2 of the Gujarat Non-Secretariat Clerk, Class III, Recruitment Rules, 2014:

Provided that any candidate who has passed the relevant post-training examination or has been exempted from passing the relevant post-training examination before the appointed date shall not be required to pass the examination prescribed under these rules:

Provided further that where the candidate has, before the appointed date, exhausted all the chances of passing the examination prescribed under the old rules and failed to pass the post-training examination, nothing in these rules shall, save as expressly provided herein, entitle him to appear in the examination as provided in these rules.

**2. Definitions:-**

In these rules, unless the context otherwise requires,-

- (a) "Appendix" means an appendix appended to these rules;
- (b) "appointed date" means the date on which these rules shall come into force;
- (c) "Board" means the Gujarat Subordinate Services Selection Board, Gandhinagar;
- (d) "candidate" means a person selected for appointment as a Clerk, Class III, as specified in sub-rule (3) of rule 1;
- (e) "Director General" means the Director General of the Sardar Patel Institute of Public Administration, Ahmedabad(SPIPA);
- (f) "examination" means the post-training examination held after completion of the training of the candidate selected as a Clerk, Class III, and includes the post-training examination for the candidates selected as a Clerks, Class III under the old rules;
- (g) "Institute" means the Sardar Patel Institute of Public Administration, Ahmedabad;
- (h) "old rules" means the pre-service training and/or post-entry training examination rules for Clerk, Class III, which were in force immediately before the appointed date;
- (i) "specified chances" means the number of chances specified in these rules within which a person is required to pass the examination.

**3. Pre-service training:-**

- (1) A candidate selected for appointment to the post of Clerk, Class III, shall be required to undergo pre-service training in the Institute or its centre at Vadodara, Rajkot, Surat, Mehsana, Gandhinagar or at such other place, as may be decided by the Director General, for a period of two months. The training shall include theoretical training for one and a half months and practical training for the remaining fifteen days.

- (2) The candidate shall not be entitled to any travelling allowance for the journeys performed by him to attend institutional training and to appear in the examination.

**4. Attempts for passing examination:-**

- (1) On completion of the training prescribed in rule 3, the candidate shall be required to appear at the examination to be held by the Institute. The candidate shall have to pass the examination in not more than three chances (four chances in the case of candidate belonging to the Scheduled Castes and Scheduled Tribes):

Provided that the chances already availed of, under the old rules, shall be counted as having been availed of under these rules.

- (2) Where the State Government is satisfied that a candidate could not pass the examination in the last chance for the reasons beyond his control or that he failed to pass such examination by a very narrow margin of marks, the State Government may, after recording the reasons in writing, grant not more than two additional chances to pass such examination on payment of examination fees as may be prescribed by the Government from time to time. The grant of additional chances shall not entitle him to be continued in service, even as stop-gap-arrangement and his services shall be terminated in accordance with the provisions of sub-rule (2) of rule 6:

Provided that the candidate shall be reappointed after he passes the examination within the additional chances as may be granted under this sub-rule as and when vacancy arises. The seniority of such candidate shall be regulated under sub-rule (2) of rule 7.

- (3) Where a candidate fails to pass the examination in his first or second or, as the case may be, third chance (fourth chance in the case of Scheduled Castes and Scheduled Tribes candidates), he shall be required to appear in the subsequent examination held after the expiry of 30 days from the date of declaration of the result of the examination in which he failed.

**5. Regular appointment as a Clerk:-**

A candidate, who has undergone the training and passed the examination shall be appointed as a Clerk, Class III, in accordance with rule 9 A of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.

**6. Ineligibility for regular appointment :-**

- (1) No person shall be eligible for regular appointment as a Clerk, Class III, under rule 5 unless he has undergone institutional training program or has failed to pass the examination as required under these rules.
- (2) A person who has been appointed as a Clerk, Class III, subject to the conditions of undergoing institutional training and passing the examination within the specified period and specified chances, fails to undergo training or pass the examination, his services shall forthwith be terminated.

**7. Seniority:-**

- (1) A candidate, who has passed the examination within three chances (four chances in case of Scheduled Castes and Scheduled Tribes) and who has joined the service within the prescribed time limit, shall get seniority from the date of joining the service and the inter-se-seniority of such candidate shall be determined in accordance with their rank in the competitive examination held by the Board.
- (2) A candidate, who fails to pass the examination within three chances (four chances for Scheduled Castes and Scheduled Tribes candidates) and subsequently passes the examination in the additional chances, his seniority shall be determined from the date of declaration of the result of the examination.
- (3) A candidate, who is appointed as a Clerk, Class III, subject to undergoing training and passing the examination and subsequently he completes such training and passes the examination within three chances (four chances in case of Scheduled Castes and Scheduled Tribes candidates) and joins the service within the prescribed time limit, his seniority shall be determined from the date of joining the service and in accordance with his merit rank in the competitive examination held by the Board.

**8. Scheme of examination and syllabus:-**

- (1) The examination shall be conducted by the Institute immediately after training course is over.
- (2) The syllabus of training and of the examination shall be as specified in Appendix 'A'.

**9. Qualifying standard for passing examination:-**

- (1) (a) The qualifying standard for passing the examination shall be fifty per cent of the total marks assigned to each paper.  
  
(b) A candidate shall be allowed to answer the papers of the subjects (except Papers III and IV) with the help of books of the subject such as bare acts, rules and text without any commentaries or case laws and the manuals.
- (2) A candidate, who has failed in the examination but has secured sixty per cent or more marks in any one or more papers shall be exempted, if he so desires from appearing in those papers at the subsequent examination:

Provided that any exemption obtained by any candidate in any paper under the old rules shall be deemed to have obtained in the corresponding paper specified under these rules.

**10. Leave during training period:-**

During the period of training, a candidate shall not be allowed any type of leave or absence for more than three days. If a candidate remains absent for more than three days and the Director General is satisfied that his absence was not due to any unavoidable circumstances beyond his control, he may direct to deduct the pay of the candidate for the days of his absence.

**11. Eligibility to appear in examination:-**

If a candidate attends less than 75 per cent of the total number of lectures delivered in the course of institutional training or receives practical training for less than 75 per cent of the days of training, he shall not be allowed to appear in the examination and shall be discharged from training class:

Provided that if the Director General is satisfied that a candidate has failed to receive the training satisfactorily for the reasons beyond his control, such candidate shall be required to undergo the training again. If such candidate fails to receive the training satisfactorily again, he shall be discharged from the training. He shall also be liable to the penalty prescribed under these rules for having neglected to receive the training satisfactorily.

**12. Publication of result:-**

The Director General, SPIPA shall publish the result of each post-training examination and shall forward the same to the General Administration Department and concerned departments of Sachivalaya or Head of Department.

**13. Mark sheet and rechecking of marks:-**

A candidate, who desires to have his marks of the examination rechecked, may apply to the institute along with such fees as may be fixed by the Institute, for each paper, within a period of fifteen days from the date of declaration of the final result of the examination.

**14. Security and Surety Bond:-**

Before joining for the institutional training, a candidate shall also be required to execute a security and surety bond with two sureties for the entire amount of stipend or, as the case may be, leave salary or fixed pay in the form specified in Appendix 'D' undertaking to receive the prescribed training, to appear in the examination, to join service after passing the examination and to serve the Government for not less than two years from the date of his appointment. If a candidate belonging to the Scheduled Castes or Scheduled Tribes is not able to produce two sureties for aforesaid amount, he and his parents or guardian shall be required to execute personal bond for the said amount and the requirement of surety in such case may be dispensed with.

**15. Prohibition to use certain device in examination hall:-**

The candidate shall not be allowed to carry with him any kind of electronic communication devices like pager, cellular phone, lap top, i-pad, calculator, tablet, etc. in the examination hall.

**16. Savings:-**

Notwithstanding anything contained in these rules, any action initiated under the Gujarat Non-Secretariat Clerks and Clerk-cum Typists (Training and Examination) Rules, 2001 before the appointed date, shall be continued and governed under those rules till it is completed.

**APPENDIX 'A'**

*(See rule 8 (2))*

**SYLLABUS OF TRAINING AND EXAMINATION FOR THE NON-SECRETARIAT CLERKS, CLASS III**

<b>Paper I</b>	<b>Office Procedure</b>
100 Marks	(1) Office procedure in the offices of Heads of Departments and offices under their administrative control.
Duration-3 Hours	(2) General information about administrative setup in the offices of Heads of Departments and offices under their administrative control, (including Panchayats).
	(3) The Right to Information Act, 2005 and the rules made thereunder.
	(4) The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.

<b>Paper II</b>	<b>Service Matters</b>
100 Marks	(1) The Gujarat Civil Services (Conduct) Rules, 1971.
Duration-3 Hours	(2) The Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
	(3) The Gujarat Civil Services Rules, 2002. (Vol. I to VIII).
	(4) The Gujarat Budget Manual.
	(5) The Gujarat Financial Rules, 1971.
	(6) The Bombay Contingent Expenditure Rules, 1959.
	(7) The Gujarat Treasury Rules, 2000.

Broad and  
basic  
Provisions



**Paper III**

**Administrative Matters**

100 Marks

Duration- 3 Hours

(Without books)

- (1) Guidelines for Confidential Report/PAR
- (2) Roster Manual.
- (3) Preparation of Seniority List, Select List, Promotion procedure.
- (4) Existing Higher Pay-scale Scheme.
- (5) Gujarati / English Language and Noting-Drafting -
  1. Simple and easy Gujarati/English in Government Correspondence, Re-writing para with particular reference to Noting and Drafting.
  2. Correspondence with public and Other agencies in Gujarati / English.

Broad and basic Provisions.

**Paper IV**

**Computer**

150 Marks

Duration- 2 Hours and 15 minutes

(Without books)

**Part I - Syllabus for the Written Test**

**45 minutes**

Computer Theory with reference to the basic knowledge of computer application as prescribed in Appendix 'B'

**50 marks**

The examination shall be in O.M.R. (Optical Mark Reader) system. Every question shall be of 1(one) mark. Every attempted question with incorrect answer shall carry a negative marks of 0.25.

**Part II - Syllabus for the Computer Proficiency Test**

**1<sup>1</sup>/2 hour**

1.	Gujarati Typing Test	20 Marks
2.	English Typing Test	20 Marks
3.	Computer practical test with reference to the basic knowledge of computer applications as prescribed in Appendix 'C'.	60 Marks
	Total	100 Marks

- 11 -

APPENDIX – 'B'

\* Operating System and Office Productivity Tools

- ✓ Microsoft Windows XP / 2003
- ✓ MS Word 2003 including Advanced Features
- ✓ MS Outlook 2003
- ✓ File and Folder Management
- ✓ Internet Familiarity, Usages and E-mail
- ✓ Understanding Wide Area Network, Wireless LAN and connecting LAN to WAN.
- ✓ Information on Internet explorer usages and various options / setting available
- ✓ Overview and usages of PDF
- ✓ Microsoft Office

\* Microsoft Office Indic 2003 (Gujarati)

- ✓ Introduction about MS Office 2003 Indic
- ✓ Introduction about Desktop, Mouse, Keyboard, etc.
- ✓ How to start Word? Methods of starting Word 2003
- ✓ How to change language English to Gujarati
- ✓ Introduction about the Gujarati Keyboards
- ✓ Introduction about the Gujarati IME. Difference between Remington and Transliteration Keyboard
- ✓ How to operate the Keyboard. What is Transliteration Keyboard
- ✓ How to type different characters and words from transliteration Keyboard.
- ✓ How to use IME help? How to use spelling grammars check in Gujarati?
- ✓ What is smart tag? What is thesaurus?
- ✓ How to change the menu from English to Gujarati
- ✓ Convert the ASCII font to Unicode from TBIL converter.

\* Troubleshooting, Installation and Best practices

- ✓ Understanding Storage devices
- ✓ How to use a DVD / CD / ROM
- ✓ Burning DVD / CD
- ✓ Taking data on and from a flash drive, pen drive
- ✓ Using data and resources from a Local Area Network
- ✓ Using FTP for uploading and downloading of Data from the Internet
- ✓ Information on Scanner and Scanner Software usage / configuration

\* Installations :

- ✓ Installing basic soft wares like MS Office, etc.
- ✓ CD Burning Software (Nero etc.)
- ✓ Installing or adding printers
- ✓ Installing or adding Fonts
- ✓ Installing sound drivers
- ✓ Installing drivers for any new hardware
- ✓ Installing new software and removing them using the control panel

\* Best Practices

- ✓ General Security concepts (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection, of the assigned accounts)
- ✓ Disk Cleanup
- ✓ Regular updating of anti-virus software
- ✓ Scandisk
- ✓ Backups in detail including the following:
  - Backup through Application
  - Backup through Utilities and Tools
  - Record Retention

\* Troubleshooting

- ✓ Troubleshooting Tools
- ✓ Troubleshooting Viruses
- ✓ Troubleshooting Fundamentals
- ✓ Problems that keep a computer from starting
- ✓ Troubleshooting OS, Network
- ✓ Problems after a Computer Boots

**APPENDIX – 'C'**

Practical Test:

(i)	Preparing a tender notice in word file	30 Marks
(ii)	Preparing a slide for presentation based on data provided	10 Marks
(iii)	Preparing an excel spreadsheet and answering an arithmetic problem	10 Marks
(iv)	Error check and spelling correction in given word document  - Comment remove  - Spelling check  - Bold – Remove (Rewriting of paragraph)	10 Marks

**APPENDIX 'D'**

*[See rule 14]*

**SECURITY BOND**

Know all men by these presents that I.....a candidate selected for appointment to the post of Clerk, Class III, in an office or the department of the State Government in accordance with the rules and subject to the terms and conditions contained in Government Notification, General Administration Department, No. GS/5/2014/સભા/102014/87/G.4, dated the 12/2/2014 (hereinafter referred to as "the rules"), am held and firmly bound unto the Governor of Gujarat exercising the executive power of the Government of the State of Gujarat (hereinafter referred to as the "the Government" which expression shall, unless the context otherwise requires, include his successors in office and assignees) of the sum of entire amount of stipend or, as the case may be, leave salary or fixed pay paid to me by the Government during my training plus amount of training expenditure incurred by Government 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 a sum of entire amount of stipend or, as the case may be, leave salary or fixed pay paid to me by the Government during my training plus amount of training expenditure incurred by Government in the event of my failure to complete the prescribed training course or to appear in the examination, or to join service after receiving the training and passing the examination as envisaged by the said rules, or quitting service before the completion of the period of two years from the date of my regular appointment.

In witness whereof I have here unto set my hand this day .....of .....20.... signed and delivered by the above names in the presence of -

(Signature of candidate)

(1)

(Signature and full address)

(2)

(Signature and full address)

**SURETY BOND**

We .....and.....

residing at .....

Taluka .....District.....declare ourselves sureties for the above

named.....(hereinafter referred to as "the candidate") and guarantee that the candidate shall do and perform all that he has undertaken to do and perform; And in the case of his quitting service before the completion of the period of two years from the date of his appointment as Clerk, we hereby bind ourselves jointly and severally to forfeit 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 assignees) in the sum of entire amount of stipend or, as the case may be, leave salary or fixed pay for which the candidate has bound himself; And we agree that the Government may, without prejudice to any other remedies available to it recover the said sum from us as arrears of land revenue; And we also agree that any variation of the terms and conditions specified in the said rules shall not discharge us from our liabilities to pay the said sum and for the purpose of enforcement of liability under this Bond, our liability shall be joint and several with that of the candidate.

Dated this .....Day of .....20.....

Signed and delivered by the above named surety.

Signature of Surety

At this Full address and occupation

Day 20.....

Signature of Surety

Full address and occupation



In the presence of:

Signature, Full address and

Occupation of witness.

Signature, Full address and

Occupation of witness.

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

  
( K. M. Adhvaryu)

Additional Secretary to Government.

To,

The Secretary to the Hon'ble Governor of Gujarat.

The Principal Secretary to the Hon'ble Chief Minister.

The Personal Secretary to all Ministers / Ministers of State.

\* The Secretary, Gujarat Public Service Commission, Ahmedabad.

\* The Secretary, Gujarat Legislature Secretariat, Gandhinagar.

\* The Secretary, Vigilance Commission, Gandhinagar.

\* The Registrar, Gujarat High Court, Ahmedabad.

\* The Secretary, Gujarat Civil Services Tribunal, Gandhinagar.

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

The all Department of the Secretariat (10 spare copies)

With a request to convey the Heads of Departments and The Heads of Offices under their administrative control.

The Gujarat Subordinate Service Selection Board, Gandhinagar (5 copies).

The Director General, Sardar Patel Institute of Public Administration, Ahmedabad (20 copies).

All Collectors.

The Resident Audit Officer, Gandhinagar.

P.T.O.....

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, Sachivalaya, 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, G.4 Branch

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\* By letter.