

Head Clerk, Class III, (Departmental Examination) Rules, 2013

GUJARAT

India

Head Clerk, Class III, (Departmental Examination) Rules, 2013

Rule

HEAD-CLERK-CLASS-III-DEPARTMENTAL-EXAMINATION-RULES-2013 of 2013

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Head Clerk, Class III, (Departmental Examination) Rules, 2013Published vide Notification No.

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GU/2014/MVN/14/2012/2196. - In exercise of the powers conferred by the proviso to Art. 309 of the Constitution of India, the Governor of Gujarat hereby makes the following rules to provide for regulating the method of the Departmental Examination for promotion to the post of Head Clerk, Class III, in the Chief Electrical Inspectorate, Gujarat State, namely:-

1. Short title, extent and commencement.

(1)These rules may be called the Head Clerk, Class III, (Departmental Examination) Rules, 2013.(2)They shall come into force on the date of their publication in the Official Gazette.(3)They shall apply to the persons appointed as Junior Assistant. Class III, in the subordinate service of the Chief Electrical Inspectorate, Gujarat State, whether by promotion or otherwise.

2. Definition.

- In these rules, unless the context otherwise require.-(a)"Appendix" means Appendix appended to these rules;(b)"Board" means the Gujarat Subordinate Service Selection Board, Gandhinagar.(c)"examination" means the departmental examination prescribed under these rules as a prerequisite for promotion to the post of a Head Clerk, Class III.(d)"Specified chances I prescribed chances" means the number of chances prescribed /specified in these rules within which a person is required to pass the examination;(e)"Specified period I prescribed period" means the period prescribed / specified in these rules within which a person is required to pass the examination.

3. Eligibility to appear in the examination and availability of chances.

(1) A person appointed as a Junior Assistant, Class III, shall be required to pass the examination for promotion to the post of Head Clerk, Class III, within three chances and within a period of three years from the date of his regular appointment: Provided that a person belonging to the Scheduled Castes or Scheduled Tribes may be given one more chance which shall have to be availed of within a period of one year from the date of the expiry of the period mentioned in these rules: Provided further that, if the period for passing the examination as provided in these rules, expires before providing him the last chance available under these rules, the said period shall be deemed to have been extended until the date of the declaration of the result of the examination. (2) If a Junior Assistant, Class III, fails to pass the said examination in the prescribed chances and within the prescribed period, he shall, notwithstanding such failure, be eligible to appear at any time in the examination on payment of an examination fee as may be determined by the Government from time to time: Provided further that if a person passes the examination after availing the additional chances, he/she shall not be entitled to claim seniority over those persons who have passed the examination earlier than him/her within the specified chances and specified period.

4. Compulsory for promotion.

- No person who is appointed as a Junior Assistant, Class III, shall be eligible for promotion to the post of Head Clerk, Class III unless he/she passes the examination prescribed under these rules.

5. Venue of Examination.

(1) The place, date and time of the examination shall be communicated by the Board directly to the candidates under intimation to the Secretary to the Government of Gujarat, Energy and Petrochemicals Department and the Chief Electrical Inspector, Gujarat State. (2) The Board shall conduct the examination twice in a year, ordinarily in the month of June and December.

6. Paper and Syllabus.

- The syllabus of the examination shall be as specified in the Appendix A'. The examination shall consist of multiple choice questions (MCQs) except Paper IV which shall be descriptive.

7. Medium of Examination.

- The medium of examination shall be Gujarati. Answers in Paper IV shall be required to be written in English or Gujarati, as per the instruction given in the question paper.

8. Application for appearing in the Examination.

(1) A person who intends to appear at the examination shall send his application in the Form as specified in Appendix 'B' for enlisting his name as a candidate for such examination at least sixty

days before the date of the commencement of the examination or the Head of Office in which the person is serving. The Head of Office shall scrutinise the application for appearance in the examination, with regard to his eligibility for appearing at the examination and forward the same to the Board for conducting the examination through the Chief Electrical Inspector, Gujarat State, along with the Certificate of Eligibility as prescribed in Appendix c.(2)If the applicant subsequently decides not to appear at the examination, he shall give intimation thereof to Board through the Chief Electrical Inspector at least thirty days , before the date of the Commencement of the examination.(3)In the event of any person failing to appear at the examination after having enlisted his name as a candidate but without intimating referred to in sub-rule (2), he shall be deemed to have lost one chance to pass the examination.Provided that the State Government may condone the failure on the part of the person to give intimation referred to in sub-rule (2), and the consequences arising there from if it is satisfied that the person had failed to give the intimation within time for reasons beyond his control.(4)The Board shall admit the candidate to the examination on the strength of the certificate issued by the Chief Electrical Inspector, Gujarat State, that he is eligible to appear at the examination.

9. Qualifying Standard for Passing Examination.

(1)The standard for passing the examination shall be fifty per cent, of the total marks assigned to each paper.(2)The candidate shall be allowed to answer the entire subjects of paper 1 and paper 2 with the help of books except Paper IV which shall be without books.Explanation. - With books means bare Acts, rules and text without any commentary or case laws and includes manual issued under the Act and published by the Government of Gujarat.(3)An unsuccessful candidate who secures 60 % (sixty per cent) or more marks in any one or more papers shall be exempted from appearing in those papers at the subsequent examination.(4)A candidate who has secures 80% (eighty per cent.) or more aggregate marks in the examination shall be paid cash amount as an incentive as determined by the State Government.

10. Publication of Result.

- The Board shall publish the result of the examination in the Gujarat Government Gazette and also communicate the same to the Government, in the Energy and Petrochemicals Department.

11. Prohibition to use certain devices in the exam hall.

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

12. Mark-Sheet and rechecking of Marks.

- 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.Appendix "a"[See its Rules 6, 7]Syllabus

for the Head Clerk, Class III, (Departmental) Examination

| | | | |
|--------------------------|--|--|-----------------|
| 1. Paper-1 (With Book) | Service Matters | | |
| | Duration Three Hours | | Total Marks 100 |
| | 1. Gujarat Civil Services (Conduct) Rules. 1971 and Gujarat Civil Service (Discipline and Appeals) Rules"1971. | | |
| | 2. Right to Information Act, 2005 (With Amendment - 2011) | | |
| | 3. Office Procedure. (Non-Secretariat) | | |
| | 4. Prevention of Corruption Act, 1988. | | |
| 2. Paper- II (With Book) | Accounts Matters | | |
| | Duration Three Hours " | | Total Marks 100 |
| | 1. Gujarat Financial Rules. 2002. | | |
| | 2. General Provident Fund Rules. | | |
| | 3. Gujarat Treasury Rules. 2000. | | |
| | 4. Gujarat Contingency Expenditure Rules, 2002. | | |
| | 5. Gujarat Civil Service Rules, 2002 (Vol. I to VIII) | | |
| 3. Paper-III (With Book) | Departmental Acts and Rules | | |
| | Duration Three Hours | | Total Marks 100 |
| | 1. Electricity Act, 2003. | | |
| | 2. Measures Relating to Safety and Electric Supply Regulation 2010. | | |
| | 3. Gujarat Lifts and Escalators Act, 2000 and Rules 2001. | | |
| | 4. Gujarat (Mumbai) Aerial and Ropeway Act, 1955. | | |
| | 5. Rules of Licensing Board. | | |
| | 6. Electrical Wires, Cables, Appliances and Protection Devices and Accessories (Q.C.) Order, 2003. | | |
| 4. Paper- IV | Gujarati and English Language | | |
| | Duration Three Hours | | Total Marks 100 |
| | 1. Drafting and Noting in English and Gujarati. | | |
| | 2. Public Relation and Communication | | |
| | 3. Correspondence with Public and other institutions. | | |
| | 4. Drafting of Demi Official letters written/given by Senior Officers. | | |
| | 5. Different types of letters and difference between them. | | |

6. Different types of Government orders, its utilization: importance (GR, Notification, Circular, Office Order, Memorandum, etc.)

7. Translation of English into Gujarati and Gujarati into English.

Appendix "B" [See its Rule 8 (i)] Application Form Application for appearing at examination.....to be held in.....

- 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 the appointment and total years of service (Non -Gazetted)
Whether appeared at the examination previously? If so State: (a) Month and Year of the examination at which he appeared. (b) Whether any exemption is earned? If so details of the marks, year of examination and subject should be given.
- 7 Authority or the rule under which he/she has to appear for the examination.
- 8 (a) Month and year of examination at which he appeared.
(b) Whether any exemption is obtained? If so, details of marks, year of examination and subject should be given.
(c) Whether he/she intends to avail of exemptions obtained? State Yes or No (The choice will be treated as final and no change will be allowed)
Number of Chances and time limit within which the candidate is required to pass the examination: (Dates of eligibility and expiry for appearing at the examination should be mentioned).
- 10 Number of trials exhausted.
Whether additional (Special) chance has been granted? Number and date or order under which the additional (special) chances has been granted should be specified and a copy thereof should be sent.
- 12 Number and date of orders relaxing age limit and/or service limit from competent authority (Copies of orders should be sent).
- 13 Purpose of passing the examination (confirmation, retention in Government service, promotion) etc.
- 14 Whether eligible to appear at the examination according to rules of the examination?
- 15 Whether fee is paid?. If yes, the details of challan & date.
- 16 Remarks, if any.

Place:

Date : (Signature of Applicant)

Appendix "c" (Its Rule 8(1)) Certificate of Eligibility Certified that.....(1) The above particulars are verified and found correct Shri is eligible to appear at the Head Clerk, Class III, Examination for promotion to the post of Head Clerk, Class III, of in the Chief Electrical Inspectorate, to be held in 20.....(2)* Necessary fee is paid, copy of the challan is attached herewith. (3)* Candidate is granted additional chance, a copy of order is attached.

Place: (Office Seal)

Date :

* Strike out whichever is not applicable.