

Statistical Assistant, Class III, Pre-service Training and Passing of Post-Training Examination Rules, 2015

GUJARAT

India

Statistical Assistant, Class III, Pre-service Training and Passing of Post-Training Examination Rules, 2015

Rule

STATISTICAL-ASSISTANT-CLASS-III-PRE-SERVICE-TRAINING-AND-P of 2015

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Statistical Assistant, Class III, Pre-service Training and Passing of Post-Training Examination Rules, 2015Published vide Notification No. GS/39/AAK/102014/1515/S, dated 20.11.2015Last Updated 2nd November, 2019No. GS/39/AAK/102014/1515/S. - In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in supersession of all the rules made in this 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 Statistical Assistant, 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 Statistical Assistant, Class III, Pre-service Training and Passing of Post-Training Examination Rules, 2015.(2)They shall come into force from the date of their publication in the Official Gazette.(3)They shall apply to the persons directly recruited as Statistical Assistant, Class III, in the Directorate of Economics and Statistics, Gujarat State, 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 the Statistical Assistant, Class III, in the Directorate of Economics and Statistics, Gujarat State on which direct recruits are appointed on contractual basis;(c)"Director General" means the Director General of Sardar Patel Institute of Public Administration;(d)"direct recruit" means a person appointed on contractual basis on the post of Statistical Assistant, Class III, in the Directorate of Economics and Statistics, Gujarat State, through the competitive examination;(e)"examination" means the post-training examination held by the Institute that has imparted pre-service to the direct recruit statistical Assistant, Class III, in the Directorate of Economics & Statistics, Gujarat State;(f)"Institute" means the Sardar Patel Institute of Public Administration or such other Institute as may be notified by the Government;(g)"specified chances" means the number of chances specified in these rules within which a 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;(i)"post training examination" means examination held by the Institute that has imparted the Pre-service training to the direct recruits.

3. Institutional training and scheme of examination.

- Every direct recruit shall be required to undergo institutional training in the Institute in accordance with the following provisions, namely:-(1)The institutional training shall be for a period of eight weeks. The 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 post training examination shall be held by the Institute after the institutional training period is over. The direct recruits 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 four 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 (MCQs) except Paper 4 which shall be descriptive, Answers in Paper 4 shall be required to be written in English or Gujarati, as per the instructions given in the question paper.(3)The candidate shall be allowed to answer the question papers 1 to 3 with the help of books, Paper 4 shall be without books.Explanation. - "With Books", means original books of the subjects 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 manuals issued under the Act and published by the Government of Gujarat.

5. Attempts for passing examination.

(1)The direct recruit shall be required to pass the examination within three attempts and within a period of five years of their contractual period:Provided that a person belonging to the Scheduled Castes or Scheduled Tribes who is unable to pass the examination within three attempts shall be allowed an additional attempt 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 third attempt-(2)If a direct recruit fails to pass the examination in the prescribed attempts as required under these rules, his services shall be terminated:Provided further that if the State Government is satisfied that a person could not pass the examination within the prescribed attempts for reasons beyond his control, it may after recording the reasons in writing allow him not more than two additional attempts to pass such examination on payment of an examination fees as determined by the Government from time to time :Provided also that if a person passes the examination after availing the additional attempts, he shall not be entitled to claim senior it over those persons who have passed the examination other than him within the specified attempts and specified period.(3)In the circumstances mentioned in sub-rule (1) and sub-rule (2) above, if the Examination is not conducted in time or result thereof cannot be declared before the contractual period of the direct recruits is over, his contractual period shall be deemed to have been till the declaration of the result of the examination of his last additional attempt.(4)Not appearing in the examination, shall be considered as an attempt.

6. Publication of result.

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

7. Qualifying Standard for passing of 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 any 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 the institutional training and for appearing 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 minimum 85% of the total number of lectures in the institutional training, otherwise he shall be disqualified for appearing in the examination and 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 absence.

9. Books for Institutional training.

- The Institute shall provide books for institutional training and for examination, to the direct recruit without obtaining any security deposit during their institutional training in the Institute. The direct recruit 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 recruit by the Institute.

10. Prohibition to use certain device in the Hall.

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

11. Security and Surety.

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

12. Miscellaneous Provisions.

(1)The Director General shall be entitled to change or alter the training schedule of the examination as per the prevailing circumstances.(2)After passing the Post-training Examination, the direct recruit shall be required to work as a Statistical Assistant, Class-III in the Directorate of Economics and Statistics, Gujarat State.Appendix-I[See Rule 4(1)]Syllabus for institutional training and Post-training Examination for the direct recruit, Statistical Assistant, Class III.

Paper 1: Gujarat Civil Service Rules,
2002,Total-100 Marks, Duration :

2 hours, (With Books)

1.

Gujarat Civil Service Rules, 2002:

(1) The Gujarat Civil Service (General
Conditions of Services)Rules, 2002.

(2) The Gujarat Civil Service (Pay) Rules, 2002.

(3) The Gujarat Civil Service (Pay Related
Allowances) Rules,2002,

(4) The Gujarat Civil Service (Occupation of
GovernmentResidential Accommodation)
Rules, 2002.

(5) The Gujarat Civil Service (Leave) Rules,
2002,

(6) The Gujarat Civil Service (Pension) Rules,
2002.

(7) The Gujarat Civil Service (Joining Time)
Rules, 2002.

(8) The Gujarat Civil Service (Travelling
Allowance) Rules, 2002.

Reference books :

- The Gujarat Civil Services (General
Conditions of Services) Rules, 2002.

- The Gujarat Civil Services (Pay) Rules, 2002.
- The Gujarat Civil Service (Pay Related Allowances) Rules, 2002.
- The Gujarat Civil Service (Occupation of Government Residential Accommodation) Rules, 2002.
- The Gujarat Civil Service (Leave) Rules, 2002.
- The Gujarat Civil Service (Pension) Rules, 2002.
- The Gujarat Civil Service (Joining Time) Rules, 2002.
- The Gujarat Civil Service (Travelling Allowance) Rules, 2002.

Paper 2 : Acts and Rules and Financial Matters, 2 hours (With Books)
Total-100 Marks, Duration :

1. Acts and Rules : 50 marks

1. The Gujarat Civil Services (Conduct) Rules, 1971 and Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
2. The Gujarat Civil Services (Classification and Recruitment) (General) Rules, 1967.
3. The Prevention of Corruption Act, 1988.
4. The Right to Information Act, 2005.

2. Financial Matters: 50 marks

1. The Gujarat Financial Rules, 1971.
2. The Gujarat Treasury Rules, 2000 (Chapter 1, 2, 3, 7, 8 & 9).
3. The Bombay Contingency Expenditure Rules, 1959.
4. The Gujarat Budget Manual Book-1 Rules, 1983.
5. The Bombay General Provident Fund Rules, 1959.

Reference books :

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

2. The Gujarat Civil Services (Classification and Recruitment)(General) Rules, 1967.
3. The Prevention of Corruption Act, 1988.
4. The Right to Information Act, 2005.
5. The Gujarat Financial Rules. 1971 (Whole Book).
6. The Gujarat Treasury Rules, 2000 (Whole Book).
7. The Bombay Contingency Expenditure Rules, 1959.
8. The Gujarat Budget Manual Book-1, Rules, 1983.
9. The Bombay Genaral Provident Fund Rules. 1959.

Paper 3: Statistics, Economics and Official Statistics, Total-100 Marks, Duration : 2 hours (With Books)

1. Statistics: 30 marks

(1) Mathematical Statistics :

1. Frequency Distribution and Measurement of Central Tendency
2. Dispersion - Skewness
3. Principle of Sot
4. Probability
5. Mathematical Expectation
6. Probability Distribution
7. Interpolation - Extrapolation

(2) Sampling Methods and Experimental Designs:

1. Introduction
2. Simple Random Sampling Method
3. Stratified Random Sampling Method
4. Systematic Sampling Method
5. Cluster Sampling

(3) Business Statistics :

1. Correiating,
2. Regression
3. Association
4. Time Series

5. Index Number

6. Vital Statistics

2.

Economics :

30
marks

(1)

Principles of Economics :-

1. Economics and Basic Economic Problems

2. Assumption of Economic and Methods of Analysis

3. Principle of Consumer Behaviour - Choice of Utility

4. Indifference Curve Analysis and Choice

5. Consumer's Surplus G. Elasticity of Demand

7. Rules of Production

8. Production Cost

9. Supply

10. Price Determination in Market

11. Competition

12. Monopoly

13. Monopolistic Competition

14. Oligopoly

15. Principle of Allocation

16. Pay

17. Rent

18. Interest

19. Profit

20. Point of General Equilibrium

21. Welfare Economics

3.

Official Statistics :

40
marks

1. Central and State Statistical Organisation

2. Planning

3. National Sample Survey

4. National Sample Survey (Poverty)

5. Economic Census and Survey

6. Population Census

7. Agriculture Statistics

8. Animal Husbandry Statistics

9. Fisheries Statistics

10. Irrigation Statistics
11. National Income and State Income Estimates
12. Capital Formation
13. Price Statistics
14. Transport Statistics
15. Education Statistics
16. Industrial Statistics
17. Statistics of Municipal Towns and Cities
18. Socio-Economic Review
19. Statistics of Co-operative Activities
20. Statistical Arrangement of Co-operative Activities
21. Evaluation Process and its various stages
22. Health Statistics

Books recommended :

- Mathematical Statistics, Author :-
Prof.H.D.Shah, Fifth Edition :- 1994
(Published by the University Granth
Nirman Board, Gujarat State, Ahmedabad)

- Sampling Methods and Experimental
Designs, Author - Shri S.M.Shah Edition :-1992,
(Published by the University Granth Nirman
Board, Gujarat State, Ahmedabad)

- Business Statistics, T.Y.B.Com., Edition
:-1995, (Published, by the University Granth
Nirman Board, Gujarat State, Ahmedabad)

- Principles of Economics, (Price
and Allocation), Author - Shri H.K.Trivedi,
Edition :-2005.(Published by the University
Granth Nirman Board, Gujarat
State, Ahmedabad)

- Official Statistics, (Prepared by the Directorate
of Economics and Statistics, Gujarat
State Gandhinagar)

Paper 4 : Official Writing Method and
Office Procedure, Noting and Drafting
(Non-Secretariat) Total-100 Marks, Duration :

3 hours (Without Books)

Chapter-1

General Instructions:

50
Marks

Parishist-K : Official Language Policy
of Association

Parishist-KH : Gujarat Official Languages
Act, 1960

Parishist-G : Government Motives

Chapter-2

Noting Method (Note Writing)

Chapter-3

Draft Writing-I (Letter Method)

Government Writing Method:

(4) Letter

(5) Reminder Letter

(6) Demi-official Letter

Chapter-4 Draft Writing-2 (other appearance in
Government Writing Behavior) :

(1) office Memo

(2) Office order

(3) Circular

(4) Remark

(5) Resolution

(6) Notification

(7) Telegraph

(8) Saving Telegraph

(9) Press Note

(10) Press Statement

(11) Agenda

(12) Minutes

Chapter-5 (K) Some Samples of Standard :

(1) Bond of Surety

(2) Tender, Notice, Samples, Instructions

(3) Advertisement

(4) Notice

(5) Certificate

(D) Certificate of Medical Inquiry

(E) Certificate relating to Office Work

(F) Certificate of Salary

(6) Plaque and Invitation Letters

(Kh) Correspondence in Hindi

Chapter-6 Easy-Translation - Some samples:

Gujarati Translation in Important Sentences

Chapter-7 Rules of Spelling :

(A) Proofreading

(B) Spelling of Administrative Words

Chapter-8

Abstract Writing :

50
Marks

Parishist-3 Gujarati-Hindi Synonyms of Some Important English Words in Administration (2) Official Procedure, Noting and Drafting (Non-Secretariat)

1. Various form of correspondence used in Government offices

2. Noting, Drafting and Filing, etc.

Books recommended :

- Official Writing Method, 4th Edition-1996 (Office of the Director of Languages, Gujarat State, Gandhinagar-382 010)

- Office Procedure. Official Writing Methods (Non-Secretariat) (Published by the Government of Gujarat)

Appendix-II[See Rule 1] 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 the 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 assignees) 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 examination, or (c) failure to comply with any of the provisions of the contractual appointment 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 shall 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 rights 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 candidate Signed and delivered by the above named in the presence of:-

1. Signature and full address,

2. Signature and full address,

Surety We.....and.....residing..... at in 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 case of his (1) failure to complete the institutional training or (2) failure to appear in the examination, or (3) failure to comply with any of the provisions of the contractual appointment rules, if any, to the satisfaction of the Government, we hereby bind ourselves jointly and severally to forfeit to the Government of Gujarat exercising the executive power of the Government of State of Gujarat (hereinafter referred to as "the Government") the amount equal to the pay and allowances paid to him by the Government during his training plus amount prescribed by the Government from time to time towards the cost of training imparted to him by the Institute being an expenditure incurred by the Government on his training in which the candidate has bound himself and we agree that the Government may, without prejudice to other right or remedies available to the Government recover the said amount from us as an arrear 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 amount and for the purpose of enforcement of our liability under this agreement, our liability shall be joint and several with that of the candidate. Dated this day of 20 Signed and delivered by the said.

Date:	Signature of Surety.
Place:	Full address and occupation.
Date:	Signature of Surety.
Place:	Full address and occupation.

In the presence of:

Signature

Full address and

Occupation of witness:

Signature

Full address and

Occupation of witness: