

Sub Accountant, Sub Auditor, or Data Entry Machine Operator, Class III, (Special Competitive Examination) Rules, 2011

GUJARAT

India

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Rule

SUB-ACCOUNTANT-SUB-AUDITOR-OR-DATA-ENTRY-MACHINE-OPERATOR, CLASS III, (SPECIAL COMPETITIVE EXAMINATION) RULES, 2011

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TSM-202010-558-(IWDMS-238085)-GH, dated 29.9.2011 Last Updated 26th June, 2019 No.

(GN-36) TSM-202010-558-(IWDMS-238085)-GH. - 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 method of Special Competitive Examination for promotion to the post of Sub Accountant, Sub Auditor, or Data Entry Machine Operator, Class III, in the Subordinate Services of the Directorate of Accounts and Treasuries, Gujarat State, namely:-

1. Short title, commencement and applicability.

(1) These rules may be called the Sub Accountant, Sub Auditor, or Data Entry Machine Operator, Class III, (Special Competitive Examination) Rules, 2011. (2) They shall come into force from the date of their publication in the Official Gazette. (3) They shall apply to the persons who are eligible to be appointed by promotion as Sub Accountant, Sub Auditor or Data Entry Machine Operator, Class-III, in the Subordinate Services of the Directorate of Accounts and Treasuries, Gujarat State.

2. Definitions.

- In these rules, unless the context otherwise requires, -(a) "Appendix" means the Appendix

appended to these rules;(b)"Board" means the Gujarat Subordinate Services Selection Board, Gandhinagar;(c)"examination" means the Special Competitive Examination held by the Board under these rules for promotion to the post of Sub Accountant, Sub Auditor, or Data Entry Machine Operator, Class III;(d)"Paper" means the paper specified in the Appendix I.

3. Eligibility criteria.

- A candidate who desires to appear in the examination shall-(i)have worked for not less than five years in the cadre of Junior Clerk, Clerk cum Typist (Gujarati) or Clerk cum Typist (English), Typist (Gujarati) or Typist (English), Class III, in the Subordinate Services of the Directorate of Accounts and treasuries, Gujarat State;(ii)have passed the prescribed departmental examination;(iii)possesses a Bachelor degree obtained from any of the Universities or institutions established or incorporated by or under the Central or State Act in India; or any other educational institution recognised as such or declared as deemed University under Sec. 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognised as such by the Government; and(iv)have passed the qualifying examination for computer knowledge in accordance with the provisions of the Gujarat Civil Services Computer Rules, 2006

4. Application for Examination.

- The eligible candidate who desires to appear in the examination shall apply in the form as specified in Appendix II alongwith such fees as may be determined by the State Government in the form of crossed Indian Postal Order drawn in favour of "Secretary, Gujarat Subordinate Services Selection Board". The Director of Accounts and Treasuries shall verify the particulars submitted by the candidate in the application and certify for eligibility of the candidate as specified in Appendix III.

5. Statement showing particulars of candidates.

- The Directorate of Accounts and Treasuries shall every year send to the Finance Department before the 31 July of the year, a statement showing the particulars of the eligible candidates desiring to appear at the examination to be held in that year alongwith the applications as prescribed in Appendix III.

6. Holding of Examinations.

- The examination shall ordinarily be held in the month of October every year Ahmedabad or Gandhinagar.

7. Candidates to appear in exam at own expenses.

- The candidates shall have to appear in the examination at their own expenses.

8. Syllabus.

- The syllabus for the examination shall be as specified in the Appendix I.

9. Medium of Examinations.

- The medium of examination shall be Gujarati except for Paper II. The medium of examination for paper II shall be English.

10. Qualifying standard for passing examination.

- The qualifying standard for passing the examination shall be as may be determined by the Board. The Board may, if necessary, fix different qualifying standards for reserved categories of candidates.

11. Declaration of result.

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

12. Rechecking of Marks of the Examination.

(1)A candidate, who desires to have his marks of the examination rechecked, may apply to the Board alongwith 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.(2)A candidate, who desires to have the mark sheet of the examination, may apply to the Board alongwith such fees as may be fixed by the Board within a period of fifteen days from the date of declaration of the final result of the examination.

13. Board to regulate examination.

- The Board shall regulate all matters regarding conduct of the examination, appointment of paper setters, examiners, in accordance with the procedure approved by it and in conformity with Government orders or directives, in that behalf, if any.

14. Promotion of successful candidates.

- The successful Candidates on the basis of the result under Rule 11, shall be promoted as Sub Accountant, Sub Auditor, or Data Entry Machine Operator, Class III in the order of their merit if they are otherwise eligible to be promoted on the aforesaid posts, in the Subordinate Services of the Directorate of Accounts and Treasuries. Appendix-I[See Rule 8]Syllabus for the Special Competitive Examination for the post of Sub-Accountant, Sub-Auditor or Data Entry Machine Operator, Class III.

Paper		Syllabus	Marks
Paper-I			
Gujarati		Comprehension :	
Total		Answers to question	
Marks 100	(i)	from a 10Marks	
(without		paragraph	
books)Time :			
Three hours			
(ii)	Precis writing	10 Marks	
(iii)	Report writing	10 Marks	
(iv)	Letter writing	10 Marks	
(v)	Essay (not exceeding 400 words)	20 Marks	
(vi)	Thought Expansion,	10 Marks	
(vii)	Grammar-		
	(a) Juncture		
	(b) Composition of words		
	(c) Phrases		
	(d) Proverbs		
	(e) Idioms		
	(f) Spelling, and 20 Marks		
(viii)	Translation from English to Gujarati.	10 Marks	
Paper-II English		Essay (Not exceeding	
Total Marks 100		300 words) (on	
(without	(i)	Topics 25Marks	
books)Time :		related to	
Three hours		Government	
		Business)	
(ii)	Precis writing	15 Marks	
(iii)	Report writing	10 Marks	
(iv)	Letter writing	10 Marks	
(v)	Translation from English to Gujarati.	20 Marks	
(vi)	Grammar,-	20 Marks	
	(a) Use of tenses		
	(b) Phrase, Verbs, Idioms and Vocabulary		
	(c) Change the voice		
	(d) Direct-Indirect Speech.		
Paper-III Service	Part-I		
Rules and			
Auditing Total			
Marks100			

(without books)

Time : Three

hours

- | | | |
|-------|--|----------|
| (i) | The Bombay Contingent Expenditure Rules, 1959 | 25 Marks |
| (ii) | The Bombay General Provident Fund Rules, 1936 | 20 Marks |
| (iii) | The Gujarat Local Fund Audit Act, 1963 and
The Gujarat Local Fund Audit Rules, 1974 | 15 Marks |
| (iv) | The Delegation of Financial Powers Rules,
1998 and various orders issued thereunder | 10 Marks |

Part- II

General

Knowledge

- | | | |
|-------|---|----------|
| (i) | Constitution of India with Special reference to (a) fundamental Rights (b) Directive Principles of state policy (c) Union List, State List and Concurrent List (d) Art. 309 i.e. Recruitment and Conditions of Services of persons serving in the Union or State (e) Art. 315 i.e. The Public Service Commission for the Union and for the State (f) Provision for Scheduled Castes/Scheduled Tribes. | 15 Marks |
| (ii) | State Economy Current Five Years Plan and Annual Development Programme - Gujarat Annual Budget - Provisions under different important Sectors - Gujarat. | 10 Marks |
| (iii) | Questions related to applied knowledge of right to Information Act, 2005 | 5 Marks |

Note. - (1) The Standard of Gujarati paper shall be equivalent to the Gujarati subject (Higher level) of 12th standard of the Gujarat Secondary and Higher Secondary Education Board. (2) The standard of English paper shall be equivalent to the English subject (Lower level) of 12th standard of the Gujarat Secondary and Higher Secondary Education Board. Appendix-II [See Rules 4 and 5] Application Form Special Competitive Examination for Junior Clerk or Clerk cum Typist (Gujarati) or Clerk cum Typist (English), Typist (Gujarati) or Typist (English), Class-III, in the office of the Directorate of Accounts and Treasuries for the purpose of promotion to the post of Sub-Accountant, Sub-Auditor, or Data Entry Machine Operator, Class III.

- 1 Full Name in English and Gujarati (Write Surname First)
- 2 Present Designation
- 3 Date of Birth
- 4 Department/Office
- 5 Date of Appointment in the present Cadre
- 6 Date of Completion of five years regular service in the present cadre

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Seniority No. in the Seniority List of Junior Clerk, Clerk cum Typist (Gujarati) or Clerk cum Typist (English), Typist (Gujarati) or Typist (English), Class-III

8 Educational Qualification (a) Degree (b) Year of passing the degree examination (enclose verified two copies of mark sheet and Degree Certificate)

9 Whether You are SC/ST/SEBC candidate (If Yes, enclose two copies of Caste Certificate)

10 Examination Fee Details of Indian Postal Order No.: Amount in (Enclose a copy)

Whether passed the Departmental Examination for the promotion on the post of

11 Sub-Accountant, Sub-Auditor, or Data Entry Machine Operator Class III, and Computer knowledge CCC exam? If yes, year of passing the Examination.

Signature of Candidate Appendix-III [See Rules 4 and 5] Certificate This is to certify that Shri/Smt./Kum, is eligible to appear in the said examination and he/she has paid the fee of L/- by the Indian Postal Order as required under the provisions of the Sub-Accountant or Sub-Auditor, or Data Entry Machine Operator, Class-III, (Special Competitive Examination) Rules, 2011. Aforesaid details are verified from the department's record and found correct. Signature and seal of the Head of the Department.