

Junior Clerk, Clerk-cum-Typist, Typist, Class III, (Departmental Examination) Rules, 2012

GUJARAT

India

Junior Clerk, Clerk-cum-Typist, Typist, Class III, (Departmental Examination) Rules, 2012

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Junior Clerk, Clerk-cum-Typist, Typist, Class III, (Departmental Examination) Rules, 2012 Published vide Notification No. GH/V/83 of 2012/PRC-102006-1141-5, dated 22.5.2012 Last Updated 7th November, 2019 No. GH/V/83 of 2012/PRC-102006-1141-V. - 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 the persons appointed to the post of Junior Clerk, Clerk-cum-Typist, Typist, Class III, in the Gujarat subordinate service of the Town Planning and Valuation Department, in so far as they relate to passing of the departmental examination, namely:-

1.

(1) These rules may be called the Junior Clerk, Clerk-cum-Typist, Typist, Class III, (Departmental Examination) Rules, 2012. (2) They shall come into force from the date of their publication in the Official Gazette. (3) They shall apply to the persons appointed as Junior Clerk, Clerk-cum-Typist, Typist, Class III, in the Town Planning and Valuation Department.

2.

In these rules, unless the context otherwise requires: (a) "Appendix" means 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 Service selection Board, Gandhinagar; (d) "candidate" means a person who is working as Junior Clerk, Clerk-cum-Typist, Typist, Class III, in the Town Planning and Valuation Department; (e) "examination" means the departmental examination, for promotion to the post of Senior Clerk Class III, as the specified in the Appendix-'A'; (f) "Junior Clerk, Clerk-cum-Typist and Typist" means a person appointed as Junior

Clerk, Clerk-cum-Typist, and Typist, Class III, either by direct selection or by promotion in the Town Planning and Valuation Department;(g)"Senior Clerk" means a person appointed as Senior Clerk, Class III, in the Town Planning and Valuation Department;(h)"specified chances" means the number of chances specified in these rules within which a person is required to pass the departmental examination;(i)"specified period" means the period specified in these rules within which a person is required to pass the departmental examination.

3.

Every person who is appointed as a Junior Clerk, Clerk-cum-Typist, and Typist, Class III, shall be required to pass the examination in three chances within a period of three years from the date of his regular appointment as Junior Clerk, Clerk-cum-Typist, and Typist:Provided that a person belonging to the Scheduled Castes or Scheduled Tribes may be allowed one additional chance to be availed of within a period of one year from the date of the expiry of the period specified above.

4.

Where a candidate fails to pass the examination within the specified period and the specified chances, under these rules, he shall not be eligible for promotion to the post of Senior Clerk, Class III, unless he passes the examination as provided in Rule 5.

5.

Where a candidate fails to pass the examination within the specified period and the specified chances, shall, notwithstanding such failure be eligible to appear at any time in such examination on payment of an examination fee as may be determined by the Government from time to time and if he passes the examination, he shall be eligible for promotion to the post of a Senior Clerk:Provided that he shall not be entitled to claim seniority over those persons who have been promoted before he became eligible for promotion on account of having passed the examination earlier than him notwithstanding that he was senior to the persons so promoted in the cadre from which promotion was given.

6.

A Junior Clerk, Clerk-cum-Typist or Typist who passes the examination within the specified period and specified chances shall on his promotion to the post of Senior Clerk be assigned seniority over a person, if any, who although being junior to him in the cadre of Junior Clerk, Clerk-cum-Typist and Typist may have been promoted as a Senior Clerk earlier by reasons of his having passed the examination earlier than him.

7.

(1)The Board, shall hold the examination twice in a year ordinarily in the month of April and October.(2)The Board shall notify the date, time and place of the examination.

8.

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

9.

A Junior Clerk, Clerk-cum-Typist or Typist who desires to appear at the examination under these rules shall send his application for admission as a candidate for such examination to the Board, in the form specified in Appendix-'B' through the Chief Town Planner, Gujarat State. Gandhinagar at least 60 (sixty) days before the date of commencement of the examination, which shall be announced by the Board, not less than 3 (three) months prior to it.(2)The Chief Town Planner, Gujarat State, Gandhinagar shall scrutinize the application with regard to his eligibility for appearing at the examination and forward it to the Board.(3)The Board shall admit the candidate to the examination on the basis of the certificate given by the Chief Town Planner, Gujarat State, Gandhinagar to the effect that he is eligible to appear at the examination.(4)If the applicant subsequently decides not to appear at the examination, he shall give intimation thereof through the Chief Town Planner; Gujarat State to the Board alongwith due reasons, atleast 30 (thirty) days before the date of commencement of the examination.(5)In the event of any candidate failing to appear at the examination after having enlisted his name as a candidate for appearing thereat, but without intimation related to in sub-rule (4), he shall be deemed to have availed of the one chance to pass the examination:Provided that the Chief Town Planner, Gujarat State, may condone the failure on the part of a candidate to give intimation referred to in sub-rule (4), and the consequences arising therefrom, if the Chief Town Planner, Gandhinagar is satisfied that the candidate had failed to give intimation within time for reasons beyond his control.

10.

(1)The standard for passing the examination shall be 50% (fifty per cent) of the total marks assigned to each paper.(2)The candidate shall be allowed to answer the papers of all the subjects with the help of text books.Explanation. - With books means original text book of the subjects having, bare Acts, rules without any commentaries or case laws; and manuals published by the Government.(3)A candidate who has failed but has secured 60% (sixty per cent) or more marks in any one or more papers shall be exempted from appearing in that of those papers at the subsequent examination.(4)A candidate who secured 80% (eighty per cent) or more aggregate marks in the examination shall be paid cash amount as an incentive as may be determined by the Government.

11.

The Board shall decide all matters relating to the appointment of examiners and conduct of the examination.

12.

The Board shall declare the result of the examination and communicate the same to the Chief Town Planner, Gujarat State. Appendix A [See Rule 8] Syllabus for the Departmental Examination for promotion to the post of Senior Clerk, Class-III, in the Town Planning and Valuation Department. Paper I

Service matter (Duration: 3 hours) Marks :100

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

2. The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 -Whole Pamphlet and amendment from time to time.

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

4. The Gujarat Civil Services (Joining Time, Foreign Service, Deputation out of India, Payment during suspension, Dismissal and Removal) Rules, 2002.

5. The Gujarat Civil Services (Leave) Rules, 2002.

6. The Gujarat Civil Services (Additions to Pay) Rules, 2002

7. The Gujarat Civil Services (Pension) Rules, 2002

8. The Gujarat Civil Services (Occupation of Government Residential Accommodation) Rules, 2002

9. The Gujarat Civil Services (Traveling Allowance) Rules, 2002 10. The Gujarat Civil Services (Pay) Rules, 2002

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Paper II

Accounts matters

(Duration - 3 hours) Marks
100

1. Gujarat Financial Rules, 1971 (except the following:)

Chapter-2	:	Rules 15 to 19
Chapter-3	:	Rules 31, 34 and 35
Chapter-5	:	Rules 64
Chapter-6	:	Rules 97 to 102
Chapter-7	:	Rules 152 to 157
Chapter-9	:	Rules 169 to 175
Chapter-10	:	Rules 185 and 186

2. Gujarat Treasury Rules, 2000 (except the following)

Chapter-1	:	General principle and rules.
Chapter II	:	General Organisation and working of Treasury
Chapter TV	:	Custody of money relating to or standing in government account.
Chapter X to XII	:	Withdrawal from government account (Chapter VI to VIII)
Chapter- XI ¹¹	:	Special Rules for Bank Treasuries.
Chapter XTV	:	Special Rules applicable to particular department.
Chapter XV	:	Public Debt. (Rules 354-3 55)
Chapter XVI	:	Deposits and Transaction.
Chapter-XHI and XIV	:	Other remittances through Government (Rules-326,338, 347 and 350)
Chapter XVIII	:	Repeals and savings All forms

3. Bombay Contingent Expenditure Rules, 1959 (except the following)

Section X	:	- Inspecting Officers Bills
Section XII	:	Special Rules for the Public Works Department
Section XXI	:	Medicine and Tin Medicine Boxes
Section XXV	:	Clothing
Section XXVIII	:	Tents
Section XXIX	:	Rewards

Section XXX	:	Diet and Road money to witnesses.
Section XXXI	:	Fees to pleaders and law charges.
Section XXXII	:	Arms and Account rements
Section XXXIII	:	Epidemic Charges
Section XXXIV	:	Stores '
Section XXV	:	Repeals and savings

4. Gujarat Budget Manual 1983 (Vol.I and II)(except the following)

Chapter III	:	Preparation and submission of departmentalestimates
Chapter VII	:	Estimates of transactions taking place in UnitedKingdom and other foreign countries.
Chapter XVIII	:	Estimates for General (Agency) subjects
Appendix IV	:	Major and Minor heads together with the subheads as operated by the State Government.
Appendix V	:	list of estimating and Controlling Officers inthe State of Gujarat.
All forms	:	

5. Bombay General Provident Fund Rules, 1971

Paper III

(Duration -2 hours)

Marks 50

1. Manual of Office procedure for non-secretariat offices.

2. Noting and Drafting.

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Appendix B

[See Rule 9]

Application for appearing at the Departmental Examination for the post of Senior Clerk, Class III in the Town Planning and Valuation Department

to be held by the GujaratSubordinate
Service Selection Board, Gandhinagar.

Application
Form

1. Applicant's name in full (Surname first) :
2. Designation. :
3. Name of the Office in which at present serving :
4. Birth date-and age at the time of examination :
5. Date of appointed in the Department :
6. Whether he has appeared at the examination previously, If so :
(a) Month and year of examination at. which he appeared, :
(b) The result thereof (if any Exemptions earned details of Marks, :
years of examinations and subject should be given, :
(c) Whether he intends to avail himself of exemptions
obtained? State 'Yes' or 'No' (The choice will be treated as final and :
no change will be allowed).
7. Authority or the rule under which he has to : appear for the :
examination.
8. Number of chances and time limit within which he has to appear :
for the examination, date of expiry of the period for appearing at :
the examination should be mentioned.
9. Number of trials exhausted. :
10. Whether additional (Special chances has been granted if so number :
and date of order by which the additional chances has been granted :
to him.
11. Number and date of orders relaxing age and/ or service limits from :
competent authority (copies of orders should be sent).
12. Purpose of passing the examination :
13. Whether he is eligible to appear at the examination according to :
rules of the departmental examination?
14. Whether he intends to answer all his papers in English or in :
Gujarati? Give details regarding papers which he desires to answer :
in English and Gujarati.
15. Remarks, if any. :

Place: Signature of the
Applicant.

Date:

Certificate of Eligibility Certified that the above particulars are verified and found correct,
Shri/Smt/Kum is eligible to appear at the examination for Senior Clerk, Class HI,
in the Town Planning and Valuation Department to be held onby the Gujarat

Subordinate Service Selection Board Gandhinagar.

Seal Signature and Designation of the Head of the Office