

Departmental Examination for the Class ID Posts, (Administrative Wing) in the Commissionerate of Information Rules, 2012

GUJARAT

India

Departmental Examination for the Class ID Posts, (Administrative Wing) in the Commissionerate of Information Rules, 2012

Rule

DEPARTMENTAL-EXAMINATION-FOR-THE-CLASS-ID-POSTS-ADMINI of 2012

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Departmental Examination for the Class ID Posts, (Administrative Wing) in the Commissionerate of Information Rules, 2012Published vide Notification No. GT/2012/12/INF/102005/2512/Part-1/B, dated 30.8.2012Last Updated 7th November, 2019No. GT/2012/12/INF/102005/2512/Part-1/B. - In exercise of the powers conferred by the proviso to Art. 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 Class III posts, as specified in Appendix A, Appendix 15 and Appendix C in Administrative Wing in the Subordinate Service of the Commissionerate of Information, Gujarat State, in so far as they relate to passing of the departmental examination, namely:-

1.

(1)These rules may be called the Departmental Examination for the Class ID Posts, (Administrative Wing) in the Commissionerate of Information Rules, 2012.(2)They shall come into force on the date of their publication in the Official Gazette.(3)They shall apply to the persons appointed to the Class 111 posts in the administrative wing as specified in Appendix A, Appendix B and Appendix C in the Commissionerate of Information, Gujarat State:Provided that where any such person, who has passed the examination before the appointed date or who has been exempted from passing the examination under the old rules, shall not be required to pass the examination as prescribed in these

rules: Provided further that where any such person has before the appointed date, exhausted all the chances prescribed under the old rules for passing the relevant examination and has failed to pass the relevant examination, nothing in these rules, shall have as expressly, provided therein entitle him to appear in the examination.

2.

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) "direct recruit" means the person appointed on the posts specified in the Appendix A and Appendix B, and Appendix C otherwise than by promotion; (e) "higher level departmental examination" means the departmental examination for direct recruit persons as specified in Appendix C and the examination for the persons working on the posts specified in Appendix B for promotion to the next higher posts as prescribed in Appendix B or, as the case may be Appendix C; (f) "lower level departmental examination" means the departmental examination for the persons appointed of the post specified in Appendix A, and Appendix B; (g) "old rules" means the rules for the departmental examination for the persons appointed on the posts specified in Appendix A and Appendix B and Appendix C which were in force immediately before the appointed date; (h) "relevant examination" means the respective departmental examination prescribed under these rules; (i) "specified chances" means the number of chances specified in these rules, within which a person is required to pass the relevant examination; (j) "specified period" means the period specified in those rules within which a person is required to pass the relevant examination.

3.

(1) Every person who is appointed on any of the posts specified in Appendix A shall be required to pass the lower level departmental examination within three chances and within three years from the date of his regular appointment. (2) Every person who is appointed on any of the posts specified in Appendix B otherwise than by promotion shall be required to pass the lower level departmental examination within three chances and within three years from the date of his regular appointment. (3) Every person who is appointed on the posts specified in Appendix C otherwise than by promotion shall be required to pass the higher level departmental examination within three chances and within three years, from the date of his regular appointment : Provided that a person belonging to the Scheduled Casts or Scheduled Tribes may be given one additional chance which shall have to be availed of within a period of one year from the date of expiry of the period specified in these rules: Provided further that the chances for passing the relevant examination availed of under the old rules shall be deemed to have been availed of as provided under these rules and a person, who before the appointed date has been provided any such chance under the old rules, shall be allowed to avail the remaining chances under these rules: Provided also that if the period for passing the relevant examination as provided in these rules, expires before providing him the chances available under these rules, the said period shall be deemed to have been extended up to the date of declaration of the result of such examination which provides him the last chance.

4.

(1) To be eligible for promotion to the post as specified in Appendix B or Appendix C, as the case may be, a person holding the post as specified in Appendix B shall be required to pass the higher level departmental examination within three chances and within a period of three years from the date of his completing three years service after his regular appointment in the cadre, unless he has passed the relevant examination under the old rules or he has been exempted from passing such examination. Provided that a person appointed as Assistant Superintendent by promotion shall not be required to pass the higher level departmental examination. (2) No person holding the post as specified in Appendix B shall be eligible to appear at the higher level departmental examination unless he has completed three years regular service on the post and has passed the lower level departmental examination or the relevant examination under the old rules; or has been exempted from passing it: Provided that a person belonging to the Scheduled Casts or Scheduled Tribes may be given one additional chance which shall have to be availed of within a period of one year from the date of expiry of the period specified in these rules: Provided further that the chances for passing the relevant examination under the old rules shall be deemed to have been provided under these rules and a person who before the appointed date has been provided any chance under the old rules shall be allowed to avail the remaining chances under these rules: Provided also that if the period for passing the relevant examination as provided in these rules, expires before providing him the chances available under these rules, the said period shall be deemed to have been extended upto the date of declaration of the result of such examination which provides him the last chance.

5.

If a direct recruit fails to pass the relevant examination prescribed under these rules, his service shall be terminated: Provided that in the case of any such person, if the State Government is satisfied that he could not pass such examination at which he had his last, chance for reason beyond his control, the State Government may after recording the reasons in writing shall give him two additional chances to pass the examination on payment of an examination fees as may be determined by the Government.

6.

(1) Save as provided in sub-rule (2), no person shall be entitled for promotion to the post as specified in Appendix B or Appendix C, as the case may be, unless he has passed the higher level departmental examination within the specified chances and specified period as prescribed in Rule 4. (2) If, a person appointed on the post prescribed in Appendix B fails to pass the higher level departmental examination within the specified chances and specified period as prescribed in Rule 4, he shall, notwithstanding such failure, be eligible to appear at any time in such examination on payment of such fees as may be determined by the Government and on passing such examination, he shall be eligible for promotion to the next higher post. Provided that he shall not be entitled to claim seniority over the persons who have been already-promoted on the next higher post for the reasons that they have passed the examination earlier than him.

7.

A person appointed on the post specified in Appendix B who passes the higher level departmental examination within the specified chances and specified period, shall on his promotion to the next higher post as specified in Appendix B or Appendix C, as the case may be, be assigned the seniority over a person, if any, who may have been promoted earlier by the reason of his having passed the higher level departmental examination earlier.

8.

The Board shall conduct the lower level departmental examination and higher level examination twice in a year, ordinarily in the month of June and December.

9.

The syllabus for the lower level departmental examination and the higher level departmental examination shall be as prescribed in Appendix D and Appendix E.

10.

A person who intends to appear at any examination under these rules shall send his application for admission as a candidate for such examination to the Board through the Commissioner of Information, Gujarat State in the form as specified in Appendix G, at least sixty days before the date of commencement of the examination. The Commissioner of Information shall scrutinise the application with regard to his eligibility for appearing at such examination on the strength of certificate given by the Head of Department/ Office and forward the same to the Board. If the applicant subsequently decides not to appear in the examination, he shall give intimation thereof to the Board through the Commissioner of Information at least 30 days before the date of commencement of the examination. In the event of any person failing to appear at an examination after having enlisted his name as a candidate for appearing thereat but without intimating as aforesaid, 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 such person to give intimation as aforesaid and the consequences arising therefrom, if it is satisfied that the person had failed to give intimation within time for reasons beyond his control.

11.

(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 papers of all the subjects with the help of books. Explanation. - With books means original book of the subject having bare Acts, rules and text without commentaries or case laws and manuals issued by the Government. (3) A candidate who has failed but secured 60% (sixty percent.) or more marks in any one or more papers shall be exempted from appearing in those papers at the subsequent examination: Provided that any

exemption obtained by such candidate in the paper prior to the appointed date in the higher level departmental examination under the old rules shall be deemed to have been obtained by him in the corresponding papers as specified under these rules in column 2 of Appendix F.(4)A successful candidate who has secured 80% (eighty per cent.) or more aggregate marks in the examination shall be paid such amount in cash as an incentive as may be determined by the Government.

12.

The Board shall publish the result of the examination in the Official Gazette. Appendix A[See Rule 1(3) and Rule 3(1)]

(1) Junior Clerk } Class III

(2) Clerk-cum-Typist

(3) Typist

(4) Junior Store-Keeper

Appendix B[See Rule 1(3) and Rule 3(2)]

(1) Senior Clerk } Class III

(2) Assistant Superintendent

(3) Senior Store Keeper

Appendix C[See Rule 1(3) and Rule 3(3)]

(1) Superintendent Class-III

Appendix D[See Rule 9]Syllabus for the Lower Level Departmental ExaminationPaper IService MatterDuration: 3 Hours

100. 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 Gujarat Civil Service (Additions to Pay) Rules, 2002.(4)The Gujarat Civil Service (Pension) Rules, 2002.(5)The Gujarat Civil Service (General Conditions of Services) Rules, 2002.(6)The Gujarat Civil Service (Joining Time, Foreign Service, Deputation out of India, Payment during Suspension, Dismissal and Removal) Rules, 2002.(7)The Gujarat Civil Service (Leave) Rules, 2002.(8)The Gujarat Civil Service (Pay) Rules, 2002.(9)The Gujarat Civil Service (Occupation of Government Residential Accommodation) Rules, 2002.(10)The Gujarat Civil Service (Traveling Allowance) Rules, 2002.Paper IIFinancial MattersDuration: 3 Hours

100. Marks

(1)Gujarat Financial Rules, 1971.(2)Gujarat Treasury Rules, 2000.(3)Bombay Contingent Expenditure Rules, 1959.(4)Bombay General Provident Fund RulesPaper IIIAdministrative MattersDuration: 3 Hours

100. Marks

(1) Constitution of India, (whole book) (2) Panchayati Raj in Gujarat. (3) Current/Previous Five year plan of Gujarat State. (4) Manual of Office Procedure (Non-Secretariat). Paper IV Departmental Matters Duration: 3 Hours

100. Marks

Activities of the Commissionerate of Information Publication Section : Employment News Weekly, Gujarat Fortnightly and Other Government Development Books, Posters Publish and Distribution. Advertisement Section : Advertisement Policy, Advertisement Distribution, Daily Weekly, Fortnightly and Monthly. Hording Display. R.R. Section : Janjagruti/ Mass Communication Programme arranged and Various Publication Noting and Reporting. Mention Various Development and Department books Library. News Section: Press Release, Press Coverage, Video/Photo Coverage, Press Accreditation Card, Special Story Coverage, Success Story and Other Film Production Section : Government Various Development Story Produced & Directed one T.V. Serial Parivartan Produced. Parainpagat Programmed arranged. State/District, Taluka and Village level Government Development Photographs Display. State / District/Taluka and Village level Government Development Film, C.D. Show. Arranged Film and Exhibition Show, Distribution of Free Complimentary Various Development Books & Others. Electronic Media Section: Various T.V. Chanel Monitoring, Capturing, Editing, F.T.P., Photo Library Mention. Administrative Section: All Administrative work State and District Level Account Section: All Accounting work, Planning for Budget, Pay and Contingency Bill. Appendix E[See Rule 9] Syllabus for the Higher Level Departmental Examination Paper I Service Matter Duration: 3 Hours

100. Marks

(1) The Gujarat Civil Services (conduct) Rules, 1971 and The Gujarat Civil Services (Discipline and Appeal) Rules, 1971.. (2) The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 (whole book) (3) Prevention of Corruption Act, 1988 (whole book) (4) The Gujarat Civil Service (Additions to pay) Rules, 2002. (5) The Gujarat Civil Service (Pension) Rules, 2002. (6) The Gujarat Civil Service (General Conditions of Services) Rules, 2002. (7) The Gujarat Civil Service (Joining Time, Foreign Service, Deputation out of India, Payment during Suspension, Dismissal and Removal) Rules, 2002. (8) The Gujarat Civil Service (Leave) Rules, 2002. (9) The Gujarat Civil Service (Pay) Rules, 2002. (10) The Gujarat Civil Service (Occupation of Government Residential Accommodation Rules, 2002. (11) The Gujarat Civil Services (Travelling Allowance) Rules, 2002. Paper II Financial Matters Duration: 3 Hours

100. Marks

(1) Gujarat Budget Manual (whole book) and gazettes; and note regarding other ancillary matters. (2) Bombay Contingent Expenditure Rules, 1959. (3) Gujarat Financial Rules, 1971. (4) Gujarat Treasury Rules, 2002. (5) Bombay General Provident Fund Rules Paper III Administrative

MattersDuration: 3 Hours

100. Marks

(1)Manual of Office procedure (Non-Secretariat)(2)Noting, drafting and precise writing.(3)General Activities of the Commissionerate of Information.(4)Rules of Business.(5)Organization and Structure of Government Administration.Paper IVDepartmental Functions And Other MatterDuration: 3 Hours

100. Marks

(1)Constitution of India.(2)Current / Previous Five year Plan of Gujarat State.(3)Panchayati Raj in Gujarat.(4)General Functions of the Commissionerate of Information.Publication Section: Employment News Weekly, Gujarat Fortnightly & Other Government Development Books, Posters Publish & Distribution. Advertisement Section: Advertisement Policy, Advertisement Distribution, Daily Weekly, Fortnightly & Monthly. Hording Display. R.R. Section: Janjagruti/Mass Communication Programme arranged & Various Publication Noting & Reporting. Mention Various Development & Department books Library. News Section: Press Release, Press Coverage, Video/Photo Coverage, Press Accreditation Card, Special Story Coverage, Success Story & Other Film Production Section: Government Various Development Story Produced & Directed one T.V.Serial Parivartan Produced. Parampagat Programmed arranged. State/District/ Taluka & Village level Government Development Photographs Display. State / District/ Taluka & Village level Government Development Film, C.D. Show. Arranged Film & Exhibition Show, Distribution of Free Complimentary Various Development Books & Others. Electronic Media Section: Various TV. Chenal Monitoring, Capturing, Editing, F T.P., Photo Library Mention. Administrative Section: All Administrative work State & District Level. Account Section: All Accounting work, Planning for Budget, Pay and Contingency Bill.Appendix F[See Rule 11(3)]Statement showing the exemption entitled to the candidates in the departmental examination available under these rules.

Exemption under the old rules. Exemption under these rules in the departmental examination.

(1)	(2)
Paper I	Paper I
Paper II and Paper III	Paper II
Paper IV	Paper IV

Appendix G[See Rule 10]Application Formfor appearing in the Lower Level Departmental Examination /Higher Level Departmental Examination.(1)Full Name of the Applicant (write surname, first):(In both English and Gujarati):(2)Designation (In English and Gujarati):(3)Name of the office working presently:(4)Date of birth and age at the time of this examination:(5)Date of appointment and total years of service (non-Gazetted):(6)Appeared in the examination earlier, If yes, then.....(a)Month and year of the examination appeared in:(b)Whether granted any exemption or not? If yes, furnish the details of marks, year of the examination and subject:(c)Would you like to take benefit of the exemption granted ? State Yes or No: (Selection will be final and no change will take place in it.)(7)Under which rule candidate

intends to appear in the examination:(8)Number of attempts and time limit within which the candidate has to pass the examination (mention the date of eligibility and expiry date for appearing in this examination):(9)Number of trials completed:(10)Whether any special trial was given. If yes, furnish the details of number and date of the orders under which he has been given the special trial (submit the copies thereof):(11)Number and date of the letter of the competent authority, granting relaxation in the age and/or limitation of the service (submit the copies of orders):(12)Purpose for appearing in the examination:.(e.g. for getting permanent in the Government service, continued or promotion etc. in the Government service):(13)Whether the candidate is eligible for appearing in the examination as per the rules of the departmental examination:(14)Language in which the candidate intends to give answer:(i)Gujarati: (Give) Paper No.:(ii)English: (Give) Paper No.:(15)Whether the candidate is required to pay the examination fees, if yes, give details of payment of fees:(16)Remarks, if any:

Place :

Date : Signature of Applicant

Eligibility CertificateIt is certified that I have checked the above mentioned details and it is found to be true. Shriis eligible to appear in the examination to be held on

.....date.....month.....year.PlaceDate(Signature and Designation of the Head of the Department/Office.)