

Home Guards Organisation, (Departmental Examination) Rules, 2012

GUJARAT

India

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Rule

HOME-GUARDS-ORGANISATION-DEPARTMENTAL-EXAMINATION-RULES of 2012

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Home Guards Organisation, (Departmental Examination) Rules, 2012Published vide Notification No. GG/21/2012/HGD/102006/1137/F, dated 9.4.2012Last Updated 6th November, 2019No. GG/21/2012/HGD/102006/1137/F. - 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 appointed to the post of Clerk, Clerk-cum-Typist, Typist, Senior Clerk and Head Clerk, Class III, in the Gujarat subordinate service of the Home Guards Organisation in so far as they relate to the passing of departmental examination, namely:-

1.

(1)These rules may be called the Home Guards Organisation, (Departmental Examination) Rules, 2012.(2)They shall come into force on the date of their publication in the Official Gazette.(3)They shall apply to a person appointed as Clerk, Clerk-cum-typist, typist, Senior Clerk and Head Clerk Class III in the Home Guards Organisation whether by promotion or otherwise:Provided that where any such person has, before the appointed date, passed the relevant examination or has been exempted from passing the relevant examination he/she shall not be required to pass the examination provided in these rules.Provided further that where any person, has, before the appointment 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 save as expressly provided therein, entitle him/her to appear in the examination as provided in these rules.

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 Services Selection Board, Gandhinagar;(d)(i)"Clerk" means Clerk, Clerk-cum-typist, Typist in the Home Guards Organisation;(ii)"Senior Clerk" means Senior Clerk in the Home Guards Organisation;(iii)"Head Clerk" means Head Clerk in the Home Guards Organisation;(e)"Examination" means the departmental examination for the Clerks, Clerk-cum-typists, typists, Senior Clerks and Head Clerks prescribed under these rules;(f)"direct recruit" means a person appointed as a Clerk, or as the case may be, a Senior Clerk, otherwise than by promotion from a lower post;(g)"Lower Grade Departmental Examination" means the departmental examination for Clerks prescribed under these rules;(h)"Higher Grade Departmental Examination" means departmental examination for promotion to the post of Senior Clerk or Head Clerk prescribed under these rules;(i)"Old rules" mean the Gujarat Home Guards Organisation (Departmental Examination) Rules 1975;(j)"Relevant examination" means the departmental examination for clerical establishments of the Home Guards Organisation prescribed under these rules;(k)"Specified chances" means the number of chances specified in these rules within which a person is required to pass the examination;(l)"Specified period" means the period specified in these rules within which a person is required to pass the examination.

3.

(1)Every person who is appointed as a Clerk, class III shall be required to pass lower level departmental examination within three chances and within a period of three years from his regular appointment as Clerk:Provided that a person belonging to the Scheduled Castes or Scheduled Tribes shall be allowed one additional chance to be availed 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 under the old rules shall be deemed to have been availed of under these rules and a person, who before the appointed date has availed of any chances under the old rules, shall be allowed to avail the remaining chances under these rules:Provided also that if the period for passing the examination provided in these rules expires before providing him the last chance, the said period shall be deemed to have been extended up to the date of declaration of result of examination which provided him the last chance;(2)A Clerk who fails to pass the lower level departmental examination within specified chances and within specified period shall after the expiry of the specified chances and specified period be liable to have his increments withheld until he passes the said examination.(3)Any increment withheld under sub-rule (2) shall become payable to him from the date on which he passes the lower level department examination and all future increments shall accrue to him as if no increment had been withheld:Provided that such Clerk shall not be entitled to claim the arrears of pay which were lost to him by reason of the increments having been withheld.Explanation. - For the purpose of releasing the withheld increments "the date of passing the examination" means the date of declaration of the result;(4)Where a person who has failed to pass the lower level departmental examination within the specified, chances and specified period shall notwithstanding such failure, be eligible to appear at any time in such examination on

payment of examination fees as may be determined by the Government from time to time and, if he passes such examination, his increments shall be released as provided in sub-rule (3).

4.

In order to be eligible for promotion to the post of Senior Clerk or Head Clerk in the Home Guards Organisation, a Clerk, who has passed the lower level departmental examination or has been exempted from passing it shall have to pass the higher grade departmental Examination within three chances and within three years from the appointed date or six years from the date of his appointment as a Clerk, whichever is later: Provide that no Clerk shall be entitled to appear at the higher grade departmental examinations until he/she has completed three years service as a clerk: Provided further that if the period prescribed above, expires before the declaration of the result of examination at which he has his/her last chance, the period shall be deemed to have been extended up to the date of declaration of the result of the examination: Provided also that person belonging to Scheduled Castes and Scheduled Tribes shall be given one more chance, which shall be availed of within a period of one year from the date of expiry of the period mentioned above: Provided also that the chances for passing the relevant examination under the old rules shall be deemed to have been availed of under these rules and a Clerk, who before the appointed date has availed of any chance under the old rules shall be allowed to avail the remaining chances under these rules.

5.

A Clerk or Senior Clerk who fails to pass the higher grade departmental examination within the specified chances and within the specified period shall not be eligible for promotion to the post of Senior Clerk or, as the case may be Head Clerk.

6.

(1) A Clerk, who fails to pass the higher grades departmental examination within specified chances and specified period, shall notwithstanding such failure, be eligible to appear at any time in such examination, on payment of examination fees as may be determined by the Government from time to time; (2) Where a person passes the examination under sub-rule (1) he/she shall be eligible for promotion to the post of Senior Clerk or, as the case may be Head Clerk: Provided that if he/she passes the examination, he/she shall not be entitled to Claim seniority over any other direct recruit persons who has passes the higher grade departmental examination before him within specified chances and specified period for the next higher post.

7.

A Clerk, who passes the higher grade departmental examination, within the specified period and specified chances, shall on his/her promotion to the post of Senior Clerk or Head clerk, as the case may be, be assigned seniority over a junior person, if any, who may be promoted to the post of

Senior Clerk or Head Clerk earlier by reason of having passed the higher grade departmental examination.

8.

(1) A person appointed to the post of Senior Clerk by direct selection shall be required to pass the higher grade departmental examination within three chances and within a period of three years from the date of his/her regular appointment as a Senior clerk: Provided that if the period prescribed in these rules expires before the declaration of the result of examination at which he/she has the last chance, the period prescribed above shall be deemed to have been extended up to the date of declaration of result of the examination: Provided further that the chances of passing the relevant examination availed of under the old rules shall be deemed to have been availed of under these rules and the person who before the appointed date has availed of any chance under the old rules shall be allowed to avail the remaining chances under these rules: Provided also that a person belonging to the Scheduled Castes or Scheduled Tribes shall be allowed one additional chance to be availed of within a period of one year from the date of expiry of the period specified in these rules; (2) Where the Government is satisfied that the person referred to in sub-rule (1) has failed to pass the examination within the specified chances and specified period due to circumstances beyond his control, the Government may after recording reasons in writing grant him/her one additional chance to pass the examination on payment of fees as may be determined by the Government from time to time: Provided that if he/she passes the examination, he/she shall not be entitled to claim seniority over any other direct recruit person who has passed the examination before him/her within the specified chances and specified period for the next higher post; (3) A Senior Clerk referred to in sub rule (1), fails to pass the examination as provided in these rules shall be discharged from service.

9.

The lower grade departmental examination and the higher grade departmental examination shall be held by the Gujarat Subordinate Services Selection Board, Gandhinagar. The Board shall conduct the examination twice in a year ordinarily in the month of January and July.

10.

The syllabus for the lower grade departmental examination shall be as specified in Appendix 'A' and the syllabus for the higher grade departmental examination shall be as specified in Appendix 'B'.

11.

(1) A person who desires to appear at the examination under these rules shall send his/her application in the form as specified in Appendix 'C', to the Board through the Director General of Home Guards, Gujarat State for enlisting his/her name as a candidate for such examination atleast sixty days before the date of commencement of the examination. (2) The Head of office in which, the

person is serving shall scrutinize the application with regard to his eligibility for appearing in the examination and forward the same to the Board through the Director General of Home Guards, Gujarat State along with the Certificate of Eligibility to appear in the examination;(3)If the applicant subsequently decides not to appear at examination, he/she shall give intimation thereof to the Board through the Director General of Home Guards, Gujarat State, at least thirty days before the date of the commencement of the examination;(4)In the event of any person failing to appear in the examination after having enlisted his/her name as a candidate but without intimating referred to in sub-rule (3), he/she shall be deemed to have availed of one chance to pass the examination:Provided that the State Government may after recording reasons in writing condone the failure on the part of a person to give intimation referred to in sub-rule (3), and the consequences arising there from, if it is satisfied that the person had failed to give intimation within time limit for reasons beyond his control.

12.

(1)The standard for passing the departmental examination shall be fifty per cent of the total marks assigned to each paper.(2)The subject papers will be allowed to be answered with the help of text books of the subject.Explanation. - With books means original text books of the subjects having bare Acts and / or rules without any commentaries or case laws and includes manuals issued by the Government.(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:Provided that any exemption obtained by such candidate in any paper under the old rules shall be deemed to have been obtained in the corresponding paper under these rules as specified in Appendix D;(4)A candidate who secure 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 from time to time.

13.

The Board shall publish the result of the examination in the official Gazette.Appendix 'A'Syllabus for Lower Grade Departmental Examination in the Home Guards Organisation(See Rule 10)

Paper 1 Acts and Rules Marks: 100

Duration: 3 Hours

1. Gujarat Home Guards Act 1947

2. Bombay Home Guards Rules 1953

3. Right to Information Act, 2005.

Paper 2 Service Matter Marks:
100

Duration: 3 Hours

- 1. The Gujarat Civil Service (Conduct) Rules, 1971, and the Gujarat Civil Service (Discipline and Appeal) Rules, 1971.**
- 2. The Gujarat Civil Service 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 durfftg 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 Services (Travelling Allowance) Rules, 2002.**

Paper 3 Accounts Matter Marks:
100

Duration: 3 Hours

1. The Gujarat Financial Rules, 1971 (Except the following)

- Chapter : 2 Rules 15 to 49
Chapter : 3 Rules 31, 34 and 35
Chapter : 4 Rule 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. The Gujarat Treasury Rules, 2000. (Except the following)

- Chapter : 1 General Principle and Rules.
- Chapter : 2 General Organization and work of Treasury.
- Chapter : 4 Security of Government Money.
- Chapters : 5 to 8 To withdrawal of Government Money.
- Chapter : 11 Transfer of Government Money Cancelled.
- Chapter : 13 Rules of Bank and Treasury.
- Chapter : 14 Special Rules of Department.
- Chapter : 15 Public Deposits.
- Chapter : 17 Repeals and savings appendix and forms.

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

- Part-10 Inspection Officers Bills.
- Part-12 Special Rules for Public Works Department.
- Part-21 Medicine and Tin Medicine Boxes.
- Part-25 Clothing.
- Part-28 Tents.
- Part-29 Rewards.
- Part-30 Diet and Road Money to witnesses.
- Part-31 Fees of Government Pleader and Law Expenditure.
- Part-32 Arms and Ammunition.
- Part-33 Epidemic charges.
- Part-34 Stores.
- Part-35 Replies and savings.

4. The Gujarat Budget Manual, 1983. (Except the following)

- Chapter-iv Instructions to prefer Departmental Budget.
- Chapter-v Estimate for Translation English.
- Chapter-viii Estimate for control (Agency) Subject.
- Chapter-i Major Minor Sub-Head Account.
- Chapter-ii List of controlling Officer.
- Chapter-xii List control Agency and Act Forms

5. The Bombay General Provident Fund Rules, 1971.

Paper 4 Office Procedure Marks: 50
Duration: 1 Hours 30 Minutes

1. Office Procedure

2. Noting and Drafting

Appendix 'B'[See Rule 10]Syllabus for Higher Grade Departmental Examination in the Home Guards Organisation

Paper 1 Accounts Matter Marks: 100

Duration: 3 Hours

1. The Gujarat Financial Rules, 1971. (Chapter-1, 2, 4 to 9,11,13,14 and 16)

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

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

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

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

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

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

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

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

Paper 2 Act and Rules Marks: 100

Duration: 3 Hours(1)The Gujarat Home Guards Act; 1947.(2)The Bombay Home Guards Rules, 1953.(3)The Right to Information Act, 2005.(4)Matter pertaining to Home Guards Organization.

Paper 3 Office Procedure Marks: 100

Duration: 3 Hour(1)Office Procedure.(2)Noting and Drafting.

Paper General Marks: 100

Duration: 1 Hours(1)Gujarat Police Manual, 1959 (Volume 1 to 3).(2)The Gujarat Civil Services (Discipline and Appeal) Rules, 1971 and the Gujarat Civil Services (Conduct) Rules, 1971.(3)The Bombay Contributory Provident Fund Rules, and the Bombay General Provident Fund Rules, 1971.Appendix 'C'[See Rule 11]Form of ApplicationParticulars of the candidate to be forwarded with his application or appearing at Sardar Patel Institute of Public Administration (SPIPA)

Ahmedabad. `

- 1 Applicant name in full (Surname First) (In English and Gujarati).
- 2 Designation (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 appointment and total years of service.
- 6 Whether he has appeared for the examination previously, if so when and the result there of (if any exemption is earned details of marks. Year of examination and subject should be given.
- 7 Authority or the rule under which he has to appear for the examination.
- 8 Number of chances and time limit within which he is required to pass the examination (date of eligibility and expiry for the appearing at the examination should be mentioned).
- 9 Number of trials exhausted.
Whether additional (special) chance has been granted. (No and date of order number which the additional (special) chance has been granted him should be specified and a copy there of should be sent.
- 10
11 No and date of order relaxing age and / or service limits from competent (copies of order should be sent)
- 12 Purpose of passing the examination e.g. confirmation retention in Government service, promotion etc.
- 13 Whether he is eligible to appear at the examination according to rule of the departmental examination.
- 14 Whether he intends to answer all his papers in English all in Gujarati. If not, give details regarding papers which he desires to answer in English.
- 15 Remarks, if any.

Place :-

Date:- Signature of Candidate.

Certificate of Eligibility Certified that:-

1. The above particulars are verified and found correct.

Shri is eligible to appear at the Lower Grade Departmental Examination for Clerk, Clerk-Cum-Typist and Typist/Higher Grade Departmental Examination for promotion to the post of Senior Clerk / Head Clerk to be held in.....20.....

2. Necessary fee is paid, copy of challan is attached herewith.

3. Candidate is granted additional chance. The copy of order is attached.

Place Date (Signature) Name and designation of the Head of Department/ office *Strike out whichever is not applicable. Appendix 'D' [See Rule 12]

Papers in which the exemption were earned under old Rules	Corresponding papers in which exemptionadmissible according to new Rules	
1	2	
Paper-1	Act & Rules	Paper-1 Act and Rules
Paper-2	Broad & Basic Provision of Service Matter	Paper-2 Service Matter
Paper-3	Accounts Matter	Paper-3 Accounts Matter
Paper-4	a. Office Procedureb. Noting & Drafting	Paper-4 Office Procedure