



ગુજરાત જાહેર સેવા આયોગ

સેક્ટર-૧૦-એ, છ-૩“પરિણામ” સર્કલ પાસે, “છ”રોડ, ગાંધીનગર-૩૮૨૦૧૦

ફોન નં- (૦૭૯)-૨૩૨-૫૮૯૮૦ Web Site : <https://gpsc.gujarat.gov.in>

❖ અગત્યની જાહેરાત ❖

સેક્શન અધિકારી, વર્ગ-૨ સંવર્ગમાં બઢતી માટે ખાસ સ્પર્ધાત્મક પરીક્ષા (Semi direct) ની

તારીખ અને અભ્યાસક્રમ:

- ગુજરાત જાહેર સેવા આયોગ દ્વારા સેક્શન અધિકારી, વર્ગ-૨ સંવર્ગમાં બઢતી માટે ખાસ સ્પર્ધાત્મક પરીક્ષા (Semidirect) તા. ૧૧, ૧૮ અને ૨૫ સપ્ટેમ્બર ૨૦૨૨ ના રોજ યોજાનાર છે.
- સદર પરીક્ષા માટે પરીક્ષાની રૂપરેખા સહિતનો અભ્યાસક્રમ આ સાથે સામેલ છે.

તા.૧૧/૦૭/૨૦૨૨

સહી/-
(અરવિંદ વોરા)
સેક્શન અધિકારી
ગુજરાત જાહેર સેવા આયોગ

Syllabus for the Special Competitive Examination

(for the post of Section officer, Gujarat Secretariat Services, Class-II)

Paper-1:

Indian Polity and Constitution (Descriptive)

Marks - 100

Medium: Gujarati

Time- 3 Hours

The structure of the question paper shall be as below;

No. of Questions	Question wise marks	Question wise word limit	Total Marks
10	05	100 words	50
05	10	200 words	50

1. Indian Constitution and its salient features.
2. Fundamental Rights
3. Directive Principles of state policy
4. Functions and duties of the Indian Union and the State Governments.
5. Issues and challenges pertaining to the Federal structure – Role of Governor in States.
6. Distribution of powers between the Union and States (Union list, State list and Concurrent list) – Issues and challenges.
7. Constitutional Authorities and their Role.
8. Provisions of Reservation for Certain Classes.
9. Provisions for Panchayats & Municipalities. (with focus on 73rd & 74th amendments)
10. Finance Commission (Centre and State)
11. Niti Ayog
12. Parliament and State Legislatures – structure, functioning, conduct of business, powers & privileges and issues arising out of these.
13. Judiciary in India – Structure and functions, important provisions relating to emergency and constitutional amendments, judicial review, Public Interest Litigation.
14. Important Constitutional Amendments

Paper-2 :
Public Administration and Governance (Descriptive)

Marks - 100

Medium: Gujarati

Time- 3 Hours

The structure of the question paper shall be as below.

No. of Questions	Question wise marks	Question wise word limit	Total Marks
10	05	100 words	50
05	10	200 words	50

1. Meaning, Nature and Scope of Public Administration – Evolution in India, Legacy of British rule.
2. Role of Civil Services with special reference to changes & challenges.
3. Principles and structure of Government Organisation.
4. Public Sector Undertakings.
5. Government policies and interventions for development in various sectors and issues and problems of implementation.
6. Development processes - the role of civil society, NGOs and other stakeholders.
7. Statutory, regulatory and various quasi-judicial authorities.
8. Good governance and e-governance- Transparency, accountability and responsiveness in governance – Citizen’s Charter. RTI, Public Service Act and their implications, Concept of Social Audit and its importance.
9. Secretariat and field relationship
10. History of Administrative Reforms in India: Its need and measures.
11. Office procedure for Secretariat Department (2009)
12. Secretariat Record Retention Schedule (2009)

Paper-3 :
Service Matters (Descriptive)

Marks - 100

Medium: Gujarati

Time- 3 Hours

The structure of the question paper shall be as below.

No. of Questions	Question wise marks	Question wise word limit	Total Marks
10	05	100 words	50
05	10	200 words	50

1. Gujarat Legislative Assembly Rules
2. Gujarat Civil Service (Conduct) Rules, 1971
3. Gujarat Civil Service (Discipline and Appeal) Rules, 1971
4. Prevention of Corruption Act, 1988
5. Gujarat Civil Services Classification and Recruitment (General) Rules, 1967
6. Gujarat Public Service Commission (Exemption from Consultation) Regulation, 1960
7. Gujarat Civil Services Rules, 2002 (Vol. 1 to 8)
8. The Gujarat Government Rules of Business and the Instructions issued Thereunder (as may be in force at the time of examination)

Paper-4 :
Financial Matters (Descriptive)

Marks - 100

Medium: Gujarati

Time- 3 Hours

The structure of the question paper shall be as below.

No. of Questions	Question wise marks	Question wise word limit	Total Marks
10	05	100 words	50
05	10	200 words	50

1. Gujarat Treasury Rules, 2000
2. Gujarat Financial Rules, 1971
3. The Financial Powers (Delegation) Rules, 1998
4. Purchase policy of Government of Gujarat, 2016
5. Bombay Contingent Expenditure Rules, 1959
6. Gujarat Budget Manual, Part - 1 (Following Chapters)

Chapter 01 Introduction

Chapter 02 Definitions

Chapter 03 Preparation and submission of departmental estimates

Chapter 08 New Expenditure

Chapter 10 Budget Publications

Chapter 11 Budget in the legislature

Chapter 12 Communication and Distribution of Grants

Chapter 15 Savings or Excess in Grants

Chapter 16 Revise Estimates

Chapter 17 Contingency Fund

Chapter 19 Budgetary Irregularities

Chapter 20 Performance Budget

Paper-5 :
Gujarati and English Language and Noting/Drafting

Marks - 100

Medium: Gujarati/English

Time- 3 Hours

The structure of the question paper shall be as below.

No. of Questions	Question wise marks	Question wise word limit	Total Marks
10	05	100 words	50
05	10	200 words	50

1. Drafting and Noting in English and Gujarati
2. Public Relation and Communication
3. Correspondence with Public and Other institutions
4. High Court matters- Preparation of parawise remarks, Filling of Affidavit in Reply & Drafting of Speaking Order.
5. Different types of letters and difference between them
6. Different types of Government Order, Its Utilization; importance (Govt.Resolution, Notification, Circular, Office Order, Memorandum, etc.)
7. Translation from English to Gujarati and from Gujarati to English.
8. Precis writing
9. English /Gujarati Grammer
10. Report Writing