

NOTIFICATION

General Administration Department,
Sachivalaya, Gandhinagar.

Dated the: 14th September, 2018.

Constitution
of India

No.GS-2018-30-BPN-102016-001-K :- 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 method of Examination for recruitment to the post of Deputy Section Officer, Class III and Deputy Mamlatdar, Class III namely:

1. **Short Title.**-These rules may be called the Deputy Section Officer, Class III and the Deputy Mamlatdar, Class III (Combined Competitive Examination) Rules, 2018.
2. **Definitions.** -In these rules, unless the context otherwise requires,-
 - a) "Appendix" means an Appendix appended to these rules;
 - b) "Commission" means the Gujarat Public Service Commission;
 - c) "examination" means the combined competitive examination for the recruitment to the posts of, Deputy Section Officer, Class III and Deputy Mamlatdar Class III;
 - d) "Government" means the Government of Gujarat;
 - e) "prescribed" means prescribed by regulations made by the Commission.
 - f) "posts" means posts specified in Section-A under Appendix.
 - g) "relevant recruitment rules" means the recruitment rules prescribed the Government for the concerned posts specified in Section- A of the Appendix.
3. **Holding of Examination.**-
 - (1) The Commission, on receiving the requisition from the Government, shall hold an examination for selection of candidates for recruitment to the posts.
 - (2) The Commission shall decide the manner in which it shall conduct the examination
4. **Mode of Examination.**-
 - (1) The examination shall be held in two successive stages, namely:-
 - a. Preliminary Examination (Objective Type) for selection of candidates for Main Examination and;
 - b. Main Examination (Written Descriptive Test) for the final selection of

the candidates for the posts.

- (2) The Preliminary Examination and the Main Examination shall be held in such manner as specified in Section- II and Section- III of the Appendix.
- (3) The number of candidates called for the Main Examination shall be six times of the number of vacancies so advertised.

5. Syllabus.-

The Commission shall determine the details of syllabus of each paper specified in Section- II and Section- III of the Appendix.

6. Medium of Examination.-

The medium of examination shall be Gujarati except the Paper-II of section-III of the Appendix for which the medium shall be English.

7. Place of Examination.-

- (1) The date, time and places of the Examination shall be decided by the Commission.
- (2) The candidate shall be required to attend all the stages of examination at his own expenses on the dates, time and places notified by the Commission.

8. Application for Examination.-

- (1) A candidate who desires to appear at the Preliminary Examination shall submit an application in such form as may be prescribed by the Commission along with such fees as may be fixed by the Government.
- (2) The candidate who are declared qualified by the Commission for admission to the Main Examination shall apply again in such form as may be prescribed by the Commission along with such fees as may be fixed by the Government.
- (3) The fees shall be paid in such manner as may be prescribed by the Commission and fees once paid shall not be refunded or held over for the subsequent examination in any circumstances.

9. Condition for Eligibility.-

- (1) A Candidate shall not be qualified for admission to the examination unless he is, -
 - a. A citizen of India, or
 - b. A subject of Nepal, or
 - c. A subject of Bhutan, or

d. A Person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the Intention of permanently settling in India:

Provided that candidates belonging to categories (b), (c) or (d) shall be required to furnish a certificate of eligibility issued by the Government;

(2) A candidate who is required to produce a certificate of eligibility, shall be allowed to appear in the examination conducted by the Commission and he shall also be appointed provisionally subject to the production of eligibility certificate within time frame, as decided by the Government;

10. Disqualification for appointment on ground of plural marriage.-

(1) No person who,-

(a) has entered into or contracted a marriage with a person having a spouse living, or

(b) having a spouse living, has entered into or contracted a marriage with any other person shall be eligible for appointment to the Posts:

Provided that subject to the provisions of any law for the time being in force, the State Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule;

(2) The Candidate shall be required to declare in the application form whether he or she as the case may be, is married and, in the case of the male candidate whether he has more than one wife living and in the case of a female candidate whether she has married to a man who has already another wife living.

11. Educational Qualifications and Age limit.-

(1) A candidate possessing the requisite educational qualifications, other qualifications and requirements for the appointment under the relevant recruitment rules of the posts, shall be eligible for admission to the examination:

Provided that a candidate who has appeared at a bachelor's degree level examination, the passing of which would render him educationally qualified for the Examination mentioned in rule 3, but result of such examination is not declared, till the last date of filling of the application form as also the candidates

who intend to appear at such qualifying examination shall also be eligible for admission to the Preliminary Examination, All candidates who are declared qualified by the Commission for appearing in the Main Examination shall be required to produce proof of passing the degree examination along with their application for the Main Examination.

Provided further that a candidate who fails to produce the proof of passing the bechelor's degree examination shall not be eligible for admission to Main Examination.

- (2) A candidate for admission to the examination shall have attained the minimum age of 20 years and shall not have attained the maximum age prescribed in the relevant recruitment rules on the date as may be specified in the advertisement by the Commission.

12. Decision of Commission shall be final.-

- (1) No candidate shall be allowed to appear at the Main Examination unless the Commission is satisfied that,-

- (a) the candidate possesses the requisite qualifications and fulfills other requirements under the relevant recruitment rules of the posts;
- (b) he has paid the requisite fees along with the application;
- (c) the candidate is eligible in all respects and complies with all the requirements;
- (d) the candidate must fill the application form for the Main Examination and copy the same along with the copy of requisite documents shall be submitted to the Commission.

- (2) The decision of the Commission as to the eligibility of a candidate for admission to the Main Examination shall be final.

- (3) Subsequently, if at any time, the candidate is found ineligible for appearing in the Main Examination, his candidature shall be treated as cancelled and if already selected and appointed, his appointment shall be treated as cancelled *ab-initio* and his service shall be terminated forthwith:

Provided that no such appointment shall be terminated unless he has been given an opportunity of being heard .

13. Appearance at the Main Examination.-

- (1) The Preliminary Examination is meant to serve as a screening test only; the

candidate who obtains such minimum qualifying marks in the Preliminary Examination, as may be fixed by the Commission, shall be admitted to the Main Examination.

- (2) The marks obtained in the Preliminary Examination by the candidates who are declared qualified for admission to the Main Examination shall not be counted for determining their final order of merit. The number of candidates to be admitted to the Main Examination shall be about six times of the total approximate number of vacancies so advertised. Only those candidates who are declared by the Commission to have qualified in the Preliminary Examination shall be eligible for admission to the Main Examination:

Provided that candidates belonging to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) may be called for Main Examination, by the commission, by applying relax standards in the Preliminary Examination, if the commission is of the opinion that sufficient number of candidates from these categories are not likely to be called for the Main Examination on the basis of the general standard in order to fill up the vacancies reserved for them.

14. Preparing of Merit List.-

- (1) After Main Examination, the candidates shall be arranged by the Commission in the order of merit on the basis of the Main Examination marks finally awarded to each candidate. There after, the Commission shall, for the purpose of recommending candidates against unreserved vacancies, fix a qualifying mark (hereinafter referred to as general qualifying standard) with reference to the number of unreserved vacancies to be filled up on the basis of the Main Examination. For the purpose of recommending Reserved Category candidates belonging to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) against reserved vacancies, the Commission may relax the general qualifying standard with reference to number of reserved vacancies to be filled up in each of these categories on the basis of the Main Examination:

Provided that the candidates belonging to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes (including

Nomadic Tribes and Denotified Tribes) who have not availed themselves of any of the concessions or relaxations in the eligibility or the selection criteria, at the Examination and who after taking into account the general qualifying standards are found fit for recommendation by the Commission shall not be recommended against the vacancies reserved for Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes).

- (2) While considering the preferences, the candidates belonging to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) recommended against unreserved vacancies shall be adjusted against reserved vacancies by the Commission if by this process they get a post of higher choice in the order of their preference.
- (3) The Commission may further lower the qualifying standard to take care of any shortfall of candidates for appointment against unreserved vacancies and any surplus of candidates against reserved vacancies arising out of the provision of this rule.
- (4) There shall be no waiting list. The residual vacant posts if any, due to non-joining of the candidates who have been allotted the posts for any reason, shall be carried forward to the next recruitment.

15. Order of Preference. –

- (1) The candidate, at the time of application for the Main Examination shall indicate in the order of preference, the posts for which he desires to be considered for appointment, in such manner as may be prescribed by the Commission:
Provided that the preference once given shall be treated as final and no request for revision, addition, alteration or change in the preference shall be entertained by the Commission or by the Government.
- (2) (a) The order of preference for the posts indicated by the candidates shall not confer any right for appointment to those posts. Having regard to the rank in the order of merit and the number of posts available, the preference given by the candidate shall be considered by the Government at the time of his appointment.
(b) Where a candidate has not given preference for any post, or the candidate has given preference only for one post, and the number of posts for which he has given preference are not available to accommodate the candidate as per his

preference, he shall be allotted to any of the remaining vacant posts after allocation of all the candidates to the posts in accordance with their preferences.

- (3) The appointment of a candidate to a particular post shall be subject to the provisions of recruitment rules in force relating to that post.
- (4) Where a candidate fails to join the post offered to him within stipulated time, his name shall be deleted from the list of candidates recommended by the commission for appointment.
- (5) Where the candidate has been appointed to a particular post, no request shall be entertained by the Government for change of appointment to another post.

16. Ineligible if fails to attend mains examination.-The candidate, who is qualified for the Main Examination but fails to attend the Main Examination or fails to attend any of the Main Examination papers shall not be eligible for selection.

17. Result of Main Examination.-

- (1) (a) The result of the candidates whose names are to be recommended to the Government for the appointment to the posts, shall be arranged according to the order of merits of candidates along with the seat number and the total marks obtained by each of the candidates.
(b) The Commission shall communicate the result of the successful candidate individually in the manner as may be decided by it.
(c) The Commission shall also display the result of unsuccessful candidates containing the names, seat number and total marks obtained by each of the candidates.
- (2) The Commission shall, thereafter send a copy of the result to be published in the *Official Gazette* to the Government.

18. Rechecking of mark of Main Examination.-

- (1) A candidate who desires to have his marks of Mains Examination rechecked, may apply to the Commission along with such fee as may be fixed by the Commission for each paper within a period of thirty days from the date of declaration of the final result of the Main Examination.
- (2) A candidate who desires to have the mark sheet of the Main Examination shall apply to the Commission along with such fee as may be fixed by the Commission within a period of fifteen days from the date of declaration of the final result.
- (3) In no circumstances the marks of any part of the Main Examination shall be

disclose before the official declaration of the final result.

19. Forwarding the result to Government.-The Commission, on declaration of the result shall forward the list of candidates to the Government who are recommended for appointment along with necessary particulars such as whether candidate belongs to the Scheduled Castes, Scheduled Tribes or Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) and his date of birth, qualifications and such other particulars.

20. No right to appointment.-The mere success in the examination shall not confer any right to appointment and no candidate shall be appointed to the post unless the Government is satisfied after such inquiries as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

21. Medical examination.-The selected candidate shall be required to pass a medical fitness in accordance with the relevant rules, made by Government in this behalf.

22. Joining to post.-The selected candidate for appointment to the concerned post shall be required to join his posting within 30 days from the date of receipt of the appointment order. If the candidate fails to join his posting within 30 days, his appointment order shall be deemed cancelled. However, if it is established that for the reasons beyond his control, the candidate could not join the posting within 30 days, the competent authority may, for reasons to be recorded in writing, allow such candidate to join the posting even after expiry of 30 days. However, the seniority of such candidate shall be determined in accordance with the Government orders in that behalf.

23. Training and examination.-The selected candidate shall be required to undergo such training and to pass such examination as may be prescribed by the Government.

24. Disciplinary actions.-The candidate who is or has been declared by the Commission to be guilty of :-

1. obtaining support for his candidature by any means;
2. impersonating;
3. procuring impersonating by any person;
4. submitting fabricated documents or documents which have been tempered with;

5. making statement which are incorrect or false or suppressing material information;
6. resorting to any other irregular or improper means in connection with his candidature for the examination;
7. using unfair means during the examination;
8. writing irrelevant matter, including absurd language or pornographic matter in the scripts;
9. misbehaving in any other manner in the examination hall;
10. harassing or doing bodily harm to the staff employed by the Commission for the conduct of the Examination;
11. attempting to commit or as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses: or
12. violating any of the instructions issued to the candidates along with his admission certificate permitting him to take the examination, shall, in addition to rendering himself liable to criminal prosecution, be Liable –
 - (a) to be disqualified by the Commission from the examination for which he is a candidate,
 - (b) to be debarred either permanently or for a specific period,
 - (c) by the Commission from appearing in any examination or from any Interview for direct selection to be held by them; or
 - (d) by the State Government from any employment under it:

Provided that no penalty under clause (a) or clause (b) shall be imposed except after giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf.
 - (e) to disciplinary action under the appropriate rules if he is already in Government service.

25. Prohibition to use Certain Devices in examination hall.- A candidate shall not be allowed to carry with him a celular phone, calculator, pager or any other electronic communication device.

26. Savings.-Notwithstanding anything contained in these rules, any action initiated under the previous rules before the commencement of these rules, shall be valid till it is completed if any.

Appendix

SECTION-A (See rule-1(2) and 2(f))

1. Deputy Section Officer, Class III under
 - All Departments of the Secrerariate
 - Guajarat Legislature Secretariat
 - Gujarat Public Service Commission
2. Deputy Mamlatadar, Class III under the Revenue Department.

SECTION-I

PLAN OF EXAMINATION

The Examination shall comprise of two successive stages:

- (A) Preliminary Examination (objective type) for the selection of candidates for Main Examination; and
- (B) Main Examination (Written) for selection of candidates for the posts.

(A) Preliminary Examination.-The Preliminary Examination shall consist of one paper of objective type (multiple choice questions, MCQ) and carry a maximum of 200 total marks as shown in Section II of this Appendix. This examination is meant as a screening test only. The marks obtained in the Preliminary Examination by the candidates, who are declared qualified for admission to the Main Examination shall not be taken into consideration for determining their final order of merit.

(B) Main Examination.-The Main Examination shall consist of written examination of total-400 Marks. The written examination shall consist of four papers, as shown in SECTION-III of this Appendix. The marks obtained by the candidates in the Main Examination shall determine their final ranking.

SECTION-II

Scheme and subjects for the Preliminary Examination.

The Preliminary Examination shall consist of one paper of total 200 Marks as follow:-

Paper	Nature of Exam	Subject	Marks	Duration
I	Objective	General Studies	200	120 minutes

Note:

1. The detailed syllabus for the entire question papers shall be such as may be prescribed and notified by the Commission.
2. The standard and the course content of the syllabus for General Studies papers shall be of a degree level.
3. The question papers shall be of the objective type (Multiple choice questions).
4. The blind candidates may be allowed a compensatory time of twenty minutes per hour for each paper.

SECTION - III

Scheme and Subjects of Main Examination

The Scheme and subjects of Main Examination shall consist of the following papers:

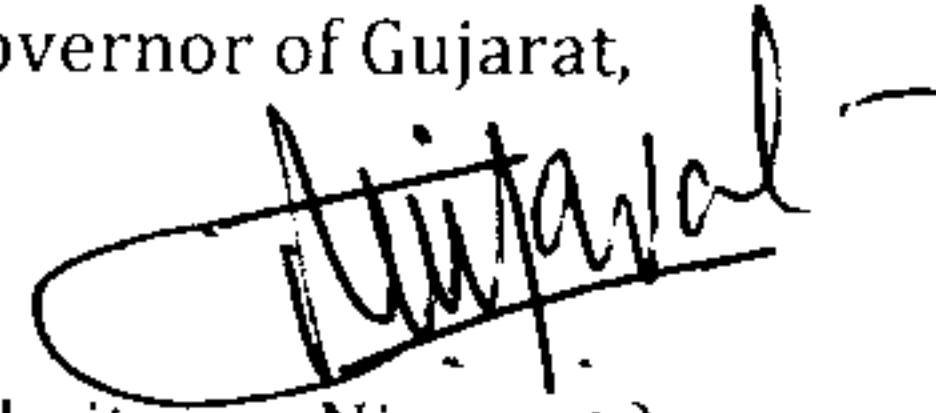
Paper No.	Subject	Marks	Duration
I	Gujarati Language	100	3 Hours
II	English Language	100	3 Hours
III	General Studies-I	100	3 Hours
IV	General Studies-II	100	3 Hours
Total Marks		400	

Note:

1. The Standard of Gujarati Paper shall be equivalent to Gujarati subjects(higher level) of Twelfth standard of Gujarati Secondary and Higher Secondary Education Board.
2. The Standard of English Paper shall be equivalent to English subjects(Higher level) of Twelfth standard of Gujarati Secondary and Higher Secondary Education Board.
3. The standard and the course content of the syllabus for the General Studies papers shall be of a degree level.
4. The detailed syllabus for each paper shall be such as may be prescribed and notified by the Commission.

5. The question papers for the main examination shall be of descriptive type.
6. The blind candidates may be allowed a compensatory time of twenty minutes per hour for each paper.

By order and in the name of the Governor of Gujarat,



(Chaitanya Nimavat)

Under Secretary to Government.

To

The Secretary to the Governor

The Principal Secretary to the Chief Minister

The Personal Secretary to the Minister / Minister of State

The Personal Secretary to the Leader of Opposition Party

➤ The Secretary, Gujarat Legislative Secretariat

➤ The Secretary, Gujarat Public Service Commission

➤ The Secretary, Gujarat Vigilance Commission, Gandhinagar

➤ The Registrar, Gujarat High Court, Ahmedabad

➤ The Secretary, Gujarat Civil Services Tribunal, Gandhinagar

➤ The Secretary, Gujarat Subordinate Service Selection Board, Gandhinagar

The Secretary, Gujarat Panchayat Service Selection Board, Ahmedabad

The Accountant General, Gujarat, Ahmedabad/Rajkot

The Pay and Accounts Officer, Ahmedabad / Gandhinagar

The Resident Audit Officer, Gandhinagar

All Departments of Secretariat

Director General, Sardar Patel Institute of Public Administration, Ahmedabad

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The Manager, Government Press, Gandhinagar

... with a request to publish the notification in Gujarat Government Gazette and send three hundred copies to this department

The Legislative and Parliamentary Affairs Department, Sachivalaya, Gandhinagar

..... with a request to publish Gujarati Translation of Notification and send three hundred copies to this department

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➤ By letter