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## **English Stenographer Grade-II, Class-III (in the Secretariat and other offices) Recruitment Rules, 2007**

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## **English Stenographer Grade-II, Class-III (in the Secretariat and other offices) Recruitment Rules, 2007**

In exercise of the powers conferred by the proviso to Art. 309 of the Constitution of India, and in supersession of all the existing rules made in this behalf, except things done or omitted to be done before such supersession, the Governor of Gujarat hereby makes the following rules to provide for regulating recruitment to the post of English Stenographers Grade-II, Class-III in the Secretariat and other offices, namely:

### **1. . :-**

These rules may be called the English Stenographer Grade-II, Class-III (in the Secretariat and other offices) Recruitment Rules, 2007.

### **2. . :-**

Appointment to the post of English Stenographer Grade-II, Class-III in the Secretariat and other offices shall be made either:

(a) by promotion of a person of proved merit and efficiency from amongst the persons who

(i) have worked for not less than five years in the cadre of English Stenographer Grade III, Class III in the Secretariat and other offices and

(ii) have passed the prescribed departmental examination and

(iii) have passed qualifying examination for computer knowledge as may be prescribed by the Government from time to time :

Provided that where the Appointing Authority is satisfied that a person having the experience specified in clause (a) above is not available for promotion and that it is in public interest to fill up a post by promotion of a person having experience for a lesser period, it may, for reasons to be recorded in writing, promote such persons who possesses experience of a period of not less than two thirds of the period specified in clause (a) above, or

(b) by direct selection.

**3. . :-**

To be eligible for appointment by direct selection to the post mentioned in Rule 2, a candidate shall:

(a) not be less than 18 years and more than 28 years of age,

(b) possess a Degree of any of the University incorporated by an Act of the Parliament or a State Legislature in India or other educational institution established by an Act of Parliament or declared to be deemed as University under Section 3 of the University Grants Commission Act, 1956.

(c) possess the speed of not less than 100 words per minute in English Shorthand and 40 words per minute in English typewriting,

(d) possess the basic knowledge of computer application as prescribed in Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 as amended from time to time,

(e) possess adequate knowledge of Gujarati or Hindi, or both.

**4. . :-**

A candidate appointed by direct selection shall be on probation for a period of one year.

**5. . :-**

The selected candidate shall be required to pass an examination in Gujarati or Hindi or both in accordance with the rules prescribed by the Government in that behalf from time to time.

**6. . :-**

A candidate appointed either by direct selection or by promotion shall have to undergo the training and shall have to pass the post training examination for Gujarati typing and Gujarati shorthand in

accordance with the rules made by the Government in that behalf, from time to time.

**7.** . :-

A candidate appointed either by direct selection or by promotion shall have to under go such training and to pass such examination as may be prescribed by the Government from time to time.

**8.** . :-

A selected candidate shall be required to furnish a security and surety bond in such form, for such amount and for such period as may be prescribed by the Government from time to time.