
CLERK (Gujarat Panchayat Service) Recruitment (Competitive Examination) Rules, 1983

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CLERK (Gujarat Panchayat Service) Recruitment (Competitive Examination) Rules, 1983

In exercise of the powers conferred by section 323 read with sub-section (3) of section 203 of the Gujarat Panchayats Act, 1961 (Guj. VI of 1962), the Government of Gujarat hereby makes the following rules, namely :-

1. . :-

These rules may be called the Clerks (Gujarat Panchayat Service Recruitment (Competitive Examination) Rules, 1983.

2. Definition :-

In these rules, unless the context otherwise requires:-

- (i) "Act" means the Gujarat Panchayats Act, 1961;
- (ii) "Board" means the Gujarat Panchayat Service Selection Board constituted under section 21U of the Gujarat Panchayats Act, 1961;
- (iii) "Clerk" means the post of a clerk specified in the Gujarat Panchayat Service (Classification and Recruitment) Rules, 1967;
- (iv) "examination" means the competitive examination held under rule 3 for recruitment to the post of clerk in the Panchayat Service;
- (v) "panchayat service" means the Panchayats Service as constituted under section 203 of the Gujarat Panchayats Act, 1961;
- (vi) "Selection Committee" means the District Panchayat Service Selection Committee constituted under section 211 of the Gujarat Panchayat Act, 1961.

3. Examination to be held by Board :-

The Board shall held competitive examination for selecting candidates for recruitment to the posts of clerks in the Panchayat service.

4. Candidate to bear expenses :-

The candidate shall have to appear at the examination at his own expenses,

5. Date and place of examination :-

The competitive examination shall be held at suitable places as decided by the Board: Provided that the Selection Committee may in consultation with the Board change the place of examination if necessary.

6. Age limit of candidate :-

(1)A candidate for being qualified to appear at competitive examination for the post of a clerk must have attained the age of 18 years and must not have attained the age of 25 years on the last date of receipt of application mentioned in the advertisement at each time.

(2) Notwithstanding anything contained in sub-rule (1), the upper age limit specified in the said subrule shall be-

- (i) 30 years in the case of candidates belonging to Schedule Castes

and Scheduled Tribes recognised as such by the Government for the purpose of recruitment to posts and services under Panchayat;

(ii) 35 years in the case of a candidates who are physically handicapped provided they apply for the post along with a medical certificate from a recognised Medical Practitioner indicating such handicap or through the office of the Employment Exchange at which they may registered their names as physically handicapped persons.

7. . :-

A candidate for admission to the competitive examination must be-

(a) a citizen of India, or

(b) a subject of Sikkim, or

(c) a subject of Nepal, or

(d) a subject of Bhutan, or

(e) a Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India; or

(f) a person of Indian origin who has migrated from Pakistan, Burma, Eylon, and East African countries of Kenya, Uganda and the United Republic Tanzania (formerly known as Tanganika and Zanzibar) :

Provided that a candidate belonging to a category specified in clause (c), (d), (e) or (f) must be a person in whose favour a certificate of eligibility has been given by the State Government :

Provided further a candidates in whose case a certificate of eligibility is necessary may be admitted to a competitive examination conducted by the Board and he may provisionally be appointed subject to the necessary certificate being given to him by the State Government.

8. Qualification of Candidate :-

A candidate for being qualified to appear at competitive examination for the post of a clerk must have passed the Secondary School Certificate Examination or an Examination recognised by Government as equivalent to that examination.

9. Fees for examination :-

(1) A candidate applying for the post of a clerk shall be required to

pay fee of rupees ten as examination fee along-with his application.

(2) A candidate belonging to the Scheduled Castes, Scheduled Tribes or Socially and Educationally backward class be required to pay fee of rupees two and fifty paise only as examination fee alongwith his application.

(3) No withdrawal of application shall be granted and examination fees once paid shall not be refunded or kept for next Examination in any circumstances.

10. Syllabus of Examination :-

The examination shall comprise of one paper i.e. General knowledge-cum-Intelligence Test of 100 marks. The syllabus and the duration for this paper shall be as may be prescribed by the Board from time to time. The Board shall give these details in the advertisement at each time and in the admission letter to be sent to the candidates. The paper shall be of objective type with multichoice answers.

11. Medium of Examination :-

The medium of this examination shall be Gujarati.

12. Qualifying Standard for Examination :-

The qualifying standard for this examination shall be determined by the respective District Panchayat Service Selection Committee from time to time.

13. Committee to take decision about application received :-

The Secretary of the Selection Committee shall on receipts of the applications scrutinise the same and place them before the Committee for acceptance or otherwise. The Secretary shall thereafter notify to the Secretary of the Board, the number of applications that have been accepted by the Selection Committee.

14. Candidate to be informed for the examination by the Secretary of the Committee :-

The Board shall instruct the Secretary of the Selection Committee to inform the candidates whose applications are accepted by the Committee to appear for the examination at the place and time as may be indicated.

15. Conduct of Examination :-

The examination will be conducted by the District Development

officer as the conductor and the Secretary of the District Panchayat Service Selection Committee shall be the joint conductor. The conductor shall make necessary arrangements for the examination.

16. Appointment of paper setter :-

The Board may appoint one or more officers from G.A.S. cadre to set the question paper or set the paper by itself.

17. Appointment of Examiner :-

The Board may appoint¹ [officers of Gujarat Administrative Service, Class I and Class II officers] from other department of Government as examiners Normally there may be one examiner for about 250 papers or less for assessing answer papers of the Board may utilise the computer system for assessment work.

1. Subs. vide GG Gaz. Ext., Pt. I-A, d. 22-11-1984, p. 117.

18. Result to Examination :-

On receipt of the result of examination Secretary of the Selection Committee shall place it before the Selection Committee which shall published the same on the notice board.

19. Committee of prepare list :-

(1) The Selection Committee shall arrange the names of the candidates seriatim according to the merit taking into consideration the aggregate marks obtained by each candidate in the examination and shall prepare a list of qualified candidates taking into consideration the actual vacancies.

(2) Out of the qualified candidates, the Selection Committee shall recommend the names of the candidates according to the requirement for appointment to the vacant posts. Provided that it shall also include the name of the candidate reserved for Scheduled Castes, Schedule Tribes and Socially and Educationally backward class candidates. In doing so if as per reserved quota number of Scheduled Castes and Scheduled Tribes candidates are not available sufficient for selection in the List the Selection Committee may add to this list such candidates from amongst the Scheduled Castes and Scheduled Tribes candidates who have passed the examination as may necessary even though on merit the candidate rank lower.

(3) The Selection Committee shall also prepare a waiting list showing the names of qualified candidates about equal in number of the candidates recommended by the Selection Committee under

sub-rule (2) above for unreserved as well as reserved categories for recommending further candidates to the District Development Officer.

(5)

(a) The result of the examination shall be divided into three parts as under:- Part I-The names of the candidates to be recommended to District Development Officer. Part II-The names of the candidates to be kept on waiting list till the result of the next examinations is published. Part III.-The names of the candidates who do not qualify

(b) All the three parts of the result shall be displayed on the notice board of the District panchayat.

20. Committee to forward list to Appointing Authority :-

The Select list shall be forwarded to the respective District Development Officer with recommendation to give appointment strictly in accordance with the rank of the candidates in the select list. However, in order to maintain the percentage of Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Class and physically handicapped candidates, appointment may be given to the extent necessary as per reserved quota decided in this behalf such candidates who may stand lower in rank in the select list. While doing so the appointment of Scheduled Castes and Scheduled Tribes, Socially and Educationally backward Class and physically handicapped candidates shall also be strictly according to the rank in the selection list.

21. Success at Examination not to confer right :-

Success in an examination shall not by itself confer any right to appointment, It shall be open to the appointing authority to pass over a candidate if, after such inquiries as considered necessary it is satisfied that the candidate is not suitable in panchayat service.

22. Candidates to resume duty and consequence thereof :-

If the candidate who has been given an appointment by the Panchayat, fails to join his duties as directed in the appointment order, unless otherwise directed by the appointing authority, his appointment shall be liable to cancellation and his name shall be struck off from the selection list.

23. Board competent for issuing necessary instructions to Committee :-

The Board shall be competent to issue necessary instructions in regard to the conduct of examination and selection of the candidates under these rules.

24. Action to be taken for misbehaving in the examination

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If any candidate misbehaves in the examination, immediate action, as the District Development Officer deems fit, shall be taken on the spot by him and the case shall be reported to the Selection Committee and the Board. The Board shall take such action as may deem fit.