

**GUJARAT DISTRICT PANCHAYAT SERVICE SELECTION
COMMITTEE (Functions) RULES, 1964**

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**GUJARAT DISTRICT PANCHAYAT SERVICE SELECTION
COMMITTEE (Functions) RULES, 1964**

No. PRR-30/64-H-In exercise of the powers conferred by section 323 of the Gujarat Panchayats Act, 1961 (Gujarat VI of 1962), the Government of Gujarat hereby makes the following rules, namely :-

1. Short title :-

These rules may be called the Gujarat District Panchayat Service Selection Committee (Functions), Rules, 1964.

2. Definitions :-

In these rules, unless the context otherwise requires.-

- (i) "the Act" means the Gujarat Panchayats Act, 1961;
- (ii) "the Board" means the Gujarat Panchayat Service Selection Board as constituted under section 210 of the Act;
- (iii) "Chairman" means the Chairman of the Selection Committee;
- (iv) "Government" means the Government of the State of Gujarat;
- (v) "Member" means a member of the District Panchayat Service Selection Committee and includes the Chairman thereof;
- (vi) "Panchayat Service" means service as constituted by an order

made by Government from time to time under section 303 of the Act;

(vii) "Schedule" means appended to these rules;

(viii) "Secretary" means the Secretary of the District Panchayat Service Selection Committee;

(viii-a) "Section" means a Section of the Act;

(ix) "Selection Committee" means the District Panchayat Service Selection Committee as constituted under section 21 I of the Act.

3. Direct Recruitment :-

(1) When the recruitment to any of the posts mentioned in the Schedule is to be made by direct recruitment, the panchayat concerned shall, from time to time, as required : -

(i) intimate to the Selection Committee, the number of vacancies which are to be filled in or which are likely to arise;

(ii) specify the number of vacancies reserved, for candidates belonging to the 'Scheduled Castes and Scheduled Tribes; and

(iii) furnish to the Selection Committee all particulars including cadres, grades, pay-scale and the rules or recruitment in respect of those posts: Provided that in the case of recruitment to any of the posts which have been transferred to the Panchayat Service under sections 155, 207, 325 or 326 the recruitment shall be subject to and be in accordance with such general or special orders of Government as may be made from time to time in this behalf.

(2) The Selection Committee shall,

(a) invite applications by announcing in as many news papers (out of which at least one news paper being in Gujarati) as considered necessary by it circulating in the area concerned, the qualifications required to be possessed by candidates and the number of vacancies likely to be filled in;

(b) consider all applications and recommendations received; and

¹ Provided further that the qualifying written examination for the post of Gram Sevak (Training and visit system) and Gram Sevak (Multipurpose) and ² [Gram Panchayat Secretary shall be held by the Board in accordance with the general or special orders of the State Government and thereafter the Committee shall interview

such of the candidates who have qualified in the written examination held by the Board, and

(i) where the qualifying written examination for recruitment is prescribed under the rules framed under sub section (3) of section 233 of the Act or otherwise, hold such examination for the candidates who possess the requisite qualifications and are prima facie eligible and interview such of the candidates as may qualify in the written examination according to the standard laid down in such rules;

Provided that in any case where number of candidates qualified in the written examination is substantially larger than the number of vacancies to be filled, it shall be lawful for the Committee to call for interview such limited number of candidates who have qualified in the written examination having regard to the number of vacancies available at the relevant time;

(ii) where no qualifying written examination is prescribed, interview such of the candidates as are eligible for appointment to the post:

Provided that in any case where the number of applications for the posts is substantially larger than the number of applications for the posts it shall be lawful for the Selection Committee to interview, under sub-clause (ii), such limited number of candidates eligible for appointment as the Selection Committee may consider necessary, having regard to the number of such vacancies and the superior educational qualification higher percentage of marks, or previous experience of such candidates; and

(c) forward to the Panchayat concerned, the names of the candidates selected according to the result of the written examination and interview, or as the case may be, for the interview only, arranged in the order of merit or preference and wherever it thinks fit, recommend advance increments in the case of any candidate giving reasons therefor.

1. Inserted vide Gujarat Government Gazette, Extraordinary Part 1-A, dated 21-1-1982, p 3.

2. Inserted Vide Gujarat Government Gazette, Extraordinary Part I-A, dated 23-3-1984, p. 25.

4. Interview :-

(1) The suitability of the candidates called for interview shall be assessed by the Selection Committee on the basis of the result of

the written examination where such examination is prescribed and having regard to their personality, extra-curricular activity, educational qualifications, previous experience, knowledge of panchayat and rural activities, general knowledge etc., and the suitability of the candidate for post in general.

(2) The Committee** may invite such representative of the Panchayat as may be nominated by the Panchayat to be present at the interview and the representative so present may take part in deliberations of the Selection Committee but shall not be entitled to vote.

5. Recruitment by promotion :-

(1) When recruitment to any of the posts mentioned in the Schedule to be made by promotion from a lower grade or cadre the Panchayat concerned shall subject to rules framed under sub-section (3) of section 203 of the Act.-

(a) indicate the details of vacancy or vacancies existing or likely to arise,

(b) furnish the particulars of the person or persons according to seniority who in the opinion of the Panchayat on merit are fit for promotion in an existing vacancy or vacancies and where more than six vacancies are to be filled in, prepare and forward to the Selection Committee a preliminary select list of persons who in its opinion are fit for promotion to the next higher grade or cadre, on the basis of seniority and merit.

(c) furnish a seniority list of persons who in its opinion are eligible to be considered for promotion and those who are considered unfit for such promotion, together with full particulars of service including educational qualifications and other ' qualifications and up-to-date confidential records of all such persons, slating reasons for his promotion or suspension or exclusion or inclusion in the select list", as the case may be.

(2) The Selection Committee shall-

(a) examine the proposals submitted by the Panchayat concerned, and

(b) consider the claims of all candidates in the light of their record of service and recommendations of the Panchayat concerned and

(c) recommend the name or names of the candidates or prepare and recommend to the Panchayat concerned a final select list in the order of preference of candidates, who in its opinion, are fit for promotion to the next higher grade or cadre.

(3) The Selection Committee may, for the purpose of recommendation and preparation of a select list as aforesaid call for such record or additional information in respect of such persons, as it thinks necessary and it shall be the duty of the Panchayat concerned to furnish the same without delay.

6. Appointments by transfer of a member from State Services to the Panchayat Service :-

(1) When the Panchayat concerned deems it necessary to appoint a member from the State Service to any post in the Panchayat Service mentioned in the Schedule, the Panchayat concerned shall :-

(a) furnish particulars of the persons whose services are required to be transferred as follows :-

(i) Name, designation and qualification,

(ii) The grade, pay-scale and the present pay,

(iii) Whether substantive in the post in the grade in clause (ii),

(iv) experience in the post held and details of previous experience and also the reasons for having his services, leaving aside the claims of the persons in the Panchayat Service and his up-to-date confidential record.

(b) furnish to the Selection Committee all particulars including cadres, grades and pay-scale of the post which is required to be filed up and the rules of recruitment in respect thereof;

(c) specify whether the number of vacancies reserved for Schedule Castes, Scheduled Tribes [***]* are properly filled up.

(2) The Selection Committee shall examine the proposals so received in the light of the record of service of the person recommended for appointment by transfer from the State Service, the claims of the persons from Panchayat Service and the recommendation of the Panchayat concerned, and advise the Panchayat concerned about the suitability or otherwise in respect of appointment by transfer from the State Service to the Panchayat

Service.

6A. Appointment by deputation or by lent service :-

(1) When the

(a)

(i) Name, designation and qualifications;

(ii) The grade, pay-scale and the present pay whether substantive or officiating;

(iii) Experience in the post held and the details of previous experience and also the reasons for having his services, leaving aside the claims of other persons, in the Panchayat Service, if any;

(b) Particulars including cadre, grade and pay-scale of the post which is required to be filled up by lent service or by deputation; and

(c) The terms and conditions and period of appointment by lent Service or by deputation. The Selection Committee shall examine the proposals and advise the Panchayat about the suitability or otherwise of such persons.

6B. Appointment by re-employment :-

(1) When the Panchayat concerned deems it necessary to fill in a post by re-employment of a person who has retired from Panchayat Service or State Service, it shall furnish the following particulars alongwith the proposal for re-employment of such persons to the Selection Committee, namely;

(i) The application of the person concerned;

(ii) The reasons for filling in the post by re-employment;

(iii) Age, date of retirement and the last post held by the applicant;

(iv) Up-to-date Confidential Records of last 3 years; and

(v) Certificate of fitness from a Medical Officer

(2) The Committee examine the proposal and advise the Panchayat about the suitability or otherwise of such persons.

7. Procedure :-

(1) Subject to the provisions of these rules, every issue at a

meeting of the Selection Committee shall be determined by a majority of the votes of the members present and in case of an equal division of votes the Chairman shall have a second or casting vote.

(2) If the Chairman is unable to be present at the meeting of the Selection Committee, the Chairman of the Board shall nominate other member of the Board on the Committee, who will act as a member and Chairman of Selection Committee.

(3) The proceedings of the Selection Committee shall not be invalidated by reason of any vacancy in the office of the member.

(4) The quorum for a meeting of the Selection Committee shall be two but the Chairman may adjourn any business at a meeting if he is of the opinion that it cannot be conveniently transacted owing to the nonattendance of any member.

(5) All decisions of the Selection Committee shall be recorded by the Secretary in accordance with the directions of the Selection Committee and it shall be open to any member to dissent from a decision and to record his dissent with reasons therefor.

(6) In matters for which no or insufficient provision is made by these rules, the Selection Committee may regulate its proceedings in such manner as it thinks fit.

8. Selection Committee to be guided by the Instructions of Board :-

The Selection Committee shall in the discharge of its functions be guided by the instructions of the Board issued under rule 8 of the Gujarat Panchayat Service Selection Board (Functions) Rules, 1964.