

## **Gujarat Municipal Chief Officer (Pre-Service Training and Examination) Rules, 2003**

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Whereas the certain draft rules of Gujarat Municipal Chief Officer (Pre-Service Training and Examination) Rules, 2002 were published as required by sub-sec. (3) of Sec. 277, in the Gujarat Government Extra Ordinary Gazette, Part IV-B dt. 15.4.2002, on page 28-1 to 28-9, under Government Notification, Urban Development and Urban Housing Department No. KV-44 of 2002 NPL-1094-5555-R dt. 15.4.2002 inviting objections and suggestions from all persons likely to be affected thereby, within thirty days from the date of publication of the said notification in the Official Gazette; And whereas, the objections and suggestions received on the said draft have been considered by the Government; Now, therefore, in exercise of the powers conferred by sub-sees. (1) and (3) of Sec. 277, read with sub-sec. (2) of Sec. 47-A, of the Gujarat Municipalities Act, 1963 (Guj. 34 of 1964), the Government of

Gujarat hereby makes the following rules, namely :

**1. RULE :-**

(i) These rules may be called The Gujarat Municipal Chief Officer (Pre-Service Training and Examination) Rules-2003.

(ii) They shall come into force on the date of their publication in the Official Gazette.

(iii) They shall apply to the Chief Officers directly recruited under the provision of sub-rule (2) of Rule 4 of the Recruitment Rules.

**2. Definitions :-**

In these rules, unless the context otherwise requires

(a) "Appendix" means the appendix appended to these rules;

(b) "Appointed date" means the date on which these rules shall come into force.

(c) "Act" means Gujarat Municipalities Act, 1963;

(d) "Commission" means Gujarat Public Service Commission.

(e) "Examination" means post training examination prescribed in these rules.

(f) "Specified Chances" means the number of chances specified in these rules within which a person is required to pass the examination.

(g) "Specified period" means period specified in these rules within which a person is required to pass the examination.

**3. RULE :-**

A selected candidate shall be kept appointed to the post on a probation for a period as prescribed in the Recruitment Rules for the post of Chief Officer.

**4. RULE :-**

As a probationer Chief Officer, he will get pay and allowances in the pay-scale attached to the post.

**5. RULE :-**

During the probation, the period of institutional training for both Class-II and III Chief Officers shall be Six months. Remaining Six months shall be practical training for Chief Officer Grade-III whereas for Grade-II Chief Officers, the practical training shall be

for Eighteen months. The theoretical training shall be given at the recognized training Institute. The practical training shall be given in various municipalities as well as Government Offices. During Institutional training the probationer Chief Officers will be under the control of the Training Institution.

**6. RULE :-**

An examination shall be held after the institutional training period is over, the probationer Chief Officer, who have completed the training shall have to pass this examination as prescribed in the Appendix appended to these rules.

**7. RULE :-**

The standard for passing the examination shall be fifty percents of total marks in each paper with or without books. A candidate who fails in the examination but secure sixty percents or more marks in one or more papers shall be exempted from appearing in those papers in the subsequent examinations.

**8. RULE :-**

A candidate who appears for all the papers at once in the same examination but fails to obtain in one paper alone, the minimum number of marks for passing should be allowed condonation of the deficiency in that paper provided that the deficiency does not exceed five percent of the total number of marks obtainable in the paper.

**9. RULE :-**

The probationer Chief Officer will be given three chances to pass the said examination. If he fails in the examination in this first attempt, he shall be required to appear in the subsequent examination, but he shall not be required to attend training class again. If he fails to pass his examination within the prescribed number of chances he shall be discharged from service:

Provided that Candidates belonging to Scheduled Caste, Scheduled Tribes may be given an extra chance for passing the said examination. A candidate shall be deemed to have had a chance if the examination is held irrespective of whether he actually appears in the examination or not.

Provided further that the persons belonging to Scheduled Castes and Scheduled Tribes may be allowed one additional chance which shall have to be availed of within a period of one year from the date of declaration of the result of the examination at which the

last normal chance should have been availed of:

Provided also that if in the case of any such officer, the State Government is satisfied that he could not pass the examination at which he had his last chance for reason beyond his control, or that he failed to pass such examination by a very narrow margin of marks, the State Government may after recording reasons in writing give him one more chance on payment of an examination fee of thirty rupees to appear at the examination.

**10. RULE :-**

If the probationer Chief Officer, after completion of the training period does not appear in the examination and/or subsequent examinations one trial shall be counted for each examination.

**11. RULE :-**

In order to qualify or appearing in the examination, candidates must attend not less than eighty five percents of lectures even during the institutional training. If he does not comply with this requirement, he shall be disqualified for appearing in the examination and shall be discharged from service for neglecting to receive the prescribed training.

**12. RULE :-**

During the period of training the candidates will not be allowed leave or absence for more than Six days. If he remains absent for a larger number of days and the Training Institute is satisfied that his absence is not due to unavoidable reason, the period of absence will be treated as leave without pay. The duration of Probation shall be deemed to have been extended for such absence.

**13. RULE :-**

Before the candidate joins as a Probationer Chief Officer shall be required to execute a bond in accompanying form as per Appendix II with the sureties for the amount of expenditure actually incurred towards training. Moreover, he shall give undertaking to refund amount of pay and allowance that has been received by him during the training period. He shall also give an undertaking to receive the prescribed training, to join service when and where appointed on regular service and to serve the Government not less than two years after the completion of probation period.

**14. RULE :-**

If he neglects to undergo the prescribed training or does not

appear in the post training examination or does not report for duty when and where appointed to a regular post or leaves service before the expiry of two years after the completion of probation, he shall be liable to refund to the Government, the entire amount of pay and allowances received during the training and the amount mentioned in the bond. Any such amount if not refunded shall be recovered as arrears of Land Revenue.

**15. RULE :-**

Instructional books will be supplied by the training institute without payment of any deposit. The candidate shall return the books immediately after the results of the post training examination is announced.

**16. RULE :-**

The Training Institute will submit the result of post training examination and report of Trainee to the Government. The Government will consider the same before completion of probation whether the trainee has completed the probation period satisfactory or there is a need of extension to that or trainee is required to be discharged from service.

**17. RULE :-**

Practical training will be as under :

FOR GRADE-III CHIEF OFFICERS :

(i) shall be appointed in Grade-A Municipalities to work as Trainee 2 months. Chief Officer alongwith Chief Officer, Class-I

(ii) shall be appointed to work as Trainee Chief Officer in the office of 15 days. the Director of Municipalities,

(iii) shall be appointed to work as Trainee Chief Officer in the office of 15 days. the Regional Director of Municipalities or as may be decided by Govt.

(iv) shall be appointed to work as Trainee Chief Officer in the office of 15 days. Gujarat Municipal Finance Board.

(v) shall be appointed to work as Trainee Chief Officer in the office of 15 days. the Urban Development and Urban Housing Department, Sachivalaya, Gandhinagar.

(vi) shall be appointed to work as Chief Officer independently in Grade- 2 Months. C or Grade-D Municipalities. Total 6 months

FOR GRADE-II CHIEF OFFICER :

(i) shall be appointed in Grade-A Municipalities to work as Trainee 3 months. Chief Officer alongwith Chief Officer, Class-I.

(ii) shall be appointed to work as Trainee Chief Officer in the office of 1 month the Director of Municipalities,

(iii) shall be appointed to work as Trainee Chief Officer in the office of 1 month. the Regional Director of Municipalities or as may be decided by Government,

(iv) shall be appointed to work as Trainee Chief Officer in the office of 15 days. Gujarat Municipal Finance Board.

(v) shall be appointed to work as Trainee Chief Officer in the office of 15 days. the Urban Development and Urban Housing Development, Sachivalaya, Gandhinagar.

(vi) shall be appointed to work as Chief Officer independently in Grade- 12 months. B or Grade-C Municipalities. TOTAL 18 months.

**18. RULE :-**

The probationer Chief Officer, before the 5th day of the next month of the preceding quarter, shall submit a quarterly report to the Director of Municipalities, for the work done during the practical training. The Director of Municipalities shall compile the reports and submit them with his opinion on each of them latest by the tenth day of the month in which the reports are received.

**19. RULE :-**

The probationer Chief Officer shall be entitled for Travelling Allowances/Dearness Allowances for the journey performed during practical training as per the provisions of the Gujarat Civil Services Rules, 2002.