

## **GUJARAT PANCHAYAT SECRETARY (Panchayat Service) RECRUITMENT (Competitive Examination) RULES, 1987**

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## **GUJARAT PANCHAYAT SECRETARY (Panchayat Service) RECRUITMENT (Competitive Examination) RULES, 1987**

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

### **1. Short title and application :-**

- (1) These rules may be called the Gujarat Gram Panchayat

Secretary (Panchayat Service) Recruitment (Competitive Examination) Rules, 1987.

(2) They shall apply to the recruitment of Gram Panchayat Secretary in the Panchayat Service.

## **2. Definitions :-**

In these rules unless the context otherwise required,-

- (i) "Act" means the Gujarat Panchayats Act, 1961 ;
- (ii) "Board" means the Gujarat Panchayat Service Selection Board as constituted under section 210;
- (iii) "Selection Committee" means the District Panchayat Service Selection Committee as constituted under section 211.
- (iv) "Examination" means the competitive examination held under these rules.
- (v) "Panchayat Service" means the panchayat Service as constituted under section 203.
- (vi) "Section" means section of the Act.

## **3. Examination to be held by Board :-**

The Board shall hold competitive examination for selecting candidate for recruitment to the post of Secretaiy Gram Panchayat in the Panchayat Service. The examination shall be held as and when necessary.

## **4. Candidate to bear expenses :-**

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

## **5. Fees for examination :-**

(1) A candidate applying for the post of Gram Panchayat Secretary shall be required to pay the examination fees of Rs. 10 alongwith the application.

(2) A candidate belonging to the Scheduled Castes, Scheduled Tribes or Socially and Educationally backward class applying for the said posts shall be required to pay examination fee of rupees two and fifty paise.

(3) The examination fee paid by a candidate may be refunded only if his application is prima facie rejected. In no other circumstances

the fees. shall be refunded or kept for next examination.

**6. Place of examination :-**

The competitive written examination shall be held at such suitable places as may be fixed by the Board: Provided that having regard to special circumstances the Board, may in consultation with the Selection Committee change the place of examination previously fixed by it.

**7. Qualification regarding nationality :-**

The candidates for admission to the examinations must be,

- (a) citizen of India, or
- (b) a subject of Nepal, or
- (c) a subject of Bhutan, or
- (d) A Tibetan refugee who came over to India before the 1st January 1962 with the intention of permanently settling in India or
- (e) a person of India origin who has migrated from Pakistan, Burma, Shrilanka and East African Countries of Kenya, Uganda, Malawi, Zaire, Vietnam. Ethiopia and the United Republic of Tanzania (formerly known as Tanganyika and Zanzibar):

Provided that a candidate belonging to a category specified in clause (b)(c) or (e) must be a person in whose favour a certificate of eligibility has been given by the State Government: Provided further that a candidate in whose case certificate of eligibility is necessary may be admitted to the examination and he may provisionally be appointed, subject to the necessary certificate being given to him by the State Government.

**8. Educational Qualification of candidate :-**

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

**9. Age limit of candidate :-**

(1) A candidate for being qualified to appear at the examination for the post of Gram Panchayat Secretary 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 sub-rule shall be-

(i) 30 years in the case of candidates belonging to the Scheduled Castes, Scheduled Tribes and Socially and Educationally backward Classes recognised as such by the State Government;

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

**10. Syllabus of Examination :-**

The examination shall comprise of one paper i.e. General Knowledge cum Intelligence Test of 100 marks. The syllabus for the paper shall be as may be decided by the Board from time to time. The paper shall be of objective type with multi choice answers of one hour's duration. The Board shall give these details in the advertisement each time the admission letter to be sent to the candidates.

**11. Medium of Examination :-**

The medium of examination shall be Gujarati.

**12. Qualifying standard for passing examination :-**

The qualifying standard for passing the written examination shall be determined by the Board.

**13. Selection Committee to take decision about application received :-**

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

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

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

**15. Conduct of Examination :-**

The examination shall be conducted by the District Development Officer as the conductor and the Secretary of the 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 the cadre of Gujarat Administrative Service to set the question paper or set the paper by itself.

**17. Appointment of Examiner :-**

The Board may appoint Class I and Class II officers of Government as examiners. Normally there may be one examiner for about 250 papers or less for assessing answer papers or the Board may utilise the computer system for assessment of answer papers.

**18. Result of examination :-**

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

**19. Selection Committee to prepare selection list :-**

After the written examination of the candidates the selection list shall be prepared by the Selection Committee to order of merit on the basis of the total number of marks secured in the written examination by the candidates. The selection list shall include the names of the candidates reserved for Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Class candidates. If the candidates belonging to the Scheduled Castes, Scheduled Tribes and Socially and Educationally Backward Class are not available, to fill up the reserved quota from the list prepared in the order of merit, the Selection Committee shall revise the list so as to include therein the names of the candidates belonging to the Scheduled Castes, Scheduled Tribes and socially and Educationally Backward Classes who have passed the examination irrespective of rank obtained by them on the basis of the merit with a view to making up the deficiency in the reserved quota. The number of candidates which shall be included in the list shall be one half times the number of vacancies notified by the Secretary of the Selection Committee.

**20. Publication of result of selected candidates :-**

The Selection Committee shall publish the select list on the notice

board of the District Panchayat. The list shall remain in force till the result of the next examination is published.

**21. The custodian of selection list :-**

The selection list shall be in the custody of the Secretary of the selection committee and he shall supply the names of the candidates from the select list to the appointing authority as and when required by him in accordance with the rank of the candidates in the selection list.

**22. 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 is considered necessary, it is satisfied that the candidate is not suitable for panchayat service.

**23. Action to be taken for misbehaving in the Examination :-**

If any candidate misbehaves at the examination, the District Development Officer shall take immediate action as he deems fit, and the case shall be reported to the Board. The Board may take such further action as it may deem fit.

**24. 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.

**25. Board competent for issuing necessary instructions to Selection Committee :-**

The Board shall be competent to issue necessary instructions in regard to the conduct of the examination not inconsistent with these rules.