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**GUJARAT PANCHAYAT SERVICE (Condition of Service  
relating to Clerk, Typist (Gujarati of English) or Computer,  
Departmental Examination) RULES, 1984**

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**GUJARAT PANCHAYAT SERVICE (Condition of Service  
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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 to provide for regulating the conditions of service of persons appointed or allocated as clerk. Typist (Gujarati or English) or Computer (except Accounts cadre) in Panchayats Service in so far as they relate to the passing of the departmental examination namely:-

**1. . :-**

(1) These rules may be called the Gujarat Panchayat Service (Conditions of Services relating to Clerk, Typist (Gujarati or English) or Computer, Departmental Examination).Rules, 1984.

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

(3) They shall apply to the persons allocated or appointed as Clerk Typist (Gujarati or English) and Computer (Except Accounts cadre) in the Panchayats Service on on of after the 1st April, 1963:

Provided that where any such persons has before the appointed date passed the relevant examination or has been exempted from passing the relevant examination, he shall not be required to pass the examination as provided in these rules.

**2. . :-**

In these rules, unless the context otherwise requires-

- (a) 'Appendix' means an Appendix appended to these rules;
- (b) 'Appointed date' means the date on which these rules shall come into force;
- (c) 'Candidate' means a person who is working as Clerk Typist (Gujarati or English) or Computer in Panchayat service;
- (d) 'Clerk' Typist or Computer means a person appointed as Clerk typist (Gujarati or English) or Computer;
- (e) 'Examination' means the examination prescribed under these rules;
- (f)'Old rules' means the rules for Departmental Examination which were in force immediately before allocation;
- (g) 'Relevant' Examination' means the examination required to be passed under the old rules;
- (h) 'Specified chance' means the number of chances specified in these rules within which a person is required to pass the examination;
- (i) 'Specified period' means the period specified in these rules within which person is required to pass the examination;
- (j) 'Panchayat Service' means the Panchayat Service as constituted under section 203 of the Gujarat Panchayats Act, 1961;
- (k) 'Board' means the Gujarat Panchayat Service Selection Board constituted under section 213 of the Gujarat Panchayat Act 1961;
- (l) 'Secretary' means the. .Secretary of the Gujarat Panchayat Service Selection Board.

**3. . :-**

- (i)Every person appointed as Clerk,Typist (Gujarati or English) or Computer in, Panchayat Service prior to the appointed date, shall be required to pass the relevant examination in three chances

within a period of three years (four chances and within a period of; four years in case of Schedule Caste or Schedule Tribes, candidate) from appointed date.

(ii) Every person appointed as Clerk, Typist (Gujarati or English) or Comouter in Panchayat Service in or after the appointed date shall be require to pass the examination in three chances within a period of three years (Four chances and within a period of four years in case of a Schedule Caste or 'Scheduled Tribes candidate) from the date of their appdinted:

Provided that in the case of last chance, if the period of passing the relevant examination expired before the said period Shall be deemed to be extended until the date of the declaration of the result of the examination so held.

#### **4. 4 :-**

(1) Where a person fails to pass the examination inspecified chances or within the specified period his increments shall after the expiry of specified period be with held until he passes the examination.

(2) Any increment so withheld under sub-rule (1) shall become payable to him from the date on which he passes the examination and all further increments shall accrue to him as if no increment had been withheld:

'Provided that such person shall not be entitled to claim the arrears of pay which were lost to him by reason of the increments having been withheld.

Explanation.-For the purpose of releasing the withheld increments, "the date of passing the examination" means the date following the date on which the examination ends.

(3) Where a person appointed prior to the appointed date, fails to pass the examination in specified chances or within specified period he shall not be eligible for confirmation.

#### **5. . :-**

(1) If a person appointed prior to the appointed date, fails to pass the examination in specified chances or within specified period, be shall notwithstanding such failure, be eligible to appear at any time in such examination on payment of examination fee of Rs. 15/- and

if he passes the examination he shall be eligible for confirmation.

(2) If a person appointed on or after the appointed date fails to pass the examination in specified chances or within specified period he shall notwithstanding such failure; be eligible to appear at any time in such examination on payment of examination fee of Rs. 15/-and if he passes the examination his increment shall be released as provided in sub-rule (2) of rule 4.

**6. . :-**

The Gujarat Panchayat service Selection Board shall hold an examination twice in a year probably in the months of March and September:

Provided that if the Board decides to change the month in which the examination is to be held, then it shall communicate its decision to the Distt. Development Officer and also specify the last date by which application of candidates shall be forwarded to it by District Development Officer.

**7. . :-**

A Clerk, Typist (Gujarati or English) or Computer who desires to appear at an examination under these rules shall send his application for enlisting his name, in the form prescribed in Appendix B to the Secretary, Gujarat Panchayat Service Selection Board, Ahmedabad through District Development Officer concerned at least 60 days before the date of commencement of the examination. The District Development Officer shall scrutinise the application with regard to his eligibility for appearing at the examination and forward it to Secretary Gujarat Panchayat - Service Selection Board, Ahmedabad. The Board shall admit the candidate to the examination on the strength of the certificate given by the District Development Officer concerned. If the applicant subsequently decides not to appear at the examination he shall give an intimation to the Board through the District Development Officer concerned at least 30 days before the date of commencement of the examination. In the event of any candidate failing to appear at an examination after having enlisted his name as a candidate he shall be deemed to have lost one chance to pass the examination :

Provided that the Board may condone the failure on the part of the person to give information as aforesaid and the consequences arising therefrom if it is satisfied that the person has failed to give

intimation within time for reasons beyond his control.

**8. . :-**

The syllabus of the examination shall be as specified in Appendix 'A'.

**9. . :-**

(1) The standard for passing the examination shall be 50% of the total marks obtainable in each paper irrespective of whether they are to be answered with or without the help of books.

(2) An unsuccessful candidate who secure 60% marks in any one or more papers shall be exempted from appearing in those papers at the subsequent examination.

(3) If a candidate fails to secure in only one paper the minimum number of marks required for passing, he shall be allowed condonation of the deficiency or marks in that paper; provided such deficiency does not exceed five percent of the total number of marks assigned to that paper The benefit of such condonation will be available also to a candidate who has availed of exemption if" any;

(4) Where a candidate secures more than 50% marks in the aggregate but fails to secure in only one paper, the minimum number of marks required for passing in that paper, he shall be given in that paper, grace marks at the rate of one marks for each one percent of marks secured by him above 50% of total marks assigned to all the papers for the whole examination subject to the maximum limits mentioned below.

(i) In the case of a paper carrying less than 100 marks, grace mark- equal to 10 percent of such marks,

(ii) In the case of a paper carrying 100 marks more marks 10 grace marks. The benefit of such grace marks will not be available to a candidate who has availed of any exemption under sub-rule (2).

(5) A candidate shall be entitled to claim only one of the benefit available to him under sub-rule (3) or (4) which is advantageous to him.

Explanation -For the purposes of sub-rules (3) and (4) a fraction of one percent being one half or exceeding one half shall be rounded off to one percent.

**10.** . :-

The Board shall publish the result on the notice board of the office and in official gazette.