

GUJARAT PANCHAYAT SERVICES SELECTION BOARD (Functions) RULES, 1964

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GUJARAT PANCHAYAT SERVICES SELECTION BOARD (Functions) RULES, 1964

No. PRR.-29/64-H.- In exercise of the powers conferred by section 323 of the Gujarat Panchayats Act, 1961, (Guj. VI of 1962), the Government of Gujarat hereby makes the following rules, namely:-

1. Short title :-

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

2. Definitions :-

In these rules, the context otherwise requires:-

- (i) "the Act" means the Gujarat Panchayats Act, 1961;
- (ii) "the Board" means the Gujarat Panchayats Service Selection Board constituted under section 210 of the Act;
- (iii) "Government" means the Government of the State of Gujarat;
- (iv) "Member" means a member of the Panchayat Service Selection Board and includes the Chairman thereof;
- (v) "Panchayat Service" means service as constituted by an order made by Government from time to time under section 203 of the

Act;

(vi) "Schedule means a Schedule appended to these rules.

(vii) "Section" means a section of the Act;

(viii) "Selection Committee" means the District Panchayat Service Selection Committee as constituted under section 211.

3. Direct recruitment :-

(1) When recruitment to any of the post 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 Board, 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 Board all particulars including cadres, pay scale and the rules of 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 Board may-

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

(b) consider all applications and recommendations received, and

(i) where a qualifying written examination for recruitment is prescribed under the rules framed under sub-section (3) of section 203 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 to the standard laid down in such rules:

Provided that in any case where the 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 Board to call for interview such limited number of candidate who have qualified in the written examination in order of merit according to the percentage of marks obtained at such examination having regard to the number of vacancies available at the relevant time, and

(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 vacancies to be filled, it shall be lawful for the Board to interview, under sub-clause (ii), such limited number of candidates eligible for appointment as the Board may consider necessary, having regard to the number of such vacancies and the superior educational qualification, higher percentage of marks, or previous experience of the candidates; and

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

4. Interview :-

(1) The suitability of the candidates called for interview shall be assessed by the Board on the basis of the written examination where such examination is prescribed, and having regard to their personality extra-curricular activity, educational qualification, previous experience, knowledge of Panchayat and Rural activities, genual knowledge, etc. and the suitability of the candidates for the post in general.

(2) The Board may invite such representative of the Panchayat

(3) The Board may in its discretion invite more-experts to assist the Board at the interviews. The export so present may take part in deliberations of the Board but shall not be entitled to vote.

5. Recruitment by promotion :-

(1) When recruitment to any of the posts mentioned in the Schedule is to be made by promotion from a lower grade or cadre, the panchayat concerned sh all subject to the rule made 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 who in the opinion of the panchayat are fit for promotion in a vacancy or vacancies of and in case where more than six vacancies are to be filled in, prepare and forward to the Board 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 qualification and up to date confidential records of all such persons stating reasons *or their promotion or supersession or exclusion or inclusion in the select list, as the case may be.

(2) The Board 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 recommended to the Panchayat concerned a final select list in order of preference, of candidates, who in its opinion, are fit for promotion to the next higher grade or cadre.

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

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

(1) When the panchayat concerned deems it necessary to appoint a member of the State Service to any post in the Panchayat Service mentioned in the Schedule, the Panchayat Concerned shall,

(a) furnish particulars of the person whose services are required to

be transferred as follows:

- (i) name, designation and qualifications;
 - (ii) the grade, pay-scale and the present pay;
 - (iii) whether substantive in the post in the grade mentioned in clause (ii);
 - (iv) experience in the post held and details of previous experience and also the reasons for having his services, leaving the claims of the persons in the Panchayat Service and his up-to-date confidential record.
- (b) furnish to the Board all particulars including cadre, grade and pay scale of the post which is required to be filled up and the rules of recruitment in respect thereof;
- (c) specify whether the number of vacancies reserved for Scheduled Castes, Scheduled Tribes are properly filled up;
- (d) furnish a seniority list of persons in the cadre, if any, with the qualifications and experience who are otherwise qualified according to recruitment rules but considered not suitable and up-to-date confidential record of all such persons stating reasons for not considering their claims for the post.
- (2) The Board shall examine the proposals so received in the light of the record of service of the persons recommended for appointment by transfer from 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 State to Panchayat Service.

6A. Appointment by deputation or lent service :-

(1) When the Panchayat concerned deems it necessary to appoint a member of State Service or a member of the Panchayat Service working under another District Panchayat by deputation or on lent service basis it shall furnish to the Board the following particulars in respect of persons whose services required to be obtained on loan or deputation namely:-

(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 Service, 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,

(c) The terms and conditions and period of appointment by lent service or by deputation.

(2) The Board shall examine the proposals and advise the Panchayat about the Suitability or other wise of such persons.

6B. Appointment by re-employment :-

(1) When a Panchayat deems it necessary to fill in the post by re-employment of a persons who has retired from Panchayat Service or State Service, it shall furnish the following particulars along with the proposal for re-employment of such persons, to the Board, namely:- 1. The application of the person concerned; 2. The reasons for filling in the post by re-employment, 3. Age, date of retirement and the last post held by the applicant; 4. Up-to-date Confidential Records of last 3 years; and 5. Certificate of fitness from a Medical Officer.

(2) The Board shall consider the proposal and advise the Panchayat about the suitability or other wise of such persons.

6C. Departmental and Language Examinations :-

The Board shall subject to any rules made or any general or special orders issued by the Mate Government in this behalf hold a Departmental or Language Examination in respect of the personal in the Panchayat Service.

7. Procedure :-

(1) Subject to the provisions of these rules every issue at a meeting of the Board 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 a meeting of the Board he may appoint one of the members to act for him, and the member so appointed shall have all the powers of the Chairman at

the meeting:

Provided that the Chairman may direct that any specific matters shall not be considered at such meeting and shall be postponed.

(3) When the office of the Chairman becomes vacant through death or resignation or any other cause. Government may appoint one of the members to exercise all the powers and perform all the duties of the Chairman until the vacancy is duly filled in.

(4) The proceeding of the Board shall not be invalidated by reason of any vacancy in the office of the Chairman or member.

(5) The quorum for a meeting of the Board 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 non-attendance of any member.

(6) All decisions of the Board shall be recorded by the Secretary to the Board in accordance with the directions of the Board and it shall be open to any member to dissent from a decision and to record dissent with reasons thereof.

(7) The Chairman or, in his absence, a member designated by him in this behalf, may deal with any urgent matter appearing to him to require immediate action. Such action shall, if taken by the Chairman be reported to the Board at its next meeting and if taken by another member be reported to the Chairman who shall, report the same to the Board for rectification or modification as it may deem fit at its next meeting.

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

8. Instructions to the Service Selection Committee :-

The Board may from time to time issue general or Special instructions not inconsistent with the Gujarat District Panchayat Service Selection Committee (Functions) Rules, 1964 for the guidance of the Selection Committee in respect of the matters relating to the procedure and functions of such Committees"