

**Record-Keeper, in the Gujarat State Wakf Board,  
Recruitment Regulations, 2000**

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**Record-Keeper, in the Gujarat State Wakf Board,  
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In exercise of powers conferred by Sec. 24 read with Sec. 110 of the Wakf Act, 1995 and Regulations 15 and 16 of the Gujarat State Wakf Regulations, 2000, the Gujarat State Wakf Board hereby makes the following regulations to provide for regulating recruitment for appointment to the post of "RECORD KEEPER" in the organization of the Gujarat State Wakf Board, Gandhinagar namely:

**1. . :-**

These rules may be called the Record Keeper, in the Gujarat State Wakf Board, Recruitment Regulations 2000.

**2. . :-**

Appointment to the post of Record-keeper in any office under the Gujarat State Wakf Board shall be made either:

(a) by promotion of person of proved merit and efficiency from amongst members of Class-IV working in the inferior service of the Gujarat State Wakf Board, and who possess the qualification and experience specified in Clauses (a), (b) and (c) of Regulation 3 or

(b) by direct selection;

**3. . :-**

To be eligible for appointment by direct selection to the post mentioned in Regulation 2, a candidate must:

(a) have passed the secondary school certificate examination or an examination recognised by the Government as equivalent to it.

(b) not be less than 18 years and not more than 25 years of age on the first day of the month immediately following the month in which period of ninety days, from the date of the first publication of the advertisement for the post expires;

(c) be completely conversant with the work of keeping the records up-to-date, preference being given to candidates who have obtained certificate for course of office management or record management from a recognised institute/university.

Provided that the age limit only be relaxed in favour of a candidate who is already in the service of the Board or Govt. in accordance with the provisions of the Gujarat State Wakf Regulations, 2000, as amended from time to time.

**4. . :-**

The candidate appointed by direct selection shall be on probation of one year.

**5. . :-**

The selected candidate shall be required to pass the prescribed language examination in Gujarati or Hindi or both in accordance with the Rules prescribed by the Government in that behalf from time to time.