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## **STENOGRAPHERS, STENOTYPISTS AND TYPIST (Panchayats Service) Recruitment (Examination) Rules, 1973**

### CONTENTS

- 1.
2. Definitions
3. Examination to be held by Board
4. Candidate to bear expenses
5. Duty of District Development Officer to collect data
6. Vacancies to be advertised
7. Qualifications of candidate regarding age
8. Qualifications of candidate regarding nationality
9. Qualifications of candidate regarding education
10. Syllabus of examination
11. Medium of examination
12. Standards for passing examination
13. Fees for examination
14. Publication of results
15. Board to recommend names of selected candidates
16. Success at examination not to confer right
17. Selected candidate to be on probation
18. Number of chances available to candidates
19. Medical test for qualified candidates
20. Selected candidate to appear for Language examination
21. Board to regulate appointment of examiners, supervisors etc.

## **STENOGRAPHERS, STENOTYPISTS AND TYPIST (Panchayats Service) Recruitment (Examination) Rules, 1973**

In exercise of the powers conferred by section 323 read with sub-section (3) of section 203 of the Gujarat Panchayats Act, 1961 (Gujarat VI of 1962) the Government of Gujarat hereby make the following rules namely :

### **1. :-**

(1) These rules may be called the Stenographers, Stenotypists and Typists (Panchayat Service) Recruitment (Examination) Rules, 1973.

(2) They shall apply to the recruitment of English and Gujarati Stenographers (Second Grade) Stenotypists and typists in the Panchayat Service.

## **2. Definitions :-**

In these rules unless the context otherwise requires,,

- (i) 'Appendix' means an Appendix appended to these rules;
- (ii) 'Board' means the Gujarat Panchayat Service Selection Board as constituted under section 210 of the Gujarat Panchayats Act, 1961;
- (iii) 'Candidate' means the person who desires to appear at the examination under these rules;
- (iv) 'Examination' means the competitive examination held under rule 3 for recruitment to the posts of English and Gujarati Stenographers (Second Grade) Stenotypists and Typist in the Panchayat service;
- (v) 'Panchayat Service' means the panchayat service as constituted under section 203 of Gujarat Panchayats Act, 1961.

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

The Board shall held competitive examination for recruitment to the posts of English and Gujarati Stenographers (Second Grade) Stenotypists and Typists in the Panchayat Service once a year.

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

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

## **5. Duty of District Development Officer to collect data :-**

The District Development Officer shall collect the information for his office as well as for the offices subordinate to the District Panchayat in regard to the number of posts to be filled in by the District Panchayat, the Taluka Panchayat, and Gram or Nagar Panchayat and shall submit the requisition, to the Board every year not later than such date as may be specified by the Board.

## **6. Vacancies to be advertised :-**

The Board shall advertise the vacancies for the said posts for the purpose of examination.

## **7. Qualifications of candidate regarding age :-**

- (1) To be eligible for appointment to the post of Stenographer (Second Grade) a candidate shall have attained the age of 18 years and shall not be more than 25 years of age on the first day of the month immediately following the month in which a period of ninety days from the date of the first publication of the advertisement for

the post by the Board, expires.

(2) To be eligible for the appointment to the posts of steno typists a candidate shall have attained the age of 18 years and shall not be more than 28 years of age on the first day of the month immediately following the month in which a period of ninety days from the date of the first publication of the advertisement for the post by the Board expires.

(3) To be eligible for the appointment to the post of a typist a candidate shall have attained the age of 18 years and shall not be 28 years of age on the first day of the month immediately following the month in which a period of ninety days from the date of the first publication of the advertisement for the post by the Board expires.

(4) Notwithstanding anything contained in sub-rules (1), (2) and (3) the upper age limit specified in the said sub-rules, in the case of candidates belonging to Scheduled Castes and Scheduled Tribes shall be relaxed by not more than 5 years.

**8. Qualifications of candidate regarding nationality :-**

A candidate applying for the posts specified in rule 3, shall be;

(a) a citizen of India: or

(b) a subject of Sikkim; or

(c) a subject of Nepal; or

(d) a subject of Bhutan; or

(e) a Tibetan refugee who come over to India before the 1st January, 1962 with the intention of permanently settling in India; or

(f) a person of Indian origin who has migrated from Pakistan, Bangladesh, Burma, Ceylon or East African countries of Kenya, Uganda and the United Republic of Tanzania (Formerly Tanganyika Zanzibar) with the intention of permanently settling in India:

Provided that a candidate belonging to categories specified in clauses (c), (d), (e) or (f) shall 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 an examination or interview conducted by the Board and he may provisionally be

appointed if selected subject, to the requisite certificate being given to him by the State Government,

**9. Qualifications of candidate regarding education :-**

(1) A candidate applying for the post of English Stenographers (Second Grade) Stenotypists and Typists shall have passed the Secondary School Certificate Examination or an equivalent examination recognised by the State Government.

(2) A candidate for the post of Gujarati Stenographers (Second Grade) steno-typists and Typists shall have appeared at the Secondary School Certificate Examination or an equivalent examination recognised by the State Government as equivalent to it.

**10. Syllabus of examination :-**

The examination shall comprise of papers specified in the Appendix A and the Syllabus for each paper shall be as specified therein.

**11. Medium of examination :-**

(1) The Medium of examination for candidates for the posts of English Stenographers Steno-typists and typists shall be English.

(2) The medium of examination for candidates for the posts of Gujarati Stenographers, steno-typists and typists shall be Gujarati.

**12. Standards for passing examination :-**

The qualifying standard for passing the examination shall be 50 percent marks in typewriting and 60 percent marks in shorthand. For the remaining subject and viva voce qualifying standard shall be 40 per cent.

**13. Fees for examination :-**

(A) candidate applying for appearing at an examination for English or Gujarati Stenographers (Second Grade) and steno-typists shall be required to pay fee of rupees ten alongwith his application and a candidate applying for appearing at an examination for Typists shall be required to pay fee of rupees five alongwith his application.

(2) A candidate belonging to the Scheduled Castes, or Scheduled Tribes and applying for appearing at the examination for any of the said posts shall be required to pay fee of rupees two and fifty paise alongwith his application.

**14. Publication of results :-**

The Board shall publish the results of the examination on the notice Board of the Board's office arranging the names of candidates who qualify for the posts concerned in serial order according to the total number of marks obtained by each candidate.

**15. Board to recommend names of selected candidates :-**

The Board shall recommend to the District Development Officer in the order of preference the names of such candidates selected for the aforesaid categories of posts as may be equal to the number of vacancies as indicated in the requisition together with such particulars as the State Government may, by general or special order direct.

**16. Success at examination not to confer right :-**

Success in an examination shall not, by itself confer any right to appointment and it shall be open to the Board to pass over a candidate if, after such enquiries as are considered necessary or on District Development Officer's report, it is satisfied that the candidate is not suitable for public service.

**17. Selected candidate to be on probation :-**

Appointments shall be made as and when vacancies occur and such appointment shall be made to temporary posts in the first instances. All appointments shall be on probation according to recruitment rules for the respective posts.

**18. Number of chances available to candidates :-**

(1) No candidate shall be allowed more than five chances for appearing at the examination.

Provided that a candidate belonging to a Scheduled Tribe and Scheduled Castes shall be allowed two additional in all seven, chances for appearing at the examination, if he is otherwise eligible.

(2) A candidate shall be eligible to compete for only one of the said posts at any examination in the same year.

**19. Medical test for qualified candidates :-**

Candidates qualified for appointment shall be required to go through medical test according to rules so as to be eligible for appointment.

**20. Selected candidate to appear for Language examination**

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The Selected candidate shall be required to pass the examination in Hindi or Gujarati or both in accordance with the rules prescribed by Government in that behalf from time to time,

**21. Board to regulate appointment of examiners, supervisors etc. :-**

Subject to Government orders, the Board shall regulate all matters regarding appointment of examiner's superuisors, and remuneration payable to them and the conduct of the examination.