



सत्यमेव जयते

# The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LXIII ] THURSDAY, SEPTEMBER 1, 2022 / BHADRA 10, 1944

Separate paging is given to this part in order that it may be filed as a Separate Compilation.

PART I-A

CENTRAL SECTION

**Orders and Notifications (Other than those published in Part IV-B)  
under the Gujarat Local Boards, Village Panchayats, Municipal  
Boroughs, District Municipal, Primary Education and Local Fund Audit Acts.**

PANCHAYATS, RURAL HOUSING AND RURAL DEVELOPMENT DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 23<sup>rd</sup> August, 2022.

**GUJARAT PANCHAYATS ACT, 1993.**

**No.KP/40 of 2022/KTP/102021/1004/KH:-**In exercise of the powers conferred by sub-section (5) of section 227 read with section 274 of the Gujarat Panchayats Act, 1993 (Guj. 18 of 1993) and in supersession of all the rules made in this behalf, the Government of Gujarat hereby makes the following rules, to provided for regulation the conditions of service of persons appointed to the post specified in Appendix A and Appendix B, in so far as they relate to the passing of the departmental examination, namely :-

**1. Short title, commencement and extent-**

- (1) These rules may be called the Gujarat Panchayat Services (Class-III), Departmental Examination Rules, 2022.
- (2) They shall come into force from the date of their publication in *Official Gazette*.
- (3) Notwithstanding anything contained in any other rules, these rules shall apply to the employees of Panchayat Service (Class III) of the posts specified in the Appendix A and Appendix B.

**2. Definitions -**

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) "Board" means Gujarat Panchayat Service Selection Board;
- (d) "Examination" means the higher level departmental examination or as the case may be lower level department examination prescribed under these rules;
- (e) "Government" means the Government of Gujarat;
- (f) "Higher level departmental examination" means an examination specified in Part-II of Appendix C;

- (g) "Lower level departmental examination" means an examination specified in Part-I of Appendix C;
- (h) "Specified Chances" means the number of chances specified in these rules within which a person is required to pass the examination.

**3. Requirement to pass the examination**

- (1) The person appointed to the post specified in Part-I of Appendix A shall be required to pass the Lower Level Departmental Examination to be eligible for promotion to the respective post specified in Part-II of Appendix A
- (2) The person appointed to the post specified in Part-I of Appendix B shall be required to pass the Higher Level Departmental Examination to be eligible for promotion to the respective post specified in Part-II of Appendix B.

**4. Eligibility to appear in the examination-**

- (1) No person shall be eligible to appear in the examination unless he has completed two years' of continuous service after his appointment on the post of Part-I of Appendix A and Appendix B.
- (2) No person shall be eligible to appear in the examination unless he has passed the post- training examination to existing post or he has been exempted from passing post-training examination by the Competent authority, if any.

**5. Specified chances for passing the examination-**

- (1) To be eligible for promotion to the post specified in Part-II of Appendix A and B, a person shall be required to pass examination within three chances from the date of his completing two years' of continuous service after his appointment on the post specified in Part-I of Appendix A and B:

Provided that a person belonging to the Scheduled Casts or Scheduled Tribes may be given one additional chance which shall have to be availed of within a period of one year from the date of declaration of the result of the examination of his third chance.

- (2) If a person fails to pass the examination referred to in these rules within the specified chances, he shall, notwithstanding such failure, be eligible to appear at any time in the examination on payment of an examination fee as may be determined by the Government from time to time and if he passes the said examination, he shall be eligible for promotion:

Provided that a person shall not be entitled to claim seniority over those persons who have passed the examination earlier than him and also have been promoted to the post specified in Part-II of Appendix A and B under these rules before he became eligible for such promotion on passing the examination.

**6. Syllabus and scheme of examination-**

- (1) The syllabus for Lower level departmental examination shall be such as specified in Part-I of Appendix C.
- (2) The syllabus for Higher level departmental examination shall be such as specified in Part-II of Appendix C.
- (3) Lower level and higher level departmental examination shall consist of four papers each of 100 (one hundred) marks. The examination shall consist of multiple choice questions except paper I which shall be descriptive.
- (4) The candidate shall be allowed to answer the entire subjects of papers II to IV with the help of books. Whereas, paper I shall be answered without books.

**Explanation:** "With Books" means original book of the subjects approved by the Government or the Board which includes bare Acts and/or rules without any commentaries or case laws and includes manuals issued under the Act published or approved by the Government.

- 7. Medium of examination -** The medium of examination shall be Gujarati or English as per instructions given in the question paper.

**8. Holding of examination -**

- (1) The Board shall hold the examination once in a year.
- (2) The Board shall communicate the tentative programme of the examination to all the District Development Officers at least ninety days prior to the date of examination.
- (3) A person who desires to appear in the examination shall be required to send his application in the form as specified in Appendix-D to the Board through the concerned District Development Officer in which district the person is serving for enlisting his name as a candidate for such examination at least sixty days prior to the date of examination;
- (4) The District Development Officer in which district the person is serving shall scrutinize his application with regard to his eligibility for appearing in the examination and forward the same to the Board with the certificate of eligibility as specified in Appendix D to appear at the examination.
- (5) If the applicant subsequently decides not to appear at the examination, he shall give intimation thereof to the Board through concerned District Development Officer at least thirty days before the date of commencement of the examination.

- (6) If any person fails to appear in the examination after having enlisted his name as a candidate without giving intimation referred in sub-rule (5), he shall be deemed to have lost one chance to pass the examination:

Provided that the concerned District Development Officer may condone the failure on the part of the person to give intimation referred to in sub-rule (5) and the consequences arising therefrom, if it is satisfied that the person has failed to give intimation within time for reasons beyond his control.

- (7) The Board shall admit the candidate to the examination on the strength of the certificate issued by the concerned District Development Officer that he is eligible to appear in the examination.
- (8) The place, date and time for holding the examination shall be communicated by the Board directly to the District Development Officer and the same shall be communicated to the candidates by the District Development Officer.

**9. Standard for passing the examination-**

- (1) The standard for passing the examination shall be fifty percent (50%) of the total marks assigned to each paper.
- (2) An unsuccessful candidate who secures sixty percent (60%) or more marks in any one or more papers shall be exempted from appearing in those papers in the subsequent examination.

**10. Result of the examination.-**

The Board shall publish the result of the examination in the *official Gazette* and its website and also communicate the same to Secretary to the Government of Gujarat, the Panchayats, Rural Housing and Rural Development Department and the concerned District Development Officer. The District Development Officer shall intimate the results to the candidates.

**11. Incentives-**

The candidate who secures eighty percent (80%) or more aggregate marks in the examination in first chance shall be paid such cash amount as an incentive as determined by the Government from time to time.

**12. Prohibition to use certain devices in the examination hall-**

No candidate shall be allowed to carry with him any electronic communication devices like cellular phone, calculator, pager, i-pad etc. in the examination hall.

**Appendix A**

(see rule 3 (1))

Sr.	Post	Promotion Post
	Part - I	Part - II
1.	Female Health Worker, Class III	Female Health Supervisor , Class III
2.	Multi-Purpose Health Worker(Male),Class III	Multi-Purpose Health Supervisor ,Class III
3.	Junior Clerk (Administrative), Class III	Senior Clerk (Administrative), Class III
4.	Junior Clerk (Accounts ), Class III	Senior Clerk (Accounts), Class III

**Appendix B**

(see rule 3 (2))

Sr.	Post	Promotion Post
	Part - I	Part - II
1.	Statistical Assistant, Class III	Research Assistant, Class III
2.	Social Welfare Inspector (Junior Grade), Class III	Social Welfare Inspector (Senior Grade), Class III
3.	Senior Clerk (Accounts), Class III	Deputy Accountant, Class III

**Appendix C***(see rule 6 (1)(2))***Part-I (Lower level Departmental Examination)****Paper-I Gujarati- English Language Marks:100, Duration: 2 hours, without Books, Descriptive.**

- (1) Translation from English to Gujarati and from Gujarati to English.
- (2) Noting writing.
- (3) Report writing.
- (4) Summary of Gujarati Paragraph.
- (5) Gujarati and English Grammar.

**Paper-II Office Procedure: Marks: 100, Duration:2 hours, With Books, MCQs.**

- (1) The Gujarat Panchayat Services Classification and Recruitment (General), Rules, 1998.
- (2) The Gujarat Panchayat Services (Discipline and Appeal) Rules, 1997.
- (3) The Panchayat Services (Conduct) Rules, 1998.
- (4) The Gujarat Panchayats Act, 1993.
- (5) Manual of Office procedure for Non-Secretariat Offices.

**Paper-III Financial matters: Marks:100, Duration: 2 hours, With Books, MCQs.**

- (1) Gujarat Budget manual (Both volumes except Chapter VII of Volume I and Appendix-D).
- (2) The Bombay Contingent Expenditure Rules, 1959, whole book except chapter XII, XXI, XXV (ii, v, vii, viii, ix, xi, xii, xiii), XXVI (ii, iii, iv), XXVIII, XXIX, XXXI, XXXII, and XXXIII.
- (3) The Gujarat Civil Services Rules, 2002 (volume 1 to 8).
- (4) The Gujarat Financial Rules, 1971 (whole book except rules 46,47,56,62,63,64,76,82,83,84,85, 97,141, 158 to 182 and all appendices except 4,13,14,15,21 and 24).
- (5) Delegation of Financial Power Rules, 1998.

**Paper-IV Constitution of India and Service Matters: Marks:100, Duration:2 hours, with Books, MCQs.**

- (1) Constitution of India.
- (2) Current year booklet of development report published by the General Administration Department.
- (3) Panchayati Raj:
  - (a) Background and History of Panchayati Raj; and
  - (b) Panchayati Raj in Gujarat.
- (4) The Gujarat State Disaster Management Act,2003; and The Gujarat State Disaster Management Policy, 2002.
- (5) Mahatma Gandhi National Rural Employment Guarantee Act, 2005 and the operational guidelines under it, 2013 (4<sup>th</sup> edition).

**Part-II (Higher level Departmental Examination)****Paper- I Gujarati- English Language Marks:100, Duration: 3 hours, without Books, Descriptive.**

- (1) Noting and Drafting (English and Gujarati).
- (2) Essay in English and Gujarati.
- (3) High Court matters- preparation parawise remarks and drafting of speaking orders.
- (4) Government Correspondence-Different types of letters and difference between them.
- (5) Letter writing (Government, semi Government, circular, Government Resolution, Order, notification)
- (6) Administrative Vocabulary- Gujarati and English

**Paper-II Office Procedure: Marks:100, Duration:3 hours, with Books, MCQs.**

- (1) The Gujarat Panchayat Services Classification and Recruitment(General) Rules, 1998.
- (2) The Gujarat Panchayat Services (Discipline and Appeal) Rules, 1997.
- (3) The Panchayat Services (Conduct) Rules, 1998.
- (4) Performance Appraisal Report and Guidelines.
- (5) The Gujarat Civil Services (Conduct) Rules, 1971 and The Gujarat Civil Services Rules (Discipline and Appeal) Rules, 1971.
- (6) The Prevention of Corruption Act, 1988.
- (7) The Gujarat (Right of Citizens to Public Services) Act, 2013 (RCPS Act) and The Gujarat (Right of Citizens to Public Service) Rules, 2014.
- (8) The Right to Information Act, 2005 and Gujarat Right to Information Rules, 2010.

**Paper-III Financial matters: Marks: 100, Duration: 3 hours, with Books, MCQs.**

- (1) The Gujarat Civil Services Rules, (GCSR), 2002 (volume 1 to 8).
- (2) Gujarat Budget manual (Part-I and II).
- (3) The Gujarat Financial Rules, 1971.
- (4) Delegation of Financial Powers Rules, 1998.
- (5) Purchase Policy of the Government of Gujarat.
- (6) The Gujarat Treasury Rules, 2000.
- (7) Existing higher pay scale scheme.

**Paper-IV Constitution of India and Other Laws/Schemes: Marks: 100, Duration:3 hours, with Books, MCQs.**

- (1) Constitution of India with reference to;
  - (a) Article 309;
  - (b) Provision of Panchayats and Municipalities with focus on Amendment 73 and 74;
  - (c) Election Commission;
  - (d) Finance Commission;
  - (e) Concurrent list and State list; and
  - (f) Supreme Court and High Courts.
- (2) Current year booklet of development report published by the General Administration Department.
- (3) Rural Development and Panchayat.
  - (a) E-Gram Vishav Gram project,
  - (b) Schemes of Panchayat.
- (4) The Gujarat State Disaster Management Act, 2003 and The Gujarat State Disaster Management Policy, 2002.
- (5) Mahatma Gandhi National Rural Employment Guarantee Act, 2005 and the operational guidelines under it, 2013 (4th edition).
- (6) The Gujarat Co-operative Societies Act, 1961.
- (7) Organization and structure of machinery of Government.

**APPENDIX D***(see Rule 8)***Form of Application**

Application for appearing at the Panchayat Service Departmental Examination for the promotion to the post of \_\_\_\_\_ to be held by the Gujarat Panchayat Service Selection Board in \_\_\_\_\_ 20 \_\_\_\_ .

1. Applicant's name in full :  
(Surname first) in English and Gujarati.
2. Designation. :  
(In English and Gujarati),
3. (1) Name of the District Panchayat to which he belongs. :  
(2) Name of the Office where he is working at present. :
4. Birth date and age at the time of the examination. :
5. Date of appointment and total years of service. :
6. Whether the applicant has appeared at the examination :  
previously ? If so.  
(a) Month and year of examination at which he appeared. :  
(b) Whether any exemption is earned ? :  
If so details of marks month and year of examination  
and subject should be given.  
(c) Whether he intends to avail of exemption earned :  
(yes or no) (The choice will be treated as final and  
no change will be allowed).
7. Authority or the Rules under which the applicant has to :  
appear for the examination.
8. Number of chances and time limit within which the :  
applicant is required to pass the examination  
(date of eligibility and expiry of the period for  
appearing at the examination should be mentioned).
9. Number of chances exhausted. :
10. Whether additional (Special) chances have been granted ? :  
Number and date of order under which  
the additional special chances have been granted to him  
should be specified and a copy thereof should be attached.
11. If necessary, whether fee is paid ? :  
If yes, furnish the details of challan and date

12. Purpose of passing the examination: \_\_\_\_\_ :

(e. g. confirmation retention in government service, promotion etc.)

13. Whether the applicant is eligible to appear at the \_\_\_\_\_ :

examination according to rules of the Departmental Examination.

14. Remarks, if any. \_\_\_\_\_ :

Place:

Date:

(Signature of the Applicant)

### Certificate of Eligibility

Certified that -

(1) The above particulars are verified and found correct.

Shri/Smt/Kumari..... is eligible to appear at the Lower /\*Higher Level departmental examination for promotion to the post of..... to be held in .....20.....

(2) \*Necessary fee is paid; copy of challan is attached herewith

(3) \*Candidate is granted additional chance, a copy of the order is attached.

Place :

Signature :

Date :

Name :

District:

Designation :

\*Strike out whichever is not applicable.

District Development Officer.

.....District.

By order and in the name of the Governor of Gujarat,

**NARENDRA VAGHELA,**  
Deputy Secretary to Government.

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