

ઉચ્ચ શિક્ષણ કમિશનરશ્રીની કચેરીના તારીખ ૨૦/૦૯/૨૦૨૫ના પત્ર ક્રમાંક કવટ/isc3/વર્ગ-૩/NOC/૨૦૪૧૬-૧૮ના અન્વયે તારીખ ૩૦/૧૦/૨૦૨૫ ની સંદેશ/દિવ્ય ની જાહેરાત સંદર્ભે હેડ-ક્લાર્ક વર્ગ - ૩ ની ૧ જગ્યા બિન અનામત (OPEN) ની જગ્યા ભરવા માટેની ભાગ-૧ ની પ્રાથમિક લેખિત પરીક્ષા તારીખ: ૨૫/૦૧/૨૦૨૬ ને રવિવારના રોજ પરીક્ષા આપનાર ઉમેદવારોને શરતી પ્રવેશ આપવામાં આવેલ છે. ત્યારબાદ મુખ્ય લેખિત પરીક્ષા માટે ઉમેદવારોની શૈક્ષણિક લાયકાત, વય મર્યાદા માટેના જરૂરી પ્રમાણપત્રોની ખરાઈ જો સંતોષકારક નહીં હોય તો તેવા ઉમેદવારોને ભાગ - ૧ ની પરીક્ષા ની પસંદગી યાદીમાં હોવા છતાં બીજા તબક્કાની લેખિત મુખ્ય પરીક્ષા ભાગ-૨ માં તેમની ઉમેદવારી રદ કરવામાં આવશે.

કોમ્પ્યુટરની જાણકારી:

ઉમેદવાર રાજ્ય સરકારના સામાન્ય વહીવટી વિભાગના તારીખ ૧૩/૦૮/૨૦૦૮ તેમજ તારીખ ૧૮/૦૩/૨૦૧૬ ના ઠરાવ ક્રમાંક સીઆરઆર/૧૦/૨૦૦૭/૧૨૦૩૨૦/ગ.પ થી નક્કી કરેલા અભ્યાસક્રમ મુજબ કોમ્પ્યુટર અંગેનું બેઝિક નોલેજ ધરાવતા હોવા અંગેનું, કોઈપણ તાલીમ ની સંસ્થાનું પ્રમાણપત્ર/માર્કશીટ ધરાવતા હોવા જોઈશે અથવા સરકાર માન્ય યુનિવર્સિટી અથવા સંસ્થામાં કોમ્પ્યુટર જ્ઞાન અંગેના કોઈપણ ડિપ્લોમા/ડિગ્રી કે સર્ટીફિકેટ/કોર્સ કરેલા હોય તેવા પ્રમાણપત્રો અથવા ડિગ્રી કે ડિપ્લોમા અભ્યાસક્રમમાં કોમ્પ્યુટર એક વિષય તરીકે હોય તેવા પ્રમાણપત્રો અથવા ધોરણ ૧૦ અથવા ધોરણ ૧૨ની પરીક્ષા કોમ્પ્યુટરના વિષય સાથે પાસ કરેલી હોય તેવા પ્રમાણપત્રો ધરાવતા હોવા જોઈશે. જોકે આ તબક્કે આવું પ્રમાણપત્ર ન ધરાવતા ઉમેદવારો પણ અરજી કરી શકશે પરંતુ આવા ઉમેદવારોએ નિમણૂક સત્તાધિકારી સમક્ષ કોમ્પ્યુટરના બેઝિક નોલેજ ની પરીક્ષા પાસ કર્યા નું આવું પ્રમાણપત્ર નિમણૂક મેળવતા પહેલા અચૂક રજૂ કરવાનું રહેશે અન્યથા નિમણૂક મેળવવાને પાત્ર થશે નહીં તેમજ નિમણૂક સત્તાધિકારી આવા કિસ્સામાં ઉમેદવારોની પસંદગી "રદ" કરશે.

સ્થળ:- મહેસાણા





આચાર્ય
શ્રી વી.આર. પટેલ કોલેજ ઓફ કોમર્સ
મહેસાણા

તારીખ: ૨૫/૦૧/૨૦૨૬ની હેડ-ક્લાર્ક વર્ગ - ૩ ની પ્રાથમિક
લેખિત પરીક્ષા અંગેની કોલેજ કેમ્પસમાં પ્રવેશવા અંગેની સૂચના:

૧. દરેક ઉમેદવારે કોલેજ કેમ્પસમાં પ્રવેશ મેળવવા પોતાનો કોલલેટર અને પ્રવેશ પત્ર સાથે લાવવો ફરજિયાત છે.
૨. પરીક્ષામાં બેસનાર દરેક ઉમેદવારે કેમ્પસમાં પ્રવેશના સમયે ઓળખ માટે ઇલેક્શન કાર્ડ, ડ્રાઇવિંગ લાયસન્સ, પાનકાર્ડ, આધાર કાર્ડ જેવા આધારો પૈકી કોઈપણ એક અસલ આધાર પોતાની સાથે ફરજિયાતપણે લાવવાનું રહેશે.
૩. ઉમેદવાર ને પરીક્ષા સમયે બિનજરૂરી સામાન જેવા કે થેલા, બેગ, પર્સ, પુસ્તકો, મોબાઈલ, ટેબલેટ વગેરે લઈને પરીક્ષા કેન્દ્રમાં પ્રવેશ મળશે નહીં. આવો સામાન ઉમેદવારે પોતાની જવાબદારી પર કેન્દ્રની બહાર મુકવાનો રહેશે. આ પ્રકારનો સાથે લાવેલ કોઈપણ સામાન ખોવાશે તો તેની સંપૂર્ણ જવાબદારી છે તે ઉમેદવારને પોતાની રહેશે.

સ્થળ:- મહેસાણા




શ્રી વી.આર. પટેલ કોલેજ ઓફ કોમર્સ
મહેસાણા

ઉચ્ચ શિક્ષણ કમિશનરશ્રીના તારીખ:૨૦/૦૯/૨૦૨૫ના પત્ર ક્રમાંક કવટ/isc3/વર્ગ-૩/NOC/૨૦૪૧૬-૧૮ અન્વયે હેડ-ક્લાર્ક વર્ગ-૩ બિન અનામત (OPEN) ની NOC સંદર્ભે ભાગ-૧ ની લેખિત પ્રાથમિક પરીક્ષા ૬૦ મિનિટની ૧૦૦ માર્ક્સની MCQ પદ્ધતિથી લેવામાં આવશે.

હેડ-ક્લાર્ક વર્ગ-૩ ભાગ-૧ પ્રિલિમિનરી પરીક્ષા માટેનું માળખું

સમય ૬૦ મિનિટ

ક્રમ નં.	વિષય	ગુણ
૧.	તાર્કિક ક્ષમતા (Reasoning)	૪૦ ગુણ
૨.	પરિમાણાત્મક અભિરુચિ (Quantitative Aptitude)	૩૦ ગુણ
૩.	અંગ્રેજી (English)	૧૫ ગુણ
૪.	ગુજરાતી (Gujarati)	૧૫ ગુણ
	કુલ	૧૦૦

નોંધ - પરીક્ષાનું ભાષાનું માધ્યમ ક્રમ નંબર ૩ માટે અંગ્રેજીમાં રહેશે અને ક્રમ નંબર ૧,૨ અને ૪ માટેનું ભાષાનું માધ્યમ ગુજરાતી રહેશે.

સુચનાઓ :-

૧. પ્રાથમિક પરીક્ષા ૧૦૦ પ્રશ્નોના પ્રશ્ન દીઠ ૧ ગુણ લેખે કુલ ૧૦૦ ગુણની રહેશે.
૨. પરીક્ષા નો સમય ૬૦ મિનિટનો રહેશે.
૩. હેતુલક્ષી પ્રશ્નોમાં બહુ વિકલ્પ વાળા પ્રશ્નો પૂછવામાં આવશે.
૪. દરેક પ્રશ્ન ૧ માર્ક નો રહેશે.
૫. પરીક્ષાર્થી એ દરેક પ્રશ્નો ઉકેલવા પ્રયાસ કરવો.
૬. પ્રશ્નોના પ્રત્યેક ખોટા જવાબ દીઠ ૦.૨૫ નકારાત્મક ગુણ રહેશે.
૭. દરેક પ્રશ્નમાં પ્રયાસ ન કરવાનો એક વિકલ્પ "E" હશે જો ઉમેદવાર જવાબ આપવાનો ઈરાદો ન ધરાવતો હોય તો તે વિકલ્પ "E" પસંદ કરી શકે છે જો ઉમેદવાર વિકલ્પ પસંદ કરે તો નકારાત્મક ગુણ આપવામાં આવશે નહીં.

ભાગ-૧ની લેખિત પ્રાથમિક પરીક્ષામાં ઉત્તીર્ણ થનાર પ્રથમ ૦૭ (સાત) ઉમેદવારોને "ગુજરાત ગૌણ સેવા પસંદગી મંડળ, ગાંધીનગર" ના પ્રસ્થાપિત નિયમો મુજબ મુખ્ય પરીક્ષા હેડ-ક્લાર્ક માટે ૩૫૦ ગુણની વર્ણાત્મક પ્રકારની લેવામાં આવશે, જેની જાણ પછીથી કરવામાં આવશે.

વધુ માહિતી માટે ઉમેદવારોએ સમયાંતરે કોલેજની વેબસાઈટ www.masc.org.in જોતા રહેવા જણાવવામાં આવે છે.



(Signature)
શ્રી વી.આર. પટેલ કોલેજ ઓફ કોમર્સ
મહેસાણા

સરદાર વિદ્યાભવન ટ્રસ્ટ મહેસાણા સંચાલિત
મ્યુનિસિપલ આર્ટ્સ એન્ડ અર્બન બેન્ક સાયન્સ કોલેજ, મહેસાણા.

હેડ-ક્લાર્ક વર્ગ - ૩ ની બિન અનામત (OPEN) જગ્યા માટેની

પ્રાથમિક પરીક્ષા ની તારીખ માટેની નોટિસ

પ્રાથમિક પરીક્ષા ભાગ-૧ ની લેખિત પરીક્ષા

તારીખ : ૨૫/૦૧/૨૦૨૬, રવિવાર

પરીક્ષા સમય : બપોરે ૧૦:૦૦ થી ૧૧:૦૦

પરીક્ષાનું સ્થળ:


મ્યુનિસિપલ આર્ટ્સ એન્ડ અર્બન બેન્ક સાયન્સ કોલેજ, મહેસાણા.

અવની સીડ્સ વિદ્યા સંકુલ

નાગલપુર કોસ રોડ, હાઈવે, મહેસાણા-૨,

તા. જી. મહેસાણા - ૩૮૪૦૦૨.




શ્રી વી.આર. પટેલ કોલેજ ઓફ કોમર્સ
મહેસાણા

હેડ-ક્લાર્ક વર્ગ - ૩ ની ૧ જગ્યા બિન અનામત (OPEN) માટેની

પ્રાથમિક લેખિત પરીક્ષા ની સૂચનાઓ

પરીક્ષાની તારીખ: ૨૫/૦૧/૨૦૨૬ વાર: રવિવાર સમય: બપોરે ૧૦:૦૦ થી ૧૧:૦૦

૧. પરીક્ષા માટે ઉમેદવારે સ્વખર્ચે આવવાનું રહેશે.
૨. નિયત સમયના એક કલાક પહેલા જણાવેલ સ્થળે હાજર રહી નિયત પત્રકમાં સહી કરવાની રહેશે.
૩. ગુજરાત સરકાર અને યુનિવર્સિટીના ધારા ધોરણ મુજબ તેમજ ઉચ્ચ શિક્ષણ કમિશનરશ્રીની કચેરીના તારીખ:૨૦/૦૯/૨૦૨૫ના પત્ર ક્રમાંક કવટ/isc3/વર્ગ-૩/NOC/૨૦૪૧૬-૧૮ ની શરતોને આધીન રહેશે
૪. પરીક્ષા દરમિયાન કોઈપણ પ્રકારની ગેરરીતી ધ્યાનમાં આવશે તો તે ઉમેદવારને સંપૂર્ણ ગેરલાયક ઠરાવવામાં આવશે.
૫. પરીક્ષા દરમિયાન કોઈપણ પ્રકારના ઇલેક્ટ્રીક ઉપકરણો કે મોબાઈલ નો ઉપયોગ કરવો નહીં અને પરીક્ષા ખંડમાં સાથે રાખવા પણ નહીં.
૬. દરેક ઉમેદવારે ફોટો આઈ.ડી. સાથે લાવવું ફરજિયાત છે અન્યથા પરીક્ષા ખંડમાં દાખલ થવા દેવામાં આવશે નહીં.
૭. ઉમેદવારે માત્ર બ્લેક અથવા બ્લુ બોલપેન નો ઉપયોગ કરવાનો રહેશે. અન્ય કોઈ પણ પ્રકારની પેન કે પેન્સિલ નો ઉપયોગ O.M.R. શીટમાં કરવો નહીં.
૮. આ લેખિત પરીક્ષાનું માળખું અને અભ્યાસક્રમ ગુજરાત ગૌણ સેવા પસંદગી મંડળ ગાંધીનગર ના પ્રસ્થાપિત નિયમ મુજબ રહેશે.
૯. ભાગ - ૧ ની પ્રાથમિક પરીક્ષા MCQ પ્રકારના પ્રશ્નોની રહેશે જેમાં ૧૦૦ પ્રશ્નોના પ્રશ્ન દીઠ ૧ (એક) ગુણ લેખે કુલ ૧૦૦ ગુણની રહેશે.
૧૦. પરીક્ષા નો સમય ૬૦ મિનિટનો રહેશે.
૧૧. ઉમેદવારે બધા પ્રશ્નોના જવાબ આપવાના રહેશે.
૧૨. ખોટા જવાબ દીઠ, છેક છાકવાળા જવાબ દીઠ કે એક કરતાં વધુ વિકલ્પ પસંદ કરેલા જવાબ દીઠ મેળવેલ ગુણમાંથી ૦.૨૫ ગુણ કમી કરવામાં આવશે એટલે કે નેગેટિવ માર્કિંગ પદ્ધતિ લાગુ પડશે.
૧૩. દરેક પ્રશ્નના જવાબોમાં એક વિકલ્પ "E" - "Not Attempted" વિકલ્પ પસંદ કરવાના કિસ્સામાં નેગેટિવ માર્કિંગ લાગુ પડશે નહીં.
૧૪. પ્રશ્નોના આપેલા બધા વિકલ્પોમાંથી કોઈપણ વિકલ્પ પસંદ નહીં કરવામાં આવે તો મેળવેલ ગુણમાંથી ૦.૨૫ ગુણ કમી (નેગેટિવ માર્કિંગ) કરવામાં આવશે.
૧૫. ભાગ-૧ ને લેખિત પ્રાથમિક પરીક્ષામાં ઉત્તીર્ણ થનાર પ્રથમ ૭ (સાત) ઉમેદવારોને ગુજરાત ગૌણ સેવા પસંદગી મંડળ ગાંધીનગર ના પ્રસ્થાપિત નિયમો મુજબ મુખ્ય લેખિત પરીક્ષા માટે બોલાવવામાં આવશે જેની જાણ પછીથી કરવામાં આવશે.




શ્રી વી.આર. પટેલ કોલેજ ઓફ કોમર્સ
મહેસાણા

NOTIFICATION
General Administration Department,
Sachivalaya, Gandhinagar.
Dated the 18th May,2023.

Constitution
of India.

No. GS/2023/15/0125/K: - In exercise of the powers conferred by the proviso to article 309 of the Constitution of India the Governor of Gujarat hereby makes the following rules for regulating the method of combined competitive examination to the posts of Class III(Group-A, and Group-B)in the subordinate services of the State Government, namely:-

1. Short title, commencement and application.-

- (1) These rules may be called the Gujarat Subordinate Services, Class III(Group-A and Group-B)(Combined Competitive Examination) Rules, 2023.
- (2) They shall come into force on the date of their publication in the *Official Gazette*.
- (3) They shall apply to the posts of Gujarat Subordinate Services, Class III, as specified in Appendix-A.

2. Definitions. - In these rules, unless the context otherwise requires,-

- (a) "Appendix" means the Appendix appended to these rules;
- (b) "Board" means the Gujarat Subordinate Services Selection Board, Gandhinagar or such other institutions/Committee/Board specified by the Government;

- (c) "examination" means the Combined Competitive Examination for direct recruitment to the posts specified in Appendix-A which shall include Preliminary Examination(for Group-A and Group-B) (MCQs), Main Examination(Descriptive Test for Group-A and MCQs for Group-B);
- (d) "Government" means the Government of Gujarat;
- (e) "Heads of Departments or Offices" means the Heads of Departments or Offices of the State Government other than those mentioned in Appendix-B;
- (f) "relevant recruitment rules" means the recruitment rules prescribed by the Government for the posts specified in Appendix-A.

3. Procedure for preparing requisitions.-

- (1) Every year all the offices other than those mentioned in Appendix-B shall send the requisition indicating their requirements of persons for appointment to the posts of Class III specified in Appendix-A to their respective Secretariat Departments in the *proforma* as specified in Appendix-C in the manner as may be specified by the Government or the Board.
- (2) The respective Secretariat Department shall, then send a consolidated requisition to the Board for all the offices under their administrative control indicating their total requirements for appointments to the post of Class III specified in Appendix-A in the *proforma* as specified in Appendix-D or in the manner as may be specified by the Government or the Board.

- (3) The General Administration Department shall send a requisition for the requirement of persons for appointment to the post of Office Assistant specified in Appendix-A, in the *proforma* as specified in Appendix-E, or in the manner as may be specified by the Government or the Board.
- (4) Each District Collector shall send the requisition indicating their requirements of persons for appointment to the post of Junior Clerk under the Office of District Collector to the Revenue Department as specified in Appendix-A. The Revenue Department shall then send a consolidated Requisition to the Board in the *proforma* as specified in Appendix-E or in the manner as may be specified by the Government or the Board.

4. Holding of examination.-

The Board, on receiving the requisition from the Government, shall hold a Combined Competitive Examination for the selection of candidates for recruitment to the posts specified in Appendix-A.

5. Conduct and regulation of examination.-

The Board shall regulate all matters relating to the appointment of examiners, supervisors, and related staff, remuneration payable to them and conduct of examination in accordance with the procedure adopted by it and in conformity with the orders, if any, issued by the Government on that behalf.

6. **Mode of examination. -**

(1) The examination shall be held in two successive stages, namely:-

(a) The Preliminary Examination:

(i) The Preliminary Examination shall be conducted for selection of candidates for the posts mentioned in Appendix- A.

(ii) A separate merit list shall be prepared for Group-A and Group-B for the Main Examination.

(b) Main Examination:

(i) Separate Main Examination for final Selection of candidates for the Scheduled Posts in two different groups, namely:-

(1) **Group-A :** (Descriptive test for Group-A)
A) For the post of Junior Clerk under the Office of District Collector, Secretariat Office Assistant, Senior Clerk, and Head Clerk.

(2) **Group-B :** (MCQs test for Group-B)
For the Post of Junior Clerk other than those under the Office of District Collector.

(2) The Preliminary Examination and the Main Examination shall be held in such manner as specified in the Appendix- F and G, respectively.

(3) The Number of candidates called for the main Examination, subject to availability, shall be seven

times the number of vacancies in Group-A and Group-B so advertised.

7. Scheme and Syllabus.-

The Board shall determine the details of the syllabus for each paper (except Appendix-H) specified in the Appendix- F and G, respectively.

8. Medium of examination.-

The medium of the Preliminary Examination and Main Examination shall be Gujarati or English as per instructions given in the question papers.

9. Place of examination.-

- (1) The date, time and place of the examination shall be decided by the Board.
- (2) The candidate shall be required to attend all the stages of the examination at his own expense on the dates, time and place notified by the Board.

10. Application for examination.-

- (1) The candidate who desires to appear at the Preliminary Examination shall submit an application in such form within such time as may be prescribed by the Board along with such fees as may be fixed by the Government. The candidate while submitting an application for preliminary examination shall have to fill up the choice for Group-A or Group-B or both.
- (2) The candidates who are declared qualified by the Board for admission to the Main Examination shall

apply again in such form within such time limit as may be prescribed by the Board along with such fees as may be fixed by the Government.

- (3) The fees shall be paid in the manner as may be prescribed by the Board.
- (4) The request of a candidate for withdrawal of application unless specified by the Board shall not be entertained in any circumstances.

11. Examination fees.-

Each candidate shall pay the examination fee to the Board in the manner prescribed by the Board in respect of an application made by him under these rules and attach a document of such payment along with such application:

Provided that the fees paid shall be refunded to those candidates who appear for the examination.

12. Educational qualifications and age limit.-

- (1) A candidate possessing the requisite eligibility criteria for the posts specified in Appendix-A prescribed under the relevant recruitment rules shall be eligible for admission to the examination.
- (2) A candidate for admission to the Examination shall have attained not less than a minimum age of 20 years and shall not have attained the maximum age prescribed in the relevant recruitment rules on the date as may be specified in the advertisement by the Board:

Provided that the upper age limit may be relaxed in accordance with the provisions of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.

13. Decision of the Board shall be final.-

- (1) The decision of the Board as to the eligibility of a candidate for admission to the examination shall be final.
- (2) If at any time, the candidate is found ineligible to appear at the examination, his candidature shall be treated as cancelled ab-initio:

Provided that if a candidate is already selected and appointed, his appointment shall be treated as cancelled ab-initio and his service shall be terminated forthwith:

Provided further that no such appointment shall be terminated unless the candidate has been given an opportunity of being heard.

14. Appearance at the main examination.-

- (1) The Preliminary Examination shall consist of One Paper of Objective type (Multiple Choice Questions (MCQs)) and carry a maximum mark of 100 and the Scheme and the time period for the same is as specified in Appendix-F. This Preliminary Examination is meant as a screening test only. The marks obtained in the Preliminary Examination by the candidate shall not be counted for determining the final order of merit. The number of candidates to be allowed to

appear for the Main Examination, subject to availability, shall be about Seven times the total number of vacancies so advertised.

- (2) The candidate, who is declared qualified in the Preliminary Examination by the Board, shall only be eligible for admission to the Main Examination subject to the condition that he is otherwise eligible for admission to the Main Examination.
- (3) The Main Examination for the final selection of the candidates for the Group-A and Group-B, shall be held in manner as specified in Appendix-G. The final ranking of the candidate shall be determined on the basis of the marks obtained by him in the main examination:

Provided that candidates belonging to the reserved categories may be allowed to appear in the Main Examination or, as the case may be, called for Main Examination relaxing the standards in the Preliminary examination or, as the case may be, in the Main Examination if the Board is of the opinion that sufficient number of candidates from these categories are not likely to be available for the Main Examination or, as the case may be, on the basis of qualifying standard for general category in order to fill up the vacancies reserved for such categories.

15. Qualifying standards and marks.-

The qualifying standard for Preliminary Examination and Main Examination shall be determined by the Board from time to time and if necessary, separately for reserved

and non-reserved categories of candidates. However, the minimum qualifying standard determined by the Board shall not in any case be less than 40% of marks in each stage.

16. Prohibition to use certain devices/material in the examination hall.-

- (1) The candidate shall be required to answer all the question papers of the examination in his own handwriting. However, candidate who belongs to the person with disabilities category shall be allowed to write in the Examination with the help of a scribe subject to such instructions as may be issued by the Board in that behalf from time to time.
- (2) In addition to the list of items declared prohibited by the Board, the candidate shall not be allowed to carry with him a cellular phone, calculator, pager, tablet, i-pad, smart-watch or any other electronics communication device.

17. Disciplinary actions.-

A candidate who is or has been declared by the Board to be guilty of-

- (a) obtaining support for his candidature by any means; or
- (b) impersonating; or
- (c) procuring impersonation by any person, or
- (d) submitting fabricated documents or documents which have been tempered with, or
- (e) making statement which are incorrect or false or suppressing material information; or

- (f) resorting to any other irregular or improper means in connection with his candidature for the examination; or
- (g) using unfair means during the examination, or
- (h) writing irrelevant matter, including absurd language or pornographic matter in the scripts, or
- (i) misbehaving in any other manner in the examination hall, or
- (j) harassing or doing bodily harm to the staff employed by the Board for the conduct of the examination, or
- (k) attempting to commit or, as the case may be, abetting of all or any of the acts specified in the foregoing clauses, or

violating any of the conditions for admission to appear in the examination as prescribed and specified in the admission certificate to take the examination may, in addition to rendering himself liable to criminal prosecution, be liable-

- (1) to be disqualified by the Board from the examination for which he is a candidate; or
- (2) to be debarred either permanently or for a specified period,-
 - (a) by the Board for appearing in any examination or candidature for the concerned post, or
 - (b) by the Government from any employment under it:

Provided that no penalty under sub-clause (a) or (b) shall be imposed except after giving the candidate an opportunity of making such representation in writing as he may wish to

make in that behalf and with the prior approval of the Government; or

- (3) To disciplinary action under the relevant rules, if he is in the Government service.

18. Preparation of select list.-

The Board shall prepare a select list in accordance with the provisions of these rules for the concerned posts or the Secretariat Department or the district or the office or combination thereof as the case may be, in order of merit on the basis of marks awarded to each candidate in the Main Examination and the order of preference given by him to the extent of the number of vacancies requisitioned.

19. Order of preference.-

- (1) The candidate shall indicate, when prescribed by the Board, the order of preferences for the posts or the department or the office or as the case may be, combination thereof for which he desires to be considered for appointment separately for the Posts mentioned in Group-A and Group-B as specified in rule 6 in such manner as may be prescribed by the Board:

Provided that the preference once given by the Candidate shall be treated as final and no request for revision, addition, alteration or change in the preference shall be entertained by the Board or by the Government:

Provided further that the candidate, who intends to be considered for Junior Clerk under the Office of District Collector, shall be required to indicate the

order of preference of District up to the choice of three Districts before the commencement of Main Examination as may be prescribed by the Board. No change in preference of District once submitted by a candidate shall be permitted.

- (2) The order of preference for the posts or the department or the office or the District or as the case may be combination thereof, indicated by the candidate shall not confer any right for appointment to those posts or the department or the office or the District or as the case may be combination thereof, having regard to the rank in the order of merit and the number of posts or the department or the office or as the case may be combination thereof, available, the preference given by the Candidate shall be considered by the Board at the time of allotment:

Provided that the preference for the District given by the candidate for the post of Junior Clerk under the Office of District Collector shall be considered by the Revenue Department at the time of allotment of District based on the rank in the order of merit in the Cadre of Junior Clerk under the Office of District Collector as allotted by the Board.

- (3) Where a candidate has not given preference for any post or the department or the office or as the case may be combination thereof, or the candidate has given preference only for a few posts or the department or the district or the office or as the case may be combination thereof, and the number of posts or the department or the office or as the case may be

combination thereof, for which he has given preference are not available to accommodate the candidate as per his preference, it shall be considered that the candidate is not interested in the posts or the department or the office or as the case may be combination thereof, available other than those posts or the department or the district or as the case may be combination thereof, for which he has given preference. In such case, the posts or the department or the office or as the case may be combination thereof, available shall be allotted to the other candidate in order of Merit based on his preference.

20. Procedure for preparation of select list.-

- (1) The result of all the candidates who have appeared in the Main Examination for the posts mentioned in Group-A and Group-B shall be prepared separately and shall be arranged by the Board in the order of merit on the basis of marks finally awarded to each candidate in the Main Examination held separately for the posts mentioned in Group-A and Group-B specifying details as the Board may deem fit and the same shall be caused to be published on the notice board and /or on website of the Board and the copy of the result so published shall be sent to the Government in General Administration Department and the concerned Secretariat Departments separately for the posts mentioned in Group-A and Group-B as may be applicable.

- (2) The Board shall call the candidates individually as per their merit in the manner as may be decided by the Board separately for the posts mentioned in Group-A and Group-B.
- (3) The Board shall prepare a select list for the concerned posts or the department or the office or as the case may be combination thereof, for the posts mentioned in Group-A and Group-B to the extent of the number of vacancies requisitioned as per the merit of the candidate and the order of preference given by him.
- (4) The candidate who belongs to the reserved category and is selected on his own merit but according to his order of preference does not get the concerned posts or the department or the office or as the case may be, combination thereof and if the posts or the department or the office or combination thereof as the case may be, of the concerned reserved category is available as per order of preference given by such candidate of reserved category, then such, candidate shall be allocated to that the post or the department or the office or as the case may be, combination thereof against such reserved posts or the department or the office or combination thereof as the case may be. Such reserved post or the department or the office or as the case may be combination thereof, shall be treated as filled up post against the reservation quota of such category.

21. Procedure for allotment of District in case of Junior Clerk under the Office of District Collector. -

- (1) The Board shall send the list of the selected candidates for the post of Junior Clerk under the Office of District Collector in the order of merit as per the requisitioned vacancies to the Revenue Department.
- (2) The Revenue Department in turn shall call the candidates who are recommended by the Board for the post of Junior Clerk under the Office of District Collector on the basis of the order of merit.
- (3) The candidate shall be allotted the District as per the preferences **limited up to three Districts only** as given by the candidate while filling up the Application in the order of Merit based on the vacancy available.
- (4) The candidate who belongs to the reserved category and selected on his own merit but according to his order of preference does not get the choice of District within the limited preference given by him and if the Post of the reserved category is available in the District as per order of limited preference given by such candidate of reserved category, then, such candidate shall be allocated to that District against such reserved Posts of District. Such reserved post shall be treated as filled up post against the reservation quota of such category.
- (5) After completion of the allotment in the above manner, the Districts are arranged in the descending order based on the vacant posts left after such allotment.

- (6) The candidate who did not get the choice of District from the preferences of three Districts on the same order that have been submitted by the candidate, such candidate shall be allotted the District in the order of District Name after they are arranged in descending order as mentioned in above sub-rule (5).
- (7) The post remains vacant after the completion of the process of allotment of District to all the candidates, such vacant posts shall form the part of the next Requisition to be sent to the Board.

22. Preparation of select list.-

The Board shall prepare a select list in accordance with the provisions of these rules for the concerned posts or the Secretariat Department or the district or the office or as the case may be, combination thereof in order of merit on the basis of marks awarded to each candidate in the Main Examination and the order of preference given by him to the extent of the number of vacancies requisitioned.

23. Result of examination. -

The Board shall declare the result of the examination in two parts as under namely: -

Part I: The result of the successful candidates shall be arranged in the order of merit along with necessary particulars such as category of candidate, his date of birth, order of preference for post and such other particulars as the Government may direct or the Board may deem fit and the same shall be published on the notice board and/ or on web-site of the Board. The

result shall be published by the Board in the *Official Gazette* and the copy of the same shall be sent to the relevant administrative Department. The Board shall communicate the result of the successful candidates individually in the manner as may be specified by the Board. The Board shall not enter into any further correspondence with the successful candidates after communication of the result.

Part II: The Board shall prepare a list of the unsuccessful candidates who are not included in Part I, specifying their names, seat numbers and total marks obtained by them and same shall be published on the notice board and/ or on web-site of the Board.

24. Forwarding result to the Government.-

The Board, on declaration of the result, shall forward to the relevant Secretariat Department, the list of candidates who are recommended for appointment along with necessary particulars such as category of candidate, his date of birth, order of preference for post and such other particulars as the Government may direct or the Board may deem fit. The relevant Secretariat Department shall forward such list received from the Board to the relevant Offices under their administrative control for appointment. The concerned appointing authorities thereafter shall issue orders of appointment of the candidates so allotted and such orders shall be sent to the concerned candidates by Register Post Acknowledgement Due (RPAD) or Speed Post.

25. No right to appointment.-

Merely qualifying in the examination shall not by itself confer upon a candidate any right to appointment and no candidate shall be appointed to the post unless the appointing authority is satisfied after making such inquiry, as may be considered necessary that the candidate is suitable in all respect for appointment to the post and public service.

26. Waiting list.-

There shall be no waiting list. The posts remaining vacant shall be included in the next recruitment event.

27. Appointment.-

Appointment of the selected candidates shall be made strictly in order of their rank in the merit list on the basis of the main examination prepared by the Board.

28. Joining to post. -

The selected candidate for appointment to the concerned post, shall have to join his posting within 30 days from the date of receipt of the appointment order. If the candidate fails to join his posting within 30 days, his appointment order shall be cancelled. However, if it is established that for the reasons beyond his control, the candidate could not join the posting within 30 days, the competent authority may, for reasons to be recorded in writing, allow such candidate to join the posting even after expiry of 30 days. However, the seniority of such candidate shall be determined in accordance with the Government orders in that behalf.

29. Controlling Authority.-

The Secretary to the Government in General Administration Department (Personnel) shall be the controlling and coordinating authority for the implementation of these rules.

30. Interpretation of rules.-

If any question arises as to the interpretation of any of these rules, the question shall be referred to the Secretary, General Administration Department (Personnel) for the decision and his decision in the matter shall be final.

31. Repeal and savings.-

The Gujarat Subordinate Service, Class III, Rules, 2015 the Senior Clerk, Class III, Rules, 2016 and the Head Clerk, Class III, Rules, 2016 in the subordinate service of the Non-Secretariat Departments and Offices of the State of Gujarat (Competitive Examination) Rules, 2016, hereby repealed:

Provided that such repeal shall not affect the things done or action taken under any of the rules so repealed:

Provided further that notwithstanding anything contained in these rules, any action initiated under The Gujarat Subordinate Service, Class III, Rules, 2015 the Senior Clerk, Class III, Rules, 2016 and the Head Clerk, Class III, Rules, 2016 in the subordinate service of the Non-Secretariat Departments and Offices of the State of Gujarat (Competitive Examination) Rules, 2016 before the commencement of these rules, shall be valid till it is completed.

Appendix-A

(See rules 1 (3), 2(c), 2(f),3,4, 6(1)(a),12(1))

Sr No.	Name of the post
1.	Office Assistant, Class III in the Secretariat Department
2.	Clerk, Class III in all the offices of the State Government other than those mentioned in Appendix-B.
3.	Senior Clerk, Class III, in all the offices the State Government other than those mentioned in Appendix-B.
4.	Head Clerk, Class III, in all the offices the State Government other than those mentioned in Appendix-B.

APPENDIX-B

(See rules 2(e) and 3(1))

For Office Assistant and Clerk, Class III

- (1) Judicial Courts in the State of Gujarat.
- (2) Office of the Secretary to the Governor of Gujarat.
- (3) Office of the Comptroller of the House
- (4) Office of Secretary, Gujarat State soldier's, Sailor's and Airmen's Board, Ahmedabad.
- (5) Office of the Secretary, District Soldier's, Sailor's and Airmen's Board, Ahmedabad, Vadodara and Surat.
- (6) Office of the Liaison Officer, Bombay.
- (7) Clerk, Class III, which are within the purview of the Panchayat Service Selection Board or Committees.

For Senior Clerk, Class III:

- (1) Office of the Gujarat Public Service Commission.
- (2) Office of the Gujarat Vigilance Commission.
- (3) Office of the Gujarat Legislature Secretariat.
- (4) Office of the Gujarat Subordinate Service Selection Board.
- (5) Judicial Courts in the State of Gujarat.
- (6) Office of the Secretary to the Governor of Gujarat.
- (7) Office of the Comptroller of the House Hold to the Governor of Gujarat.
- (8) Office of the Secretary, Gujarat State Solder's, Sailor's and Airmen's Board, Ahmedabad.
- (9) Office of Secretary, District Solder's, Sailor's and Airman's Board, Ahmedabad, Vadodara and Surat.
- (10) Office of the Liaison Officer, Bombay.
- (11) Which are within the purview of the Gujarat Panchayats Service Selection Board or Committees.

For Head Clerk, Class III:

- (1) Office of the Gujarat Public Service Commission.
- (2) Office of the Gujarat Vigilance Commission.

- (3) Office of the Gujarat Legislature Secretariat.
- (4) Judicial Courts in the State of Gujarat.
- (5) Office of the Secretary to the Governor of Gujarat.
- (6) Office of the Comptroller of the House Hold to the Governor of Gujarat.
- (7) The Office of the Director of Sainik welfare and Resettlement.
- (8) Office of the Liaison Officer, Mumbai.
- (9) Which are within the purview of the Gujarat Panchayats Service Selection Board or Committees.

APPENDIX-C

(See rule 3 (1))

The Statement showing the number of vacancies for the post of Class III, to be filled in the ensuing recruitment year fromtoin the office of the.....

Sr. No.	Name of the post and pay scale of the post	Anticipated Vacancies			Total No of anticipated vacancies (Column 3+4+5)	Breakup of the total into No. of vacancies (column 6) into General and reserved categories of posts.					No. of vacancies to be reserved from the total No. of vacancies (column 6) as per rules for									
		No. of actual vacant posts	No. of posts likely to be created during the recruitment year	No. of posts which may fall vacant due to retirement, promotion, resignation, etc.		General	EWS	SC	ST	SEBC	Women					Physically/Hin di capped/ Disabled persons	Ex-Servicemen			
1	2	3	4	5	6	7	8	9	9	11	12	EWS	SC	ST	SEBC	13	14	15	16	17
1	(Rs. —)																			

APPENDIX-D

(See rule 3(2))

The Statement showing the number of vacancies for the post of Class III, which may accruing during next recruitment year i.e. in the offices under the administrative control of.....Department of the Secretariat.

Sr. No.	Name of office of the Head of Department.	Name of the post and pay scale	Anticipated Vacancies			Total No. of anticipated vacancies (Column 4+5+6)	Breakup of the total No. of vacancies (column 7) into General and reserved categories of posts.					No. of vacancies to be reserved from the total No. of vacancies (column 7) as per rules for						
			No. of Actual vacant posts	No. of posts likely to be created during the recruitment year	No. of posts which may fall vacant due to retirement promotion, resignation, etc.		General	Ews	SC	ST	SEBC	Women					Physically/Hindicapped/Disabled person	Ex-Servicemen
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17		
1		(Rs.....)																

APPENDIX E

(See rule 3(3)(4))

The Statement showing the number of vacancies for the post of Office Assistant, Class III, which may accruing during next recruitment year in the Department of the Secretariat.

Sr. No.	Name of the Secretariat Department	Name of the post and pay scale	Anticipated Vacancies			Total No. of anticipated vacancies [Column 4+5+6]	Breakup of the total No. of vacancies (column 7) into General and reserved categories of posts					No. of vacancies to be reserved from the total No. of vacancies (column 7) as per rules for							
			No. of Actual vacant posts	No. of posts likely to be created during the recruitment year	No. of posts which may fall vacant due to retirement promotion, resignation, etc.		General	Ews	SC	ST	SEBC	Women					Physically/ Disabled persons	Ex-Servicemen	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17			18
1	General Administration Department	Office Assistant (Rs 5200-20200 Grade Pay 1900)																	

Appendix - F:
(Rule 6(2),7,14(1))

**Part I: Scheme for Common Preliminary Examination for all
Cadres 100 Marks Time: 60 Minutes**

1.	Reasoning	40 Marks
2.	Quantitative Aptitude	30 Marks
3.	English	15 Marks
4.	Gujarati	15 Marks
	Total	100 Marks

1. The objective type Elimination Test shall consist of Multiple Choice Question (MCQ).
2. Every question shall be of 1 mark.
3. The candidate shall have to attempt all questions.
4. Every attempted question with incorrect answer shall carry a negative mark of 0.25.
5. In every question there shall be one option of "Not attempted". If the candidate does not intend to answer, he may select this option. If the candidate selects this option, the negative marks shall not be given.
6. The Candidates who belong to a person with Disability Category may be allowed a Compensatory time of twenty minutes per hour for each hour of paper as may be applicable.
7. If the candidate has not selected any of the option given in the question, then it shall carry a negative mark of 0.25.

Appendix - G:

(Rule 6(2),7,14(3))

The Scheme and Subjects of Main Examination for the Posts termed as **Group-A** in Rule 6 shall consist of the following Papers:

Paper No.	Subject	Marks	Duration
I	Gujarati Language Skill	100	3 Hours
II	English Language Skill	100	3 Hours
III	General Studies	150	3 Hours
Total Marks		350	-

Note:

1. The Standard of Gujarati Paper shall be equivalent to Gujarati subjects (higher level) of Twelfth standard of Gujarat Secondary and Higher Secondary Education Board.
2. The Standard of English Paper shall be equivalent to English subjects (higher level) of Twelfth standard of Gujarat Secondary and Higher Secondary Education Board.
3. The course content of the syllabus for the General Studies Papers shall be as specified in Appendix - H.
4. The detailed syllabus for each paper shall be such as may be prescribed and notified by the Board or by the Government.
5. The Question Papers for the main examination shall be of Descriptive Type.
6. The Candidates who belong to person with disability category may be allowed a Compensatory time of twenty minutes per hour for each hour paper as may be applicable.

The Scheme and Subjects of Main Examination for the Posts termed as Group-B in Rule 6 shall consist of the following Paper:

Part II: Syllabus for Main Examination 200 Marks Time: 120 minutes

1	English	20 Marks
2	Gujarati	20 Marks
3	Polity/ Public Administration/ RTI/CPS/PCA	30 Marks
4	History, Geography, Culture Heritage	30 Marks
5	Economics, Environment, Science &Tech.	30 Marks
6	Current Affairs and Current Affairs with Reasoning	30 Marks
7.	Reasoning	40 Marks
	Total	200 Marks

Note:

1. The objective type Main Examination shall consist of Multiple Choice Question (MCQ).
2. Every question shall be of 1 mark.
3. The candidate shall have to attempt all questions.
4. Every attempted question with incorrect answer shall carry a negative mark of 0.25.
5. In every question there shall be one option of "Not attempted". If the candidate does not intend to answer, he may select this option. If the candidate selects this option, the negative marks shall not be given.
6. If the candidate has not selected any of the option given in the question, then it shall carry a negative mark of 0.25.
7. The Candidates who belong to person with disability category may be allowed a Compensatory time of twenty minutes per hour for each hour of paper as may be applicable.
8. The detailed syllabus for each paper shall be such as may be prescribed and notified by the Board or by the Government.

Appendix -H
Main Exam Syllabus (Descriptive Test for Group-A)

Paper I	ગુજરાતી (મુખ્યપરીક્ષા)	(Descriptive)
ગુણ-૧૦૦	માધ્યમ-ગુજરાતી	સમય-૩ કલાક
અનુક્રમ	અભ્યાસક્રમ વિગત	ફાળવાયેલ ગુણ
૧.	નિબંધ : ત્રણ પૈકી કોઈપણ એક (આશરે ૨૫૦ થી ૩૦૦ શબ્દોમાં) (વર્ણનાત્મક/વિશ્લેષણાત્મક/ચિંતનાત્મક/સાંપ્રત સમસ્યા પર આધારિત)	૧૫
૨.	વિચારવિસ્તાર (બે પૈકી કોઈ પણ એક) કાવ્યપંક્તિઓ કે ગદ્યસૂક્તિનો વિચારવિસ્તાર (આશરે ૧૦૦ શબ્દોમાં)	૧૦
૩.	સંક્ષેપીકરણ : આપેલા ગદ્યખંડમાંથી આશરે ૧/૩ ભાગમાં તમારા શબ્દોમાં સંક્ષેપ	૧૦
૪.	ગદ્યસમીક્ષા: આપેલા ગદ્યખંડના આધારે પૂછેલા પ્રશ્નોના જવાબ લખો.	૧૦
૫.	પ્રચાર માધ્યમો માટે નિવેદનો તૈયાર કરવા (આશરે ૧૫૦ શબ્દોમાં)	૧૦
૬.	પત્રલેખન (અભિનંદન/શુભેચ્છા/વિનંતી/ફરિયાદ વગેરે) (આશરે ૧૦૦ શબ્દોમાં)	૫
૭.	ચર્યાપત્ર (આશરે ૨૦૦ શબ્દોમાં) (વર્તમાનપત્રમાં પ્રજાના પ્રશ્નો/સાંપ્રત સમસ્યાઓ/વ્યક્તિગત અભિપ્રાય રજૂ કરતું ચર્યાપત્ર)	૧૦
૮.	અહેવાલલેખન (આશરે ૨૦૦ શબ્દોમાં)	૧૦
૯.	ભાષાંતર : અંગ્રેજીમાંથી ગુજરાતીમાં અનુવાદ	૧૦
૧૦.	ગુજરાતી વ્યાકરણ સૂચવ્યા મુજબ જવાબ લખો. (આ પ્રશ્નોમાં આંતરિક વિકલ્પો રહેશે નહીં) ૧) રૂઢિપ્રયોગોના અર્થ અને તેનો વાક્યપ્રયોગ ૨) કહેવતોનો અર્થ ૩) સમાસનો વિગ્રહ કરી તેની ઓળખ ૪) છંદ ઓળખાવો ૫) અલંકાર ઓળખાવો ૬) શબ્દસમૂહ માટે એક શબ્દ ૭) જોડણી શુદ્ધિ ૮) લેખન શુદ્ધિ/ ભાષા શુદ્ધિ ૯) સંધિ - જોડો કે છોડો ૧૦) વાક્ય રચનાના અંગો/વાક્યના પ્રકાર/વાક્ય પરિવર્તન	૧૦
ફૂલ		૧૦૦

(Descriptive)

Paper II

ENGLISH (MAIN EXAMINATION)

Marks-100

Medium-English

Time-3 Hours

Sr No.	Type of Question	Marks to be allotted
1.	ESSAY (A minimum of 250 words and a maximum of 300 words): Choose any one topic from a list of five. (Descriptive analytical/ philosophical/ based on Current Affairs)	15
2.	LETTER WRITING (in about 150 words): A formal letter expressing one's opinion about an issue. The issues can deal with daily office matters/ a problem that has occurred in the office/ an opinion in response to one sought by a ranked officer/issues pertaining to recent concern. etc.	10
3.	REPORT WRITING (in about 200 words): A report on an official function/event/field trip/survey etc.	10
4.	WRITING ON VISUAL INFORMATION (in about 150 words): A report on a graph/image/ flow chart/table of comparison/simple statistical data etc..	10
5.	FORMAL SPEECH (in about 150 words): A speech (in a formal style) that is to be read out in a formal function. This could be an inauguration speech, an educational seminar/conference, a formal ceremony of importance etc.	5
6.	PRECIS WRITING A precis in about 100 words for a 300-word passage.	10*2=20
7.	READING COMPREHENSION: A-reading passage of about 250 words to be given followed by short-answer type questions.	10
8.	ENGLISH GRAMMAR: a. Tenses b. Voice c. Narration (Direct-Indirect) d. Transformation of sentences e. Use of Articles and Determiners f. Use of Prepositions g. Use of Phrasal verbs h. Use of idiomatic expressions i. Administrative Glossary j. Synonyms/Antonyms k. One-word substitution l. Cohesive devices/Connectives/Linkers m. Affixes n. Words that cause confusion like homonyms/homophones.	10
9.	TRANSLATION: Translation of a Short Passage (of about 150 words) from Gujarati or English	10
	Total	100.

(a) History of india

1. Indus Valley Civilization: Characteristics, Places, Society, Cultural History, Art and Religion. Indus Valley Civilization and Gujarat Vedic Age- Jainism and Buddhism, Nanda Dynasty.
2. Maurya and Gupt empires,
3. Vijayanagara Dynasty and Important dynasties of south India.
4. Important dynasties of Gujarat – their administration, art, architecture, literature, science and Technologies.
5. Educational Institutions: Takshshila, Nalanda and Valabhi.
6. Arrival of Europeans in India, establishment and expansion of british rule in India 1757 to 1856, land revenue system. Permanent conscription, raiyatwari and mahalwari. Education system.
7. India's Freedom struggle of 1857: religious and social reform movements in India and Gujarat in the 19th century, factors responsible for the rise of nationalism in India, Indian National Congress.
8. rise of Mahatma Gandhi on the national scene and the impact of his ideas, principles and teachings on the political, social, economic, religious, and cultural life of India.
9. Role of Sardar Patel in Independence Movement and Post-Independence Integration.
10. Indian revolutionaries in India and abroad, Azad Indian Army and Subhas Chandra Bose.
11. Post-Independence India: Reorganization of country states, Mahagujarat movement, Important events.

(b) Cultural heritage

1. Salient features of Indian culture and its art forms, literature, sculpture and architecture from ancient to archaic times; Salient features of Indian Society
2. Indian cinema and theatre and its impact on society.
3. arts and Crafts of Gujarat
4. Guajarati theatre
5. Folk culture and Oral Tradition of Gujarat: Its Significance, Characteristics and Implications.
6. Coastal culture and tribal culture of Gujarat.

(c) Geography

1. Study of physical features and resources of Gujarat and India: major landforms, climate, soil, rocks, rivers, reservoirs, vegetation, minerals and water resources.
2. Economic History: Primary, Tertiary, Tertiary and Quaternary.
3. Social and Demographic Geography.
4. Developmental and environmental issues, sustainable development, globalization; Its Social and Economic Impacts, Smart City and Solutions. Natural disasters, carbon emissions, pollution disaster Management. Global Response to the problems pf climate Change and Environmental Degradation: Key treaties and conventions.

(d) Science and Technology

1. Integrating science, technology and innovation for a better human life, Science and Technology in everyday life; India's contribution in the field of science and technology, challenges and obstacles in application and diffusion of science and technology, role and scope of science and technology in nation building.

2. Information and Communication Technologies: (ICT) – Its Importance, Benefits and Challenges, E-Governance and policies regarding India, Cybercrime and Cyber Security.
3. India's space programs - Past, Present and Future. Energy Policy and Nuclear Policy of India. Importance, benefits and challenges of technology in defense services.
4. Achievements of Indians in the field of science and technology, matters related to intellectual property rights in the field of science and technology.

(e) Events of regional, national and international importance

(f) Indian State System and Constitution

1. Constitution of India and its salient features.
2. Functions and duties of Union and State Governments of India.
3. Issues and challenges related to federal structure-Role of Governor in states.
4. Division of Powers between central and State Governments (central List, State List, Concurrent List), issues and challenges.
5. Important constitutional amendments.
6. Constitutional Institutions and their Role
7. Parliament and State Legislatures – Structure, Functioning, Governance, Powers and Special Jurisdictions and Related Topics
8. Judiciary in India – Structure and Functioning, Important Provisions and Constitutional Amendments related to Emergency, Judicial Review, Public Petitions.

(g) Public administration and governance

1. Meaning, Nature and Scope of Public Administration, evolution in India, legacy of British rule.
2. Role of civil service in democracy.
3. Government policies and interventions, implementation issues and problems with regard to the development of various sectors.
4. Development Process – Role of civil society, non-governmental organizations and other stakeholders, statutory, regulatory and various quasi-judicial bodies.
6. Good Governance and e-Governance - Transparency, accountability and sensitivity in governance - Bill of Rights, Right to Information, Public Service Act and its implications of this survey, social research and its importance
7. Rights related issues (Human Rights, women's Rights, Rights of Scheduled castes and Scheduled Tribes, Rights of Children) etc.
8. Important international organizations, agencies, various organizations and their structure.

(h) Discipline in public service

1. Ethics and Human Interaction: Essence, Determinants and Implications/Impacts on Human Behavior, Consequences: Dimensions of Ethics, Ethics in Personal and public Relations, Ethics in public Services, Truthfulness and Accountability – Right to Information Act, Public Services Act and its implications.
2. Attitude : Basic elements, Functions; its effect on thoughts and behavior/behavior and relationship, character and political attitudes; Social influence and the role of persuasion/promotion.
3. Emotional Intelligence: Concept, Its Usefulness and Applications in Management and Governance.
4. Human Values: The Role of Family, Society and Educational Issues in Educating Citizens about Values.
5. Ethics related issues and challenges – Anti-corruption system, Lokpal, Lokayukta
6. Case study of matter related to the above order (1-5).

(i) Indian economy and Planning

1. Indian Economy: Emergence and Development of Planning Practice in India. central and state Government's economic performance, dynamics, challenges, new initiatives, reforms etc. Important

- events, developments and social sector initiatives. Nit Aayog: Objectives, Constitution and Functions. Social Audit. Agriculture, Industries, Infrastructure Sector and Service Sector.
2. Regulatory Framework for Finance and Banking: Concepts, Structure and Role. Monetary policy and fiscal policy.
 3. Indian Public Finance: Indian Tax System, public expenditure, Public Debt, deficit and aid in Indian Economy, centra; and state Fiscal Relations.
Various indicators of economy, indian important institutions involved in public administration.
 4. Rural Development and Rural Economy- Challenges and Policies; Employment policies /Schemes in India.
 5. External Sector: Trends, Structure and Direction of Foreign Trade. External field improvements. Foreign Institutional Investment (FII) and Foreign Direct Investment (FDI).
 6. The Economy of Gujarat- An Overview; Economy, economic and social social infrastructure development policies of Gujarat in comparison with india and other states,. Co-operative movement in Gujarat and its impact on socio-economic aspects of life.
 7. Infrastructure: Power, Ports, Roads, Airports, Railways, Telecommunications. Social Impact Assessment.

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



(Tejas H. Soni)

Deputy Secretary to Government.

To,

The Secretary to the Governor

The Principal Secretary to the Chief Minister

The Personal Secretary to the Minister / Minister of State(All)

The Personal Secretary to the Leader of Opposition Party

- The Secretary, Gujarat Legislative Secretariat
- The Secretary, Gujarat Public Service Commission, Gandhinagar
- The Secretary, Gujarat Vigilance Commission, Gandhinagar
- The Registrar, Gujarat High Court, Ahmedabad
- The Secretary, Gujarat Civil Services Tribunal, Gandhinagar
- The Secretary, Gujarat Subordinate Service Selection Board, Gandhinagar.
- The Secretary, Gujarat Panchayat Service Selection Board, Ahmedabad

The Accountant General, Gujarat, Ahmedabad/Rajkot

The Pay and Accounts Officer, Ahmedabad / Gandhinagar.

The Resident Audit Officer, Gandhinagar.

All Departments of Secretariat (With request to send a copy of Notification to respective Head of the Departments.)

Director General, Sardar Patel Institute of Public Administration

The Manager, Government Press, Gandhinagar... with a request to publish the notification in Gujarat Government Gazette and send two hundred copies to this department.

The Legislative and Parliamentary Affairs Department, Sachivalaya, Gandhinagar..... with a request to publish Gujarati Translation of Notification and send two hundred copies to this department.

All Branches of General Administration Department.

The Select file

- By letter