

NOTIFICATION
Home Department
Sachivalaya, Gandhinagar.
Dated the 18th June 2012

**Constitution
of India**

GG/42/2012/HGD/102003/5025/F:- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of all the rules made in this behalf, the Governor of Gujarat hereby makes the following rules to provide for regulating the recruitment to the post of Head Clerk, Class III, in the subordinate service of Home Guards Organisation, Gujarat State namely;-

1. These rules may be called the Head Clerk, Class III, Home Guards Organisation, Recruitment Rules, 2012.
2. Appointment to the post of Head Clerk, Class III, in the subordinate service of the Home Guards Organisation Gujarat State, shall be made either;-
 - (a) by promotion of a person of proved merit and efficiency from amongst the persons who;-
 - (i) have worked for not less than five years in the cadre of Senior Clerk or Accountant or Sub-Auditor, Class III, in the subordinate service of Home Guards Organisation;
 - (ii) have passed the prescribed departmental examination; and
 - (iii) have passed the qualifying examination for computer knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency Training and Examination Rules 2006:

Provided that where the appointing authority is satisfied that a person having the experience specified in sub-clause (i) is not available for promotion and that it is necessary in the public interest to fill up the post by promotion even of a person having experience for a lesser period; it may reasons to be recorded in writing, promote such person who possesses experience of a period of not less than two-thirds of the period specified in sub-clause (i) or

(b) by direct selection.

3. The appointments by direct selection and by promotion shall be made in the ratio of 2:1.
4. To be eligible for appointment by direct selection to the post-mentioned in rule 2, a candidate shall,

(a) not be more than 28 years of age:

Provided that the upper age limit may be relaxed in favour of a candidate belonging to the Scheduled casts, Scheduled Tribes or Socially and Educationally Backward Classes or Woman or who is already in the service of the Government of Gujarat in accordance with the provisions of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967;

(b) possess:-

- (i) a degree obtained from any of the universities established or incorporated by or under the Central or State Act in India; or any other educational institution recognised as such by the Government or declared to be a deemed University under section 3 of the University Grants Commission Act, 1956; or possess an equivalent qualification recognised by the Government;

- (ii) the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967;
 - (iii) a valid Light Motor Vehicle driving license of about two years standing as on the date of application; and
 - (iv) adequate knowledge of Gujarati or Hindi or both; and
- (C) (i) have about three years experience on the post not below the rank of Junior Clerk in Government Department; or
- (ii) have about three years experience in local bodies or Government under taking Board or Corporation or University or Limited Company established by Law in India, on the post which can be considered equivalent to the post not below the rank of Junior Clerk in Government Department.
5. The candidate appointed by direct selection shall be on probation for a period of one year.
6. The candidate appointed by direct selection shall during his probation period be required to pass the qualifying examination for computer knowledge in accordance with the provisions of the Gujarat Civil Services Computer Competency (Training and Examination) Rules, 2006.
7. The candidate appointed by direct selection shall, during his probation period be required to undergo pre-service training and pass the post training examination in accordance with the rules as may be prescribed by the Government.
8. The candidate appointed by direct selection shall be required to pass the departmental examination and an examination in Gujarati or Hindi or both in accordance with the rules prescribed by the Government.

9. The candidate appointed either by promotion or by direct selection shall have to undergo such training and pass such examination as may be prescribed by the Government.
10. The candidate appointed by direct selection shall be required to furnish a security and surety bond in such form, for such period and for such amount as may be prescribed by the Government.

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


(Pankaj R.Dave)
Under Secretary to Government.
Home Department

Copy:- Forwarded with compliments to:

- ❖ The Secretary to the Governor, Raj Bhavan, Gandhinagar.
- ❖ The Secretary, Government of India, Ministry of Home Affairs, New Delhi.
- ❖ The Director General, Civil Defence Govt. of India, Ministry of Home Affairs, New Delhi.
- * The Director General & Inspector General of Police, Gujarat State, Police Bhavan, Gandhinagar.
- * The Director General, Home Guards & Director, Civil Defence, Gujarat State, Ahmedabad.
- * All Heads of Department under Home Department /All Branches of Home Department.
- * Additional Chief Secretary, General Administration Department, Sachivalaya Gandhinagar.
- * The Deputy Secretary, Legislative and Parliamentary Affairs Department, Sachivalaya, Gandhinagar.
- * The Manager, Government Press, Gandhinagar with a request to publish the Notification in Government Gazette 50 copies of this notification may be sent to Home Department..
- * Select file
- ❖ **By Letter.**