

NOTIFICATION
TRIBAL DEVELOPMENT DEPARTMENT,
SACHIVALAYA, GANDHINAGAR.

**Constitution
Of India**

No. GTD/02/2023/TDD/PUR/e-file/25/2023/0399/KH: In exercise of the power 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 conditions of service of persons appointed to the post of Head Clerk, Class III, in the subordinate service of the Commissionerate of Tribal Development, Gujarat State in so far as they relate to the passing of the departmental examination for promotion to the post of Assistant Tribal Development Officer, Class III, namely:-

1. Short Title, extent and commencement.

- (1) These rules may be called the Assistant Tribal Development Officer, Class III (Departmental Examination) Rules, 2024.
- (2) They shall come into force on the date of their publication in the *Official Gazette*.
- (3) They shall apply to the persons appointed as Head Clerk, Class III in the subordinate service of the Commissionerate of Tribal Development, Gujarat State whether by promotion or otherwise.

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

- (1) "Appendix" means an Appendix appended to these rules;
- (2) "appointed date" means the date on which these rules shall come into force;
- (3) "Board" means the Gujarat Subordinate Service Selection Board, Gandhinagar or such institute as may be specified by the Government;
- (4) "Examination" means the departmental examination for promotion to the post of Assistant Tribal Development Officer, Class III, in the Commissionerate of Tribal Development, Gujarat State;
- (5) "Direct recruit" means a person appointed as Head Clerk, Class III, otherwise than by promotion;
- (6) "Government" means the Government of Gujarat;

- (7) "old rules" means the departmental examination rules made for promotion to the post of Assistant Tribal Development Officer prior to appointed date;
- (8) "Relevant Departmental Examination" means the Departmental examination prescribed under the old rules;
- (9) "Specified Chances" means the number of chances specified in these rules within which a person is required to pass the examination;
- (10) "Specified period" means the period specified in these rules within which a person is required to pass the relevant examination.

3. Requirement to pass the Examination:-

The person appointed to the post of Head Clerk, Class III, shall be required to pass the examination to be eligible for promotion to the post of Assistant Tribal Development Officer, Class III.

4. Eligibility to appear in the Examination:-

- (1) No person shall be eligible to appear in the examination unless he has completed two years' service after his appointment on post of Head Clerk, Class III.
- (2) No person shall be eligible to appear in the examination unless he has passed the Post-training examination for existing post or has been exempted from the post-training examination by competent Authority, if any.

5. Specified chances and period for passing the Examination:-

- (1) To be eligible for promotion to the post of the Assistant Tribal Development Officer, Class III, a person shall be required to pass the examination within a period of three years and within three chances from the date of his completing three years' continuous service after his appointment on the post of Head Clerk, Class III:

Provided that any person who has before the appointed date passed the relevant examination or has been exempted under the old rules from passing the relevant examination, shall not be required to pass the examination:

Provided further that a person belonging to the Scheduled Castes 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 the declaration of the result of the examination of his third chance:

Provided also that where the period of passing the examination expires before providing the person, the chances under the old rules shall be allowed to avail the remaining chances under these rules.

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

Provided that the person shall not be entitled to claim seniority over those persons who have already passed the departmental examination earlier than him and also have been promoted before he became eligible for such promotion on passing examination after specified chances.

6. Syllabus and scheme of Examination:-

- (1) The syllabus of the examination shall be as specified in the Appendix 'A' appended to these rules.
- (2) The examination shall consist of five papers having 100 (one hundred) marks each. The examination shall consist of Multiple Choice Questions (MCQs) except Paper V which shall be descriptive.
- (3) The Candidate shall be allowed to answer the entire subjects of papers I to IV with the help of Books, except paper-V which shall be without books.

Explanation. – “With books” means original book of the subjects approved by the Government or Institute 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 instruction given in the question paper.

8. Holding of Examination:-

- (1) The Board shall hold the examination at least twice in a year;
- (2) The Board shall communicate the tentative programme of examination to the Commissionerate of Tribal Development under the intimation of the Tribal Development Department at least ninety days before provisional date prescribed by the Board;

- (3) A person who desires to appear in the examination shall be required to submit his application for enlisting his name as a candidate for such examination to the board through the Commissionerate of Tribal Development, Gujarat State in the form as prescribed in Appendix 'B' at least sixty days before the date of the commencement of the examination.
- (4) The Commissionerate of Tribal Development 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-'C';
- (5) If the applicants subsequently decides not to appear in the Examination, he shall give an intimation thereof to the Board through the Commissionerate of Tribal Development, at least thirty days before the date of the 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;
- (7) The Board shall admit the candidate to the examination on the strength of the certificate issued by the Commissionerate of Tribal Development that he is eligible to appear in the examination;

Provided that the Commissionerate of Tribal Development may condone such failure on the part of the person to give intimation referred to in sub-rule(5) and the consequences arising there from, if it is satisfied that the person has failed to give the intimation within time for the reasons beyond his control;
- (8) The place, date and time for holding the examination shall be communicated by the Board and the same shall be communicated to the candidates by the Commissionerate of Tribal Development.

9. Standard for passing 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 has secured 50% or more marks in any one or more papers shall be exempted from appearing in those papers at the subsequent examination.

(3) In case a candidate is not able to obtain the qualifying standard in only one question paper in a examination, such candidate shall be given grace marks up to 5% of the total marks for that question paper and thereafter, if he obtains the marks equal or more than qualifying standard, he shall be declared pass.

10. Publication of Result: The result of examination shall be published by the Board on its official website shall forward the same to the Commissionerate of Tribal Development. The Commissionerate of Tribal Development shall intimate the result to the candidates.

11. Incentive:- The candidate who secures eighty percent (80%) or more aggregate marks in the examination in the first, chance shall be paid 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, smartphone etc. in the examination hall.

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

(Jaydevsinh Vaghela)

Under Secretary to Government

Copy To,

1. The Personal Secretary to the Hon'ble Governor of Gujarat.
2. The Personal Secretary to the Hon'ble Chief Minister of Gujarat.
3. The Personal Secretary to the Hon'ble Minister/Minister of State of Tribal Development Department, Gandhinagar.
4. Commissioner, Tribal Development, Birsa Munda Bhavan, Gandhinagar
5. Office of Accountant General, Ahmedabad/Rajkot
6. The Secretary, Gujarat Subordinate Service Selection Board, Gandhinagar
7. The Secretary, Gujarat Civil Services Tribunal, Gandhinagar

8. General Administration Department, K-Br., Sachivalaya, Gandhinagar
9. The Director General, Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad
10. The Legislative & Parliamentary Affairs Department, Sachivalaya, Gandhinagar. With request to publish gujarati translation of notification and send one hundred copies to this department.
11. The Manager, Government Press, Gandhinagar.... With a request to publish the notification in Gujarat Government Gazette and send one hundred copies to this department.
12. The System Manager, Tribal Development Department (with a request to upload on department's website
13. Select file.

APPENDIX “A”

{ See rule 6 (1) }

Syllabus for the Departmental Examination for promotion to the post of Assistant Tribal Development Officer,
Class III, in the subordinate service of the Commissionerate of Tribal Development.

Paper-I

Service Matters (MCQs)

- 100 Marks
Duration-3 Hours
(with books)
- (1) The Gujarat Civil Services (Conduct) Rules, 1971.
 - (2) The Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
 - (3) The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
 - (4) The Prevention of Corruption Act, 1988.
 - (5) The Gujarat Civil Services Rules, 2002 (Vol. 1 to 8).

Paper-II

Financial Matters (MCQs)

- 100 Marks
Duration-3 Hours
(with books)
- (1) Gujarat Budget Manual, Part 1 and 2.
 - (2) The Gujarat Financial Rules, 1971.
 - (3) The Gujarat Treasury Rules, 2000.
 - (4) The Bombay Contingent Expenditure Rules, 1959.
 - (5) Delegation of Financial Powers.
 - (6) Purchase Policy of the Government of Gujarat.

Paper-III

Office Procedure, Act and Rules (MCQs)

- 100 Marks
Duration-3 Hours
(with books)
- (1) Constitution of India with reference to,
 1. Article 309;
 2. Election Commission;
 3. Finance Commission;
 4. Concurrent list and State list.
 - (2) The Right to Information Act, 2005.
 - (3) Office Procedure Manual (Non-secretariat).
 - (4) The Gujarat Legislative Assembly Rules.

- (5) The Gujarat Civil Services Tribunal Act, 1972.

Paper-IV

Departmental Acts and Rules

100 Marks

Duration-3 Hours

(with books)

- (1) Privileged, Concessions and Welfare schemes along with their rules and Write-ups under plan, Non-plan, T.S.P. and C.S.P. program, provided to tribal classes. (15 Marks)
- (2) Report of the Schedule Areas of Scheduled Tribes Commission (By Shri U.N. Dhebar). (10 Marks)
- (3) Caste Certificate for ST and provision for Scrutiny Committee. (10 Marks)
- (4) Development of Primitive Tribes Groups and schemes for PTG. (10 Marks)
- (5) Ideal Residential Schools for ST, Ashramshalas and Government Hostels for ST. (10 Marks)
- (6) Scheduled Caste and Scheduled Tribal (Prevention of Atrocities) Act 1989 and Rules 1995. (15 Marks)
- (7) Chief Minister's 10 Point Programme. (10 Marks)
- (8) Tribal Sub Plan and New Gujarat Pattern Scheme. (10 Marks)
- (9) Gujarat (Right of Citizen to Public Service) Act, 2013 (10 Marks)

Paper-V

Noting and Drafting in Gujarati and English languages
(Without Books) (Descriptive)

100 Marks

- (1) Noting and Drafting in English and Gujarati. (15 Marks).
- (2) High court Matters-preparation of parawise remarks, filling of affidavit and drafting of 'speaking orders' (20 Marks).
- (3) Translation from English to Gujarati and Gujarati to English (10 Marks).
- (4) English and Gujarati Grammar (25 Marks).
- (5) Essay in English and Gujarati (15 Marks).
- (6) Government Correspondence- different types of letters and difference between them (15 Marks).

APPENDIX 'B'

(See rule 8(3)) Form of the Application

Application for appearing in the departmental examination, for promotion to the post of Assistant Tribal Development Officer, Class-III, in the sub ordinate service of the Commissionerate of Tribal Development, Gujarat State.

1.	Applicant's name in full (Surname first) (In English and Gujarati)					
2.	Designation (in English and in Gujarati)					
3.	Name of the Office in which at present serving					
4.	Birth date and age at the time of this examination					
5.	Date of appointment and total year of service					
6.	Whether the candidate has appeared at the examination previously, if so- (a) Month and Year of examination in which appeared (b) Whether any exemption is earned, If so, provide details of marks, year of examination and subject shall be given; (c) Whether the applicant intends to avail of exemption earned? State 'Yes' or 'No'. (The choice shall be treated as final and no change will be allowed).	<table><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr><tr><td></td></tr></table>				
7.	Authority or the Rule under which applicant has to appear for the examination.					
8.	Number of chances and time limit within which a candidate is required to pass the examination					

	(dates of expiry of the period for appearing at the examination should be mentioned);	
9.	Number of chance exhausted.	
10.	Whether additional (Special) chance has been granted,(No. and date of orders under which the additional (special change) has been granted to the applicant should be specified (attach the copy of order).	
11.	No. and date of order relaxing age and/or service limits from the competent authority (attach copy of order)	
12.	Purpose of passing the examination (e.g. confirmation, retention in Government Service, promotion etc.)	
13.	Whether 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)

APPENDIX- 'C'

(See Rule 8(4))

CERTIFICATE OF ELIGIBILITY

Certified that –

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

Shri/Smt./Kum is eligible to appear in the Assistant Tribal Development Officer, Class III, departmental examination for promotion to the post of Assistant Tribal Development Officer, Class III, 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 herewith.

Place:

Date:

* Strike out whichever is not applicable.

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Signature and Designation of
Head of the Department / Office