

NOTIFICATION

**General Administration Department,
Sachivalaya, Gandhinagar.
Dated the: 13th June, 2019.**

Constitution
of India.

No.GS/14/LPK/102019-1280-KH-3:- 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 method of examination for recruitment to the post of Private Secretaries (English and Gujarati) stenographers, Grade-I), class II in the Departments of secretariat and others offices, namely:-

1. Short Title, Commencement. -

- (1) These rules may be called the **Private Secretaries (English and Gujarati Stenographers, Grade-I), Class II in the Departments of Secretariat and Other Offices (Competitive Examination) Rules, 2019.**
- (2) They shall apply to the persons, who are eligible to be appointed to the posts specified in Schedule I, hereinafter referred to as the scheduled posts.

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

- (a) "Schedule" means the schedule appended to these rules;
- (b) "Commission" means the Gujarat Public Service Commission;
- (c) "examination" means the competitive examination held under these rules.
- (d) "Government" means the Government of Gujarat;
- (e) "prescribed" means prescribed by regulations made by the Commission.
- (f) "Relevant recruitment rules" means the recruitment rules prescribed by the Government for the Scheduled posts.

3. Holding of Examinations:-

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- (1) The Commission, on receiving the requisition from the Government, shall hold a Competitive Examination for selection of candidates for recruitment to the Scheduled posts.
- (2) The Commission shall decide the manner in which it shall conduct the examination unless otherwise prescribed by these rules.

4. Mode of Examination. -

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

- (i) Qualifying Examination (Short hand test) for selection of Candidates for Main Examination, and;
- (ii) Main Examination comprising written test (language skill, computer Knowledge and Skill Test) and Interview for final selection of candidates for the Scheduled posts

(2) The Qualifying Examination and the Main Examination shall be held in such manner as specified in Schedule II.

5. Syllabus.-The pattern and syllabus of examination shall be as specified in Schedule II.

6. Medium of Examination.-The medium of examination for candidate for the post of private secretaries:-

-(English stenographer, Grade I), Class-II, Shall be English.

-(Gujarati stenographer, Grade I), Class-II, Shall be in Gujarati.

7. Place of Examination.-

(1) The date, the time and places of the Examination shall be decided by the Commission.

(2) The candidate shall be required to attend all the stages of examination at his own expenses on the dates, time and places notified by the Commission.

8. Application for Examination.-

(1) A candidate who desires to appear at the Qualifying Examination shall submit an application in such Form as may be prescribed by the Commission along with such fees as may be fixed by the Government.

(2) The fees shall be paid in such manner as may be prescribed by the Commission and fees once paid shall not be refunded or held over for the subsequent examination in any circumstances.

(3) The candidate who are declared qualified by the Commission for admission to the Main Examination shall apply again in such Form as may be prescribed by the Commission along with such fees as may be fixed by the Government.

9. Condition for Eligibility. –

(1) A Candidate shall not be qualified for admission to the examination unless he is -

(a) citizen of India, or

(b) A subject of Nepal, or

(c) A subject of Bhutan, or

(d) A Person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka, East African countries of Kenya, Uganda, the United Republic of Tanzania, Zambia, Malawi, Zaire, Ethiopia and Vietnam, with the intention of permanently settling in India:

Provided that candidates belonging to categories (b), (c) or (d) shall be required to furnish a certificate of eligibility issued by the Government.

(2) A candidate who is required to produce a certificate of eligibility, may be allowed to appear in the examination conducted by the Commission and he may also be appointed provisionally subject to the production of eligibility certificate within time frame as decided by the Government;

10. Disqualification for appointment on ground of plural marriage.

(1) No person, who,-

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- (a) has entered into or contracted a marriage with a person having a spouse living, or
(b) having a spouse living, has entered into or contracted a marriage with any other person shall be eligible for appointment to the said posts:

Provided that subject to the provisions of any law for the time being in force, the State Government may, if satisfied that there are special grounds for doing so, exempt any person from the operation of this sub-rule.

(2) The Candidate shall declare in the application form whether he or she as the case may be, is married and, in the case of the male candidate whether he has more than one wife living and in the case of a female candidate whether she has married to a man who has already another wife living.

11. Educational Qualifications and Age limit. -

(1) A candidate possessing the requisite educational qualifications, other qualifications and requirements for the appointment under the relevant recruitment rules of the Scheduled posts, shall be eligible for admission to the examination;

Provided that a candidate who has appeared at a bachelor's degree level examination, the passing of which would render him educationally qualified for the Examination mentioned in rule 3, but result of such examination is not declared, till the last date of filling of the application form as also the candidates who intend to appear at such qualifying examination shall also be eligible for admission to the Qualifying Examination. All the candidates who are declared qualified by the Commission for appearing in the Main Examination shall be required to produce the proof of passing the degree examination along with their application for the Main Examination.

Provided further that a candidate who fails to produce the proof of passing the bachelor's degree examination shall not be the eligible for admission to the Main Examination.

(2) A candidate for admission to the Examination shall have attained the age of 20 years and shall not have attained the maximum age as prescribed in the relevant recruitment rules on the date as may be specified in the advertisement by the Commission.

12. Decision of Commission shall be final. -

(1) No candidate shall be allowed to appear at the Main Examination unless the Commission is satisfied that-

(a) the candidate possesses the requisite qualifications and fulfils other requirements under the relevant recruitment rules of the posts;

(b) The Candidate has paid the requisite fees along with the application;

(c) the candidate is eligible in all respects and complies with all the requirements;

(d) The candidate has filled the application form for the Main Examination and the copy the same along with the copy of requisite documents have been submitted to the Commission.

(2) The decision of the Commission as to the eligibility of a candidate for admission to the Main examination shall be final.

(3) Subsequently, if at any time, the candidate is found ineligible to appear in the Main Examination, his candidature shall be treated as cancelled and if already selected and appointed, his appointment shall be treated as cancelled *ab-initio* and his service shall be terminated forthwith:

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

13. Appearance at the Main Examination.-

(1) The candidates who are declared successful in qualifying examination shall be allowed to appear in the Main Examination.

(2) The qualifying standard of the short hand test shall be such as may be decided by the commission.

14. Preparing of Merit list.-

(1) The candidates shall be arranged by the Commission in the order of merit on the basis of the aggregate marks finally awarded to each candidate in the Main Examination. Thereafter, the Commission shall, for the purpose of recommending candidates against unreserved vacancies, fix a qualifying mark (hereinafter referred to as general qualifying standard) with reference to the number of unreserved vacancies to be filled up on the basis of the Main Examination. For the purpose of recommending Reserved Category candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) or economically weaker sections against reserved vacancies, the Commission may relax the general qualifying standard with reference to number of reserved vacancies to be filled up in each of these categories on the basis of the Main Examination:

Provided that the candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) or economically weaker sections who have not availed themselves of any of the concessions or relaxations in the eligibility or the selection criteria, at the Examination and who after taking into account the general qualifying standards are found fit for recommendation by the Commission shall not be recommended against the vacancies reserved for Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) or economically weaker sections.

2) While Considering the preferences, the candidate belonging to the Schedule Castes, Schedule Tribes, Socially and Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) or economically weaker sections recommended against unreserved vacancies may be adjusted against reserved vacancies by the Commission if by this process they get a post of Higher choice in the order of their preference.

(3) The Commission may further lower the qualifying standard to take care of any shortfall of candidates for appointment against unreserved vacancies and any surplus of candidate against reserved vacancies arising out of the provision of this rule.

14(4) There shall be no waiting list. The residual vacant posts, if any, due to non-joining of candidates (who have been allotted the posts of Gujarati Stenographer, Grade-I or English Stenographer, Grade-I, as the case may be) for any reason, shall be carried forward to the next recruitment..

15. Order Of Preference.-

A candidate shall show his order of preference for appointment in Secretariat Departments or the offices other than Secretariat Departments as the case may be. No change in order of preference shall be allowed once submitted to the Commission. Having regard to his rank in order of merit and the availability of vacancies of English or Gujarati Stenographer, Grade I in the Secretariat Departments or offices other than Secretariat Departments, consideration shall be given to his preference when making appointment by the Government. No request for change in allotment to a post shall be considered by the Government after the allotment once made.

16. Result of Examination. -

- (a) The result of the candidates whose names are to be recommended to the Government for appointment to the Scheduled posts, shall be arranged according to the order of merits of candidates along with the seat number and the total marks obtained by each of the candidate.
- (b) The Commission shall also display on its notice board the result of unsuccessful candidates containing the names, seat number and total marks obtained by each of the candidate.

17. Rechecking of mark of Main Examination. -

(1) A candidate who desires to have his marks of Main Examination rechecked, may apply to the Commission along with such fee as may be fixed by the Commission for each paper within a period of fifteen days from the date of declaration of the final result of the Main Examination.

(2) A candidate who desires to have the mark sheet of the Main Examination or part thereof shall apply to the Commission along with

such fee as may be fixed by the Commission within a period of fifteen days from the date of declaration of the final result.

(3) In no circumstances the marks of any part of the Main Examination shall be disclosed before the official declaration of the final result.

18. Forwarding the result to Government.-The Commission, on declaration of the result, shall forward the list of candidates to the Government who are recommended for appointment along with necessary particulars such as whether candidate belongs to Scheduled Castes, Scheduled Tribes or Socially Educationally Backward Classes (including Nomadic Tribes and Denotified Tribes) or economically weaker sections and his date of birth, educational qualifications, order of preference for post and such other particulars as the Government may direct.

19. No right to appointment. -The mere success in the examination shall not confer any right to appointment and no candidate shall be appointed to the post unless the Government is satisfied after such inquiries as may be considered necessary that the candidate is suitable in all respects for appointment to the post.

20. Medical examination. -The selected candidate shall pass the medical check-up (examination) in accordance with the relevant rules made by the Government in this behalf.

21. Training and examination.-The selected candidate shall be required to undergo such training and to pass such examination as may be prescribed by the Government.

22. Disciplinary actions. -The candidate who is or has been declared by the Commission to be guilty of:-

1. obtaining support for his candidature by any means:
2. impersonating:
3. procuring impersonating by any person:
4. submitting fabricated documents or documents which have been tempered with :

5. making statement which are incorrect or false or suppressing material information.
6. resorting to any other irregular or improper means in connection with his candidature for the examination:
7. using unfair means during the examination :
8. writing irrelevant matter, including absurd language or pornographic matter in the scripts:
9. misbehaving in any other manner in the examination hall:
10. harassing or doing bodily harm to the staff employed by the Commission for the conduct of the Examination:
11. attempting to commit or as the case may be, abetting the Commission of all or any of the acts specified in the foregoing clauses: or
12. violating any of the instructions issued to the candidates along with his admission Certificate permitting him to take the examination, shall, In addition to rendering himself liable to criminal prosecution, be Liable -
 - (a) to be disqualified by the Commission from the examination for which he is a candidate,
 - (b) to be debarred either permanently or for a specific period,
 - by the Commission from appearing in any examination or from any Interview for direct selection to be held by them; or
 - by the State Government from any employment under it:
 - provided that no penalty under clause (a) or clause (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.
 - (c) to disciplinary action under the appropriate rules if he is already in Government service.

23. Savings.

Notwithstanding anything contained in these rules, any action initiated under the previous rules before the commencement of these rules, shall be valid till it is completed.

24. Prohibition to use certain devices in examination hall.- A candidate shall not be allowed to carry with him a cellular phone, calculator, pager or any other electronic Communication devices.

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


(Kaushik Trivedi)

Under Secretary to Government.
General Administration Department

Copy forwarded with compliments to:-

The Principal Secretary to the Governor,

The Principal Secretary to the Chief Minister,

The Personal Secretaries to all the Ministers/Ministers of State,

The Personal Secretary to the Leader of Opposition,

*The Registrar, Gujarat High Court of Gujarat, Ahmedabad,

*The Secretary, Gujarat Legislative Secretariat, Gandhinagar,

*The Secretary, Gujarat Vigilance Commission, Gandhinagar,

*The Secretary, Gujarat Public Service Commission, Gandhinagar,

*The Secretary, Gujarat Civil Service Tribunal Gandhinagar,

*The Secretary, Gujarat Subordinate Staff Selection Board, Gandhinagar,

The Accountant General, Ahmedabad/Rajkot,

The Resident Commissioner, New Delhi,

All Department of Secretariat,

All Heads of Departments,

The Manager, Government Central Press, Gandhinagar- with a request to publish the enclosed notification in the Government Gazette and send 50 copies to this department and 20 copies to the Secretary, Gujarat Public Service Commission, Gandhinagar,

The Legislative and Parliamentary Affairs Department- with a request to publish Gujarati translation of notification.

General Administration Department/K, G-2, G-5 branches with five spare copies,

All other branches in General Administration Department,

The Select file.

* By letter.

SCHEDULE I

(See rule 2(a))

- 1 Private Secretaries (English Stenographer, Grade I)
- 2 Private Secretaries (Gujarati Stenographer, Grade I)

SCHEDULE II

(See rule 4(2))

The Examination shall comprise of the following stages:

- (A) Qualifying Examination (Short hand test) for the selection of Candidates for Main Examination; and
- (B) Main Examination for final selection of candidates to the Scheduled posts.

The description of the Qualifying Examination and Main Examination is as mentioned below.

Section A: Plan of Examination for the post of Private Secretaries (English Stenographer, Grade I)

(I) Qualifying Examination (Short hand Test) (Elimination Round)

- (a) Dictation of English Para at a Speed of 80 words per minute for writing in short hand script for 2 minutes and transcribe the same at the speed of seven words per minute (in legible handwriting, not by typing).
- (b) The Objective of this test is to assess the candidate's ability to write in short hand script for a given verbal speed.
- (c) The nature of the test is to ascertain the short hand skill of the candidates. The candidates who possess necessary short hand skills will be declared eligible for admission to the Mains Examination.

(II) Mains Examination.- The mains examination shall comprise the following two papers and interview test.

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The commission shall decide the minimum qualifying standard for paper I and paper II

Paper-1: English: Language skill and Computer Knowledge (Descriptive and Objective)

Paper Structure: 100 Marks; 2:00 Hours (120 Minutes)

Essay Writing	Descriptive	10
Precise writing	Descriptive	10
Letter Writing (Two Letters)	Descriptive	20
Translation from Gujarati into English	Descriptive	10
Translation from English into Gujarati	Descriptive	10
English Grammar	Objective	20
Computer Fundamentals/Operations	Objective	20
		100

Paper-2: Skill Test (Stenography and Typing the Transcription): 100 Marks

- Stenography and Typing the Transcription on computer
- Dictation of 2 Paragraphs of 4 Minutes Each (Total 8 Minutes)
- Dictation Speed: 120 words per minute in English Short Hand
- Time for Typing the Transcription: Total 50 Minutes

Interview Test- 50 Marks

- (a) The candidates who obtain such minimum qualifying marks as may be fixed by the commission in the written examination (paper 1 and paper 2) shall be called for the interview test. The number of candidates called for the interview test shall be about thrice the number of vacancies so advertised. The interview test shall carry 50 marks without any minimum qualifying marks.

(b) The aggregate marks obtained by the candidates in the written examination, (Paper1), Skill Test (Paper2) and in the interview test shall determine their final ranking.

(c) The candidate who is qualified for the interview test but fails to attend the interview test shall not be eligible for selection.

Section B: Plan of Examination for the post of Private Secretary (Gujarati) Stenographer, Grade-I

(I) Qualifying Examination (Short hand Test) (Elimination Round)

(a) Dictation of Gujarati Para at a speed of 60 words per minute for writing in short hand for 2 minutes and transcribe the same at the speed of seven words per minute (in legible handwriting, not by typing).

(b) The Objective of this test is to assess the candidate's ability to write in short hand script for a given verbal speed.

(c) The nature of the test is to ascertain the short hand skill of the candidates. The candidates who possess necessary short hand skills shall be declared eligible for admission to the Mains Examination.

(II) Mains Examination: The mains examination shall comprise the following two papers and interview test. The commission shall decide the minimum qualifying standard for paper I and paper II

Paper-1: Gujarati: Language skill & Computer Knowledge (Descriptive and Objective)

Paper Structure: 100 Marks; 2:00 Hours (120 Minutes)

Essay writing	Descriptive	10
Precise writing	Descriptive	10
Letter Writing (Two Letters)	Descriptive	20
Translation from Gujarati into English	Descriptive	10
Translation from English into Gujarati	Descriptive	10
Gujarati Grammar	Objective	20

Computer Fundamentals/Operations	Objective	20
		100

**Paper-2: Skill Test (Stenography and Typing the Transcription):
100 Marks (Minutes)**

- Stenography and Typing the Transcription on computer
- Dictation of 2 Paragraphs of 4 Minutes Each (Total 8 Minutes)
- Dictation Speed: 90 words per minute in Gujarati Short Hand
- Typing the Transcription: Total 75 Minutes

Interview Test- 50 Marks

- (a) The candidates who obtain such minimum qualifying marks as may be fixed by the commission in the written examination (paper 1 and paper 2) shall be called for the interview test. The number of candidates called for the interview test shall be about thrice the number of vacancies so advertised. The interview test shall carry 50 marks without any minimum qualifying marks.
- (b) The aggregate marks obtained by the candidates in the written examination (paper 1 and paper 2) and in the interview test shall determine their final ranking.
- (c) The candidate who is qualified for the interview test but fails to attend the interview test shall not be eligible for selection.

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