

## NOTIFICATION

General Administration Department,  
Sachivalaya, Gandhinagar.

Dated the 20<sup>th</sup> November, 2019.

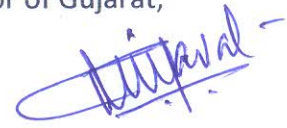
Constitution of  
India.

**No.GS/39/2019/BHRT/10-2014/103837/K** :- 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 recruitment to the post of Office Assistant, Class III, in the subordinate service of the Secretariat Departments namely :-

1. These rules may be called the Office Assistant, Class III, in the subordinate service of the Secretariat Departments Recruitment Rules, 2019.
2. Appointment to the post of Office Assistant, Class III, in the subordinate service of the Secretariat Departments shall be made by direct selection.
3. To be eligible for appointment by direct selection to the post mentioned in rule 2, a candidate shall, -
  - (a) not be more than 35 years of age;
  - (b) possess a bachelor's degree obtained from any of the Universities established or incorporated by or under the Central or a State Act in India; or any other educational institution recognised as such or declared to be deemed as a University under section 3 of the University Grants Commission Act, 1956 or possess an equivalent qualification recognised by the Government;
  - (c) possess the basic knowledge of computer application as prescribed in the Gujarat Civil Services Classification and Recruitment (General) Rules 1967;
  - (d) have a speed of not less than 5000 key Depressions with accuracy per hour for data entry work in English and Gujarati; and
  - (e) possess adequate knowledge of Gujarati or Hindi or both.

4. The provisions of rule 9A of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967 shall be applicable in respect of a candidate appointed by direct selection.
5. The candidate appointed by direct selection shall be required to undergo such training and pass such examination as may be prescribed by the Government.
6. The candidate appointed by direct selection shall be required to furnish a security and surety bond in such form, for such amount and for such period as may be prescribed by the Government.

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



(Chaitanya Nimavat)

Under Secretary to Government.

To,

The Secretary to Hon. Governor.

The Principal Secretary to the Hon. Chief Minister,

The Personal Secretary to all Hon. Ministers / Hon. Ministers of State,

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

The Accountant General, Gujarat, Ahmedabad / Rajkot,

The All Department of the Secretariat (With request to send a copy of the rules to the subordinate offices)

The Director General of Sardar Patel Institute of Public Administration, Ahmedabad.

The Resident Audit Officer, Gandhinagar

The Manager, Government Press, Gandhinagar (with a request to publish the notification in Gujarat Government Gazette and send 300 copies to this department.)

The Legislative and Parliamentary Affairs Department, Sachivalaya, Gandhinagar. (with a request to publish Gujarati Translation of Notification and send 300 copies to this department.)

Computer Cell, General Administration Department, Sachivalaya, Gandhinagar (with a request to publish this resolution on GSWAN website.

All Branches in General Administration Department/All officers

Select File - K Branch

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➤ By letter.