

**NOTIFICATION**  
**Home Department**  
**Sachivalaya, Gandhinagar**  
**Dated the 6<sup>th</sup> June 2016**

**Gujarat Home  
Guards Act,  
1947.**

**NO:GG/64/2016/HGD/102010/2201/F:-** In exercise of the powers conferred by clause (c) of section 8 of the Gujarat Home Guards Act, 1947 (Bom. III of 1947) and in supersession of all the rules made in this behalf, the Government of Gujarat hereby makes the following rules to provide for regulating the method of examination for recruitment to the post of Havaldar Instructor Class III, in the subordinate services of Home Guards Organization, Gujarat state, namely:-

**1. Short Title,-** These rules may be called the Havaldar Instructor, Class III (Combined Competitive Examination) Rules, 2016.

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

- (a) "Appendix" means an Appendix appended to these rules;
- (b) "Board" means the Gujarat Subordinate Services Selection Board, Gandhinagar or such other Board as may be constituted by the State Government in this behalf;
- (c) "Examination" means the Combined Competitive Examination for direct recruitment to the post of Havaldar Instructor, Class III in the Home Guards Organisation.
- (d) "Government" means the Government of Gujarat;
- (e) "relevant recruitment rules" means the recruitment rules prescribed by the Government for the post of Havaldar Instructor.

**3. Educational Qualifications and Age limit.-**

- (1) A candidate possessing the requisite educational qualifications, other qualifications and requirements, for the appointment to the post of Havaldar Instructor, Class III under the relevant recruitment rules shall be eligible for admission to the Examination.
- (2) A candidate for admission to the Examination shall have attained the minimum age 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.

**4. Procedure for preparing of requisitions.-**

- (1) Every year all the offices under the administrative control of Home Department shall send the requisition indicating their requirement of persons for appointment to the posts, as specified in Appendix-I for the Current year and next year, to Home Department in the proforma as specified in Appendix-III and Appendix-IV or in the manner as may be decided by the Government from time to time by a general or a special order. The Home Department shall send such requisition to the Board.



- (2) The estimate of anticipated requirement of the candidates shall not depend merely upon the actual number of vacancies existing or likely to arise on some particular date. But the offices to which these rules apply shall prepare an estimate of their probable recruitments by past experience depending upon the probable vacancies on account of resignations and other grounds and creation of new posts owing to anticipated developments, etc. Thus, these estimates shall not merely be an estimate of exact available number of posts that may fall vacant during particular period as shown in sub-rule (1) but shall be an exhaustive numerical estimate of anticipated requirements of concerned posts during that period. Utmost care shall be taken so that the estimate is not excessive beyond the actual requirement of one year from January of a year to December of the year or the sanction given in the recruitment year.

**5. Holding of Examination.-**

- (a) The Board shall, on receiving the requisition from the Home Department, publish an advertisement in the prominent newspapers widely circulated in the State, inviting applications in the prescribed form, from the eligible candidates for appointment to the posts.
- (b) The procedure to call for application and scrutiny of the applications shall be decided by the board.
- (c) The Board shall hold an examination for selection of candidates.
- (d) The date on which, the time and the places at which the examination shall be held shall be decided by the Board.
- (e) The candidate shall be required to attend all the stages of examination at his own expenses on the dates, time and places as notified by the Board.

**6. Application for appearing in examination.-**

- (a) The candidate who desires to appear at the examination shall be required to submit an application in such form and within such time limit as may be prescribed by the Board along with such fees as may be fixed by the Government from time to time.
- (b) The fees shall be paid in the manner as the Board may direct. The fees once paid shall not be refunded or held over for the subsequent examination.
- (c) The request of a candidate for withdrawal of application and refund of fees shall not be entertained in any circumstances.

**7. Decision of Board shall be final.-**

- (1) No candidate shall be allowed to appear at the examination unless the Board is satisfied that-



- (a) The candidate possesses the requisite qualifications and fulfills other requirements under the relevant recruitment rules.
  - (b) He has paid the requisite fees along with the application;
  - (c) The candidate is eligible in all respects and complies with all the requirements.
- (2) The decision of the Board as to the eligibility of a candidate for admission to the examination shall be final.
- (3) Subsequently, if at any time, the candidate is found ineligible to appear at the 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 the candidate has been given an opportunity of being heard.

**8. Conduct and Regulation of Examination.**-The Board shall regulate all matters relating to appointment of examiners, supervisors, remuneration payable to them and conduct of examination in accordance with the procedure adopted by it and in conformity with the rules made in that behalf and Instructions of the Government.

**9. Stages and Mode of examination.-**

- (a) The examination shall be held in two successive stages in the following manner, namely:-
  - (i) Written Examination,
  - (ii) Physical Standard Test and Physical Efficiency Test.
- (b) The Board shall after receiving the applications from the candidates, scrutinize the applications in accordance with these rules and call the eligible candidates to appear in the written test.
- (c) The candidates who have obtained the minimum qualifying marks in the written test, as determined by the Board, shall be called for Physical Standard Test and Physical Efficiency Test, to be held by the Board.
- (d) The number of candidates called for Physical Standard Test and Physical Efficiency Test shall ordinarily be eight times the number of vacancies requisitioned.
- (e) Physical Standard Test shall be held for ascertaining physical efficiency of candidates as specified in Appendix II.
- (f) The candidate shall be given the marks on his performance in the Physical Efficiency Test specified in Appendix-II. Marks obtained shall be added to the marks obtained in Written Examination.
- (g) The candidates who qualify in the Physical Efficiency Test shall be called for documents verification. The number of candidates called for documents verification shall ordinarily be two times the number of vacancies requisitioned.



- (h) A candidate who desires to have his marks of written test rechecked may apply to the Board along with such fees as may be determined by the Board within a period of 15 days from the date of declaration of result of the written test.

**Explanation:-** For the purpose of these rules "Physical Standard Test " means the norms to be taken in to consideration by the medical Board as prescribed in the relevant recruitment rules.

**10. Syllabus of Examination.-**

The syllabus of the written test shall be as specified in Appendix-I.

**11. Qualifying Standard and marks.-**

The qualifying standard for written test and of physical test shall be determined by the Board from time to time, if necessary separately for reserved and non-reserved categories of candidates. However, minimum qualifying standard determined by the Board shall not in any case be less than 40% of marks in the written test.

**12. Medium of Examination.-** The medium of the examination shall be Gujarati.

**13. Examination fees.-**

- (1) Each candidate shall unless exempted under sub-rule (2), pay an examination fee as fixed by the Government, 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.
- (2) A candidate who is a member of Scheduled Castes, Scheduled Tribes, or Nomadic and Denotified Tribes or Disabled persons shall be exempted from the payment of fees prescribed under sub-rule (1).

**14. Prohibition to use certain devices in examination hall.-**

- (a) The candidate shall require to answer all the question papers of the examination in his own handwriting.
- (b) The candidate shall not be allowed to carry with him a cellular phone, calculator, pager, tablet, i-pad or any other electronics communication device.

**15. 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
- (l) violating any of the conditions for admission to appear in the examination as prescribed and specified in the admission certificate, may, in addition to rendering himself liable to criminal prosecution, be liable--
  - (i) to be disqualified by the Board from the examination for which he is a candidate; or
  - (ii) 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 Secretary of the General Administration Department, (Personnel); or
  - (iii) to disciplinary action under the relevant rules if he is in the Government service.

**16. Ineligibility on failure to attend physical test and documents verification.-**

- (1) The candidate who is qualified in the written test and called for Physical Standard test and Physical Efficiency Test but fails to attend the said test on the specified date and time shall not be eligible for selection.
- (2) The candidate who is qualified in the Physical Standard Test and Physical Efficiency Test and is called for documents verification and if he fails to attend documents verification process on the specified date and time, he shall not be eligible for selection.

**17. Procedure for preparation of select list and waiting list.**

- (1) The final result of all the candidates shall be arranged by the Board in Part-I in the order of merit on the basis of aggregate marks finally awarded to each candidate in the main Written examination, Physical Standard Test and Physical Efficiency Test and weightage of additional marks as specified in Appendix-V, specifying their names, seat numbers, category and total marks obtained by the candidates and the same shall



be caused to be published on the notice board and /or on website and the copy of the result so published shall be sent to the Government in Home Department.

- (2) The Board shall also prepare a list of successful candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Women, Disabled Persons and Ex-Servicemen for the concerned posts, for the concerned Departments or, as the case may be, for the concerned District, to the extent of the number of vacancies reserved for such categories and requisitioned.
- (3) The Board shall call the successful candidates as per their merit in the manner as may be decided by the Board for the documents verification.
- (4) The Board shall cause to prepare a list of name of candidates to be kept in a waiting list in Part-II as far as feasible for about twenty five per cent of the total number of candidates.
- (5) The Board shall cause to prepare list of the unsuccessful candidates who are not included in Part-I and Part-II.

**18. Result of Examination.-**

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

- Part I: (a) The result of the successful candidates shall be arranged in the order of merit specifying their names, seat numbers and total marks obtained by the candidates and allocation of the post and department or district and the same shall be published on the notice board and/ or on the web-site of the Board and the copy of the result so published shall be sent to the Government in Home Department on the same day. The result shall be published in the *Official Gazette* by the Board and the copy of the result so published in the *Official Gazette* shall be forwarded to the Government in Home Department.
- (b) The Board shall communicate the result to the successful candidates in the manner as may be decided 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 waiting list as specified in sub-rule (4) of rule 17.
- Part III: The Board shall prepare a list of the unsuccessful candidates who are not included in Part I and II, specifying their names, seat numbers and total marks obtained by them and same shall be published on the notice board of the Board and/ or on the web-site.



**19. Recommendation and allocation.-**

The Board shall recommend the qualified candidates for appointment to the Government in the Home Department according to their requirements shown in the requisition sent to the Board. The Home Department or concerned administrative offices under the Home Department shall, then allot the candidates to the respective offices under their administrative control according to their requirements shown in the requisition. The concerned appointing authorities thereafter shall issue orders of appointments of the candidates so allotted and such orders shall be sent to the concerned candidates by Register Post Acknowledgement Due (RPAD).

**20. 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 such inquiries, as may be considered necessary that the candidate is suitable in all respect for appointment to the post and public service.

**21. Medical Test.-**

The candidate recommended for appointment shall require to undergo the medical examination in accordance with the provisions of the Gujarat Civil Services (General Conditions of Services) Rules, 2002.

**22. Appointment.-**

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

**23. 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 duty 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 duty within 30 days, the competent authority may, for reasons to be recorded in writing, allow such candidate to join the duty even after expiry of 30 days. However, the seniority of such candidate shall be determined in accordance with the Government orders in that behalf.

**24. Pre-service Training-**

- (1) The candidates selected for the concerned post, before their regular appointment, shall require to undergo pre-service training and shall pass the post-training examination in the specified period and chances in accordance with the training and examination rules as may be prescribed by the Government.



- (2) The training Institute prescribed in the pre-service training and post training examination rules of posts specified in Appendix I, shall arrange for imparting the pre-service training and post training examination for the candidates selected for appointment to the concerned posts under these rules. The candidates shall be required to be sent for training in the training centers by the respective offices in which they are appointed.

**25. Departmental Examination-**

- (1) The candidate selected for the concerned post, after his appointment, shall require to pass the departmental examination, if any, within a Period and chances as specified in the departmental examination rules as may be prescribed by the Government.
- (2) The candidate after appointment, shall be required to pass an examination in Hindi or Gujarati or both as may be prescribed by the Government from time to time.

**26. Controlling Authority-**

The Secretary to the Government, Home Department shall be the controlling and the co-coordinating authority for implementation of these rules. He shall be competent for allotment or re-allotment of the candidates from the offices under one Department to the another Departments in exceptional circumstances.

**27. Interpretation in case of doubt:**

If any question arises as to the interpretation of any of these rules, the question shall be referred to the Secretary, to the Government, Home Department for the decision and his decision in the matter shall be final.

**Appendix I**

**(See rule, 4(1) and 10)**

**Written Test - 1 Hour 100 Marks**

Written test (General Knowledge – objective type) shall be of 1 hour duration and of 100 marks. This will cover subjects such as General Knowledge, Current Affairs, Computer Knowledge, Psychology, History, Geography, Sociology, Mental Ability, Science and basic features of the Constitution of India, Indian Penal Code, 1860, Code of Criminal Procedure, 1973 and Evidence Act, 1872.

- 1 The objective type written test shall consist of Multiple Choice Question (MCQ) and O.M.R (Optical Mark Reader) system.
- 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.



**Appendix II**  
**( See rule, 9(f) )**

**Physical Efficiency Test (Qualifying Test)**

The test and the qualifying standard shall be as under:

Candidate	Test	Qualifying Standard
Male	Running 5000 Meters	In 25 minutes
Female	Running 1600 meters	In 9.30 minutes
Ex-servicemen	Running 2400 meters	In 12 minutes and 30 seconds

Marks shall be given to the candidates for the physical efficiency test as follows:

**(a) Male Candidates:**

5000 meters run to be completed in 25 minutes - Maximum Marks 25

Run completed in 20 minutes or less	25 marks
Run completed in more than 20 minutes but less than, or in 20:30 minutes	24 marks
Run completed in more than 20:30 minutes but less than, or in 21 minutes	23 marks
Run completed in more than 21 minutes but less than, or in 21:30 minutes	22 marks
Run completed in more than 21:30 minutes but less than, or in 22 minutes	20 marks
Run completed in more than 22 minutes but less than, or in 22:30 minutes	18 marks
Run completed in more than 22:30 minutes but less than, or in 23 minutes	16 Marks
Run completed in more than 23 minutes but less than, or in 23:30 minutes	14 marks
Run completed in more than 23:30 minutes but less than, or in 24 minutes	12 marks
Run completed in more than 24 minutes but less than, or in 25 minutes	10 marks
Run completed in more than 25 minutes	Fail

**(b) Female Candidates:**

1600 meters run to be completed in 9.30 minutes - Maximum 25 marks

Run completed in 7 minutes or less	25 marks
Run completed in more than 7 minutes but less than, or in 7.30 minutes	23 marks
Run completed in more than 7.30 minutes but less than, or in 8 minutes	21 marks
Run completed in more than 8 minutes but less than, or in 8.30 minutes	18 marks
Run completed in more than 8.30 minutes but less than, or in 9 minutes	15 years
Run completed in more than 9 minutes but less than, or in 9.30 minutes	10 marks
Run completed in more than 9:30 minutes	Fail

**(c) Ex-servicemen Candidates:**

2400 meters run to be completed in 12.30 minutes - Maximum 25 marks

Run completed in 9:30 minutes or less	25 marks
Run completed in more than 9:30 minutes but less than, or in 10 minutes	23 marks
Run completed in more than 10 minutes but less than, or in 10:30 minutes	21 marks
Run completed in more than 10.30 minutes but less than, or in 11 minutes	19 marks
Run completed in more than 11 minutes but less than, or in 11.30 minutes	17 years
Run completed in more than 11.30 minutes but less than, or in 12 minutes	15 marks
Run completed in more than 12 minutes but less than, or in 12:30 minutes	10 marks
Run completed in more than 12:30 minutes	Fail

Candidates qualifying in the Physical Standard Test shall undergo Physical Efficiency Test



( See rule, 4 (1) )

Sr. No	Name of the post and pay scale of the post	Anticipated Vacancies			Total No of anticipated vacancies (Column 3+4+5)	To be filled up by direct recruitment	Breakup of the total into 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	SC	ST	SEBC					
1	2 (Rs....)	3	4	5	6	7	8	9	10	11	12	13	14	15	16



# Appendix IV

( See rule, 4 (1) )

The Statement showing the number of vacancies for the post of.....Class III, which may accruing during next recruitment year in the Home department.

Sr. No	Name of the post and pay scale of the post	Anticipated Vacancies				Total No of anticipated vacancies (Column 4+5+6)	To be filled up by direct recruitment	Breakup of the total into 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.	No. of posts which may fall vacant due to retirement, promotion, resignation, etc.			General	SC	ST	SEBC	General	SC	ST	SEBC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	(Rs....)														




**Appendix V**  
**(See rule, 17 (1) )**

**Weightage of additional marks to be awarded after the Written Examination.**

1. Weightage of additional 02 (two) marks shall be given to the candidates possessing 'C' level certificate of National Cadet Corps.
2. Weightage of additional marks as mentioned below shall be given to the candidate possessing degree or diploma certificate awarded by the Raksha Shakti University.

Class obtained in Degree / Diploma of the Raksha Shakti University	Additional marks to be given
Distinction	5
First Class	4
Second Class	3
Pass Class	2

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

  
**(Vijay Badheka)**  
Under Secretary to Government.  
Home Department

To,

- Principal Secretary to H.E. the Governor of Gujarat, Raj Bhavan, Gandhinagar. **(By Letter)**
- Personal Secretary to Minister of State (Home), Sachivalaya, Gandhinagar.
- Director General, Home Guards State of Gujarat, Ahmedabad.
- Chairman, Gujarat Subordinate Service Board, Gandhinagar.
- Manager, Central Press, Gandhinagar with a request to publish this notification in Government Gazette and send 50 copies to Home Department and 50 copies to Commandant General Home Guards, Ahmedabad.
- The Deputy Secretary, Legislative and Parliamentary Affairs, Sachivalaya, Gandhinagar with a request to translate this Notification into Gujarati and publish in the Government Gazette, and Provide 10 Copies of the same to this Department.
- Additional Chief Secretary, General Administration Department, Sachivalaya Gandhinagar.
- Select file.