

NOTIFICATION
Home Department
Sachivalaya, Gandhinagar.
Dated the 28th October, 2016.

**Gujarat
Home
Guards
Act, 1947.**

No.GG/113/2016/HGD/102016/711/F:- In exercise of the powers conferred by clause (c) of Section 8 of the Gujarat Home Guards Act, 1947 (Bom.3 of 1947) the Government of Gujarat hereby makes the following rules to provide for regulating the method of examination for recruitment to the post of Sub-Inspector Instructor Class III, in the Subordinate Service of the Home Guards Organization, Gujarat State, namely:-

1. Short Title and Application

- (1) These rules may be called the Sub-Inspector Instructor, Class III, (Competitive Examination for Direct Recruitment) 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 Service Selection Board, Gandhinagar or such other Board as may be constituted by the State Government in this behalf;
- (c) "examination" means the Competitive Examination held by the Board under these rules for the purpose of direct recruitment to the post of Sub-Inspector Instructor, Class III, in the Home Guards Organisation;
- (d) "Government" means the Government of Gujarat;
- (e) "relevant recruitment rules" means prescribed recruitment rule for the post of Sub-Inspector Instructor, Class III, in the Home Guards Organisation.

3. Educational Qualifications and Age limit.-

- (1) The candidate, possessing the requisite educational qualifications, other qualifications and requirements for the appointment to the post of Sub-Inspector Instructor, Class III, prescribed under the relevant recruitment rules shall be eligible for admission to the examination.

- (2) For admission to the examination, the candidate 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, the Director General, Home Guards Organisation under the administrative control of the Home Department shall send the requisition indicating their requirements of persons for appointment to the posts, as specified in Appendix IV for the next year, to the State Government in the Home Department in the proforma as specified in Appendix IV or in the manner as the Government may by a general or special order, specify.
- (2) The Home Department shall, then send the requisition to the Board indicating the total requirement for appointment to the post of Sub-Inspector Instructor Class III, for the next year commencing from January, not later than the 1st April of a year, in the proforma as specified in Appendix V, or in the manner as the State Government may by a general or special order specify.
- (3) 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 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 that year or the sanction given in the recruitment year. The Director General of Home Guards, Gujarat State, shall send such requisition to the Board as specified in Appendix V.

5. Holding of Examination.-

- (a) The Board shall, on receiving the requisition from the Director General Home Guards, Gujarat State, 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 post.
- (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, the time and the places of the examination 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 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 the 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 fulfils other requirements under the relevant recruitment rules of the post of Sub-Inspector Instructor, Class III in the Home Guards Organisation;
 - (b) he has paid the requisite fees along with the application form;
 - (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 he 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 this behalf and directions of the Government.

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

- (1) The Board shall after receiving the applications from the candidates, scrutinise the same with respect to eligibility of the candidates in accordance with these rules and call the eligible candidates to appear in the written test.

- (2) The examination shall be held in three successive stages in the following manner, namely:-

(a) **Preliminary Examination: -**

The preliminary examination of the candidates shall be screening test. The examination shall be held in accordance with the scheme as specified in Appendix I.

(b) **Physical Examination:-**

The candidate who qualify in the Preliminary Examination shall be subjected to physical efficiency test and physical standard test as may be prescribed by the Government. The number of candidates called for the physical efficiency test shall be 15 times the number of vacancies requisitioned. The physical efficiency test shall be for ascertaining the physical standard of the candidate as specified in Appendix II.

(c) Main Examination (written test): -

The candidates who qualify in the physical efficiency test and the physical standard test shall be allowed to appear in the main examination (written test). The main written examination shall be held in accordance with the scheme as specified in Appendix III.

- (3) Marks shall be given to the candidate on the basis of his performance in the physical efficiency test. Marks assigned on the performance basis are as specified in Appendix II. Marks obtained in Physical Efficiency Test and Physical Standard Test shall be added to the marks obtained in the Main Examination.
- (4) The 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.

10. Syllabus of Examination.-

The syllabus of the preliminary examination and main examination shall be as specified in Appendix I and Appendix III, respectively.

11. Qualifying Standard and Marks.-

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

12. Medium of Examination.-

The medium of examination shall be Gujarati except Paper II, which shall have medium according to the instructions given in the paper.

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, along with the application made by him under these rules and attach a receipt of such payment of fees along with such application.

- (2) The candidate belonging to the Scheduled Castes, Scheduled Tribes or Nomadic and De-notified 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 be required 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 to the Government of Gujarat, 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 document verification.-

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

17. Procedure for Preparation of Select List and Waiting list.

- (1) The final result of all the successful candidates shall be arranged in Part-I by the Board in order of merit on the basis of marks finally awarded to each candidate in the Written Test and on the basis of Physical Efficiency Test, (qualifying Test) specifying their names, seat numbers 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) After final result, the Board shall call the successful candidates as per their merit order in the manner as may be decided by the Board.

- (3) 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 concerned post, to the extent of the number of vacancies reserved for such categories and requisitioned.
- (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 percent of the total number of candidates.
- (5) The Board shall cause to prepare a list of the unsuccessful candidates who are not included in Part-I and Part-II.

18. Preparation of Select List.-

- (1) The Board shall prepare a select list in accordance with rule 17 for the post in order of merit on the basis of aggregate marks finally awarded to each candidate to the extent of the number of vacancies requisitioned.
- (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 (as per the Government orders) and Ex-Servicemen for the post, to the extent of the number of vacancies reserved for such categories and requisitioned.

19. Result of Examination.- The Board shall declare the result of the examination in two parts as under, namely:-

- Part I: (a) The result of the successful candidates shall be arranged in order of merit specifying their names, seat numbers and total marks obtained by the candidates and allocation of the post and the same shall be published on the notice board and/or on the official web-site of the Board and the copy of the result so published shall be sent to the Government in Home Department and The Director General of Home Guards, Gujarat State, 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 sent to the Government in Home Department and the Director General of Home Guards, Gujarat State.

- (b) The Board shall communicate the result to the successful candidates individually 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 list of the unsuccessful candidates who are not included in Part I, specifying their names, seat numbers and total marks obtained by them and the same shall be published on the notice board and on web-site of the Board.

20. Recommendation and Allocation.-

The Board shall recommend the candidates qualified for appointment to the Home Department according to their requirement shown in the requisition sent to the Board. The Home Department or the concerned administrative offices subordinate to 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 appointing authority 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).

- 21. No right to appointment.-** Mere 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.

22. Medical Test.-

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

23. Appointment.-

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

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 have to pass the post-training examination in the specified period and specified chances in accordance with the training and examination rules as may be prescribed by the Government.
- (2) The Institute imparting training for the post of Sub-Inspector Instructor, Class III, shall arrange for imparting the pre-service training and post-training examination for the candidates selected for appointment to the posts under the rules governing training and examination as may be prescribed by the Government. The candidates shall be required to be sent for training in the training centres by the respective offices in which they are appointed.

25. Controlling Authority.-

The Secretary to the Government, Home Department shall be the controlling and co-ordinating authority for implementation of these rules. He shall be competent for allotment or re-allotment of the candidates in exceptional circumstances.

26. Interpretation of rules.-

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

Appendix I
(See rules 9(2) and 10)

Preliminary Examination

- I. Paper: General Knowledge Marks: 100 Duration: 1 Hour.
- II. Syllabus: General knowledge, current affairs, psychology, history, geography, sociology, science and mental ability.

Note:

- 1 Standard of the objective questions shall be that of graduate level.
- 2 The objective type test shall consists of Multiple Choice Question (MCQ) and O.M.R (Optical Mark Reader) system.
- 3 Every question shall be of 1 mark.
- 4 The candidate shall have to attempt all questions.
- 5 Every attempted question with incorrect answer shall carry a negative mark of 0.25.

Appendix II
(See rule- 9(2))

Physical Efficiency Test (Qualifying Test)
The test and the qualifying standard shall be as under:

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

Marks shall be allotted to the candidates on the basis of their performance in the physical efficiency test in the following manner:-

(A) Male Candidates.

5000 meters run to be completed in 25 minutes. - Maximum Marks 50

Run completed in 20 minutes or less.	50 marks
Run completed in more than 20 minutes but less than, or in 20:30 minutes.	48 marks
Run completed in more than 20:30 minutes but less than, or in 21 minutes.	45 marks
Run completed in more than 21 minutes but less than, or in 21:30 minutes.	42 marks
Run completed in more than 21:30 minutes but less than, or in 22 minutes.	39 marks
Run completed in more than 22 minutes but less than, or in 22:30 minutes.	36 marks
Run completed in more than 22:30 minutes but less than, or in 23 minutes.	33 marks
Run completed in more than 23 minutes but less than, or in 23:30 minutes.	30 marks
Run completed in more than 23:30 minutes but less than, or in 24 minutes.	27 marks
Run completed in more than 24 minutes but less than, or in 24:30 minutes.	24 marks
Run completed in more than 24:30 minutes but less than, or in 25 minutes.	20 marks
Run completed in more than 25 minutes.	Fail

(B) Female Candidates.

1600 meters run to be completed in 9.30 minutes. - Maximum 50 marks

Run completed in 7 minutes or less.	50 marks
Run completed in more than 7 minutes but less than, or in 7.30 minutes.	45 marks
Run completed in more than 7.30 minutes but less than, or in 8 minutes.	40 marks
Run completed in more than 8 minutes but less than, or in 8.30 minutes.	35 marks
Run completed in more than 8.30 minutes but less than, or in 9 minutes.	30 marks
Run completed in more than 9 minutes but less than, or in 9.30 minutes.	20 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 50 marks

Run completed in 10 minutes or less.	50 marks
Run completed in more than 10 minutes but less than, or in 10.30 minutes.	45 marks
Run completed in more than 10.30 minutes but less than, or in 11 minutes.	40 marks
Run completed in more than 11.00 minutes but less than, or in 11.30 minutes.	35 marks
Run completed in more than 11.30 minutes but less than, or in 12.00 minutes.	30 marks
Run completed in more than 12.00 minutes but less than, or in 12.30 minutes.	20 marks
Run completed in more than 12.30 minutes.	Fail

Note: Candidates qualifying in the Physical Efficiency Test shall have to undergo Physical Standard Test.

Appendix III

(See rule 10)

Main Examination (Written test)

The main examination shall be of 400 marks consisting of four papers (Objective type).

The syllabus, duration and marks of each paper shall be as under:-

- 1. Paper-I Gujarati.** Duration: 90 Minutes 100 Marks
The question Paper shall include grammar, verbal aptitude, vocabulary, idioms, comprehensions, etc.
- 2. Paper-II English.** Duration: 90 Minutes 100 Marks

The question Paper shall include grammar, verbal aptitude, vocabulary, idioms, comprehensions, etc.

Note: The standard of question papers of Gujarati and English shall be that of the Higher Secondary School Certificate Examination conducted in the State.

3. **Paper-III General Knowledge (including current events and computer knowledge) and Psychological test.**

Duration: 90 Minutes

100 Marks

Note: Standard of the general knowledge and psychological test questions shall be that of graduate level and for computer subject it shall be that of Standard twelfth level of State Board.

4. **Paper-IV Legal Matters.**

Duration: 90 Minutes

100 Marks

Questions shall include the following law:-

1. The Constitution of India.
2. The Code of Criminal Procedure, 1973.
3. The Indian Penal Code, 1860.
4. The Evidence Act, 1872.
5. The Gujarat Police Act, 1951.
6. The Gujarat Prohibition Act, 1949.
7. The Prevention of Corruption Act, 1988.
8. The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989.
9. The Motor Vehicles Act, 1988.

Note: The questions shall be of basic level in nature.

1. The objective type Main Examination (Written test) shall consists 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 IV

(See rule 4 (1))

The Statement showing the number of vacancies for the post of Sub-Inspector Instructor, Class III, to be filled in the ensuing recruitment year from.....to..... in the office of the.....

Sr. No	Name of the post and pay scale of the post	Anticipated Vacancies			Total No of anticipated vacancies	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 posts		No. of posts which may fall vacant due to retirement, promotion, resignation, etc.			General	SC	ST	SEBC	Women				
		No. of actual vacant posts	No. of posts likely to be created during the recruitment year								General	SC	ST	SEBC	Ex-Servicemen
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	(Rs....)														

Appendix V

(See rule 4 (2))

The Statement showing the number of vacancies for the post of Sub-Inspector Instructor, 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	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 posts		No. of posts which may fall vacant due to retirement, promotion, resignation, etc.			General	SC	ST	SEBC	Women			Ex-Servicemen	
		No. of actual vacant posts	No. of posts likely to be created during the recruitment year								General	SC	ST		SEBC
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
	(Rs....)														


Appendix VI
(See rule 17(1))

Weightage of additional marks (to be awarded after the Main 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 any degree or post-graduate diploma certificate awarded by the Raksha Shakti University.

Class obtained in Degree / Post Graduate Diploma of the Raksha Shakti University.	Additional marks to be given.
Distinction	15
First Class	12
Second Class	09
Pass Class	05

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 of Police, Gujarat State, Police Bhavan, Gandhinagar.
- Director General, Home Guards State of Gujarat, Ahmedabad.
- The Secretary, Gujarat Subordinate Service Board, Gandhinagar.
- 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.
- 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.
- ✓ Select file.