



RAKSHA SHAKTI UNIVERSITY

(First Internal Security & Police University of India; UGC Recognized)
Lavad, Ta-Dahegam, Gandhinagar-382305, Gujarat, India



No. RSU/ VHT/Dept. Exam Rules/67/2019

Date: 24 October 2019

Raksha Shakti University Non-Teaching Staff Service relating to Departmental Examinations Rules-2019

Short Titles and Commencement

1. This rule may be called "Raksha Shakti University Non-Teaching Staff Service relating to Departmental Examinations Rules-2019"
2. This rules will come into force on the date of their notification

Definitions

In these Rules, unless the context otherwise requires:

1. "Departmental Promotion Committee (DPC)" means the selection committee for the direct recruitment and promotion of Class-I, II and III posts as specified in the respective schedule in respect of each of the post as per RSU Services (Recruitment of other employees) Regulation, 2012 (see regulation 22)
2. "Government" means the Government of Gujarat;
3. "Examination" means the examination specified under these rules;
4. "Appendix" means an appendix appended to these rules;
5. "Concerned Department" means the respective Head of the department;
6. "Lower level departmental examination" means an examination prescribed in part-I of Appendix-B;
7. "Higher level departmental examination" means an examination prescribed in part-II of Appendix-B;
8. "Departmental examination" means higher level departmental examination or lower level departmental examination as the case may be;
9. "With books" means original book of the subjects approved by the Government or the University which includes Bare Acts and/ or rules without any commentaries or case laws and manuals issued under the Act published by the Government of Gujarat and Raksha Shakti University.

Requirement to pass the Departmental Examination. -

1. The person appointed to the post specified in Part-I of Appendix-A shall be required to pass the lower Level Departmental Examination to be eligible for promotion to the posts specified in part-II of Appendix-A.
2. The person appointed to the posts specified in Part-II of Appendix-A shall be required to pass the higher level Departmental Examination to be eligible for promotion to the posts specified in part-III of Appendix-A. The person appointed to the posts specified in Part-III of Appendix-A shall be required to pass the higher level Departmental Examination for the promotion as per the RSU recruitment rules of Non- Teaching staff.
3. **Eligibility to appear in examination.** - No person shall be eligible to appear at the departmental examination unless he has completed two years' service after his regular appointment on the post mentioned in Part-I, II or III of Appendix-A as the case may be.
4. **Specified Chance for passing relevant Examination-** A person shall require to pass such departmental examination within three chances. To appear in the departmental examination up to three chances, no examination fees shall be required to be paid. After the third chance the person shall be eligible to appear in the departmental examination at any time on payment of an examination fees as may be determined by the University:

Provided that-

- a) The person shall not be entitled to claim seniority over those persons who have passed the departmental examination earlier than him and also have been promoted to the higher post before he became eligible for such promotion on passing such departmental examination after three chances.
- b) No person shall be eligible to appear at the departmental examination unless he/she has passed the pre-service examination for existing post or he/she has been exempted from the pre-service examination, if any.
- c) A person belonging to the Scheduled Castes or Scheduled Tribes may be allowed one additional chance without payment of prescribed fees.

5. Syllabus and scheme of Departmental Examination

1. The syllabus for lower level Departmental examination shall be as mentioned in Part-I of Appendix- 'B',
2. The syllabus for higher level Departmental examination shall be as mentioned in Part-II of Appendix-'B',
3. Lower level and higher level Departmental Examination shall consist of four papers each of 100 (one hundred) marks. The examination shall consist of multiple-choice questions except paper III & IV which will be descriptive.
4. The candidate shall be allowed to answer the entire subjects of papers 1 to 2 with the help of books. Whereas, paper-3 and 4 shall be answered without books.

6. Explanation: Holding of Examinations: -

- 1) The RSU shall hold the departmental examination on annual basis (Preferably in January or July) or as and when required.
- 2) The RSU shall communicate the tentative programme of departmental examinations at least 60 days before provisional date prescribed by the DPC. However, it may reduce the number of days in the benefit of employee.
- 3) A person who desires to appear at the departmental examination shall send his application in the form as specified in Appendix-'C' to the DPC through the Registrar of the University for enlisting his name as a candidate for such examination at least thirty days before the date of the departmental examination. However, in case of urgency on the part of candidate, decision to relax such requirements may be taken by the higher authorities.
- 4) The Registrar shall scrutinize the application with regard to candidate eligibility for appearing in the departmental examination and forward the same to the DPC with the certificate of eligibility as specified in Appendix- 'C' to appear at the departmental examination.

- 5) If the applicant subsequently decides not to appear at the departmental examination, candidate shall give intimation thereof to the DPC through Registrar at least thirty days before the date of commencement of the departmental examination. However, in case it is not possible due to extraordinary circumstances, s decision may be taken by higher authority.
- 6) In the event of any person failing to appear at an examination after having enlisted his name as a candidate for appearing thereat but without intimating referred to in sub-rule (5), candidate shall be deemed to have lost one chance to pass the departmental examination.
- 7) The DPC shall admit the candidate to the examination on the strength of the certificate issued by the Registrar that candidate is eligible to appear in the departmental examination:

Provided that the Registrar may condone the failure on the part of the person to give intimation referred to in sub-rule (5) and the consequences arising there from if he is satisfied that the person has failed to give intimation within time for reasons beyond his control.

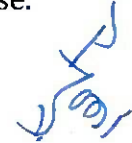
- 8) The place, date and time for holding the departmental examination shall be communicated by the DPC directly to the candidates under intimation of the Registrar.

7. The Standard for Passing the Departmental Examination. -

- 1) The standard for passing the departmental examination shall be **fifty percent of total marks assigned to each paper.**
- 2) An unsuccessful candidate who secures sixty percent or more marks in any or more papers shall be exempted from appearing in those papers at the subsequent examination.

8. **Medium of Examination:** The medium of the written examination shall be Gujarati or English as per instructions given in the question paper.

- 9. Result of Examination:** The DPC shall publish the result of the departmental examination.
- 10. Prohibition to use certain devices in the examination hall:** A candidate shall not be allowed to carry with him any electronic communication devices like cellular phone, calculator, pager or any other electronic gadgets etc.
- 11.** The Director General, Raksha Shakti University shall have the power to make any exception or relax the rules as per the requirement and merit of the case.



(Shri Pavankumar Soni)
I/c Registrar

Enclosure: Appendix- A, B, C

APPENDIX- "A" (See rule 3)

Part-I

1. Class III and any other post having pay Band of Rs. 5200-20200, Grade pay Rs.1900 (Pay Matrix Level-2)

Part-II

2. Class III and any other post having pay Band of Rs. 5200-20200, Grade pay Rs.2400 (Pay Matrix Level-4)

Part-III

3. Class III and any other post having pay Band of Rs. 9300-34800, Grade pay Rs.4200,4400 (Pay Matrix Level-6 & 7)

APPENDIX "B"**PART-I (Revised Syllabus)**

Lower Level Departmental Examination Syllabus			
Class III and any other post having pay Band of Rs. 5200-20200, Grade pay Rs.1900			
Sr. No.	Content	Marks	Timing
Paper-I (With Books)		100	03 Hrs
1	Gujarat Civil Services Rules (G.C.S.R.), 2002; Vol. I to VIII	20	
2	Gujarat Civil Service Rules (Conduct, Discipline and Appeal) Rules, 1971	20	
3	The Gujarat Financial Rules-1971	20	
4	Gujarat Budget Manual, Part I and II.	20	
5	Bombay Contingent Expenditure Rules	20	
Paper-II (With Books)		100	03 Hrs
1	Right to Information Act, 2005 (with all amendments)	20	
2	Gujarat Civil Service Classification and Recruitment (General) Rules, 1967.	20	
3	Prevention of Corruption Act, 1988	20	
4	Office Procedure (Bin Sachivalay)	40	
Paper-III (Without Books)		100	03 Hrs
1	Translation from English to Gujarati and from Gujarati to English	25	
2	Noting and Drafting in Gujarati or English, Re-writing para	25	
3	Types of letter	20	
4	English and Gujarati Grammar	20	
5	Confidential Report Rules & Guidelines (latest Primary information)	10	
Paper-IV (Without Books)		100	03 Hrs
1	Raksha Shakti University Act-2009	20	
2	Raksha Shakti University Services Regulations-2012		
2.1	Teaching Regulations	15	
2.2	Non-Teaching Regulations	15	
2.3	Appointment on Contract Basis	15	
2.4	Formation of Institutes within the University and Conduct of Meetings	05	
2.5	Leave Rules	15	
2.6	Conduct and Discipline	15	

Higher Level Departmental Examination Syllabus

Class III and any other post having pay Band of 5200-20200, Grade pay Rs.2400.

Class III and any other post having pay Band of 9300-34800, Grade pay Rs.4200, 4400

Sr. No.	Content	Marks	Timing
Paper-I (With Books)		100	03 Hrs
1	Gujarat Civil Services Rules (G.C.S.R.), 2002; Vol. I to VIII	20	
2	Gujarat Civil Service Rules (Conduct, Discipline and Appeal) Rules, 1971	20	
3	The Gujarat Financial rules-1971 & Higher Pay Grade 12 & 24	20	
4	Gujarat Budget Manual, Part I and II	20	
5	Bombay Contingent Expenditure Rules	20	
Paper-II (With Books)		100	03 Hrs
1	Right to Information Act, 2005 (with all amendments)	20	
2	Gujarat Civil Service Classification and Recruitment (General) Rules, 1967	15	
3	Prevention of Corruption Act, 1988	15	
4	Office Procedure (Bin Sachivalay)	30	
5	Gujarat Treasury Rules, 2000	10	
6	Purchase Policy of Government of Gujarat	10	
Paper-III (Without Books)		100	03 Hrs
1	Essay in English and Gujarati	15	
2	Noting and Drafting in Gujarati or English, Re-writing para	15	
3	Types of letter	10	
4	English and Gujarati Grammar	10	
5	Confidential Report Rules & Guidelines, Performance Appraisal Report	20	
6	Administrative Vocabulary- Gujarati and English and its usage	15	
7	Government Correspondence- different type of letters and difference between them	15	
Paper-IV (Without Books)		100	03 Hrs
1	Raksha Shakti University Act-2009	20	
2	Raksha Shakti University Services Regulations-2012		
2.1	Teaching Regulations	15	
2.2	Non-Teaching Regulations	15	
2.3	Appointment on Contract Basis	15	
2.4	Formation of Institutes within the University and Conduct of Meetings	05	
2.5	Leave Rules	15	
2.6	Conduct and Discipline	15	

APPENDIX 'C' (See rule 7)

Application for appearing at Lower level / higher level Departmental Examination to be held by the Board.

1	Applicant's name in full (Surname first) (In English and Gujarati)	
2	Designation (In English and Gujarati)	
3	Name of the department in which at present serving	
4	Birth date and age at the time of this examination	
5	Date of appointment and total years of service	
6	Medium of question paper Either (English or Gujarati)	
7	Whether the applicant had appeared at the Examination previously if any-	
	a. Month and year of examination at which he/she appeared	
	b. Whether any exemption is earned. If any, details of marks, Year of examination and subject should be given	
	c. Whether the applicant intends to avail of exemptions earned? State "Yes" or No" (The choice will be treated as final and no change shall be allowed)	

8	Number of chances and time limit within which the applicant is required to pass the examination (date of expiry of the period for appearing at the examination should be mentioned)	
9	Number of Chances/trials exhausted	
10	Whether additional (special chance) has been granted? Number and date of orders, under which the additional chance has been granted to the applicant should be specified and a copy thereof should be sent	
11	Purpose of passing the examination (e.g. confirmation, retention in Government service, promotion, etc.)	
12	Whether the applicant is eligible to appear at the examination according to the rules of the Departmental Examination	
13	Number and date of orders relaxing age and service limit from competent authority (copies of orders should be attached)	
14	Candidate must write the post where he/she may eligible for promotion	
16	Qualification as per rule for the promotion post	
17	Experience as per rule for the promotion post	

18	Remarks, if any	
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Attach further sheet if, required.

PLACE:

DATE:

Signature of the applicant

CERTIFICATE OF ELIGIBILITY

[See rule 7(4)]

Certified that -

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

Shri/Smt./Kum..... is

eligible to appear at the Lower level / Higher Level Departmental examination for

.....to the post of to be held

in.....

(2)*Necessary fee is paid; copy of Challan/ receipt is attached herewith.

(3)*Candidate is granted additional chance; a copy of order is attached.

Place:.....

Date...

*Strike out whichever is not applicable.

(Signature and designation of the Registrar)

