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PART IV-A

Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Central Acts

WOMEN AND CHILD DEVELOPMENT DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 15th March, 2025

CONSTITUTION OF INDIA.

No. GWC-(1)-2025-WCDD/DRA/e-file/23/2023/0864/B1:- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and in supersession of all the existing rules made in this behalf, the Governor of Gujarat hereby makes the following rules to provide for regulating the conditions of service of the persons appointed to the post of Mukhya Sevika, Class III, in so far as they relate to their Departmental Training and passing of the Departmental Examination to be eligible for promotion to the post of Child Development Project Officer(female), Class II in the General State Service under Women and Child Development Department, namely:-

1. Short title, commencement and application.-
 - (1) These rules may be called the Child Development Project Officer(female), Class II (Departmental Examination) Rules, 2024.
 - (2) They shall come into force of its publication in the *Official Gazette*.
 - (3) They shall apply to persons appointed to the post of Mukhya Sevika, Class III.
2. Definitions.-
 - (a) "Appendix" means an Appendix appended to these rules;

- (b) "appointed date" means the date on which these rules shall come into force;
- (c) "Child Development Project Officer(female), Class II" means Child Development Project Officer(female), Class II, in the General State Service under the Women and Child Development Department;
- (d) "Commissioner" means Commissioner, Women and Child Development;
- (e) "Director General" means the Director General of Sardar Patel Institute of Public Administration (SPIPA);
- (f) "examination" means the departmental examination for promotion to the post of Child Development Project Officer(female), Class II in the General State Service prescribed under these rules;
- (g) "Government" means Government of Gujarat;
- (h) "Institute" means Sardar Patel Institute of Public Administration (SPIPA), Ahmedabad;
- (i) "Old rules" means the rules in force immediately before the appointed date;
- (j) "Specified chances means the number of chances specified in these rules within which a person is required to pass the examination;
- (k) "Specified period" means the period specified in these rules within which a person is required to pass the examination;

3. Requirement to pass the Examination.-

- (1) The person appointed to the post of Mukhya Sevika, Class III shall be required to pass the examination to be eligible for promotion to the post of Child Development Project Officer(Female), Class II.
- (2) Notwithstanding anything contained in sub-rule(1), where any such person has before the appointed date passed the relevant departmental examination or who has been exempted under the old rules from passing the relevant departmental examination, shall not be required to pass the departmental examination under these rules.

4. Eligibility to appear in the Examination.-

- (1) No person shall be eligible to appear in the examination unless he has completed Three years' service after his appointment on the post of Mukhya Sevika, Class III.
- (2) No person shall be eligible to appear in the examination unless he has passed the post-training examination for the existing post or he has been exempted from the post-training examination by the competent authority, if any.

5. Specified chances and period for passing the Examination.-

- 1. To be eligible for promotion to the post of Child Development Project Officer(female), Class II, a person shall be required to pass the examination within a period of three years and within three chances from the date of her completing three years' continuous service after her appointment on the post of Mukhya Sevika:

Provided that a person belonging to the Scheduled Castes or Scheduled Tribes may be given one additional chance without payment of prescribed fees which shall have to be availed of within a period of one year from the date of declaration of the result of the examination of his third chance:

Provided further that if a person fails to pass the examination referred to in these rules within the specified period and within the specified chances, she shall notwithstanding such failure, be eligible to appear at any time in the examination on payment of an examination fee as may be determined by the Government from time to time and if she passes the said examination, she shall be eligible for promotion:

Provided also that such person shall not be entitled to claim seniority over those persons who have passed the examination earlier than her and have been promoted to the post of Child Development Project Officer(female), Class II under these rules before she became eligible for such promotion on passing examination:

Provided also that a person who has been provided with any chances under the old rules shall be allowed the remaining chances under these rules.

2. Not appearing in the examination, shall be considered as a chance.

6. Departmental Training and its provisions.--

The Mukhya Sevika shall be required to undergo departmental training in the Institute in accordance with the following provisions, namely:

1. The departmental training shall be for a period of 11 days (eleven days). This training shall be imparted by the Sardar Patel Institute of Public Administration, Ahmedabad;
2. The Mukhya Sevika shall be under the control of the Director General, Sardar Patel Institute of Public Administration during the period of their departmental training.
3. The examination shall be held by the Sardar Patel Institute of Public Administration after the departmental training is over. The Mukhya Sevika who have completed the departmental training shall be required to pass the examination. After completion of the departmental training,
4. (a) In order to qualify for appearing in the examination, the Mukhya Sevika shall be required to attend a minimum of 85% of the total number of lectures in the departmental training, otherwise she shall be disqualified for appearing in the examination.
(b) During the period of departmental training, Mukhya Sevika shall not be allowed any type of leave or absence for more than one day.

Provided that if the Mukhya Sevika remains absent for more than one day or she doesn't attend 85% of the total lectures during the departmental training and the Director General is satisfied that her absence is due to any unavoidable circumstances beyond her control, he may allow her to appear in the examination.

5. The Institute shall provide books for departmental training and examination to the Mukhya Sevika without obtaining any security deposit during their departmental training in the Institute. The Mukhya Sevika shall be required to return the books as soon as the examination is over. In case of their loss or damage, price of the books shall be recovered from the Mukhya Sevika by the Institute.
6. The Director General is entitled to change or alter the schedule of departmental training and / or examination as per the prevailing circumstances.

7. Syllabus and Scheme of examination. -

1. The syllabus for examination shall be as specified in the APPENDIX- 'A'.
2. The examination shall consist of Five papers each of 100 (one hundred) marks. The examination shall consist of Multiple Choice Questions (MCQs) except PAPER V, which shall be descriptive.
3. The candidate shall be allowed to answer the questions of papers with the help of books. Except paper V shall be answered without books.

Explanation: "Withbooks" means the original book of the subjects approved by the Government or the Institute having bare Acts and/or rules without any commentaries or case laws and included manuals issued under the Act published or approved by the Government.

8. Medium of Examination.-

The medium of the examination shall be Gujarati as per the instructions given in the question paper.

9. Holding of Examination.-

1. The Institute shall hold the examination at least twice in a year.
2. The Institute shall communicate the tentative program of examination to the concerned Municipal Commissioners / District Development Officers at least ninety days before the provisional date decided by the Institute;
3. A candidate who desires to appear at the examination under these rules shall send his application for listing his name as a candidate for such examination to the Commissioner, Women and Child Development, Gujarat State, Gandhinagar through the respective District Development Officer or Municipal Commissioner as case may be, in the Form as specified in appendix B at least 60 days before commencement of the examination.
4. The District Development Officer or Municipal Commissioner shall scrutinise the application with regard to his eligibility for appearing in the departmental examination and forwards same to the Commissioner, Women and Child Development, Gujarat State.
5. The Commissioner, Women and Child Development shall forward the same to the Institute with the Certificate of Eligibility as specified in APPENDIX - 'C';
6. If the applicant Subsequently decides not to appear in the examination, she shall give intimation thereof to the Institute through the Commissioner, women and Child Development at least thirty days before the date of commencement of the examination;
7. If any person fails to appear in the examination after having enlisted her name as a Candidate without giving intimation referred in sub-rule (6), he shall be deemed to have lost one chance to pass the examination;

Provided that the Commissioner, Women and Child Development may condone the failure on the part of the person to give intimation referred to in sub-rule 9(7) and the consequences arising there from, if it is satisfied that the person has failed to give intimation within the time limit for the reasons beyond his control;
8. The Institute shall admit the candidate to the examination on the strength of the certificate issued by the Commissioner, Women and Child Development that she is eligible to appear in the examination:
9. The place, date and time for holding the examination shall be communicated by the Institute and the same shall be communicated to the candidates by the Commissioner Women and Child Development.

10. Qualifying Standard for passing the Examination.-

1. The standard for passing the examination shall be fifty per cent (50%) of the total marks assigned to each paper.
 2. An unsuccessful candidate who secures fifty per cent (50%) or more marks in any one or more papers shall be exempted from appearing in those papers in the subsequent examination.
 3. In case a candidate is not able to obtain the qualifying standard in only one question paper in a examination, such candidate shall be given grace marks up to 5% of total marks for that question paper and thereafter, if she obtains the marks equal or more than qualifying standard, she shall be declared pass.
11. Result of Examination.- The Institute shall publish the result of the examination on its official website and shall forward the same to the Commissioner, Women and Child Development. The Commissioner, Women and Child Development shall intimate the result to the candidates.
12. Incentive.- The candidate who secures eighty per cent (80%) or more aggregate marks in the examination in first chance shall be paid such cash amount as an incentive as determined by the Government.

13. Prohibition to use of certain devices in the Examination hall.- No candidate shall be allowed to carry with her any electronic communication devices like a cellular phone, calculator, pager, i-pad smartwatch etc. in examination hall.
14. Repeal and saving.- The old rules made for Examination for the promotion to the post of Child Development Project Officer (female) and any other rules corresponding thereto in force immediately before the coming into force of these rules are hereby repealed:

Provided that such repeal shall not affect anything done or actions taken under any of the rules, so repealed.

APPENDIX - 'A'

(See rule 7)

Syllabus for the Departmental Examination for promotion to the post of Child Development Project Officer(Female), Class II, in the General State Service Under Women and Child Development Department.

PAPER I: Marks-100, (MCQs)

Duration 3 Hours (with Books)

1. Constitution of India.
2. Office Procedure of the Non-secretariat.
3. General understanding of Departments and Head of the Departments.
4. The Prevention of Corruption Act, 1988.
5. The Right to Information Act, 2005.
6. The Gujarat Right to Information Rules, 2010.
7. The Right of Citizen to Public Service Act, 2013.

PAPER II, Marks-100,(MCQs)

Duration 3 Hours (with Books)

1. Bombay Contingent Expenditure Rules, 1959.
2. Purchase Policy of Government of Gujarat.
3. The Gujarat Financial Rules, 1971.
4. The Gujarat Treasury Rules, 2000
5. Panchayatiraj and community Development (Vikas vivaran).
6. Panchayat Act 1993.

PAPER III: Marks-100, (MCQs)

Duration 3 Hours (with Books)

1. The Gujarat Civil Service Rules, 2002 (Vol. 1 to 8)
2. Gujarat Civil Services (Conduct) Rules, 1971 and Gujarat Civil Services (Discipline and appeal) Rules, 1971.
3. The Gujarat Civil Services Classification and Recruitment(General) Rules, 1967
4. Performance Appraisal Report and Guidelines.

PAPER IV: Marks-100, (MCQs)

Duration 3 Hours (with Books)

1. Importance of nutritional function of food Classification of food and prevention of anemia, vitamin A deficiency in mother.
2. National Food Security Act, 2013.
3. Food Safety and Standards (Safe food and balanced diets for children in school) Regulations, 2020.
4. National health program in the state and its interpretation.
5. Service of maternal and child welfare, maternal family welfare, immunization, protection of blindness, health checkup of beneficiary, referral services, malnutrition, child care and information about school health.
6. ICDS Schemes.

PAPER 5: Marks-100,**Duration 3 Hours (Descriptive)**

1. Gujarati Language and Grammar Including Comprehension and Translation of Gujarati Words into English used in Administration etc. (30 Marks).
2. English Language & Grammar Including Comprehension and Translation of English Words into Gujarati used in Administration etc. (20 Marks).
3. Noting and Drafting in Gujarati or English (10 Marks).
4. Different types of Government orders, its utilization and importance (GR, Notification, Circular, Office Order, Memo) (20 Marks).
5. High Court Matters- Preparation of Para wise remarks, filling of affidavit and Drafting of Speaking Order (20 Marks).

APPENDIX-B**See rule 9 (3)****Form of Application**

Application for appearing in the Departmental Examination for promotion to the post of Child Development Project Officer (female), Class II in the General State Service under the Women and Child Development Department.

1	Applicant's Name in Full:)(Surname First) (In English and Gujarati):	
2	Designation (In English and Gujarati):	
3	Name of the Office in which at present serving:	
4	Birth Date and age at the time of this examination	
5	Date of appointment and total years of Services:	
6	Whether the applicant had appeared at the examination previously? if so: 1. Month and year of Examination in which she appeared: 2. Whether any exemption is earned? if so, provide details of marks, year of examination and subject; 3. Whether the applicant intends to avail of exemption earned ? state "yes "or "no" (the choice shall be treated as final and no change shall be allowed)	
7	Authority or the Rules under which the applicant has to appear for the examination:	
8	Number of the chances limit within which the applicant is required to pass the examination:	
9	Number of chances exhausted:	
10	Whether additional chance has been granted? (Number and date of order) under which the additional chance has been granted to the applicant should be specified and a copy thereof should be attached.	
11	Purpose of passing the examination (Promotion etc.)	
12	Whether the applicant is eligible to appear at the examination according to the rules of the departmental examination:	
13	Remarks, if any:	

Place:

(Signature of Applicant)

Date:

APPENDIX-C**See rule 9 (5)****CERTIFICATE OF ELIGIBILITY**

Certified that-

1. The above particulars are verified and found correct.

Shri/Smt/.Kumari..... is eligible to appear at the Departmental Examination for promotion to the post of Child Development Project Officer(Female), Class II in the General State Servicer under Women and Child Development Department to be held in

1. *Necessary fee is paid; copy of challan is attached here.
2. *Candidate is granted additional chance; a copy of the order is attached.

Place:

Date:

Department:

Signature and Designation
Of the Head of the Department/office)

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

D. U. GOSAI,
Under Secretary to Government.

