Regarding making compulsory the knowledge of computer in the matter of direct of recruitment and promotion of Class-1 to Class-2, under the E-Governance policy of the State Government.

GOVERNMENT OF GUJARAT,
GENERAL ADMINISTRATION DEPARTMENT,
CIRCULAR NO. PARACH/172003-672(1)-G-2,
SACHIVALAYA, GANDHINAGAR,
DATED 11-8-2003

CIRCULAR:

Regarding making compulsory the knowledge of computer in the matter of direct of recruitment and promotion of Class-1 to Class-2, under the E-governance policy of the State Government, all the departments have been informed vide this office letter dated 11-8-2003 of even number. In this regard, the following working procedure is therefore, fixed.

DIRECT RECRUITMENT:

(1)　In the case of direct recruitment, over and above the educational qualifications, the knowledge of computer shall be as per the standard of the Course on Computer Concepts (CCC) of the Department of Electronics Accreditation (DOEACC) Society or as may be decided by the State Government from time to time.

(2)　For getting selected through direct recruitment, in the matter of computer knowledge, the examination as per above laid down standard by the Government hereinabove vide clause (1) from the Industrial Training Institute or from such institute that may be decided by the Government shall have to be passed.

(3)   This examination shall be taken in two parts, i.e. written as well as practical. The written examination can be taken upon ON LINE. For taking written examination at ON LINE as well as practical examination, the necessary infrastructure is available at the Industrial Training Institute of each district.

(4)   The said written and practical, both examinations shall be of 50 - 50 marks and minimum 30 -30 marks will be required for passing in each.

FOR PROMOTION:

1)   The officers/employees who are continuing in the Government service desire to get promotion, shall have to pass the examination of the standard course of Department of Electronics Accrediation (DOEACC) Society for the Course on Computer Concepts (CCC) or the examination from the Industrial Training Institute, SPIPA or through the institutes as may be decided by the State Government from time to time. Such examination should have been passed prior to getting promotion, such a provision is applicable after two years, i.e. from 1-7-2005.

2)   For getting promotion from Class-4 to Class 3, the concerned employee shall have to pass this examination.

3)   Under the scheme of getting higher pay scale also for getting the higher pay scale, the concerned officers/employees should have passed the examination of this nature. This provision is also to be applied from 1.7.2005.

(4)   Those officers/employees who have crossed the age limit of 45 years as on 1-7-2005, they are exempted from passing the aforesaid

computer examination for getting promotion/higher pay scale. Therefore, they shall not have to give such examination.

For adopting the aforesaid working method, all the heads of departments and sections of the Sachivalaya, are hereby therefore informed. This procedure (amendment of rules) shall have to be completed before 31.3.2004.

By order and in the name of Governor of Gujarat,

Sd/
(Hemendra Shah)
Joint Secretary (Personnel)
General Administration Department
Govt. of Gujarat.

To
The Secretary to the Governor,
The Personal Secretary to the Chief Minister,
The personal Secretary to the Leader of the
Opposition,
Personal Secretaries of all the Ministers.

- The Secretary, Gujarat Public Service Commissioner, Ahmedabad.
- The Secretary, Gujarat Legislative Assembly, Gandhinagar.
- The Secretary, Gujarat Vigilance Commission, Gandhinagar.
- The Registrar, Gujarat High Court, Ahmedabad.
- The Secretary, Gujarat Civil Services Tribunal, Gandhinagar.
- The Secretary, Gujarat Gaun Service Selection Board, Gandhinagar.
- The Secretary, Panchayat Services Selection Board, Ahmedabad.
- All the Departments of the Sachivalaya, Head of the Department/ Head of offices,.
All Heads of Departments/Head of Offices.
All branches of General Administration Department/Officers.
Select File.

- By letter.