

TOURISM CORPORATION OF GUJARAT LTD
Block no.16/17, 4th Floor, Udhog Bhavan, Sector-11, Gandhinagar

Recruitment Rules of Sr. Admin Assistant

Pay Scale: - Rs 35400-112400 (Level 6 as per 7th pay scale)

NOTIFICATION NO. EST/RR/Sr. Admin Asst./2022/972 , Dated: 09/09/2022

In exercise of the powers conferred by the article 188 (5) read with article 188 (16) of the Articles of the Association of the Tourism Corporation of Gujarat Limited and in supersession of the existing rules/regulations/orders made in this behalf, the Board of Directors of the Tourism Corporation of Gujarat Limited hereby make the following rules to provide for regulating recruitment to the post of **Sr. Admin Assistant** in the Tourism Corporation of Gujarat Limited namely:-

1. These regulations may be called the **Sr. Admin Assistant** in the Tourism Corporation of Gujarat Limited regulation 2022.
2. Appointment to the post of **Sr. Admin Assistant** in the Tourism Corporation of Gujarat Limited shall be made either-
 - a. By promotion of a person who possess 'good bench mark' for being considered fit for promotion with the zone of consideration as laid down in the Gujarat Civil Service Classification and Recruitment Rules 1967 from amongst the persons who:
 - i. have worked for not less than **5 (Five)** years in the cadre of **Admin Assistant** in the Tourism Corporation of Gujarat Limited.
 - ii. have passed the qualifying examination for Computer knowledge in accordance with the provision of the Gujarat Civil Services Computer Competency (Training & Examination) Rules, 2006; as amended from time to time.

Provided that where the appointing authority is satisfied that a person having experience specified in Sub - Clause (a) (i) above is not available for promotion and that it is necessary in the public interest to fill up a post by promotion even of a person having experience for a lesser period; it may for reasons to be recorded in writing, promote such person who possesses experience of a period of not less than two thirds of the period specified in Sub - Clause (a) (i) above with the prior approval of the Government ;

OR

b. By direct selection;

3. To be eligible for appointment by direct selection to the post mentioned in rule-2, b candidate shall –

a. Not be more than **36 (Thirty Six)** years of age;

Provided further that the upper age limit may also be relaxed in favour of a candidate who is working in the Tourism Corporation of Gujarat Limited on contract basis at least for a period of not less than six months at the time of his application for direct selection and he is in the service under Tourism Corporation of Gujarat Limited on the date of offer of appointment to the post, in the event of his selection on the post, to the extent of equal number of months for which service has been put in by him. **As per the provision of the Gujarat Civil Service Classification and Recruitment (General) Rules, 1967**

Explanation:

The above provision of age relaxation shall apply to the candidate who is appointed on contract basis as per instructions given by Finance Department GR no. khrch/2002/57/Z1, dated 16/02/2006 and General Administration Department GR no. CRR/11-2008/433717/G5 dated 04/06/2009 and in accordance with the provisions of the relevant recruitment rules of the concerned post and as per regular recruitment procedure. It shall not apply to the candidate who is appointed on contract basis for 11 months or otherwise or appointed by the outsource agency.

b. Possess-

A Bachelor's degree in any discipline from any of the Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956; **and**

Have about 1 Years' experience (Combined or separate) after Graduation in the field of Human Resource/ Administration in Government/Local Bodies/Government Undertaking/ Board of Corporation of society /Limited Company established under the companies Act, 2013/ Universities or institutions established or incorporated by or under Central or State Act in India; or any other educational institution recognized as such or declared to be a deemed University under section 3 of the University Grants Commission Act 1956;

c. Possess the basic knowledge of computer application as prescribed in Gujarat Civil Services classification and recruitment (General) Rules, 1967;

d. Possess adequate knowledge of Gujarati or Hindi or Both.

4. Notwithstanding anything contained in any regulations, a candidate selected by direct recruitment shall be appointed on contract basis for five years on such terms and conditions as prescribed by the Finance Department Government of Gujarat from time to time.
5. The candidate appointed under rule 4 shall be given the prescribed pay scale of the post of Sr. Admin Assistant, after completion of contractual period, on his performance being found satisfactory during the stipulated period of service on contract basis.
6. The candidate appointed under rule 4 shall during the stipulated period of service on contractual basis, shall require to pass the CCC examination for computer knowledge as prescribed in Gujarat Civil Services Computer Competency (Training and Examination) Rules, 2006.
7. The candidate appointed in accordance with rule 4 shall, during the stipulated period of service on contractual basis, be required to pass an examination of Hindi or Gujarati or both, as the case may be, in accordance with the rules prescribed by the Government in that behalf.
8. The candidate appointed either by direct selection or by promotion shall have to undergo such training and to pass such examination as may be prescribed by the Tourism Corporation of Gujarat Limited and approved by the Government.
9. The candidate appointed by direct selection shall be required to furnish a security and surety bond in such form, for such amount and for such period as may be prescribed by the Government from time to time.

10. Interpretation in case of doubt:

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



By the order of the Board of Directors
Managing Director