

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

Recruitment Regulations of Admin Assistant

Pay Scale: - - Rs 25500-81100 (Level 4 as per 7th pay scale)

NOTIFICATION NO. EST/RR/Admin Asst/2026/.....2141....., Dated.....30/04/2026

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 Regulations made in this behalf, the Board of Directors of the Tourism Corporation of Gujarat Limited hereby make the following Regulations to provide for regulating recruitment for the post of **Admin Assistant** in the Tourism Corporation of Gujarat Limited namely:-

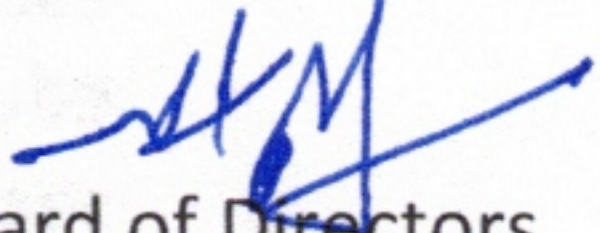
1. These Regulations may be called the **Admin Assistant** in the Tourism Corporation of Gujarat Limited regulation 2026.
2. Appointment to the post of **Admin Assistant** in the Tourism Corporation of Gujarat Limited shall be made by direct selection;
3. To be eligible for appointment by direct selection to the post mentioned in rule-2 candidate shall –
 - a. Not be more than **35 (Thirty-Five)** years of age;
Provided that the upper age limit may be relaxed in favour of a candidate belonging to Scheduled Castes or Scheduled Tribes or Socially and Educationally Backward Classes or Economically Weaker Sections or Women in accordance with the provisions of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
Provided further that the upper age limit may also be relaxed in favour of a candidate who is already in the service of the Tourism Corporation of Gujarat Limited on the lines of the Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
 - 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;
 - c. Possess the basic knowledge of computer application as prescribed in Gujarat Civil Services classification and recruitment (General) Regulations, 1967;
 - d. Possess adequate knowledge of Gujarati or Hindi or Both.

4. A Provision of rule 9-A of the Gujarat Civil Classification and Recruitment (General) Rules, 1967, except provision of sub rule (4), of the said rule shall be applicable in respect of a candidate appointed by direct selection under and above.

The candidate selected by direct selection shall be appointed on contractual basis in accordance with and on such terms and conditions as prescribed by the Government of Gujarat from time to time. At the end of a contractual period, the candidate shall be given the pay scale as prescribed for the post after his performance is found satisfactory during the stipulated period of service on a contractual basis.

5. The candidate appointed by direct selection shall during his/her fixed pay period, be required to pass the qualifying examination for computer knowledge in accordance the provisions of the Gujarat Civil Services Computer competency (Training and Examination) Rules, 2006.
6. The candidate appointed by direct selection shall be required to pass an examination in Hindi or Gujarati or both in accordance with the rules prescribed by the Government of Gujarat.
7. The candidate recommended for appointment will not be considered as Civil post / civil service under the state Government but will be considered as the employee of the Tourism Corporation of Gujarat Limited.
8. The candidate appointed by direct selection shall require to undergo such training and pass the post training examination may be prescribed by the Government of Gujarat or Tourism Corporation of Gujarat Limited.
9. The candidate appointed by direct selection shall require to furnish a security and surety bond in such form, for such amount and for such period as may be prescribed by Government from time to time
10. Interpretation in case of doubt.

If any questions arise 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